



## Joint Occupational Health & Safety Committee Meeting Minutes

**Name of Committee:** UBC Facilities (Building Operations) Trades  
Joint Occupational Health & Safety Committee

**Worker Co-Chair:** Mike Laing (chair)

**Employer Co-Chair:** Sean McGregor (co-chair)

February 13th, 2024

**Time:** 1:00 pm – 3:15 pm

**Location:** USB Room 1020 and Zoom Teleconference

### AGENDA:

1. Roll Call	6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)
2. Determination of Quorum	7. Review Education and Training
3. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes	8. Ongoing Business – Status of Action Items
4. Additional Agenda Items, Review Actionable Items from Local Safety Team (LST) Minutes & Approval of Agenda	9. JOHSC Recommendation Letters (Correspondence)
5. Review Central Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents	10. New and Other Business
• Monthly Incident List & Statistical Summary Report	11. Follow-up Business – Status of Closed Items
• Accident/Incident Further Follow-up on Listed Incidents	12. Next Meeting
	13. Meeting Adjournment

### 1. ROLL CALL

Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Jeremiah Schneider (alternate)	CUPE 116	Construction Office Trades	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Scott Turner	CUPE 116	Architectural Trades – Carpentry	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sean Brown (co-chair alternate)	CUPE 116	Electrical Trades – Electrician	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Benjamin Scott	CUPE 116	Electrical Trades – Electrician	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mark Roberts (alternate)	CUPE 116	Electrical Trades – Electrician	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Riccardo Palumbo	CUPE 116	Architectural Trades – Bricklayer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Elizabeth Cortens (co-chair alternate)	IUOE 115	Mechanical Trades – Mechanical Maintenance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conor Hourigan	IUOE 115	Mechanical Trades – Mechanical Maintenance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sean Roe	CUPE 116	Mechanical Trades – Plumbers/Steamfitters	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thomas Takaki (alternate)	CUPE 116	Mechanical Trades – Plumbers/Steamfitters	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Michael Laing (co-chair)	CUPE 116	Mechanical Trades - Sheetmetal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Kernachan (alternate)	CUPE 116	Mechanical Trades - Sheetmetal	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Tim Harper (alternate)	CUPE 116	Construction Office Trades	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Employer Representatives	Work Location	Present	Regrets	Absent
Kevin Morris	P&P Manager, Architectural Trades	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frank Crudo (co-chair alternate)	Senior Manager, Architectural	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mike Paley	P&P Manager, Electrical Trades	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sean McGregor (co-chair)	P&P Manager, Mechanical Operations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jason Wright (alternate)	Senior Manager, Mechanical	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lee McCormick (alternate)	P&P Manager, Mechanical Operations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Denise Pearce (alternate)	Director, Trades	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Jessica Dadwal	Construction Office Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Resources/Guests	Work Location	Present	Regrets	Absent
Lori Takenaka	SRS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ellen Grande	Clerical (minute taker)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 2. DETERMINATION OF QUORUM

- A minimum of 4 members;
- Worker representatives (faculty and staff workers who do not exercise managerial functions) and employer representatives (management workers who exercise managerial functions);
- At least half of the members must be worker representatives;

Is there quorum for this meeting?

*\* If quorum is not met, the meeting does not qualify as a monthly meeting. The monthly meeting will need to be rescheduled within the same month.*

Yes  
☒

No  
☐



### 3. APPROVAL OF PREVIOUS JOHSC MEETING MINUTES

*(Statement to indicate minutes of previous meeting have been read & acknowledged and to record any corrections to it)*

• Move to adopt minutes. Moved by: Sean Roe Seconded by: Sean Brown

• List amendments to minutes:

**Correct Attendance:** Conor Hourigan attended January 9<sup>th</sup>, 2024 meeting.

• Are the minutes approved?

Yes



No



### 4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

*(List additional agenda items)*

- Co-Chair Monthly Email from SRS
- I-B-28 Hazard Identification Assessment Draft
- Update Building Emergency Response Plan (BERP)

*Place actionable items under Accident/Incident Investigation, Safety Inspections, Correspondence, New Business etc. as applicable and assign proper item # for further discussion/action.*

☒ No actionable items noted

Is the agenda approved?

Yes



No



### 5. REVIEW CENTRAL ACCIDENT/INCIDENT REPORTING SYSTEM

*Attach inspection checklist(s) and report(s) to these meeting minutes and use this table to record discussion and new recommendation(s)-17*

Item # (Use CAIRS Incident ID #)	Priority	Date	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
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5. REVIEW CENTRAL ACCIDENT/INCIDENT REPORTING SYSTEM						
133639 (133640)	B	2024-01-03	<ul style="list-style-type: none"><li>Incident reviewed. No further actions. Incident closed.</li></ul> <p><b>Description:</b> Employee rubbed his right eye when they were getting into their vehicle and then felt some discomfort. They felt something in their right eye. Went back to the USB and went to the First Aid.</p> <p><b>Root Cause:</b> The interior cabin area of the vehicle was observed to be clean and free of any tools, materials or debris. The source of the dust/dirt particles which entered the employee's eye was probably from dust/dirt accumulation over time (vehicle is a work truck).</p> <p><b>Corrective Actions:</b> <b>All Actions Complete</b> <b>Corrective Action 1</b> <b>Corrective Action Identified:</b> Regular reminders to keep vehicles organized and clean, will be made to staff during weekly meetings and on Monday mornings while vehicle inspections are taking place. <b>Estimated Completion Date:</b> 2024-01-09 <b>Final Actions Taken:</b> Reminders will be ongoing during weekly meetings <b>Date Completed:</b> 2024-01-09</p>			C
133691	B	2024-01-17	<ul style="list-style-type: none"><li>Incident reviewed. No further actions. Incident closed.</li></ul> <p><b>Description:</b> Employee was walking and slipped on snow and ice between Henry Angus and Somerset buildings. They impacted their lower back, left ankle, neck and head when they fell.</p> <p><b>Root Cause:</b> The root cause of the accident was a combination of snow and ice on the ground and the employee lost his footing as they were walking.</p> <p><b>Corrective Actions:</b> Not Complete <b>Corrective Action 1</b> <b>Corrective Action Identified:</b> Remind the employee and the work group through the crew talk to pay attention and move slowly when walking through snow and ice, or wet floor or ground conditions. Also speak to the use of additional traction soles that are available on the market, and will help prevent slipping in these conditions. <b>Estimated Completion Date:</b> 2024-01-23</p>			C



5. REVIEW CENTRAL ACCIDENT/INCIDENT REPORTING SYSTEM						
			<b>Final Actions Taken:</b> The item was crew talked with the crew. <b>Date Completed:</b> 2024-01-23 <b>Corrective Action 2</b> <b>Corrective Action Identified:</b> Speak to the employee when he returns to work - Remind the employee and the work group through the crew talk to pay attention and move slowly when walking through snow and ice, or wet floor or ground conditions. Also speak to the use of additional traction soles that are available on the market, and will help prevent slipping in these conditions. <b>Estimated Completion Date:</b> 2024-02-12			
133613 (133621)	B	2023-07-06 to 2023-12-18	<ul style="list-style-type: none"><li>Investigation required.</li></ul> <b>Description:</b> Tweaked their back when maneuvering/ lifting a glass door they were removing for repairs. Became worse through the day as they were working on the door in the shop on the bench.	Frank Crudo	2024-03	IP
133622	B	2023-12-20	<ul style="list-style-type: none"><li>Investigation completed. Recommendations: back into parking spot, and/or walk around vehicle and be mindful of potential problems. Incident closed.</li><li>Investigation required.</li></ul> <b>Description:</b> Worker parked beside a low concrete curb, they did not see it while pulling out of the designated stall.			C
131637 (131723)	B	2023-07-06	<ul style="list-style-type: none"><li>Investigation is ongoing. Worker is presently off on WCB.</li></ul> <b>Description:</b> Felt back a bit off at earlier job, CK Choi. At Alumni, injured back, then laid down on ground on his back. Injury happened at 1:35pm. Packed van with tools, then headed back to shop. Checked in with first aid, and they reported to first aid. <b>Root Cause:</b> Avoid bending, especially if required to raise door when adjusting it.	Frank Crudo	2024-03	IP

5a. REVIEW CENTRAL ACCIDENT/INCIDENT STATISTICS Quarterly and Annually

JANUARY 2024 Annual Statistics	<input checked="" type="checkbox"/>
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Noted Top incident contributing factor: Limited Space Trend similar to previous year 2022 Top accident type: Motor Vehicle Accident; Top time loss injury type: Back Strain and other strains	
APRIL 1ST 2024 Quarterly Statistics	<input type="checkbox"/>
JULY 1ST 2024 Quarterly Statistics	<input type="checkbox"/>
OCTOBER 1 <sup>ST</sup> 2024 Quarterly Statistics	<input type="checkbox"/>

5b. REVIEW CENTRAL ACCIDENT/INCIDENT REPORTING FOLLOW-UP	
DID JOHSC MEMBERS REVIEW ACCIDENT/INCIDENT STATS?	<input checked="" type="checkbox"/>
DID JOHSC MEMBERS IDENTIFY ANY TRENDS?	<input checked="" type="checkbox"/>
DID JOHSC MEMBERS MAKE ANY RECOMMENDATIONS?	<input checked="" type="checkbox"/>

6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
Attach inspection checklist(s) and report(s) to these meeting minutes and use this table to record discussion and new recommendation(s)-17					
Item # (Use Inspection #)	Priority	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status
GI-Carp-129	B	<ul style="list-style-type: none"><li>Sawdust is a combustible material and needs to be disposed of in proper garbage can with metal lid.</li></ul>	Kevin Morris	2024-03	IP
GI-Paint 128	B	<ul style="list-style-type: none"><li>One burnt out light near door to loading bay. SR to be generated.</li></ul>	Kevin Morris	2024-03	IP
GI-Paint 127	B	<ul style="list-style-type: none"><li>Material 5 gal pails, stored in the middle of store room in front of shelving making access difficult to items on shelf. Recommend moving stored material pails under shelving or shelved correctly.</li></ul>	Kevin Morris	2024-03	IP
GI-Paint 126	B	<ul style="list-style-type: none"><li>3 lights in the spray booth need to be replaced. SR has been submitted</li></ul>	Kevin Morris	2024-03	IP
GI-Paint-125	B	<ul style="list-style-type: none"><li>Lights have been replaced. Inspection closed.</li></ul>			C



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		<ul style="list-style-type: none"><li>Light burnt out near door to hallway of Paint Shop. Also 2 tubes on side wall of spray booth. SR254256 submitted for light changers.</li></ul>			
GI- Elec-114	B	<ul style="list-style-type: none"><li>After a discussion with Gardenia, Sharepoint is no longer an alternative. The SDS sheets will remain on the Sharedrive. There will be locations for Stores, Mechanical, Architectural and Electrical. Each crew purchasing their own chemicals will be responsible for maintaining their own SDSs. Need to determine which folder in Shared drive to use. In progress.</li><li>Mike Paley to contact Gardenia Honorio for Sharepoint Implementation. In progress.</li><li>No update. In progress.</li><li>The discussion focused on methods of accessing Safety Data sheets:<ol style="list-style-type: none"><li>PLANON (in progress – Stores is working on this method)</li><li>SDS binder located at Stores</li><li>Implementation of SharePoint Link for all SDS</li><li>Individual Crew Safety Board Access for crew specific SDS</li></ol>Mike Paley will provide an instruction sheet to advise all trade workers on how to access SDS.<p>All were reminded that should they order products that Stores does not sell, the crews are responsible for maintaining those SDS.</p></li><li>Mike Paley will follow up with Stores to see if they will be able to make the SDSs available through Planon.</li><li>Review and replace remote access to SDS on shop safety board. Old QR Code no longer works. Electrical shop will print out the SDS and post it on shop safety board. It is recommended that representatives maintain and check if the SDS is up to date annually in their own shop.</li></ul>	Mike Paley	2024-03	IP
GI-Electrical-102	B	<ul style="list-style-type: none"><li>Frank Crudo distributed the 2024 Crew Talk-Responsibilities for BERP document as well as the Draft Building-Emergency Response Plan for review and discussion next month.</li></ul>	Frank Crudo	2024-03	IP



6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
		<p><b>Maps that were missing for Stores and Garage/Sheetmetal have now been installed. There were two additional floor wardens added: Wardens: Shaun MacDonald and Elizabeth Cortens (Alternate)</b></p> <ul style="list-style-type: none"><li>• In progress.</li><li>• Frank Crudo is collecting information and working to finalize the updated draft BERP Document for circulation to the JOHS Committee members, along with the semiannual crew talk document that is intended to help crews better understand the purpose of the plan and recognize that we are all part of that plan during an event. He will work to have these documents circulated to the committee members in the next two weeks so we can speak to them at the next JOHS Committee meeting in February.</li><li>• Sean McGregor noted that Tony Boyce and Raymond Lum, both from the Metal Shop, were not on the warden list. Frank Crudo replied that he will add the two to the BERP warden contact list and update the overall plan to reflect this.</li><li>• Recent fire drill highlighted a few concerns:<ol style="list-style-type: none"><li>1. What happens when both Warden and Alternate are away? Importance of Crew talks and Newsletter to inform all workers what is their responsibilities and where the muster stations are.</li><li>2. Who runs to the Building Emergency Director? It should be the floor warden</li></ol></li></ul> <p>Frank will review with respective managers to see if additional floor wardens are needed (e.g. Sheetmetal) and will update the BERP. Frank will send updated BERP to JOHSC Trades for review. Keyplans indicating muster stations have all been updated. Note: Garage and Electrical areas need additional information on signage.</p>			



6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
		<ul style="list-style-type: none"><li>• Fire Wardens have been finalized. Frank submitted SR to FM and FM will coordinate date and will review schedule with Daycare to minimize disruptions to them.</li><li>• An attached PDF's has been emailed to all committee members with information relative areas that identify muster stations in the event of an emergency. Each area of the building is color coded and has the corresponding muster station identified in the same color. In progress.</li><li>• Frank will initiate the communication to ensure staff have received the required training before the drill, which will be scheduled later this month or early next month. Additionally, the key plan in USB requires updating.</li><li>• The update of the building's emergency response plan is still in progress; once the floor warden is identified, fire drill will be scheduled. In progress.</li><li>• Frank will lead on the scheduling of the fire drill. In progress.</li><li>• Emergency drill has not yet been done. The last drill was in Nov 2021. Fire drill need to be booked.</li></ul>			
GI-Carp-55	B	<ul style="list-style-type: none"><li>• <b>On-going. Committee will review again in March.</b></li><li>• The responsibility for inspection, maintenance, and adding assets to Planon resides with Stores. In progress.</li><li>• Kevin and Frank are still in discussion with Paul. In progress.</li><li>• Kevin and Frank have not yet sent the asset data list to stores. In progress.</li><li>• Kevin and Frank held a meeting with Paul Harris, Stores, prior to the JOHSC meeting. During the meeting, it was identified that certain asset information has not been entered into Planon. It was agreed that Stores will take responsibility for maintenance after the information has been properly entered into Planon. To facilitate this process, Kevin and Frank will provide equipment information to Stores. In progress.</li></ul>	Kevin Morris/ Frank Crudo	2024-03	IP



**6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)**

		<ul style="list-style-type: none"><li>• Kevin Morris has sent Stores a list of inventories to maintain and log maintenance activity. In progress.</li><li>• Accurate asset list for machinery is been created for Planon. In progress.</li><li>• After reading I-C-03 Tool Management Policy, the responsibility for the inspection/ maintenance of the large shop machinery resides with stores. Kevin will facilitate the transfer of this over to Stores to handle. In progress.</li><li>• Kevin Morris suggested Stores to take on a bigger role to maintain the equipment. This issue will also be addressed in the 21-day recommendation letter.</li><li>• Formal process in progress.</li><li>• Kevin Morris is speaking with Maintenance Planning for implementing inspection reports in Planon. In progress.</li><li>• Working group determining who is responsible for maintaining what equipment. In progress.</li><li>• Kevin Morris met with Safety Rep. He also received inspections sheets that indicate the frequency and who maintains equipment from consultant. In progress.</li><li>• maintenance and Inspection logs are a work in progress. Management and Heads to complete.</li></ul>			
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GI- General Inspection

**6a. REVIEW TRACKINGWORKPLACE INSPECTIONS**

	CREW 12	CREW 21	CREW 22/S/31/S	CREW 23	CREW 25	FOLLOW UP
SEPTEMBER 2023	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
October 2023	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
November 2023	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	



December 2023	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
January 2024	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

#### 6b. IDENTIFY ON-GOING INSPECTION TRENDS

General Housekeeping

#### 7. REVIEW EDUCATION AND TRAINING

(General discussion, confirm all training is up-to-date, etc. For all actionable items please list below)

Item # (ED-yr/mm/dd-01)	Priority	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status
<i>E.g. ED-17/09/19-01</i>		<i>Enter any information relevant to required training, upcoming renewal of training, new member training, etc.</i>			
<i>On-Going</i>	A	<i>MEMBERS TO ADVISE COMMITTEE OF ANY ADDITIONAL TRAINING THAT COUNTS TOWARDS THEIR 8 HOURS INSTRUCTION</i>	All	Reminder	E
ED-2024-01-09-24	B	<p><i>Western Conference on Safety</i></p> <ul style="list-style-type: none"><li>The following employees are interested in attending the Western Conference on Safety this year:<ul style="list-style-type: none"><li>Ben Scott</li><li>Sean Brown</li><li>Mark Roberts</li><li>Elizabeth Cortens</li><li>Michael Laing</li><li>Riccardo Palumbo</li></ul></li><li>If you're interested in attending, contact Sean McGregor by Tuesday January 23, 2024 as there are limited spots available.</li></ul>	Selected Employees	2024-03	IP



7. REVIEW EDUCATION AND TRAINING						
ED-2023-06-13-04	B	<i>JOHSC and LST Training</i> New dates have been released for JOHSC and LST training. You can register for JOHSC training <a href="#">here</a> , and LST training <a href="#">here</a> .		All	Info	E
		JOHSC Training				
		Part 2a March 12 <sup>th</sup> 1:00pm – 3:00pm	Part 2b March 15 <sup>th</sup> 10:00am – 12:00pm			
		May 14 <sup>th</sup> 11:00am – 1:00pm	May 16 <sup>th</sup> 1:00pm – 3:00pm			
ED-2023-07-11-01	B	<i>New member - Jessica Dadwal</i> <ul style="list-style-type: none"><li>• Jessica Dadwal has completed all of her training. Item closed.</li><li>• Jessica Dadwal still needs to complete Part 2B</li><li>• Jessica Dadwal has completed Part 1 and 2A.</li><li>• Jessica Dadwal will join JOHSC on August 8<sup>th</sup>,2023 as Employer Alternate and will need to complete UBC JOHSC 8-hour training by February 2024. She is required to complete Part 1 and Part 2A and 2B.</li></ul>				C
ED-2023-03-14-04	B	<i>New member – Elizabeth Cortens</i> <ul style="list-style-type: none"><li>• Elizabeth Corten has completed all of her training. Item closed.</li><li>• Elizabeth Corten has signed up for the January 2024 session to complete Part 2B</li><li>• Elizabeth Cortens has signed up for Part 2B</li><li>• Elizabeth Cortens has completed Part 1 and 2A.</li><li>• Elizabeth Cortens will join JOHSC on April 11, 2023 and will need to complete UBC JOHSC 8-hour training by October 2023. She is required to complete Part 1 and Part 2A and 2B.</li></ul>				C

\* ED – Education and Training



8. ONGOING BUSINESS – Status of Action Items

Original Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
E.g. NB-17/04/11-811	E	<i>Add any additional relevant information pertaining to the status of this item – keep most recent information on top. If long list of details, older less pertinent information can be removed as will have already been recorded in previous minutes</i>			
NB-2024-12-12-30	B	<p><i>Henry Angus Rooftop – Cell Phone Antennae Lockout SWP</i></p> <ul style="list-style-type: none"><li>• 2024-02-13: Feedback from working group was provided back to SRS and Telus (e.g. location of control box on 9<sup>th</sup> floor, use of RF meter, does control box constitute effective lockout). Telus met with UBC Electrical specialists to review lockout requirements. SRS will need to have further discussions with Telus and WSBC to look at how to verify lockout is effective (e.g. RF meter). Review in April.</li><li>• 2024-01-09: Discuss next month. In progress.</li><li>• 2023-12-12: TELUS is wanting to upgrade antennae on Henry Angus rooftop. The question was raised as to what to do for lock-out on the rooftop if staff need to access into the fenced off areas. TELUS is under Federal legislation and current protocol is to call their 24/7 dispatch to turn off the antennae remotely. SRS engaged with TELUS to inform them that UBC is under Provincial legislation (Occupational Health and Safety Regulation Part 10 and that a physical lockout point is required. TELUS has now developed a proposed safe work procedure and SRS will incorporate that into a lockout procedure for UBC Staff. Lori asked if anyone wants to be on a working group to review the lockout procedure. Frank Crudo, Sean Brown, Mark Roberts and Conor Hourigan volunteered. Lori will connect with them once the draft lockout procedure is complete. Proposed timeline is Jan 2024.</li></ul>	Lori Takenaka	2024-03	IP



8. ONGOING BUSINESS – Status of Action Items					
NB-2023-11-14-24	B	<p><i>Confined Space Locations</i></p> <ul style="list-style-type: none"><li>• 2024-02-13: Mike Paley added a crew talk article this week about the Confined Space Classification Form. Committee was asked to crew talk. Committee will review next month</li><li>• 2024-01-09: In progress.</li><li>• 2023-12-12: Lori Takenaka shared with the Committee a draft of the Confined Space Classification Form and explained how it would be used by staff to help identify locations of confined spaces. Committee liked the form and no changes needed. Mike Paley will take the document to the next Managers meeting for further feedback on how to roll out this process.</li><li>• 2023-11-14: In the future, we are hoping to have a consultant review confined spaces on campus. Mike Paley is prioritizing gathering the essential locations first, which will need staff to help with. SRS will create a template for staff to use.</li></ul>	ALL	2024-03	IP
NB-2023-06-13-38	B	<p><i>Signage Air Handler Units (AHU's)</i></p> <ul style="list-style-type: none"><li>• 2024-02-13: Most of the stickers have been mounted. On-going.</li><li>• 2024-01-09: Due to the number of units, it will take a few months to mount the stickers. In progress.</li><li>• 2023-12-12: The labelling is underway. In progress.</li><li>• 2023-11-14: On-going.</li><li>• 2023-10-11: Due to the number of units, it will take a few months to mount the stickers. Update next month on progress.</li><li>• 2023-09-12: Stickers delivered. Controls shop will mount them.</li><li>• 2023-08-08: Mike Paley to order stickers.</li><li>• 2023-07-11: Strobic fans will be labelled accordingly. Stickers to be ordered. In progress.</li><li>• 2023-06-13: Is there a requirement to have signage on AHU's? Committee to consider adding to the Technical Guidelines the standard that all Strobic fans on AHUs have proper safety signage.</li></ul>	Mike Paley	2024-03	IP



8. ONGOING BUSINESS – Status of Action Items

NB-2023-06-13-40	B	<p><i>USB Yard Traffic Congestions</i></p> <ul style="list-style-type: none"><li>• 2024-02-09: Confirmation that the speed bump is to be installed. Communication regarding re-routing while work is in progress to be posted. On-going.</li><li>• 2024-01-09: Sean McGregor met with Krista Falkner, however, Committee feels a site visit with all the stakeholders, Rishi Purohit, Krista Falkner, and Trades Manager is required, so that an immediate solution can be found. In progress.</li><li>• 2023-12-12: New signage has been added and the mirror has been adjusted for better site lines. On-going and continue to monitor.</li><li>• 2023-11-14: The removal of the column improves visibility, but the mirror needs to be lowered to improve deeper site line. Mike Paley suggested that automated flashing orange lights could be used to improve area safety. Further discussion is required. In progress.</li><li>• 2023-10-11: Several of the recommendations have been completed. On-going.</li><li>• 2023-09-12: SRS met with Rishi Purohit, Fleet &amp; Asset Manager, and he will submit a SR to remove the dumpster and pillars. Mike has submitted a SR to trim the bushes. The speed bump suggestion is not feasible as it will cause water puddling. Another suggestion is to paint arrow signage at the entrance. Sean to follow up with Rishi.</li><li>• 2023-08-08: To reduce traffic congestion it was suggested that the dumpster and pillars be removed. Another suggestion was a speed bump on the south side. Sean McGregor will reach out to Rishi Purohit. In progress.</li><li>• 2023-07-11: In progress.</li><li>• 2023-06-13: Traffic on Lower Mall is impacting both the exit and entrances of the USB yard. There needs to be discussion with Krista Falkner, Transportation Engineer, on how to reduce congestion.</li></ul>	Frank Crudo/ Sean McGregor	2024-03	IP
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9. JOHSC RECOMMENDATION LETTERS & WORKSAFEBC CORRESPONDENCE						
Item # (Use Recommendation #)	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status
		<i>For all JOHSC Recommendation Letters (correspondence) make sure to refer to any applicable incident, investigations or other related occurrences by item #. DO NOT MOVE OUT OF THIS SECTION – this section is to be used to ensure employer is responding within 21 calendar days. Once correspondence is complete item can be removed. NOTE: Item # that correspondence pertains to should remain in the “Ongoing Business” and updated with any additional information until fully resolved.</i>				
WSBC- 202416973009A	B	<p><i>Description:</i></p> <ul style="list-style-type: none"><li>○ On January 22, 2024, a worker sustained an injury after falling four feet above grade while pulling material from under a tarp. The worker received first aid on scene, and was then transported to a hospital for medical treatment.</li><li>○ There were zero (0) orders issued to the University.</li></ul> <p><i>JOHSC/LST General Learnings/Discussion Points:</i></p> <p>As a reminder, any workplace incident that has caused a serious or life-threatening injury, plus all other immediately reportable incidents, must be reported to Campus Security at 604-822-2222 (after calling 911 emergency services) as part of the incident response.</p> <ul style="list-style-type: none"><li>○ More information regarding what to do in the event of a serious incidents, possible serious incident, or other immediately reportable incidents can be found on the <a href="#">SRS Website</a>.</li><li>○ Encourage everyone to report incidents and near misses into <a href="#">CAIRS</a> within 48 hours of the occurrence so that a preliminary investigation can be completed within 48 hours as required by <a href="#">section 71 of the Workers Compensation Act</a></li><li>○ Reminder that incident investigations require a site visit that must be completed within 30 days, and include a detailed description of incident, unsafe conditions, contributors,</li></ul>	All	2024-01-23	n/a	n/a



## 9. JOHSC RECOMMENDATION LETTERS & WORKSAFEBC CORRESPONDENCE

		causes, corrective actions, and the name of the participating worker representative.				
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## 10. NEW & OTHER BUSINESS

- General discussion items (list actionable items below)

Item # (NB-yy/mm/dd-01)	Priority	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
E.g.: NB-17/09/19-01	C	For new items that are not currently in “ongoing business”. Enter any relevant information regarding this item, actions to be taken, etc. If this item is not completed within the meeting, it will be moved to “Ongoing Business” for following meeting			
NB-2024-02-13-39	B	<i>Housekeeping Signage</i> <ul style="list-style-type: none"><li>2024-02-13: To promote good housekeeping Sean McGregor created a laminated sign to be posted where needed. He will distribute copies next week.</li></ul>	All	2024-03	N
NB-2024-02-13-38	B	<i>I-B-28 Hazard Identification Assessment Program Draft</i> <ul style="list-style-type: none"><li>2024-02-13: Lori Takenaka did a summary of the updates proposed on the draft. Committee will review and provide feedback next month</li></ul>	All	2024-03	N
NB-2024-02-13-37	B	<i>Building Emergency Response Plan (BERP)</i> <p>The 2024 <a href="#">BERP</a> template has been updated and accompanied by a list of changes. Please remember to annually review the BERP for your building and distribute a final copy to all the building occupants. One of the most notable changes in the BERP this year is the requirement to email a copy of the completed BERP to <a href="mailto:safety.risk@ubc.ca">safety.risk@ubc.ca</a> with any completed individualized evacuation plans removed.</p> <p>Remember to schedule an annual fire drill once within a calendar year! Instructions on how to schedule a drill is included in the BERP along with guidance on what to do for disability and accessibility considerations.</p>	All	Info	E



NB-2024-02-13-36	B	<i><a href="#">Duty to Cooperate &amp; Duty to Maintain Employment</a></i> Effective January 1, 2024, amendments to the Workers' Compensation Act introduce the Duty to Cooperate and the Duty to Maintain Employment, aiming for a more collaborative return-to-work process for employees recovering from workplace injuries or illnesses. Please refer to the attached document in this email, which provides further insights and guidelines. For assistance and further details regarding the Stay at Work/Return to Work Program, please contact <a href="#">Grace Wang</a> , Manager, RTW & Accommodations.	All	Info	E
NB-2024-02-13-35	B	<i><a href="#">Pink Shirt Day</a></i> On February 28, wear pink to show your support for an end to bullying and harassment in our communities. At UBC, we strive to provide a safe, respectful and productive environment for our faculty, staff and students. The <a href="#">UBC Respectful Environment Statement</a> outlines our principles about creating a respectful environment for all. Visit <a href="https://www.pinkshirtday.ca/">https://www.pinkshirtday.ca/</a> for more information	All	Info	E

\*NB – New Business

#### 11. FOLLOW-UP BUSINESS – Status of Action Items

Original Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
NB-2022-09-13-45	B	<i><a href="#">JOHSC Recommendation Letter 2022-10-17</a></i> <ul style="list-style-type: none"><li>2024-02-13: Stores will be implementing a new way of recording pre-inspections, rather than using a hand-over of paper hardcopies. Stores will be record PMs in Planon. There is still some discussion regarding the missing August inspection. In progress.</li><li>2024-01-09: Electrical Shop brought up concerns about lift maintenance, specifically GR-20 lift used at Life Sciences. The technician suggested that the lift had not been certified since 2021. Stores confirmed that the lift was last certified on Aug 1, 2023. Further, in respect to repairs, the question was asked how are</li></ul>	Mike Paley/Sean McGregor	2024-03	IP



		<p>issued reported? Elec technician reported deficiency, however, months later the issued was not resolved. In progress.</p> <ul style="list-style-type: none"><li>• 2023-12-12: No presentation was given. Sean McGregor will follow-up with Paul Harris regarding the tracking of expiration dates for SDS. In progress.</li><li>• 2023-10-10: No updates have been provided on the status of tracking expiration dates for SDS. Paul Harris and Jen Sheel will have a presentation in October. In progress.</li><li>• 2023-09-12: Paul Harris and Jen Sheel will have a presentation to the managers in October. In progress.</li><li>• 2023-08-08: It is important to keep track of expiry dates on the SDSs present in the work place. Follow-up with Paul Harris is required.</li><li>• 2023-07-11: After discussion, several points were summarized as follows:<ul style="list-style-type: none"><li>○ Lori Takenaka has updated the PAPR document and identified that workers are to track their own cartridges for the air purifying respirators. Committee did not have additional feedback.</li><li>○ Sean McGregor sent Paul Harris a list of follow-up questions. Paul's responses to the additional questions were shared with the committee. The additional questions have been uploaded to SharePoint under Documents/Other.</li><li>○ Paul Harris responded to</li><li>○ With the newly acquired access to Planon Asset Management, it is essential for crews to be fully instructed on where to find the information they require. Ben Scott suggested Shop Talks and Job Aids with step-by step screenshots to assist workers.</li></ul></li><li>• 2023-06-13: Paul Harris attended the JOHSC meeting. He advised the committee that the Asset #'s of certified harnesses will appear in Planon with the user manuals and the actual harnesses will have a</li></ul>			
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		<p>certification tag attached. It was noted that there is a 6-month backlog for certifying all equipment. Heads have been advised to return outstanding equipment for re-certification as soon as possible. Lastly, Sean McGregor will summarize what was discussed and send Paul Harris additional follow-up questions from the committee. In progress.</p> <ul style="list-style-type: none"><li>• 2023-05-09: Stores came up with a new proposal of selling cartridges with the rental PAPRs to staff. After each use, staff can either keep cartridge or discard. As per usual, log sheets are to be used by Staff to ensure change-out criteria is not exceeded. Committee will discuss with Stores to better understand options.</li><li>• 2023-04-11: SRS has been working with Stores and Lori shared a draft document in the meeting regarding the limitations, usage, and maintenance of PAPRs. To ensure proper usage, users are required to log their time and a QR code manual will be provided. The final version of the document will be sent out next month for review. Additionally, Kevin's meeting with Paul is still pending. In progress. For prior months please refer to July 11<sup>th</sup>, 2023 JOHSC Trades Minutes.</li></ul>			
NB-2023-02-14-10	B	<p><i>Indoor/Outdoor Cleat Trial</i></p> <ul style="list-style-type: none"><li>• <b>2024-02-13: Some feedback has been received stating that the cleats work well. Waiting for the next weather event to trial again.</b></li><li>• 2023-12-12: The cleats will be evaluated during inclement weather in early spring. Update in March 2024.</li><li>• 2023-04-11: The cleats will be evaluated during inclement weather next winter. Update in October.</li><li>• 2023-03-14: The cleats have been delivered to trades, and testing and feedback gathering will be undertaken to determine whether they should be made available in Stores. In progress.</li></ul> <p>2023-02-14: Various trades have signed up to trial the indoor/outdoor cleats. A list of shoe sizes has subsequently been given to stores for the purchasing of the cleats. It was noted that</p>	Kevin Morris	2024-03	IP



		metal cleats should not be worn on rooftops, however, Committee agreed that trialing indoor/outdoor cleats for inclement weather should be a corrective action. Kevin Morris supplied the following link for Due North Grippro cleats and will reach out to Paul Harris to order some to trial.			
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PRIORITY:				
A	Critical/Life threatening/high probability	N	New	
B	Urgent/moderate probability of re-occurrence	R	Repeat	
C	Important/low probability of re-occurrence	C	Complete	
D	Reminders	IP	In Progress	
E	Information	RF	Referred forward	

12. NEXT MEETING	
Date:	March 12, 2024
Time:	1:00 – 3:15 pm
Location:	Zoom Teleconference

13. MEETING ADJOURNED	
Time:	1:55 p.m.

**Monthly Distribution and Posting of Approved Meeting Minutes (Required):**

- Responsible VP
- Responsible Managing Director/Dean
- All JOHSC members
- CUPE 116 and IUOE115
- Safety and Risk Services – [ubcsafety.committee@ubc.ca](mailto:ubcsafety.committee@ubc.ca)