



## Custodial Services Joint Occupational Health & Safety Committee Meeting Minutes

<b>Name of Committee:</b>	Custodial Services	<b>Worker Chair:</b>	Felinor Adriano (co-chair)
	Joint Occupational Health & Safety Committee		<b>Employer Co-Chair:</b>
<b>Date:</b>	February 14th, 2024	<b>Time:</b>	2:00 p.m.
		<b>Location:</b>	CCP R-RM CPDE Custodial Boardroom

<b>AGENDA:</b>	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 Formal Recommendation Letters & Regulatory Inspections
	5. Review Central Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents	10. New and Other Business
	• Monthly Incident List & Statistical Summary Report	11. Next Meeting
		12. Meeting Adjournment

Minutes Recorded by: Shirley Tseng

Distributed: March 13, 2024

1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Efren Arriego	CUPE 116	Custodial Service Worker	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Felinor Adriano (co-chair)	CUPE 116	Custodial Service Worker	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Juanito Flores	CUPE 116	Utility Worker	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kuldeep Malli (co-chair alternate)	CUPE 116	Custodial Head Service Worker	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sarabjit Kaur Jaswal	CUPE 116	Custodial Service Worker	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employer Representatives	Work Location		Present	Regrets	Absent
Barry Brooks	Operations Manager		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Conor Cregg-Guinan (co-chair alternate)	Operations Manager		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Denise Tang	Custodial Assistant Supervisor		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Sequeira (co-chair)	Custodial Assistant Supervisor		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/Guests	Work Location		Present	Regrets	Absent
Manjit Sound (Guest)	Custodial Head Service Worker		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Lori Takenaka	SRS		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shirley Tseng	Clerical Pool (Minute Taker)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. DETERMINATION OF QUORUM		
a. A minimum of 4 members; b. Worker representatives (faculty and staff workers who do not exercise managerial functions) and employer representatives (management workers who exercise managerial functions); c. At least half of the members must be worker representatives;		
Is there quorum for this meeting?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

3. APPROVAL OF PREVIOUS JOHSC MEETING MINUTES		
<i>(Statement to indicate minutes of previous meeting have been read &amp; acknowledged and to record any corrections to it)</i>		
<ul style="list-style-type: none"> <li>Move to adopt minutes: Moved by: <u>Felinor Adriano</u></li> <li>Amendments to minutes:</li> </ul>	Seconded by: <u>Denise Tang</u>	
Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA		
<ul style="list-style-type: none"> <li>SRS Monthly Co-Chair Email</li> <li>I-B-28 Hazard Identification &amp; Assessment Program</li> </ul>		
4 A. REVIEW ACTIONABLE ITEMS FROM LST MINUTES (if applicable)		
<i>Place actionable items under Accident/Incident Investigation, Safety Inspections, Correspondence, New Business etc. as applicable and assign proper item # for further discussion/action.</i>		
<input checked="" type="checkbox"/> No actionable items noted		
Is the agenda approved?	Yes	No



4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA		
	<input checked="" type="checkbox"/>	<input type="checkbox"/>

5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:
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See attached incident report:

- Monthly Incident List & Statistical Summary Report *(For any general CAIRS information that requires discussion or action, please record under “New Business” e.g. make note of trends etc. Any incident specific items and follow up requests are to be listed below)*

(\* See Legend at end for Priority and Status Codes)

Item # (Use CAIRS Incident ID #)	Priority	Accident Type	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
<b>130971</b>	<b>E</b>	<b>Medical Treatment</b>	<ul style="list-style-type: none"> <li>• <b>Item reviewed.</b></li> </ul> <p><b>Description:</b> employee came to work on time , while Head Service Worker was giving assignment to the employee , employee, look disoriented, had difficulty remembering or recalling. HSW contacted his Supervisor explaining what had happen, Supervisor asked HSW to call UBC First Aid. UBC First Aid arrived , after short interview with worker , UBC First Aid brought employee to VGH at about 3:50PM. Employee did not experience this med. condition before, employee is not on any kind of med. Employee undergone medical tests At about 9 PM employee was discharged from VGH, employee was asked to take rest, employee was picked up by employee's spouse. If there are more info , it will be added , as it comes.</p> <p><b>Root Cause:</b> very difficult to determine root cause. As mentioned employee had undergo med. evaluation in hospital, nothing was found, employee was discharged same day with recommendation to take rest for few days,employee was off Jan 31, Feb 1,2. reported to work on Feb 5/2024, resumed full duties and 7.5 hours - no restrictions.</p> <p><b>Corrective Actions:</b> All Actions Complete</p>	<b>N/A</b>	<b>N/A</b>	<b>Info Only</b>



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			<b>Corrective Action 1</b> <ul style="list-style-type: none"> <li>• <b>Corrective Action Identified:</b> employee was admitted to the Hospital, undergo medical examination.</li> <li>• <b>Estimated Completion Date:</b> 2024-02-08</li> <li>• <b>Final Actions Taken:</b> Employee had taken 3 days off to rest as per doctor's recommendation.</li> <li>• <b>Date Completed:</b> 2024-02-08</li> </ul>			
133650	E	Incident Only	<ul style="list-style-type: none"> <li>• <b>Item reviewed</b></li> </ul> <p><b>Description:</b> Worker was dumping garbage in the dumpster, one garbage bag at a time. The dumpster lid was propped open but gusty wind was blowing and slammed the dumpster bin's lid onto the worker's finger, resulting in pain. Worker called Head and Campus First Aid was dispatched. Worker was examined, an icepack was provided and worker continued to work without further issues.</p> <p>Root Cause: <b>Dumpster lid not secured properly and the wind blew it closed</b></p> <p><b>Corrective Actions:</b> All Actions Complete</p> <p><b>Corrective Action 1</b></p> <ul style="list-style-type: none"> <li>• <b>Corrective Action Identified:</b> Remind worker to secure dumpster lid properly using the dumpster arm</li> <li>• <b>Estimated Completion Date:</b> 2024-01-08</li> </ul>	N/A	N/A	Info Only



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			<ul style="list-style-type: none"> <li><b>Final Actions Taken:</b> Worker was reminded to use dumpster arm to secure the dumpster lid</li> </ul>			
<b>133764</b>	<b>E</b>	<b>Incident Only</b>	<ul style="list-style-type: none"> <li><b>Item reviewed; Corrective actions pending</b></li> </ul> <p><b>Description:</b> Tuesday, January 30 - 9:45 am            - Incident occurred when worker was in the process of performing some dusting work in the Multiversity Gallery within the Museum of Anthropology building and worker walked into a large centerpiece table, causing the worker to trip and fall on to the table.            - Both of the worker's shins came into contact with the table causing the fall with the worker landing on their right shoulder, left hand. Worker sustained bruising to their right shoulder and both shins.            9:48 am            - Worker called their Head Service Worker (HSW) to report the incident and to seek help. HSW made their way to the site to assist worker.            9:50 am            Worker went to UBC Security located on the upper level to get First Aid. First Aid Attendant (FAA) treated worker's wounds and provided them with an ice pack. FAA advised worker to place a hot pack on their shoulder to help alleviate the pain.            11:00 am            - HSW offered worker modified duties. Worker continued to work the rest of their shift without further incident.</p>	<b>DS</b>	<b>Mar/24</b>	<b>N</b>
<b>133773</b>	<b>E</b>	<b>Time Loss</b>	<ul style="list-style-type: none"> <li><b>Item reviewed; Corrective actions pending</b></li> </ul> <p><b>Description:</b> Wednesday, January 31 - 07:00 am</p>	<b>DS</b>	<b>Mar/24</b>	<b>N</b>



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			<ul style="list-style-type: none"> <li>- Worker informed Head Service Worker (HSW) that they were experiencing slight pain in their neck and shoulder at the start of shift.</li> <li>- Worker did not think much of the issue at the time and was not able to identify the cause of the pain. Worker collected their keys and proceed to work in their area as normal.</li> <li>7:53 am</li> <li>- Worker called HSW to request to be taken to UBC Hospital as the pain in the left side of their neck and shoulder worsened.</li> <li>7:55 am</li> <li>- HSW called Campus Security and requested for assistance to take worker to UBC Hospital.</li> <li>8:20 am</li> <li>- Campus Security transported worker to UBC Hospital for assessment and treatment</li> <li>1:00 pm</li> <li>- Worker was released from UBC Hospital. HSW picked-up worker and transported them back to the Music Building.</li> <li>- Worker was provided with medical note recommending two days off work to rest and to visit a chiropractor and physiotherapist.</li> <li>- Worker was offered modified duties and continued performing minor tasks until end of shift.</li> </ul>			
<b>131938</b>	<b>E</b>	<b>Time Loss</b>	<ul style="list-style-type: none"> <li>• <b>DS and evening shift supervisors to visit the site and determine the best location for more lighting in order to submit a SR</b></li> </ul>	<b>DS</b>	<b>Mar/24</b>	<b>IP</b>



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Item # (Use CAIRS Incident ID #)	Priority	Accident Type	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
			<ul style="list-style-type: none"> <li>• Corrective Action 2: New lighting to be installed. DS to follow up if SR is submitted.</li> <li>• Secondary corrective action was added: check any lightings near Chemistry Building need to be improved. In progress.</li> <li>• CCG suggests to submit a ticket to improve lighting</li> </ul>	DS	Jan/24	IP
			<p><b>Description:</b> Employee works in Hebb Building, shift 3pm- 11pm, at 10:45PM employee left Hebb Building through south entrance, proceeding to New Life building to surrender keys at sign "in and out" office. On way from Heb Building to New Life Building employee chose walk down cement stairs between Heb Building And Chemistry A, while walking down stepped on small pebble as result sprained right ankle. Employee checked in office surrounded keys from building and reported incident at 10:56pm, I went to see employee at 11:10pm, asked employee to show me the please of this incident. Mentioned stairway area is quite dark. Employee did not want to this incident to go thru WCB. Employee next day called in sick, did not want to register as WCB, next day employee had pr booked medical appointment, on Friday Sept 8th employee called in sick. On Monday Sept 11 employee came to work, I visited employee employee stated is OK was able to finish shift without any problem. I have to add On Monday Sept 11 when employee reported to work employee brought doctor's note saying that employee should be off from work from Sept 5 until Sept 13, employee stated is ready to work and reported to work on Sept 11/2023</p>	DS	Dec/23	IP
				DS	Nov/23	N



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Item # (Use CAIRS Incident ID #)	Priority	Accident Type	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
			<p><b>Root Cause:</b> It appears that root cause of the incident is very limited lighting in area, stairway is dark.</p> <p><b>Corrective Actions:</b> All Actions Complete</p> <p><b>Corrective Action 1</b></p> <ul style="list-style-type: none"> <li>• <b>Corrective Action Identified:</b> Chose different path ( north side of Hebb Building)it's very well lighted, no stairs, smooth concrete pathway.</li> <li>• <b>Estimated Completion Date:</b> 2023-09-11</li> <li>• <b>Date Completed:</b> 2023-09-11</li> </ul>			

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

*Distribute inspection checklist(s) and report(s) for meeting and use this table to record discussion and new recommendation(s)*

No actionable items noted

Item #	Priority	Date	Discussion/Comments/Recommendations	Assigned To	Follow up: Date	Status
Van 412	C	Jan 5/24	<p><b>Item completed.</b></p> <p>Small 2- step ladder was stored in the vehicle. Best to have it tired down to prevent it from falling onto bulbs in the vehicle.</p> <p><b>Recommendations/Actions</b> – Get 2 munge straps to tie down the 2-step ladder.</p>	DT	Jan/24	<b>C</b> <b>N</b>





\* GI- General Inspection

7. REVIEW EDUCATION AND TRAINING					
(General discussion, confirm all training is up-to -date, etc. For all actionable items please list below)					
Item # (ED-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
ED-2024/02/14-03	C	<b>8 hours Safety Training in 2024</b> <ul style="list-style-type: none"> <li>To record what and when members take safety courses either in person or online</li> </ul>	All	Mar/24	N
ED-2024/02/14-02	C	<b>New JOHSC Member Safety Training – Majit Sound</b> Manjit attended as a Guest and stated that he would inform the committee if he would like to join the committee. He is aware that he will have to complete the JOHSC Fundamental Training again as he has not been a committee member for over two years.	MS	Sep/24	N
ED-2024/01/10-01	C	<b>Western Conference on Safety</b> Supervisors to confirm members’ attendance on April 18 <sup>th</sup> & 19 <sup>th</sup> . Western Conference on Safety link listed below <a href="https://wcs.pacificsafetycenter.com/wcs-program/">https://wcs.pacificsafetycenter.com/wcs-program/</a> Please send LT registration forms no later than March 8 <sup>th</sup> . Also, they need approval from their supervisors/leadership as the cost would need to be paid by their department.	All All	Mar/24 Feb/24	IP N
ED-2023/02/08-01	C	<b>8 hours Safety Training</b> <ul style="list-style-type: none"> <li>Item complete in 2023.</li> <li>RT recommend whoever receives safety training can share materials or knowledge at the meeting. CCG &amp; FA to share information from Western Conference on Safety next month</li> <li>CCG registered for 1-day Western Conference &amp; FA 2 days</li> <li>FA expresses interest to attend the Western Conference.</li> <li>3 spots available in Western Conference in May. Please email CCG if you are interested.</li> <li>LT to send out “Women in Safety Summit” online training information</li> <li>No update</li> </ul>	CCG & FA  All All All LT All	Jun/23  May/23 Apr/23 Mar/23 Feb/23 Jan/23	C IP IP IP IP N

\* ED – Education and Training



8. ONGOING BUSINESS – Status of Action Items						
Item #	Priority	Date	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
NB-2024/01/10-07	E	<b>14-Feb-24</b> 10-Jan-24	<p><b><u>Time Loss Incident Reviews</u></b>  <b>Remains on minutes as ongoing business.</b></p> <p>In 2023 - 16 Time Losses, 5 Health Care, 28 Incidents            In 2022 - 14 Time Losses, 1 Health Care, 15 Incidents</p> <ul style="list-style-type: none"> <li>• Incident types - Overexerting is still the top incident type for 2022 and 2023.</li> <li>• Injury types - Other Strain, Contusion and Back Strain are the top 3 for 2023 vs. Other Strain, Unknown Injury and Pain from Impact in 2022</li> <li>• Body Parts – Hand, Back and Ankle/Fingers are top 3 in 2023 vs Back, Arm, Knee and Shoulder in 2022</li> <li>• Contributing Factors – Procedures not being followed, Lifting and Rushing in 2023 vs. Heaving Lifting, Lifting and pre- existing condition in 2022</li> </ul> <p>However, reporting within 48 hours including First-Aid improved significantly.</p>	<b>All</b> All	<b>Mar/24</b> Feb/24	<b>IP</b> N
NB-2023/12/08-77	E	<b>14-Feb-24</b> 10-Jan-24 08-Dec-23	<p><b><u>More Evening Shift Representatives</u></b>  <b>Manjit Sound joined this committee as a guest on Feb. 14<sup>th</sup>, 2024. To add in crew talk to recruit more worker reps from evening shift.</b></p> <p>In progress.            FA will be the sole representative for evening shift custodians after EA's move to the day shift. It was suggested to invite more evening shift custodians to join the committee in January crew talk.</p>	<b>BB</b> BB BB	<b>Mar/24</b> Feb/24 Jan/24	<b>IP</b> IP N
NB-2023/10/11-64	E	<b>14-Feb-24</b> 10-Jan-24 08-Dec-23 08-Nov-23 11-Oct-23	<p><b><u>Warm Up To Work Stretches</u></b>  <b>CCG to update at next meeting.</b></p> <p>In progress            No update.            In progress.            5-minutes warm up stretches prior to work for discussion in crew talks to reduce injuries incidents</p>	<b>CCG</b> CCG CCG CCG CCG	<b>Mar/24</b> Feb/24 Jan/24 Dec/23 Nov/23	<b>IP</b> IP IP IP N
NB-2023/7/12-50	E	<b>14-Feb-24</b> 10-Jan-24	<p><b><u>Needles in Garbage Bin</u></b>  <b>To discuss at managers' meeting.</b></p> <p>In progress.</p>	<b>DS</b> DS	<b>Mar/24</b> Feb/24	<b>IP</b> IP



		08-Dec-23	LSC has already implemented the stickers. Management will discuss on the possibility of extending this practice to other buildings.	DS	Jan/24	IP
		08-Nov-23	DS presented the sticker to the committee and all committee members motioned. DS to discuss in Custodial Management Meetings for actions. DS to update at next meeting.	DS	Dec/23	IP
		11-Oct-23	LT to send out signage 'no sharp needle inside garbage bags' and related communications between Sean Lynch and Marlene Chow from Chem Bio building to DS.	LT/DS	Nov/23	IP
		13-Sep-23	PG commented there are yellow stickers regarding of needles disposal being placed on garbage bins in every lab at LSC.	LT/DS	Oct/23	IP
		9-Aug-23	There has been issue with needles in garbage bin. DS will gather more information from Sean. In progress.	DS	Sep/23	IP
		12-Jul-23		DS	Aug/23	N
NB-2023/7/12-46	E	<b>14-Feb-24</b>	<b><u>JOHSC Annual Evaluation Review</u></b> <b>In progress.</b>	<b>DS</b>	<b>Mar/24</b>	<b>IP</b>
		10-Jan-24	In progress.	DS	Feb/24	IP
		08-Dec-23	DS to update at next meeting.	DS	Jan/24	IP
		08-Nov-23	To review at next meeting.	DS	Dec/23	IP
		11-Oct-23	DS to update at next meeting.	DS	Nov/23	IP
		13-Sep-23	DS to distribute to committee members for review in more detail prior to next meeting and discuss at next meeting.	DS	Oct/23	IP
		9-Aug-23	PG to check specific area to improve in detail.	PG	Sep/23	IP
		12-Jul-23	The annual evaluation showed improvement from last year, with a score of 92 out of 100. The following JOHSC Goals have been identified: 1. Continue to encourage member participation in JOHSC discussions. 2. Remind members of the importance of regular attendance and look into recruiting more worker reps for the Custodial JOHSC. 3. Monitor the effectiveness of the updated inspection process for ensuring all expected JOHSC inspections are being completed. 4. Use JOHSC communications to educate workers about their duty to report incidents and near misses to their Supervisors in a timely manner. Committee to discuss the evaluation in details in the next meeting.	All	Aug/23	N

\* ED – Education and Training    \* GI- General Inspection    \*NB – New Business

9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
Item #	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status



9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
(use Recommendation #)						
<b>IR #202416973009A</b>	<b>E</b>	<p><b>Description:</b></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><b>JOHSC/LST General Learnings/Discussion Points:</b></p> <ul style="list-style-type: none"> <li>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.</li> <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 SRS Website.</li> <li>Encourage everyone to report incidents and near misses into CAIRS within 48 hours of the occurrence so that a preliminary investigation can be completed within 48 hours as required by section 71 of the Workers Compensation Act</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, causes, corrective actions, and the name of the participating worker representative.</li> </ul>	<b>N/A</b>	<b>Jan 23/24</b>	<b>N/A</b>	<b>Info only</b>



10. NEW and OTHER BUSINESS :																						
Item#	Priority	Date	Discussion and/or Action Items	Assigned To	Date to be Completed	Status																
NB-2024/02/14-13	E	14-Feb-24	<p><b><u>I-B-28 Hazard Identification &amp; Assessment Program</u></b></p> <p>The main edits were as follows:</p> <ul style="list-style-type: none"> <li>• Updated the template</li> <li>• Expanded the references and definitions and added legal requirements</li> <li>• Edited the roles and responsibilities</li> <li>• Level 1 Job Safety Review               <ul style="list-style-type: none"> <li>○ Added “as required” in addition to the annual review under next review date</li> <li>○ Changed from JOHSC Member to JOHSC Worker Rep in the last table</li> </ul> </li> <li>• Level 2 Hazard ID &amp; Assessment Form:               <ul style="list-style-type: none"> <li>○ Revised Tables 2 and 3 to include additional information and hazards</li> <li>○ Added links to the documents/forms that were previously attached/referenced under Level 3</li> </ul> </li> <li>• Level 3 Assessment Level:               <ul style="list-style-type: none"> <li>○ Removed the “level 3” form/document grouping as they’ve been incorporated into the Level 2 Hazard ID &amp; Assessment.</li> </ul> </li> </ul> <p>Please review and provide feedback by March 31<sup>st</sup>, 2024.</p>	All	Mar/24	N																
NB-2024/02/14-12	E	14-Feb-24	<p><b><u>JOHSC Training</u></b></p> <p>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>.</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th colspan="2">JOHSC Training</th> <th colspan="2">LST Training</th> </tr> <tr> <th>Part 2a</th> <th>Part 2b</th> <th>Part 2a</th> <th>Part 2b</th> </tr> </thead> <tbody> <tr> <td>March 12<sup>th</sup> 1:00pm – 3:00pm</td> <td>March 15<sup>th</sup> 10:00am – 12:00pm</td> <td>February 12<sup>th</sup> 10:00am – 11:30pm</td> <td>February 15<sup>th</sup> 1:00pm – 2:30pm</td> </tr> <tr> <td>March 14<sup>th</sup> 11:00am – 1:00pm</td> <td>March 16<sup>th</sup> 1:00pm – 3:00pm</td> <td>April 15<sup>th</sup> 10:00am – 11:30pm</td> <td>April 17<sup>th</sup> 1:00pm – 2:30pm</td> </tr> </tbody> </table>	JOHSC Training		LST Training		Part 2a	Part 2b	Part 2a	Part 2b	March 12 <sup>th</sup> 1:00pm – 3:00pm	March 15 <sup>th</sup> 10:00am – 12:00pm	February 12 <sup>th</sup> 10:00am – 11:30pm	February 15 <sup>th</sup> 1:00pm – 2:30pm	March 14 <sup>th</sup> 11:00am – 1:00pm	March 16 <sup>th</sup> 1:00pm – 3:00pm	April 15 <sup>th</sup> 10:00am – 11:30pm	April 17 <sup>th</sup> 1:00pm – 2:30pm	N/A	N/A	Info Only
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10. NEW and OTHER BUSINESS :						
Item#	Priority	Date	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
NB-2024/02/14-11	E	14-Feb-24	<p><b><u>Pink Shirt Day</u></b>            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.</p>	N/A	N/A	Info Only
NB-2024/02/14-10	E	14-Feb-24	<p><b><u>Duty to Cooperate &amp; Duty to Maintain Employment</u></b>            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 &amp; Accommodations.</p>	N/A	N/A	Info Only
NB-2024/02/14-09	E	14-Feb-24	<p><b><u>Building Emergency Response Plan (BERP)</u></b>            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>	N/A	N/A	Info Only

\*NB – New Business



11. NEXT MEETING	
Date:	<b>March 13<sup>th</sup>, 2023</b>
Time:	<b>2:00 PM</b>
Location:	<b>CCP R-RM CPDE Gardenia Room</b>

12. MEETING ADJOURNED	
Time:	3:02pm

**LEGEND**

PRIORITY:		STATUS:	
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

**Building Inspection Schedule 2024**

Month	Employer Rep	Worker Rep
January	David Sequeira	Kuldeep Malli
February	Conor Cregg-Guinan	Felinor Adriano
March	Barry Brooks	Sarabjit Jaswal
April	Denise Tang	Efren Arriesgado
May	David Sequeira	Kuldeep Malli



June	Conor Cregg-Guinan	Felinor Adriano
July	Barry Brooks	Sarabjit Jaswal
August	Denise Tang	Efren Arriesgado
September	David Sequeira	Kuldeep Malli
October	Conor Cregg-Guinan	Felinor Adriano
November	Barry Brooks	Sarabjit Jaswal
December	Denise Tang	Efren Arriesgado

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

- Responsible VP
- Responsible Managing Director/Dean
- All JOHSC members
- Internal Communications Person
- Posted on any Safety Bulletin Boards
- Risk Management Services for posting on UBC JOHSC website  
(Email to: [ubcsafety.committee@ubc.ca](mailto:ubcsafety.committee@ubc.ca))