



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: UBC Building Operations Municipal
Joint Occupational Health & Safety Committee

Worker Co-Chair: Andy Russell (co-chair)
Employer Co-Chair: Calvin Cheung (Chair)

February 14, 2024

Time: 12:30 p.m. – 2:00 p.m.
Location: Room 1020

AGENDA:

<ol style="list-style-type: none"> 1. Roll Call 2. Determination of Quorum 3. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes 4. Additional Agenda Items, Review Actionable Items from Local Safety Team (LST) Minutes & Approval of Agenda 5. Review Central Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents <ul style="list-style-type: none"> • Monthly Incident List & Statistical Summary Report 	<ol style="list-style-type: none"> 6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers) 6a. Tracking Workplace Safety Inspections 7. Review Education and Training 8. Ongoing Business – Status of Action Items 9. JOHSC Recommendation Letters (Correspondence) 10. New and Other Business 11. Follow Up Business 12. Next Meeting 13. Meeting Adjournment
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1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Davis Roy	CUPE 116	Soft Landscape	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jonah Peters (ALT)	CUPE 116	Soft Landscape	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chad Chobotar (co-chair ALT) Inactive	CUPE 116	Waste Management	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Martin Go	CUPE 116	Waste Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mike Giannias (co-chair)	CUPE 116	Street & Operations Support	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Barry Jones (ALT)	CUPE 116	Street & Operations Support	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pravin Kumar (ALT)	CUPE 116	Stores	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Jag Khella	CUPE 116	Stores	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Andy Russell	CUPE 116	Garage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dillon Duckworth (ALT)	CUPE 116	Garage	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Employer Representatives	Work Location		Present	Regrets	Absent
Tamas Weidner	Manager, Municipal Waste Mgt		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Calvin Cheung (co-chair)	Manager, Municipal, Labor Division		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dale Low	Manager, Municipal Soft Landscape		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jennifer Sheel (ALT)	Superintendent, Municipal Services		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Paul Harris (co-chair ALT)	Manager, Stores		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Rishi Purohit	Fleet and Asset Manager		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/Guests	Work Location		Present	Regrets	Absent
Ellen Grande	Clerical Pool		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rosanna Ma	SRS		<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?

** 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: **Jag Khella**

Seconded by: **Davis Roy**

List amendments to minutes:

Are the minutes approved?

Yes

No



4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

- Co-Chair Monthly Email from SRS
- Shop Safety Stats

4 A. REVIEW ACTIONABLE ITEMS FROM LST MINUTES (if applicable)

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 <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

See attached incident report:
 Monthly Incident List & Statistical Summary Report (make note of trends etc. For any general CAIRS information that requires discussion or action, please record under "New Business". 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	Date	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
133643	B	2024-01-03	<ul style="list-style-type: none"> • Incident discussed. No further actions. Incident closed. <p>Description: crew member was carrying a table in ICICS building in room # x221 when the table broke and fell on the patient's right leg Root Cause: Leg of desk was broken Corrective Actions: All Actions Complete Corrective Action 1 Corrective Action Identified: Head to remind crews to: inspect furniture prior to moving be aware of body orientation/position relative to furniture that is being moved. Estimated Completion Date: 2024-01-10</p>			C



			<p>Final Actions Taken: Head to remind crews to: inspect furniture prior to moving be aware of body orientation/position relative to furniture that is being moved.</p> <p>Date Completed: 2024-01-10</p>			
133644	B	2024-01-03	<ul style="list-style-type: none">• Incident reviewed. No further actions. Incident closed. <p>Description: Crew member was moving an old table in ICICS in room # x221 when the table broke and fell on the patient's right shin and the top of the left foot.</p> <p>Root Cause: Table was broken prior to removal</p> <p>Corrective Actions: All Actions Complete Corrective Action 1</p> <p>Corrective Action Identified: Head to remind crews to: inspect furniture prior to moving be aware of body orientation/position relative to furniture that is being moved.</p> <p>Estimated Completion Date: 2024-01-10</p> <p>Final Actions Taken: Head to remind crews to: inspect furniture prior to moving be aware of body orientation/position relative to furniture that is being moved.</p> <p>Date Completed: 2024-01-10</p>			C
133664	B	2024-01-10	<ul style="list-style-type: none">• Incident discussed. No further actions Incident closed. <p>Description: worker coming down the stairs from upper roof to lower roof, there was ice on the landing of the lower roof. Couldn't see black ice and slipped and jolted and strained their back.</p> <p>Root Cause: black ice on stairs landing</p> <p>Corrective Actions: All Actions Complete Corrective Action 1</p> <p>Corrective Action Identified: workers to be cautious when working on a roof on a cold day</p> <p>Estimated Completion Date: 2024-02-05</p> <p>Final Actions Taken: workers to be cautious when working on a roof on a cold day</p> <p>Date Completed: 2024-02-05</p>			C



133678	B	2024-01-15	<ul style="list-style-type: none">Incident discussed. No further actions Incident closed. <p>Description: Team member has PTO shaft in hand after working on an equipment. Turned around to check another equipment and tripped over the salt pile.</p> <p>Root Cause: improperly maintained surface / salt accumulation. Inadequate housekeeping.</p> <p>Corrective Actions: All Actions Complete</p> <p>Corrective Action 1 Corrective Action Identified: Conversation with crew to make sure surface is cleaned after work. Don't leave and debris/ fall hazards behind.</p> <p>Estimated Completion Date: 2024-01-19</p> <p>Final Actions Taken: Garage Manager will talk with SOS and Garden shop head and Manager and make sure surface / road is cleaned after work. No material is left that can be a fall hazard.</p> <p>Date Completed: 2024-01-19</p>			C
133705	B	2024-01-17	<ul style="list-style-type: none">Incident discussed. Worker was doing a 7 ½ day plus overtime to clear snow. None identified, employee had warmed up and stretched and there were limited opportunities to rotate tasks because of weather. Incident closed. <p>Description: Employee had been shoveling snow for the last two days. On third day after 15 minutes of work employee felt paid sudden pain in lower right back.</p> <p>Root Cause: Extreme weather requiring long hours of repetitive work.</p> <p>Corrective Actions: Not Complete</p> <p>Corrective Action 1 Corrective Action Identified: tbd</p>			C
133759	B	2024-01-16	<ul style="list-style-type: none">Incident discussed. No further actions Incident closed. <p>Description: Team member was replacing hydraulic lines on a vehicle and during repetitive climbing up and down on equipment pain started.</p> <p>Root Cause: Awkward body position keening and climbing. Awkward Position.</p>			C



			<p>Corrective Actions: All Actions Complete Corrective Action 1 Corrective Action Identified: Doctor recommended physiotherapy. Situation awareness and putting strain on body parts. Estimated Completion Date: 2024-02-29 Final Actions Taken: Be aware of surrounding and follow recommendations by Doctor. Date Completed: 2024-02-29</p>			
132605	B	2023-12-12	<ul style="list-style-type: none">Investigation completed. Recommendations: take micro breaks, change tasks, ask for resources. Incident closed.Investigation required. <p>Description: Patient moving furniture in Scarfe Building and felt strain at the right wrist in the morning. Pain got worse during the day while on shift moving more furniture.</p>			C
132334	B	2023-11-02	<ul style="list-style-type: none">Roofing material has been removed. Incident closed.Revisit in incident in April. Tamas spoke with the Contractor and the roofing material will remain until the job is completed. Crew reminded to be mindful when backing up. In progress.Workers are advised to perform a walk-around and maintain awareness of their surroundings. Tamas to update if the material has been removed. <p>Description: Worker was backing up along Volkoff lane behind Hebb Theater with Garbage truck. It was early in the morning with some rain and dark outside. As worker was backing up, they had to stop for a cyclist to pass by behind the truck before proceeding. Additionally, it was noted that backing up along the lane was challenging due to a number of items that are being stored along the side of the driveway. As backing up driver did not notice a bollard on the passenger rear side of the vehicle as they were paying attention to other clearances etc, and made contact with a bollard. AS bollard was hit, it tipped over and came loose from the ground and hit the adjacent Hebb Theater glass window causing some damage to the building. Worker reported</p>			C



			<p>incident with no visible damage to vehicle or injury to driver. Root Cause: While backing up with garbage truck along a laneway, worker not seeing hit a bollard. It was dark, raining and navigating backwards along the laneway was difficult due to an obstacle of items being stored by the building. Although it was not the reason for hitting the bollard, it may have contributed to it. Corrective Actions: Not Complete Corrective Action 1 Corrective Action Identified: Take your time, plan your route especially when backing up. Get out and do a pre-walk of the route to look for obstacles etc. Estimated Completion Date: 2023-11-15 Final Actions Taken: Discussed recommendation with worker Date Completed: 2023-11-15 Corrective Action 2 Corrective Action Identified: Contact the department that is storing items along the laneway and see if it can be moved. Estimated Completion Date: 2023-11-24</p>			
132486	B	2023-11-28	<ul style="list-style-type: none"> • Vendor replied that the toolbox was under warranty and will be repaired. In progress. • SR submitted to Sheetmetal. Job will be completed when the weather becomes warmer. In progress. • The lid of the new tool box is heavy. Dale to reach out to supplier to see if modification can be made. Corrective action not complete. In progress. <p>Description: Employee was holding toolbox lid open with left hand and picking up safety cones with right hand to put in tool box. The lid started to close, employee caught off guard by the weight and thumb was caught between box and lid. Employee reported to first aid. Tool boxes are attached to bin. Bin and tool box just arrived and are new to all employees. Root Cause: Not accustomed to new tool box. Tool box could be built safer Corrective Actions:</p>	Dale Low	2024-03	IP



			<p>Not Complete</p> <p>Corrective Action 1</p> <p>Corrective Action Identified: Look into different lid types through either sheet metal or supplier. A different type of hinge.</p>			
132426	B	2023-11-15	<ul style="list-style-type: none"> • Garage is repairing the backhoe. In progress. • Garage is aware of the pending job. In progress. • Tamas to send this to garage to get the backhoes ride assist system option fixed. In progress. <p>Description: Worker was driving unloaded backhoe forward, traveling from main campus to south campus. Along the route there were many uneven surfaces that caused the backhoe to bounce up and down more than normal due to the ride-assist option not working in the backhoe. Next day worker was experiencing sore lower back when bending over, reported incident to head and attended first aid. Returned to work and worked on light duties for the remainder of the week.</p> <p>Root Cause: Because the backhoes ride-assist system is not working, during long distance driving the backhoe bounces when going over uneven surfaces. The bouncing motion put strain on worker back.</p> <p>Corrective Actions: Not Complete</p> <p>Corrective Action 1</p> <p>Corrective Action Identified: tbd</p>	Tamas Weidner	2024-03	IP
131414	B	2023-05-29	<ul style="list-style-type: none"> • CAIRS to be completed. Incident was crew talked. In progress. • Pending on completed CAIRS report. In progress. • CAIRS to be completed. Recommend training on proper cutting techniques. In progress. • Investigation required. In progress. <p>Description: Employee was pruning trees and accidentally cut left palm with pruners</p> <p>Root Cause: tbd</p> <p>Corrective Actions: Not Complete</p> <p>Corrective Action 1</p>	Dale Low	2024-03	IP



			Corrective Action Identified: tbd			
130167	B	2022-11-01	<ul style="list-style-type: none"> • Updates will be provided in next meeting. • Dale Low met with a Student Housing Manager to discuss. Dale will update Committee on their response. There was a recommendation to have SHCS JOHSC to put this on their safety minutes to move corrective action forward. In progress. • Suggested Corrective Actions: Demolish L-shape low rise, 2 ½ ft. retaining wall. Dale Low met with Student Housing to discuss. In progress • No update. In progress. • Davis and Dale will provide updates on this item in the next meeting. • Corrective actions not yet completed. In progress. • Further corrections need to be identified for worker. In progress. • Corrective actions for worker need to be identified. • Investigation and CAIRS report need to be completed. <p>Employee was driving a ride on mower with blade to push leaves off of sidewalk. Employee was turning and hit wall with counterweight on back of mower causing top of wall to fall off. Root Cause: Employee had not driven mower in a while and was not familiar with size. Corrective Action Identified: Put in SR to fix wall.</p>	Dale Low	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)						
Attach inspection checklist(s) and report(s) to these meeting minutes and use this table to record discussion and new recommendation(s)						
<input type="checkbox"/> No actionable items noted						
Item # (Use Inspection #)	Priority	Action Plan (Actions Taken/Need to be taken) Description of Hazard: (specific location and/or equipment, nature of hazard)		Assigned To	Follow up: Date Pending	Status
Garage-366	B	• Feb 2024: Relocate the Rescue trailer, parked behind Garage: Recommend		Rishi Purohit	2024-03	IP



		<p>talking with Sean McGregor to find alternative parking stall. Possible location parking stall in front of storage area. In progress.</p>			
Garage-365	B	<ul style="list-style-type: none"> Feb 2024: Lights by Head Office needs to be replaced. Rishi to submit SR 	Rishi Purohit	2024-03	IP
SOS-364	B	<ul style="list-style-type: none"> Feb 2024: In progress. Jan 2024: Housekeeping needed for obstructed walkways 	Barry Jones	2024-03	IP
SOS-363	B	<ul style="list-style-type: none"> Feb 2024: In progress. Jan 2024: Remove unsecured items on top of lockers. Crew talk 	Barry Jones	2024-03	IP
SCW-362	B	<ul style="list-style-type: none"> Feb 2024: In progress. Jan 2024: Approx 30-40 florescent lights need to be brought to Wasteman to be disposed. 	Barry Jones	2024-03	IP
Header Hse-361	B	<ul style="list-style-type: none"> Feb 2024: Lights were replaced. Inspection closed. Jan 2024: Lights out in stairwell. SR submitted 			C
Seacan—359	B	<ul style="list-style-type: none"> Feb 2024: Possible solutions being discussed are silica gel desiccants to remove moisture from the air or dehumidifer. In progress. Jan 2024: In progress. Dec 2023: High levels of humidity in Seacan. Jonah to research possible solutions. 	Jonah Peters	2024-03	IP
Header Hse-356	B	<ul style="list-style-type: none"> Feb 2024: Small amount of that remains poses no health risk. Inspection closed. Jan 2024: Guy Champagne, SRS, confirmed all asbestos removed in 2000, however, there remains small amount in the tool rooms, rooms 112/113. Dec 2023: Asbestos found in one of the rooms. Should there be asbestos stickers on doors. Dale to follow up with Guy Champagne, Health & Safety Associate. 			C
Header Hse-355	B	<ul style="list-style-type: none"> Feb 2024: In progress. Jan 2024: Dale to submit SR to carpentry. In progress. Dec 2023: Mold forming around lunch room sink, caulking on backsplash may help. Dale to submit SR to carpenter. 	Dale Low	2024-03	IP
Header Hse-354	B	<ul style="list-style-type: none"> Feb 2024: In progress. Jan 2024: In progress. Dec 2023: Water pooling in shed. Additional Gravel Fill. Dale to submit SR to SOS. 	Dale Low	2024-03	IP
Stores-348	B	<ul style="list-style-type: none"> Feb 2024: Lights have fixed. Inspections closed. 			C



		<ul style="list-style-type: none"> • Jan 2024: In progress. • Dec 2023: Lights have not been fixed yet. In progress. • Nov 2023: Paint storage lights burnt out. Require a new solution to lighting. 			
Garage-343	B	<ul style="list-style-type: none"> • Jan 2024: Revisit in March 2024. In progress. • Dec 2023: Rishi to contact Charles Creelman, Project Coordinator Electrical Technical Support, to change lighting to LED. Follow up in March. • Nov 2023: Advised by email that the lightning is still inadequate. Ongoing. • Oct 2023: In progress. • Sep 2023: Follow-up required. • Aug 2023: In progress. • July 2023: Office lighting is inadequate. Andy Carr will submit SR. 	Rishi Purohit	2024-03	IP
SCWarehse-339	B	<ul style="list-style-type: none"> • Feb 2024: In progress. • Jan 2024: In progress. • Dec 2023: Item will be included in Facilities Newsletter next year. • Nov 2023: Calvin to put news item in Facilities Newsletter regarding housekeeping of SCWarehouse. In progress. • Oct 2023: In progress. • Sep 2023: Calvin to put news item in Facilities Newsletter regarding housekeeping of SCWarehouse. • Aug 2023: In progress. • July 2023: In progress. • June 2023: Draft to be prepared for Facilities Newsletter. In progress. • May 2023: To maintain a neat, tidy and clean environment in the warehouse, reminder is to be sent to all end users to take their garbage, empty pallets, cardboard and dispose of it when done. Dale and Calvin to put this reminder on the newsletter. In progress. 	Calvin Cheung	2024-03	IP
Seacan-330	B	<ul style="list-style-type: none"> • Feb 2024: Stencilling has been completed. Inspection closed. • Jan 2024: Rishi will meet up with Technician next month. In progress. • Dec 2023: In progress. • Nov 2023: Stenciling is not complete and additional discussion regarding the new white gas pumps. In progress. 			C



	<ul style="list-style-type: none">• Oct 2023: Gas cans will be stenciled along with the gas cabinet. Also, Rishi advised that the new gas pump arrived and is painted white. May need to be appropriately color coded. In progress.• Sep 2023: In progress.• Aug 2023: In progress.• July 2023: The cans have arrived; however, they have not been stenciled. Dillon Duckworth brought up the concern that the Building Ops gas pump is incorrectly colored. This should be rectified when the new pump arrives. Mike Giannias to discuss with Rishi Purohit. In progress.• June 2023: A decision has been made that the various cans will be stenciled with the appropriate paint color as follows: In progress.<ul style="list-style-type: none">○ Gas - RED○ Diesel - YELLOW○ Mixed Gas - BLUE• May 2023: Mike will talk to Paul to check on the labels. In progress.• Apr 2023: Labels have been ordered from Stores. It will be ready to pick up next week. In progress.• Mar 2023: In the process of labelling gas. Committee will need to order labels from online catalog. In progress.• Feb 2023: Items have been requested from stores and will be picked up this week. Tagging for “mixed gas” has not been completed. In progress.• Jan 2023: Dale Low has requested Adriano Pucci to request items from Stores for the spill kits. In addition, Mike Giannias has requested tagging for “mixed gas”. Committee suggested ID for 2 cycle mixed gas. In progress.• Dec 2022: Consensus reached among crew that spill kits are required. Adriano will approach Stores for sourcing. In progress.• Nov 2022: In progress. Will advise next month.• Oct 2022: Adriano Pucci to order spill kits.			
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6a. REVIEW TRACKING WORKPLACE INSPECTIONS



	MRF/Compost/ SCW	SOS/Warehouse	Soft Landscape	Garage	Stores/Shed 7	FOLLOW UP
September 2023	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
October 2023	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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"/>	
February 2024	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

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
ED-24-02-10-29	B	<p>Western Conference on Safety</p> <ul style="list-style-type: none"> 2024-02-14: The following employees are interested in attending the Western Conference on Safety: <ul style="list-style-type: none"> Mike Giannias Jag Khella Andy Russell Davis Roy Jonah Peters Barry Jones <p>Managers will confirm how many individuals can attend this year. Additional 8 hours of Occupational Health and Safety (OHS) Training All JOHSC members are entitled to an additional 8 hours of OHS training. Below are a few upcoming local and virtual conferences or seminars. Registration and costs associated will be the responsibility of your department. Western Conference on Safety (in-person) on April 18-19 at the Hyatt Regency Vancouver. Early bird registration ends on March 15, 2024.</p>	Selected Employees	2023-03	IP



ED-23-09-23-28	B	<p><i>JOHSC and LST Training</i> New dates have been released for JOHSC and LST training. You can register for JOHSC training here, and LST training here.</p> <table border="1" data-bbox="560 334 1409 560"> <thead> <tr> <th colspan="2" data-bbox="560 334 1409 375">JOHSC Training</th> </tr> <tr> <th data-bbox="560 375 968 412">Part 2a</th> <th data-bbox="968 375 1409 412">Part 2b</th> </tr> </thead> <tbody> <tr> <td data-bbox="560 412 968 488"> March 12th 1:00pm – 3:00pm </td> <td data-bbox="968 412 1409 488"> March 15th 10:00am – 12:00pm </td> </tr> <tr> <td data-bbox="560 488 968 560"> May 14th 11:00am – 1:00pm </td> <td data-bbox="968 488 1409 560"> May 16th 1:00pm – 3:00pm </td> </tr> </tbody> </table>	JOHSC Training		Part 2a	Part 2b	March 12 th 1:00pm – 3:00pm	March 15 th 10:00am – 12:00pm	May 14 th 11:00am – 1:00pm	May 16 th 1:00pm – 3:00pm	All	Info	E
JOHSC Training													
Part 2a	Part 2b												
March 12 th 1:00pm – 3:00pm	March 15 th 10:00am – 12:00pm												
May 14 th 11:00am – 1:00pm	May 16 th 1:00pm – 3:00pm												
ED-23-03-08-27	B	<p><i>Chad Chobotar – new member</i></p> <ul style="list-style-type: none"> • Chad Chobotar has completed Part 1A. • Chad Chobotar status is now “inactive”. Head will speak with Chad to see if he wants to be worker rep going forward. In progress. • Chad Chobotar’s status will become “inactive” in October 2023 since the 6-month deadline for training has passed. Chad will not be able to attend and participate in meetings until <u>after</u> training has been completed to re-activate status. • Chad Chobotar will join JOHSC on April 12, 2023 and will need to complete UBC JOHSC 8-hour training by October 2023. He is required to complete Part 1A and Part 2A and B. 	Chad Chobotar	2024-03	IP								

8. ON GOING BUSINESS – Status of Action Items					
Original Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
NB-2024-01-10-74	B	<p><i>Facilities Landscape’s Tree Falling Procedures</i></p> <ul style="list-style-type: none"> • 2024-02-14: In progress. • 2024-01-10 Dale Low is preparing a draft for Landscape Tree Falling Procedure. One of the concerns is tree falling from the ground and training that is required. 	Dale Low	2024-03	IP



8.ON GOING BUSINESS – Status of Action Items					
NB-2024-01-10-73	B	<p><i>South Campus Warehouse</i></p> <ul style="list-style-type: none"> ● 2024-02-14: In progress. ● 2024-01-10: SCW renovations completed in 2008 and is up to current code for emergency lighting. Mike Giannias will provide/prepare an Emergency Orientation document for the building, so that it can be distributed. 	Mike Giannias	2024-03	IP
NB-2024-01-10-72	B	<p><i>Sharp Needle Procedure</i></p> <ul style="list-style-type: none"> ● 2024-02-14: In progress. ● 2024-01-10: There is the need to communicate the disposal procedure/process for the Sharps Disposal Boxes. 	Barry Jones/Mike Giannias	2024-03	IP
NB2023-07-12-42	B	<p><i>BERP Header House/ Garage</i></p> <ul style="list-style-type: none"> ● 2024-02-14: Calvin Cheung and Dale Low will complete update. In progress. ● 2024-01-10: Dale Low will contact Records regarding floor mapping. In progress. ● 2023-12-20: The Garage (USB) BERP has been completed. Updating the Header House BERP is in progress. JOHSC to review upon completion. Designated floor wardens to complete course before Dale contacts FM to schedule fire drill. ● 2023-11-08: Information will be distributed shortly. In progress. ● 2023-10-11: Frank Crudo will be forwarding information next month. In progress. ● 2023-09-06: BERP requires updating. In progress. ● 2023-08-09: Dale Low and Calvin Cheung will follow-up. In progress. ● 2023-07-12: Building Emergency Director will be responsible for updating the BERP and submitting a request for a fire drill. JOHSC will review next JOHSC Meeting. 	Calvin Cheung/Dale Low	2024-03	IP
NB-2023-05-10-30	B	<p><i>Stretches Before Shift</i></p> <ul style="list-style-type: none"> ● 2023-02-14: Date for the session is March 20th. In progress. ● 2023-01-10: Mike Giannias will advise next month. In progress. ● 2023-12-20: Training dates will be confirmed in January or February 2024. ● 2023-11-08: Will advise in the new year regarding scheduling. In progress ● 2023-10-11: Mike Giannias will contact Allan McGavin to schedule a Lunch and Learn. In progress. ● 2023-09-06: Lunch and Learn sessions given by Allan McGavin would also be considered. In progress. ● 2023-08-09: In progress. 	Mike Giannias	2024-03	IP



8.ON GOING BUSINESS – Status of Action Items

		<ul style="list-style-type: none"> • 2023-07-12: Allan McGavin session in progress. • 2023-06-14: Mike Giannias to contact Allan McGavin to setup an information session on proper stretching techniques. In progress. • 2023-05-10: Mike is seeking advice on the procedure/policy for staff to stretch before their shift. Soft landscape has invited physiologist from Allan McGavin to provide a session on proper stretching techniques. Staff are allowed to stretches before work with a reasonable duration of a couple of minutes. Mike will follow up with Calvin on this matter. 			
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9. JOHSC RECOMMENDATION LETTERS & WORKSAFBC (CORRESPONDENCE)

Recommendation #	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status
<i>E.g.: CODE-REC-2017-01</i>		<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>Description: 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.</p> <ul style="list-style-type: none"> o There were zero (0) orders issued to the University. <p>JOHSC/LST General Learnings/Discussion Points: 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"> o 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. 	All	2023-01-23	n/a	n/a



		<ul style="list-style-type: none"> o 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 o 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. 				
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* REC – Recommendation Letter

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
NB-2024-02-14-75	B	<p><i>I-B-28 Hazard Identification Assessment Draft</i></p> <ul style="list-style-type: none"> ● 2024-02-14: Rosanna Ma forwarded the I-B-28 Hazard Identification Assessment Draft to the Committee. She asked the committee to review and give feedback at the next JOHSC meeting in March. 	All	2024-03	N
NB-2024-02-14-74	B	<p><i>Review of Individual 2023 Shop Stats</i></p> <ul style="list-style-type: none"> ● 2024-02-14: Each shop evaluated their shop stats: <ul style="list-style-type: none"> o SOS: repetitive strains from loading and lifting. Majority of accidents occur from client moves whether qty of boxes or improper packing boxes. Will focus on reminding workers to partner up and use proper tools/equipment for the job. Remind clients to use proper packing box sizes. Stretching session set for March. o Landscape: strains, lacerations, knowledge lacking, and pre-existing conditions contributed to accidents. Will consider scheduling stretching/strengthening session again. o Wasteman: shoulder injuries and strains. Will focus on scheduling for stretching/strengthening session. 	All	2024-03	N



		<ul style="list-style-type: none"> ○ Garage: Vast improvement from last year with the purchase of new equipment and tools and being fully staffed ○ Stores: over-exertion and repetitive tasks. Need to encourage the rotation of task to avoid injuries. Interested in scheduling for a stretching/strengthening session. 			
NB-2024-02-14-73	B	<p><i>Building Emergency Response Plan (BERP)</i></p> <p>The 2024 BERP 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 safety.risk@ubc.ca 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-2024-02-14-72	B	<p><i>Duty to Cooperate & Duty to Maintain Employment</i></p> <p>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 Grace Wang, Manager, RTW & Accommodations.</p>	All	Info	E
NB-2024-02-14-71	B	<p>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 UBC Respectful Environment Statement outlines our principles about creating a respectful environment for all. Visit https://www.pinkshirtday.ca/ for more information.</p>	All	Info	E

11. FOLLOW-UP 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
NB-2020-02-12-409A	B	<p><i>2nd Annual JOHSC Evaluation – Goal 3A:</i></p> <ul style="list-style-type: none"> • Feb 14/24: Boards have arrived. Tamas to submit SR to Carpenters. In progress. • Jan 10/24: Boards have not arrived. In progress. • Dec 20/23: Safety boards have been ordered. • Nov 8/23: Members will advise Tamas as to the size of their respective safety boards. In progress. • Oct 11/23: Three boards left to be installed. In progress. • Sep 6/23: In progress. • Aug 9/23: The new Safety Board, which is installed at SOS, was viewed by the Committee. Tamas Weidner is now taking measurements to install other safety boards throughout Municipal. In progress. • Jul 12/23: No update on trialing Safety Board. In progress. • Jun 14/23: One Safety Board ordered and will be trialed in the SOS workshop. In progress • May 10/23: Tamas found a company called VIDPro that specializes in safety boards and has shared a video about their products. Tamas will obtain some quotes to share with the committee. • Aug 10/22: Sign Shop is backed up with projects. Revisit in May 2023. In progress. • Jul 13/22: No update. • June 8/22: Sign Shop is backed up with projects. In progress. • May 11/22: Tamas away – no update. • Apr 13/22: Sign shop concerns that material may not stick on board. To trial signage on SOS and WM safety board first. • Mar 9/22: Sign Shop has received SR. In progress. • Feb 7/22: In progress. • Jan 12/22: SR has been submitted waiting for work to begin. <p><i>Note: the minutes have been condensed. For information prior to</i></p>	Tamas Weidner	2024-03	IP



		<i>2022 please refer to Jun 14/23 minutes.</i>			
GI-HEADER-218	B	<p><i>Eyewash Station at Nursery</i></p> <ul style="list-style-type: none"> Jan 10/24: Item will be revisited in April 2024 Nov 8/23: Will be discussed in January 2024. Oct 11/23: No update. In progress. Sep 6/23: Funding has been requested for project. In progress. Aug 9/23: Jenniffer Sheel and Dale Low are exploring other options. In progress. Jul 12/23: Dale Low is exploring other options to reduce cost of installing an eyewash station. In progress. Jun 14/23: Quote of 200K was given to complete project. Review is necessary. In progress. May 10/23: Dale to check with chemical disposal site nearby. In Progress. Apr 12/23: It has been discovered that the water pressure is not sufficient to install an eye wash station in the shop. Dale will explore alternate options, such as moving to a new location or reducing the use of chemical mixing. Temporary eye wash station may also be considered as an interim solution. In progress. Mar 8/23: The construction of an eye wash station in the shop has been approved for the trades to undertake. In progress. Jan 11/23: Dale Low has received quote for the job. Review in March. In progress. <i>Note: the minutes have been condensed. For information prior to 2023 please refer to Jun 14/23 minutes.</i> 	Dale Low	2024-04	IP

12. NEXT MEETING	
Date:	March 13th, 2024
Following Date:	April 10th, 2024
Time:	12:30 PM
Location:	USB Room 1020 or Zoom

13. MEETING ADJOURNED



Time:	1:50 PM
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PRIORITY		STATUS	
A	Critical/Life-threatening/high-probability	N	New
B	Urgent/moderate probability of re-occurrences	R	Repeat
C	Important/low-probability of re-occurrences	C	Complete
D	Reminders	IP	In-Progress
E	Information	RF	Referred Forward

Monthly Distribution and Posting of Approved Meeting Minutes (required)

- Responsible VP
- Responsible Managing Director/Dean
- All JOHSC members
- Internal Communications person
- Safety & Risk Services ubcsafety.committee@ubc.ca