



Facilities Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Facilities
Joint Occupational Health & Safety Committee

Worker Co-Chair: James Woo (chair)
Employer Co-Chair: Francois Desmarais (co-chair)

Date: February 20, 2024

Time: 2:00 – 3:00pm
Location: ZOOM Video Conferencing

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. Next Meeting |
| | 12. Meeting Adjournment |

| 1. ROLL CALL | | | | | |
|---|---------------------------------|---------------------------------|-------------------------------------|-------------------------------------|--------------------------|
| Worker Representatives | Association/Union | Work Location | Present | Regrets | Absent |
| Lisa Higuchi (co-chair alternate; Feb 2022 - 2024) | CUPE 116 | Customer Services & Informatics | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| James Woo (co-chair; Feb 2022 - 2024) | AAPS | Project Services | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Melissa Vincent | CUPE 116 | Customer Services & Informatics | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Mikhail Manaligod | AAPS | Customer Services & Informatics | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Patrick Wong | AAPS | Facilities Manager | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Employer Representatives | Work Location | | Present | Regrets | Absent |
| Carmen Raiche de Araujo (co-chair; Dec 2022 – 2024) | Customer Services & Informatics | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |



Facilities Joint Occupational Health & Safety Committee
Meeting Minutes

| | | | | |
|--|---------------------------------|-------------------------------------|--------------------------|--------------------------|
| Francois Desmarais (co-chair alternate; Dec 2022 – 2024) | Customer Services & Informatics | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Steven Lee | Facilities Planning | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Resources/Guests | Work Location | Present | Regrets | Absent |
| Lori Takenaka | SRS | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Shirley Tseng (minute taker) | Clerical Pool | <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? <i>* 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.</i> | 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 & acknowledged and to record any corrections to it)</i> | | |
| • Move to adopt minutes. | Moved by: <u>Steven Lee</u> | Seconded by: <u>James Woo</u> |
| • List amendments to minutes | | |
| Are the minutes approved? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |



4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

- SRS Monthly Co-Chair Email
- JOHSC - I-B-28 Hazard Identification Assessment Program – Feedback
- Protocol of Departmental First-Aid Kit

4A. 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"/> |
|-------------------------|--|--------------------------------|

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 | Accident Type | Action Plan (Actions Taken/Need to be taken) | Assigned To | Follow up Date | Status |
|--|----------|------------------|---|-------------|-------------------|--------|
| | | | • No Accident/Incident in January 2024 | | | |



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)

| Item # | Priority | Date | Discussion/Comments/Recommendations | Assigned To | Follow up Date | Status |
|--|----------|-----------|--|-------------|----------------|-----------|
| USB, CCP1 – 1 st & 2 nd Floor offices and shared areas 2024Jan-01 | E | 18-Jan-24 | <u>January 2024 Inspection</u> James and Steve had completed inspection on January 10 th , 2024. There is no additional item required for follow-up. | N/A | N/A | Info Only |

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 | Date | Discussion/Comments/Recommendations | Assigned To | Follow Up Date | Status |
|----------------------------|----------|------------------------------------|---|--------------------|----------------------------|----------------|
| ED-2024/Jan/18-02 | E | Jan 18/24 | <u>Western Conference on Safety</u> Western Conference on Safety link listed below was sent to committee members on January 18 th , 2024. https://wcs.pacificsafetycenter.com/wcs-program/ Please send Lori registration forms no later than <i>March 8th</i> . Also, they need approval from their supervisors/leadership as the cost would need to be paid by their department. | N/A | N/A | Info Only |
| ED-2024/Jan/18-01 | E | Feb 20/24 Jan 18/24 | <u>New JOHSC Member Safety Training - Mikhail Manaligod</u> In progress. Mikhail Manaligod joined JOHSC on January 24, 2024 and will need to complete JOHSC Fundamentals Part 1, 2A & 2B within 6 months of joining by June 2024. Below is the link to sign up: https://safetycommittees.ubc.ca/training-calendar/ | Mikhail Mikhail | Jun/24 Jun/24 | IP N |
| ED-2020/Nov/19-01 | E | Feb20/24 Jan 18/24 Nov 16/23 | <u>Safety Training</u> No update. In progress. Any items in this item prior to Aug. 17, 2023 were removed from this minute but can be referred to previous minutes. | All All All | Mar/24 Feb/24 Dec/23 | IP IP IP |



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 | Date | Discussion/Comments/Recommendations | Assigned To | Follow Up Date | Status |
|----------------------------|----------|-----------|--|----------------|-------------------|--------|
| | | Oct 19/23 | Lisa, Francois and Steven attend UBC Safety Day on October 3 rd | All | Nov/23 | IP |
| | | Aug 17/23 | All members registered for UBC Safety Day in October 2023. | All | Sep/23 | IP |

* ED – Education and Training

8. ONGOING BUSINESS – Status of Action Items

| Original Item # | Priority | Date | Action Plan (Actions Taken/Need to be taken) | Assigned To | Follow Up Date | Status |
|--------------------|----------|------|---|----------------|-------------------|--------|
| | | | | | | |

9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)

| Item # (Use Recommendation #) | Priority | Discussion and/or Action Items | Assigned To | Date of Issue | Date to be Completed | Status |
|-------------------------------------|----------|---|----------------|---------------|-------------------------|-----------|
| IR #202416973009A | E | Description: <ul style="list-style-type: none">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.There were zero (0) orders issued to the University. JOHSC/LST General Learnings/Discussion Points: <ul style="list-style-type: none">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.More information regarding what to do in the event of a serious incidents, possible serious incident, or other | N/A | Jan 23/24 | N/A | Info only |



| 9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC) | | | | | | |
|---|----------|--|-------------|---------------|----------------------|--------|
| Item # (Use Recommendation #) | Priority | Discussion and/or Action Items | Assigned To | Date of Issue | Date to be Completed | Status |
| | | <p>immediately reportable incidents can be found on the SRS Website.</p> <ul style="list-style-type: none">• 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• 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. | | | | |

* REC – Recommendation Letter

| 10. NEW & OTHER BUSINESS | | | | | | |
|---|----------|-----------|--|-------------|----------------------|-----------|
| 1. General discussion items (list actionable items below) | | | | | | |
| Item # | Priority | Date | Discussion and/or Action Items | Assigned To | Date to be Completed | Status |
| NB-2024/02/20-13 | E | 20-Feb-24 | <p><u>Departmental First-Aid Kits Location</u></p> <p>Since UBC Campus Security provides first-aid, department wide first-aid kit is not required. For urgent medical call 911; Faculty/Staff call 2-4444, students call 2-2222 to report minor incidents/accidents</p> | N/A | N/A | Info Only |
| NB-2024/02/20-12 | E | 20-Feb-24 | <p><u>I-B-28 Hazard Identification & Assessment Program</u></p> <p>The main edits were as follows:</p> <ul style="list-style-type: none">• Updated the template• Expanded the references and definitions and added legal requirements• Edited the roles and responsibilities• Level 1 Job Safety Review<ul style="list-style-type: none">○ Added “as required” in addition to the annual review under next review date | All | Mar/24 | N |



10. NEW & OTHER BUSINESS

1. General discussion items (list actionable items below)

| | | | <ul style="list-style-type: none">○ Changed from JOHSC Member to JOHSC Worker Rep in the last table• Level 2 Hazard ID & Assessment Form:<ul style="list-style-type: none">○ Revised Tables 2 and 3 to include additional information and hazards○ Added links to the documents/forms that were previously attached/referenced under Level 3• Level 3 Assessment Level:<ul style="list-style-type: none">○ Removed the “level 3” form/document grouping as they’ve been incorporated into the Level 2 Hazard ID & Assessment. <p>Please review and provide feedback by March 31st, 2024.</p> | | | | | | | | | | | | | | | | | | | |
|--|---|--|--|----------------|-----|--------------|--|---------|---------|---------|---------|---|---|--|--|--|---|---|---|-----|-----|-----------|
| NB-2024/02/20-11 | E | 20-Feb-24 | <p>JOHSC Training</p> <p>New dates have been released for JOHSC and LST training. You can register for JOHSC training here, and LST training here.</p> <table><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><tr><td>March 12th 1:00pm – 3:00pm</td><td>March 15th 10:00am – 12:00pm</td><td>February 12th 10:00am – 11:30pm</td><td>February 15th 1:00pm – 2:30pm</td></tr><tr><td>March 14th 11:00am – 1:00pm</td><td>March 16th 1:00pm – 3:00pm</td><td>April 15th 10:00am – 11:30pm</td><td>April 17th 1:00pm – 2:30pm</td></tr></table> | JOHSC Training | | LST Training | | Part 2a | Part 2b | Part 2a | Part 2b | March 12 th 1:00pm – 3:00pm | March 15 th 10:00am – 12:00pm | February 12 th 10:00am – 11:30pm | February 15 th 1:00pm – 2:30pm | March 14 th 11:00am – 1:00pm | March 16 th 1:00pm – 3:00pm | April 15 th 10:00am – 11:30pm | April 17 th 1:00pm – 2:30pm | N/A | N/A | Info Only |
| JOHSC Training | | LST Training | | | | | | | | | | | | | | | | | | | | |
| Part 2a | Part 2b | Part 2a | Part 2b | | | | | | | | | | | | | | | | | | | |
| March 12 th 1:00pm – 3:00pm | March 15 th 10:00am – 12:00pm | February 12 th 10:00am – 11:30pm | February 15 th 1:00pm – 2:30pm | | | | | | | | | | | | | | | | | | | |
| March 14 th 11:00am – 1:00pm | March 16 th 1:00pm – 3:00pm | April 15 th 10:00am – 11:30pm | April 17 th 1:00pm – 2:30pm | | | | | | | | | | | | | | | | | | | |
| NB-2024/02/20-10 | E | 20-Feb-24 | <p><u>Pink Shirt Day</u></p> <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> | N/A | N/A | Info Only | | | | | | | | | | | | | | | | |
| NB-2024/02/20-09 | E | 20-Feb-24 | <p><u>Duty to Cooperate & Duty to Maintain Employment</u></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</p> | N/A | N/A | Info Only | | | | | | | | | | | | | | | | |



10. NEW & OTHER BUSINESS

1. General discussion items (list actionable items below)

| | | | | | | |
|------------------|---|-----------|--|-----|-----|-----------|
| | | | assistance and further details regarding the Stay at Work/Return to Work Program, please contact Grace Wang , Manager, RTW & Accommodations. | | | |
| NB-2024/02/20-08 | E | 20-Feb-24 | Building Emergency Response Plan (BERP) 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. 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. | N/A | N/A | Info Only |

11. NEXT MEETING

| | |
|-----------|-------------------------|
| Date: | March 21, 2024 |
| Time: | 1:30 pm – 2:30 pm |
| Location: | USB Room 1100, Red Room |

12. MEETING ADJOURNED

| | |
|-------|--|
| Time: | 2:32 pm Primary: Lisa Higuchi Second: Francois Desmarais |
|-------|--|

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 |



Inspection Schedule 2024

| January C&CP 1 & 2 and USB | February | March C&CP 1 & 2 and USB | April | May C&CP 1 & 2 and USB | June |
|------------------------------------|------------|---|-------------|--|------------|
| Worker Rep: James Woo | Worker Rep | Worker Rep: Lisa Higuchi Mikhail Manaligod | Worker Rep: | Worker Rep: Patrick Wong | Worker Rep |
| Mgmt Rep: Steven Lee | Mgmt Rep | Mgmt Rep: Francois Desmarais | Mgmt Rep | Mgmt Rep: Carmen Raiche de Araujo | Mgmt Rep |
| **Exterior Area Inspection | | **Exterior Area Inspection | | **Exterior Area Inspection | |
| July C&CP 1 & 2 and USB | August | September C&CP 1 & 2 and USB | October | November C&CP 1 & 2 and USB | December |
| Worker Rep: Melissa Vincent | Worker Rep | Worker Rep: James Woo | Worker Rep: | Worker Rep: Mikhail Manaligod | Worker Rep |
| Mgmt Rep: Steven Lee | Mgmt Rep | Mgmt Rep: Carmen Raiche de Araujo | Mgmt Rep | Mgmt Rep: Francois Desmarais | Mgmt Rep |
| **Exterior Area Inspection | | **Exterior Area Inspection | | **Exterior Area Inspection | |

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

- Responsible VP
- Responsible Managing Director/Dean
- All LST members
- Internal Communications Person