



## Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: SHCS JOHSC

Worker Co-Chair: Susan Kelly  
Employer Co-Chair: David Kiloh\*

Date: February 27, 2024

Time: 1:30 PM  
Location: Zoom conference

### AGENDA:

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. Musqueam Land Acknowledgement</li> <li>2. Roll Call</li> <li>3. Determination of Quorum</li> <li>4. Record of Distribution</li> <li>5. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes</li> <li>6. Additional Agenda Items &amp; Approval of Agenda Review</li> <li>7. Centralized Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents             <ul style="list-style-type: none"> <li>• Monthly Incident List &amp; Statistical Summary Report</li> </ul> </li> </ol> | <ol style="list-style-type: none"> <li>8. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)</li> <li>9. Review Education and Training</li> <li>10. Ongoing Business – Status of Action Items (includes review of previous minutes)</li> <li>11. Tabled Business- Status of Tabled Items to be added to Ongoing business</li> <li>12. JOHSC Formal Recommendation Letters &amp; Regulatory Inspections</li> <li>13. New and Other Business</li> <li>14. Next Meeting</li> <li>15. Meeting Adjournment</li> </ol> |
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### 1. MUSQUEAM LAND ACKNOWLEDGEMENT

Inclusion is one of the cornerstones of this committee’s values; the Co-Chairs believe this monthly practice is a simple step we can take now to shape our culture, remind us of our values, and the future actions we can take to further this committee’s commitment to inclusion.

To offer a land acknowledgement: **“I would like to acknowledge that we are gathered today on the traditional, ancestral, and unceded territory of the hən̓q̓əmiṇəm speaking xʷməθkʷəy̓əm (Musqueam) People.”**

To learn more, please visit: <https://indigenous.ubc.ca/indigenous-engagement/musqueam-and-ubc/> and <https://www.musqueam.bc.ca/>

To learn Gifted names, please visit: [tə ʃxʷhələləms tə kʷaλkʷəʔaʔt \(The Houses of the Ones Belonging to the Saltwater\)](#) and [Totem Park](#)



2. ROLL CALL						
Worker Representatives	Union / Association	Associated LST	Work Location	Present	Regrets	Absent
Faryal Abu-Sharife, <i>Asst. Retail Floor and Online Store Supervisor</i>	CUPE 116	Bookstore & Campus Mail Services	Bookstore	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chris McCauley, <i>Mail Distribution Coordinator</i>	CUPE 116	Bookstore & Campus Mail Services	Campus Mail Warehouse	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Linda Fong – <i>ECE Childcare</i>	BCGEU	Child Care	Huckleberry	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Susan Kelly, <i>Supervisor [Co-Chair]</i>	CUPE 116	Food Services	Gather at Vanier	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rob Harley, <i>Electrician (A)</i>	CUPE 116	Operational Services	SHCS Trades Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leslie Kupillas, <i>Head Tradesperson</i>	CUPE 116	Operational Services	SHCS Trades Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dharma Velu, <i>Supervisor (A)</i>	CUPE 116	Operational Services	Place Vanier	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Efrain Jimenez, <i>Parking Compliance Officer (A)</i>	CUPE 116	Parking & Access Desk	Impound Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gabriel Guzman, <i>Parking Facilities Maintenance</i>	CUPE 116	Parking & Access Desk	Meter Shop	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michael Chow, <i>Assignment Coordinator</i>	CUPE 2950	Support Services	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Zoe Diomis, <i>Front Desk Service Coordinator</i>	CUPE 116	Support Services	Place Vanier	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vasya Molnar, <i>Procurement Officer (A)</i>	M&P	Support Services	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Billie Sandhu, <i>Procurement Officer (A)</i>	M&P	Support Services	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cherrylyn Navarrete, <i>Supervisor</i>	CUPE 116	Operational Services	Acadia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teo Basas, <i>Utility Worker</i>	CUPE 116	Operational Services	Marine Drive	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Shane Davies, <i>Front Desk Service Coordinator (A)</i>	CUPE 116	Support Services	Acadia Park	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\* (A) – Alternate member



<b>Employer Representatives</b>	<b>Associated LST</b>	<b>Work Location</b>	<b>Present</b>	<b>Regrets</b>	<b>Absent</b>
Rodolfo Calero, Bookstore and Campus Mail Operations Manager	Bookstore	Bookstore Main Office	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Karen Vaughan, Child Care Director	Child Care	Child Care Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Speight, Executive Chef and Culinary Director	Food Services	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Colin Moore, Food Services Director (A)	Food Services	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Kiloh, Facilities & Building Services Director [Co-Chair]	Operational Services	Thunderbird Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rob Auffray, Manager, Meetings Spaces /Support Services	Support Services	Conferences & Accommodation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roberto Albertini, Parking Operations Manager	Parking & Access Desk Services	Parking Services Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jose Jimenez, Op. Facilities Manager (A)	Parking & Access Desk Services	Parking Services Main Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lakshmi Sangaranarayanan, Student Residence Director	Support Services	SHCS Main Office	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Diane Tannahill, Child Care (A)	Child Care	Child Care Main Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ana Munoz, Bookstore Operations Manager (A)	Bookstore	Bookstore Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Resources/Guests</b>	<b>Associated LST</b>	<b>Work Location</b>	<b>Present</b>	<b>Regrets</b>	<b>Absent</b>
Marena Sra, Safety & Claims Coordinator	Resource	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jessica Sterman, OH&S Compliance & Claims Associate	Resource	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gontran Paget, Senior Manager, Safety Management Systems	Resource	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joanne Thember, Safety Advisor	Resource	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Valerie Leung, Safety Advisor	Resource	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kate Allan, Safety Advisor	Resource	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>* (A) – Alternate member</i>					



### 3. 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

### 4. RECORD OF EMAIL DISTRIBUTION

DOCUMENT	DATE
SHCS LST's February 2024 Minutes and Incident Reports	2/23/2024
JOHSC January 2024 Minutes	2/23/2024
JOHSC February 2024 Agenda	2/23/2024
JOHSC 2023 Stats Presentation	2/23/2024
SRS Co-Chair Email	2/23/2024

### 5. 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: Zoe Diomis Seconded by: Ana Munoz

Are the minutes approved?

Yes

No

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

Approval of Agenda ; Addition of Ongoing business Item 10b.BERP- (Building Emergency Response Plan)  
-Emergency Management to provide information to SHCS

Moved by: Faryal Abu-Sharife Seconded by: Cherrylyn Navarrete



**6A. 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

No

**7. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:**

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)

Review of LST Summaries from the Previous Month's  
Centralized Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents

Unit	CAIRS Reports (January- February)	First Aid Breakdown	Open CAIRS Summary
Bookstore & Campus Mail Services	1 NEW (CLOSED); 0 OLD	FA not called: 1	Ana Munoz commented on this incident. The worker has returned to work on a gradual return to work plan. UBC-FA did not attend because the injury symptoms did not present themselves until later that evening after worker left work.
Child Care	2 NEW (1 OPEN); 0 OLD <b>CAIRS 133811</b> -Barish/ Time loss/ Overexertion/ Back Strain/ Back	First Aid called: 1 FA not called: 1	Ergonomic supports required and ergonomic assessment will be conducted when worker returns.



**7. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:**

	<p>UBC Ergonomist aware of concerns and centre requires support re lifting/transitioning strategies for these workers to incorporate going forward.</p>		
Food Services	<p>17 NEW (4 OPEN); 3 OLD (CLOSED) CAIRS 133843- The Point: dizzy spell at work on 7th / potential ergo onset</p> <ul style="list-style-type: none"> <li>Investigation and potential Ergo Assessment: In Progress</li> </ul> <p>CAIRS 133818- Gather@Vaniers: steam burn to forearm, opening door</p> <ul style="list-style-type: none"> <li>Outstanding Action Item: replacement of potwasher spring and door opening mechanism</li> </ul> <p>CAIRS 133802- Gather@Vanier's: caught finger on sharp edge of metal grease catcher tray at grill stn.</p> <ul style="list-style-type: none"> <li>Action Items: Chef JB confirming mechanism of injury &amp; condition of unit itself with holes (unusual)</li> </ul> <p>CAIRS 133849- Gather@Vaniers: burn to forearm from touching hot surface on oven. Investigation Underway: worker only works weekends</p>	<p>First Aid called: 11 FA not called: 3 Worker Declined: 3</p>	<p>Susan Kelly commented there were a high number of burn incidents. Some factors to consider may be congestion in small areas due to addition of new equipment. Other considerations may be to slow down in these areas and take your time. First aid called for the majority of incidents.</p>
Operational Services	<p>13 NEW (2 OPEN); 1 OLD (CLOSED) CAIRS 133732- Sage/Time Loss/Fall from elevation/Other Strains/Ankle</p> <ul style="list-style-type: none"> <li>Discuss the procedure to follow when using the stairs (to be completed upon Worker's return to work).</li> </ul>	<p>First Aid called: 7 First Aid not called: 5 Worker declined: 1</p>	<p>Cherrylyn Navarette commented on the 7 Time loss, 6 incident only and 2 remain open due to ergonomic onset related and worker has not returned to work. First aid was not called and BSM noted this in the corrective actions with reminder to call First aid.</p>



**7. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:**

	<p>CAIRS 133746-Place Vanier/ Time Loss/ Other motion/Arm</p> <ul style="list-style-type: none"> <li>Making sure that staff are using the right tools and equipment for the right task. In this specific case, the micro-fibre mop could have been exchanged for a more rigorous string mop based on the amount of salt stains on the stairs.</li> </ul> <p>Worker has not returned to work</p>		
Parking Services & Access Desk	1 NEW (CLOSED); 0 OLD	N/A- Vehicle Damage	Vehicle damage due to curb being covered by snow, tire popped due to being struck by curb. No injury, conducted proper investigation for trends analysis.
Support Services	0 NEW; 0 OLD	N/A	No comments

**8. 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

**Summary Review of all Unit Inspection Areas**  
**Trends identified at the LST- detailed corrective actions in LST minutes**

Unit	Inspections Completed in February	Findings?
Bookstore & Campus Mail Services	3/3* [Mailroom, Warehouse, Bookstore Retail floor]	All inspections complete Vehicle inspections may change based on outdoor conditions- all findings shared between drivers
	87 Campus Mail Vehicle Inspections (Daily/ Pre-use)	



8. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)			
Child Care	25/29 Programs	28 Child Care Vehicle - Bus Inspections	Bus inspections started January 31; conducted pre-use and all findings shared between drivers (i.e secondary PM driver Kid's Club)
Food Services	18/18 Total units	11 Vehicle Inspections	All inspections complete. Following best practices and vehicle inspections for FS vehicles started Feb.13 <sup>th</sup> .
Operational Services	1/1 [Warehouse Carpentry shop/ Store Room] 5/5 Trades Shop inspections 11/11 Building services *Note: Brock Commons added: inspected 6x/year	276 Trades Vehicle Inspections 10 Warehouse Vehicle Inspections 3 C&A Vehicle Inspections *C&A-Conferences and Accommodations	All inspections complete. Trade shop inspections reported this month. Acadia ClubCars(2) inspections pending.
Parking & Access Desk Services	1/1 [Donald Rix]	167 Vehicle Inspections, no flagged items	All inspections complete
Support Services	No New	62 Vehicle Inspections (Overnight Mobile Team)	No new inspections completed for this cycle.

\* GI – General Inspection

9. 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-24-01-23-01	E	Safety Event for Spring 2024! Western Conference on Safety 2024	ALL	03-26-2024	IP





		April 18 <sup>th</sup> – we encourage JOHSC member participation in this event as part of 8-hr training; additional details to follow. SHCS will be attending as a group on April 18 <sup>th</sup> (Day 1).			
ED-24-02-27-01	E	Human and Organizational Performance (HOP) ACE Workshop on March 5th 2024 (8 AM – 5 PM) at the UBC-V Campus- SHCS Marine Drive Ballroom (2205 Lower Mall)	ALL	03-26-2024	IP

\* ED – Education and Training

### 10. ONGOING BUSINESS – Status of Action Items

Original Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
Review Membership	C	No New JOHSC Members  New LST members: Child Care -Candice Yiu (Lilliput) and Georgina Le Flufy (Pioggia) are being trained by BCGEU for Basic OHS Committee training before officially joining the LST!	ALL	03-26-2024	IP
BERP	C	<ul style="list-style-type: none"> <li>Emergency Management to provide information to SHCS re template; SHCS Safety to develop a plan and socialize across SHCS</li> </ul>	ALL	03-26-2024	IP

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

### 11. TABLED BUSINESS

Item #	Priority	Discussion and/or Action Items	Assigned To	Date to be Reviewed	Date to be Completed	Status
		N/A				



1 12. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
Item # (use Recommendation or Report #)	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status
IR # 202416973009A	E	<p><b>This incident was not related to SHCS, reviewed by JOHSC.</b></p> <p>Description:</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>o 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>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 <a href="#">SRS Website</a>.</li> <li>o 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>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.</li> </ul>	ALL	January 23,2024	N/A	C



<p>IR # 202416973017A</p>	<p>E</p>	<p><b>This incident was related to SHCS Food Services unit at Perugia- CAIRS 133808, and corrective actions reviewed by JOHSC.</b>  <b>Description:</b>          On February 2, 2024, a worker slipped at Perugia Café, causing them to fall and strike their head. 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.</p> <p><b>JOHSC/LST General Learnings/Discussion Points:</b>          ○ 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 immediately reportable incidents can be found on the <a href="#">SRS Website</a>.          ○ 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>          ○ 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.</p>	<p>ALL</p>	<p>February 6, 2024</p>	<p>N/A</p>	<p>C</p>
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		<p><b>Corrective actions:</b> Jody Ropas, Retail Operations Manager to provide update in August re buckled flooring replacement and damage from removal of rails for fixed rack storage/ slight slope to be repaired at Perugia.</p>										
<b>13. NEW &amp; OTHER BUSINESS</b>												
<ul style="list-style-type: none"> <li>General discussion items (list actionable items below)</li> </ul>												
Item # (NB-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status							
NB-24/02/27-01	E	<p>Safety Activity Spot the Hazard!</p> <ul style="list-style-type: none"> <li>Safety Activity- <a href="#">Spot the Hazard- Kitchen Safety</a></li> <li>WorkSafeBC <a href="#">Kitchen Safety Videos on SHCS Safety page</a><a href="https://shcs.ubc.ca/wp-content/uploads/2023/12/SHCS-Food-Services-Kitchen-Safety-Videos.pdf">https://shcs.ubc.ca/wp-content/uploads/2023/12/SHCS-Food-Services-Kitchen-Safety-Videos.pdf</a></li> <li>Well done and interactive safety activity, members actively participated and answered all 8 plus a bonus answer (damaged oven mitts- by Susan K.)</li> </ul>	ALL	N/A	C							
NB-24/02/27-02	E	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">Safety Wins-by LST/SHCS unit to be introduced at every JOHSC</td> </tr> <tr> <td style="text-align: center; background-color: #e0e0e0;">Unit</td> <td style="text-align: center; background-color: #e0e0e0;">Safety Wins</td> </tr> <tr> <td style="vertical-align: top;"> <a href="#">Bookstore &amp; Campus Mail Services</a> </td> <td> <p>-Bookstore is actively promoting Pink Shirt day (Feb 28<sup>th</sup>)- <a href="https://shcs.ubc.ca/pinkshirt-day-2022/">https://shcs.ubc.ca/pinkshirt-day-2022/</a> - Calendar updates and scheduling has been aligned for warehouse and campus mail staff</p> </td> </tr> </table>	Safety Wins-by LST/SHCS unit to be introduced at every JOHSC		Unit	Safety Wins	<a href="#">Bookstore &amp; Campus Mail Services</a>	<p>-Bookstore is actively promoting Pink Shirt day (Feb 28<sup>th</sup>)- <a href="https://shcs.ubc.ca/pinkshirt-day-2022/">https://shcs.ubc.ca/pinkshirt-day-2022/</a> - Calendar updates and scheduling has been aligned for warehouse and campus mail staff</p>	ALL	N/A	E	
Safety Wins-by LST/SHCS unit to be introduced at every JOHSC												
Unit	Safety Wins											
<a href="#">Bookstore &amp; Campus Mail Services</a>	<p>-Bookstore is actively promoting Pink Shirt day (Feb 28<sup>th</sup>)- <a href="https://shcs.ubc.ca/pinkshirt-day-2022/">https://shcs.ubc.ca/pinkshirt-day-2022/</a> - Calendar updates and scheduling has been aligned for warehouse and campus mail staff</p>											



		Child Care	<ul style="list-style-type: none"> <li>-Linda has successfully recruited 2 new worker reps for the LST!</li> <li>- BCGEU training is being offered in-person and online for new members, details will be shared.</li> <li>- Linda is working with the local BCGEU union rep to ensure new members are trained!</li> </ul>			
		Food Services	<ul style="list-style-type: none"> <li>-Totem loading dock signage project is moving forward: signs should be installed in March</li> <li>- FS-LST membership is now solid and we are getting consistent worker rep turnout at monthly mtgs. / latest members will complete their LST training in April</li> <li>-Culinary safety training- WorkSafe BC Kitchen safety videos with BC local chefs- to be shared at new worker orientations, and back to school training sessions</li> </ul>			
		Operational Services	<ul style="list-style-type: none"> <li>-Hand-power tool training is underway!</li> <li>- Refresher training recently completed for all regular FABS staff!</li> <li>- Hearing testing being conducted</li> </ul>			
		Parking & Access Desk Services	<ul style="list-style-type: none"> <li>-CAIRS supervisor training being organized by Valerie</li> <li>- All parking and access desk supervisors training will be conducted by Feb.16th</li> <li>- Access desk supervisor training is going well!</li> </ul>			
		Support Services	<ul style="list-style-type: none"> <li>-SHCS hired new mail sorters for additional support for front desk - due to increased mail to Student residences</li> </ul>			
		ALL	<ul style="list-style-type: none"> <li>• Vehicle inspections being broadened to more units within SHCS!</li> </ul>			



NB-24/02/27-03	E	SRS Email: Details provided in the co-chair email, reviewed by JOHSC; no further action needed.	ALL	N/A	E
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\*NB – New Business

14. NEXT MEETING	
Date:	March 26, 2024
Time:	1:30 PM
Location:	Ponderosa Ballroom
15. MEETING ADJOURNED	
Time:	2:28 PM

**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

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

- Responsible VP
- Responsible Managing Director
- All JOHSC members
- Co-Chairs- sent for approval prior to distribution for posting.
- Internal Communications Person
- Safety & Risk Services [ubcsafety.committee@ubc.ca](mailto:ubcsafety.committee@ubc.ca)
- Posted in all relevant areas each month.