



## Joint Occupational Health & Safety Committee Agenda

Name of Committee: Athletics & Recreation

Worker Co-Chair: Temp - Jason McManus  
Employer Co-Chair: Andy Miller (Untill Aug 2024)

Date: November 9<sup>th</sup> 2023

Time: 9:30 am – 11:00am  
Location: Zoom – Meeting

### AGENDA:

<ol style="list-style-type: none"> <li>1. Roll Call</li> <li>2. Determination of Quorum</li> <li>3. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes</li> <li>4. Additional Agenda Items, Review Actionable Items from Local Safety Team (LST) Minutes &amp; Approval of Agenda</li> <li>5. Review 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>6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)</li> <li>7. Review Education and Training</li> <li>8. Ongoing Business – Status of Action Items</li> <li>9. JOHSC Formal Recommendation Letters &amp; Regulatory Inspections</li> <li>10. New and Other Business</li> <li>11. Next Meeting</li> <li>12. Meeting Adjournment</li> </ol>
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### GOALS FOR 2020/2021

<ol style="list-style-type: none"> <li>1. Vote in Co-Chairs</li> <li>2. Confirm Committee membership with renewal of ToR and keep up to date on the UBC Safety Committee Website</li> <li>3. Improve clarity of meeting minutes and documentation of JOHSC activities</li> </ol>
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1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Chris Smythe	AAPS	SRC / ARC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gary Bartley	CUPE 116	Fields	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rastislav Kolesar	CUPE 116	Aquatics	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Claire Mackenzie	AAPS	WMG	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Adam Peterson	AAPS	Varsity Events	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kurt Du Bois	AAPS	WMG	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keira Gray	AAPS	Boathouse	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leonardo Leao	AAPS	Arena/Concession	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Varsity	AAPS	TBD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intramural Staff	AAPS	TBD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employer Representatives	Work Location	Present	Regrets	Absent
Andy Miller	Aquatics	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Jenny Black	Thunderbird Park	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Michael Carroll	Camps	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Robin D'Abreo	Varsity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TBD	Facility Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Resources/Guests	Work Location	Present	Regrets	Absent
Kavie Toor	Athletics & Recreation – Managing Director	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Jason McManus	Athletics and Recreation – Safety & Risk Mitigation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
James Tait	Athletics & Recreation – Facilities Maintenance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dustin Szeto	Safety and Risk Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**2. DETERMINATION OF QUORUM**  
a. A minimum of 4 members;



**2. DETERMINATION OF QUORUM**

- 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? <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"/>
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**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)*

October minutes                      **Moved by: Chris Smythe**                      **Seconded by: Gary Bartley**

Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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**4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA**

**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 *(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 # and Incident Date)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
<p><b>Incident ID:</b> 131869  <b>Incident Date:</b> 2023-08-24  <b>Submission Date:</b> 2023-09-25  <b>Person Type:</b> Paid Student            ATHL - Athletics and Recreation  <b>Location:</b> SDC - National Soccer Development Centre (NSDC)            Bollards south of the NSDC, east side of the NSDC parking lot  <b>Worker Representative Listed:</b> No</p>		<p><b>Description:</b></p> <p>Park Staff YL got a call to the staff cellphone from the Field Hockey coach at 13:54 asking to lower the vehicle metal bollard (pole that comes down, in front of NSDC garage). The coach said they needed to get their vehicle in because one of the athletes was not feeling well and they were taking the athlete to the emergency room. YL lowered the bollard with the help of groundskeepers (they were driving past and saw YL struggling to figure out how to drop the bollard). When YL lowered it down the coach came in with their pick up truck and slowly drove towards the field. While attempting to lower the bollard YL had their finger pinched by the top part of the metal bollard that suddenly moved (a part that was a bit loose). A bit of skin was pinched and caused a blood blister. Around 5 minutes later the coach came back through in their vehicle with the athlete in the passenger seat next to them. After they drove past towards the parking I left for the office. once YL returned to the office, the injury was mentioned to DV, where DV helped out with first aid (ice pack given to YL).</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>- Pinched her finger lowering it</li> </ul>			C



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
		<ul style="list-style-type: none"> <li>- The top on the old ones were not fit tightly so the finger was in the gab of the top and bottom section</li> <li>- Needs to be flagged with building ops to service it</li> <li>- Gary – Not sure what it was exactly</li> <li>- Need to do corrective actions</li> <li>- Gary will organize the corrective actions – Dan wrote the description</li> <li>- Balance replaced and staff to wear protective gloves</li> </ul>			
<b>Incident ID:</b> 132129 <b>Incident Date:</b> 2023-08-24 <b>Submission Date:</b> 2023-09-29 <b>Person Type:</b> Paid Student ATHL - Athletics and Recreation <b>Location:</b> SDC - National Soccer Development Centre (NSDC) Walkway/path <b>Worker Representative Listed:</b> No		<b>Description:</b> Staff was lowering road post, fell and pinched her finger.  <b>Corrective Action Identified:</b> Proper Training, can ask assistance if it's too heavy.			C



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
<p><b>Incident ID:</b> 132078  <b>Incident Date:</b> 2023-09-21  <b>Submission Date:</b> 2023-09-22  <b>Person Type:</b> Staff            ATHL - Athletics and Recreation  <b>Location:</b> TWS - Doug Mitchell Thunderbird Sports Centre            Protans ice rink  <b>Worker Representative Listed:</b> Yes  <b>Worker Representative Job Title:</b> Chief Engineer</p>		<p><b>Description:</b>            Worker had clean ice on the machine after cleaning ice walked on ice to remove the ice hockey nets as the work approached the net the worker slipped</p> <p><b>Root Cause:</b>            After finishing ice resurfacing the worker choose not to put on the ice cleats provided, to walk on the ice to move the hockey goals due to a concern that the cleats might be a slipping hazard on the concrete / metal plate that leads to the ice rink</p> <p><b>Corrective Action 1            Corrective Action Identified:</b>            Review of the use of ice cleats with all staff</p> <p><b>Date Completed:</b> 2023-09-29  <b>Corrective Action 2            Corrective Action Identified:</b>            Review of the use of a piece of carpet or such to bridge gap between concrete / metal palate and ice surface to reduce the risk of slipping on concrete or metal in cleats</p> <p><b>Estimated Completion Date:</b> 2023-09-29</p> <p>Notes:</p> <ul style="list-style-type: none"> <li>- Finished the ice clean, chose not to pout the safety cleats on his feet to replace the nets</li> <li>- Cleats are mandatory safety equipment</li> <li>- James will follow up with the crew to make sure its complete</li> </ul>			<p style="text-align: center;"><b>IP</b></p>



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
<p><b>Incident ID:</b> 132154 (132163) <b>Incident Date:</b> 2023-10-01 <b>Submission Date:</b> 2023-10-04 <b>Person Type:</b> Staff ATHL - Athletics and Recreation <b>Location:</b> BBTF - Baseball Training Facility Tourmaline West Baseball Field <b>Worker Representative Listed:</b> Yes <b>Worker Representative Job Title:</b> Program Coordinator, UBC Baseball</p>		<p><b>Description:</b></p> <p>I did not witness the incident but was there right after it happened. Report was the injured coach was feeding the pitching machine on the baseball field, with yellow dimple pitching machine balls. Apparently one of the players hit the ball during practice and it hit off the pitching machine striking the coach in the side of the face causing an injury. (REVISED VERSION) Worker was feeding the pitching machine on the baseball field, with yellow dimple pitching machine balls. The player hit the ball back towards the machine where it then struck the machine, ricocheting behind the protective screen and striking the worker in the side of the face causing a substantial injury.</p> <p><b>Root Cause:</b></p> <p>Batted ball bounced off a machine and struck the coach in the face. it was an accident. The alignment of the sport standard screening equipment does not prevent the ball from hitting the pitching machine We have since changed the way we set the screens around the machine and are requiring the coach operating the pitching machine to wear a mask.</p> <p><b>All Corrective Actions Complete</b> <b>Corrective Action Identified:</b></p> <p>We have a new way to set the protective screen to make it near impossible for the this to happen again. We are also requiring the coach or player operating the machine to worker a catcher hockey mask that protects the head and neck when performing this task.</p> <p><b>Estimated Completion Date:</b> 2023-10-03</p>			<p>C</p>



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
		<p><b>Final Actions Taken:</b> We have already implement these safety steps for all of our baseball programs here at UBC&gt;.</p> <p><b>Date Completed:</b> 2023-10-03</p>			
<p><b>Incident ID:</b> 132193 (132222) <b>Incident Date:</b> 2023-10-04 <b>Submission Date:</b> 2023-10-10 <b>Person Type:</b> Staff ATHL - Athletics and Recreation <b>Location:</b> REC - Student Recreation Centre The incident occurred in a garden bed between the SRC and the Aquatic Centre on the breezeway. <b>Worker Representative Listed:</b> Yes <b>Worker Representative Job Title:</b> Head</p>		<p><b>Description:</b> The worker was pruning the maple trees on the breezeway near the SRC and stepped down from the small cement wall into the planting bed right. The worker landed on a sprinkler head which was concealed by the plants and subsequently rolled their right ankle.</p> <p><b>Root Cause:</b> The employee was rushing and instead of slowly stepping back on the same route they took at the start of the task, they took a short cut and stepped into a garden bed without knowing what was underneath the plants/ground cover.</p> <p><b>All Corrective Actions Complete</b> <b>Corrective Action Identified:</b> Remind staff to take their time, not rush through a task and always make the safe decision.</p> <p><b>Estimated Completion Date:</b> 2023-10-27</p> <p><b>Final Actions Taken:</b> Discussed at a staff meeting.</p>			C





5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
Groundskeeper / Landscape Tech 2		<b>Date Completed:</b> 2023-10-20			
<b>Incident ID:</b> 132192 <b>Incident Date:</b> 2023-10-06 <b>Submission Date:</b> 2023-10-10 <b>Person Type:</b> Staff ATHL - Athletics and Recreation <b>Location:</b> AQC - Aquatic Centre Receration Pool <b>Worker Representative Listed:</b> Yes <b>Worker Representative Job Title:</b> Program manager		<b>Description:</b> Staff was teaching swimming lessons. Child jumped onto instructors head.  <b>Root Cause:</b> This particular part of the curriculum is known for erratic motions of children. This requires close attention and guidance to reduce risk  <b>Corrective Action Identified:</b> This particular part of the curriculum is known for erratic motions of children. Best practice is to warn children to be careful about where they may land and maintain sufficient distance. Add this to best practice for instructors during training  <b>Estimated Completion Date:</b> 2023-12-31			<b>IP</b>



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
<p><b>Incident ID:</b> 132266  <b>Incident Date:</b> 2023-10-19  <b>Submission Date:</b> 2023-10-24  <b>Person Type:</b> Staff ATHL - Athletics and Recreation  <b>Location:</b> AQC - Aquatic Centre Pool deck. East side of recreation (25m) pool.  <b>Worker Representative Listed:</b> No</p>		<p><b>Description:</b></p> <p>instructor was teaching an aquafit class from the pool deck (east side of rec tank). Walking backwards she collided with a pool ladder railing but was able to catch herself and did not hit the deck. This aggravated her ankle. The back of the instructor's right ankle showed signs of swelling. Lifeguards provided an ice pack and called campus security. Campus security came and went – their assessment was that instructor should only proceed with work in a modified manner. Instructor wanted to stay and teach (given option to go home). Shift supervisor recommended that they teach from a chair and provided one. Class continued on.</p>			<p style="text-align: center; color: red;">IP</p>
<p><b>Incident ID:</b> 132278 (132280)  <b>Incident Date:</b> 2023-10-25  <b>Submission Date:</b> 2023-10-25  <b>Person Type:</b> Staff ATHL - Athletics and Recreation  <b>Location:</b> WMG - War Memorial Gym Athletic therapy office/clinic space at War Memorial Gym</p>		<p><b>Description:</b></p> <p>A piece of equipment needed to be moved from the hallway into the athletic therapy clinic. As the piece was being moved, the person rolled their ankle.</p> <p><b>Root Cause:</b></p> <p>Equipment was being pushed through a doorway. It got stuck in the doorway and dislodged somewhat abruptly.</p> <p><b>All Corrective Actions Complete</b>  <b>Corrective Action 1</b>  <b>Corrective Action Identified:</b></p> <p>Equipment is now in its final location and will not need to be moved.</p>			<p style="text-align: center; color: red;">IP</p>



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
<p><b>Worker Representative Listed:</b> Yes</p> <p><b>Worker Representative Job Title:</b> Events and Operations Coordinator, War Memorial Gymnasium</p>		<p><b>Estimated Completion Date:</b> 2023-10-25 <b>Date Completed:</b> 2023-10-25</p> <p><b>Corrective Action 2 Corrective Action Identified:</b></p> <p>If any equipment needs to be moved in the future, the purchaser of the equipment will take measurements of the equipment and doorway to reduce the possibility of equipment getting stuck while being moved.</p> <p><b>Estimated Completion Date:</b> 2023-10-25</p> <p><b>Final Actions Taken:</b></p> <p>I have discussed with purchaser about measuring and planning for when equipment moves in advance to avoid possible situations in the future.</p> <p><b>Date Completed:</b> 2023-10-25</p>			
<p><b>Incident ID:</b> 132291 <b>Incident Date:</b> 2023-10-30 <b>Submission Date:</b> 2023-10-30 <b>Person Type:</b> Staff ATHL - Athletics and Recreation <b>Location:</b> TWS - Doug Mitchell Thunderbird Sports Centre</p>		<p><b>Description:</b></p> <p>Exited the doors of the Administration offices and found water bottles, pallet Jack and water coolers blocking the way. I stepped over the bottles, but missed my step and stepped on the pallet jack which moved away from my body and caused me to do the splits. With me doing the splits, I pulled my hamstring. I was able to correct the move, but not before there was a pull in my hamstring.</p> <p>- Follow up Needed</p>			<p>IP</p>



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

Outside Loading Bay Entrance to Administration Offices <b>Worker</b> <b>Representative Listed:</b> No					
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**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)*  
**JOHSC has reviewed the below facility inspections for the month and has found the below items.**

No actionable items noted

Item # (Use Inspection #)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
	E	<input checked="" type="checkbox"/> War Memorial Gym <ul style="list-style-type: none"> <li>Nothing</li> </ul>	Kurt		
	E	<input checked="" type="checkbox"/> UBC Aquatic Centre <ul style="list-style-type: none"> <li>Nothing</li> </ul>	Andy		
	E	<input checked="" type="checkbox"/> Student Recreation Centre, Bird Coop, ARC <ul style="list-style-type: none"> <li>Safety Inspection done.</li> </ul>	Chris		



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

	E	<input checked="" type="checkbox"/> Arena <ul style="list-style-type: none"> <li>Nothing</li> </ul>	James		
		<input checked="" type="checkbox"/> Park <ul style="list-style-type: none"> <li>Safety Inspection Done</li> <li></li> </ul>	Gary		

\* 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
		Upcoming training: - Keira and Leonardo will have to do training			IP

\* ED – Education and Training

**8. ONGOING BUSINESS – Status of Action Items**

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

\* 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)						
<p>IR #202319279077A</p>		<p>1) OCTOBER 11, 2023 – IR #202319279077A</p> <p><b>Description:</b></p> <ul style="list-style-type: none"> <li>This Inspection Report documents the receipt and acceptance of the employer's full Incident Investigation Report (EIIR), relating to an incident which occurred on July 18, 2023, when a student with a known medical condition participating in a clinical placement suffered a medical event during which their head contacted the ground.</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>Reminder that incident investigations must be completed within 30 days, with description, unsafe conditions, contributors, causes, corrective actions, and worker rep participation.</li> </ul>				<p>C</p>
<p>IR #202317748094A</p>		<p>2) OCTOBER 20, 2023 – IR #202317748094A</p> <p><b>Description:</b></p> <ul style="list-style-type: none"> <li>This Inspection Report documents the receipt and acceptance of the employer's full Incident Investigation Report (EIIR), relating to an incident which occurred on September 15, 2023, when a worker tripped on the concrete</li> </ul>				<p>C</p>



9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
		<p>surface at the Rugby Centre, causing them to fall and sustain injuries.</p> <ul style="list-style-type: none"> <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>Reminder that incident investigations must be completed within 30 days, with description, unsafe conditions, contributors, causes, corrective actions, and worker rep participation.</li> </ul>				

\* REC – Recommendation Letter

10. NEW & OTHER BUSINESS					
<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 – 23/11/09/01		<p><b>Safety Day</b> Safety Day 2023 was very successful with the largest attendance to date at 276 attendees and terrific in-person support from the UBC Executive and the President. Thank you to all who attended! As promised, winners will be drawn from survey respondents and a member of Safety &amp; Risk Services will be reaching out to you for details on how to claim your prize.</p>			C



10. NEW & OTHER BUSINESS					
NB – 23/11/09/02		<p><b>Daylight Savings Ends</b> A reminder that daylight savings ends on November 5 at 2:00 am. To help you feel safe when the sun goes down, have a look at the following UBC-V campus information and resources:</p> <ul style="list-style-type: none"> <li>• Travel with colleagues or friends</li> <li>• Contact the <a href="#">AMS Safewalk Program</a> (operates from 8pm-2am)</li> <li>• Contact <a href="#">Campus Security</a> to accompany you across campus after 2am</li> <li>• Know the location of <a href="#">UBC Blue Phones</a> (download the <a href="#">UBC Safe App</a> for quick access to this)</li> <li>• Use the <a href="#">Translink Community Shuttle</a></li> <li>• Use main pathways and avoid short cuts</li> <li>• Report malfunctioning/burnt out lights to <a href="#">Building Operation Service Centre</a></li> <li>• Dial <b>911</b> if you need emergency assistance</li> </ul>			C
NB – 23/11/09/03		<p><b>December JOHSC meeting</b> The end of the year is slowly approaching. Since it is mandatory to have a JOHSC meeting every month, please consider if the December meeting needs to be rescheduled to maintain quorum because of vacation and the holiday season.</p> <ul style="list-style-type: none"> <li>- Please let Claire now of your attendance or proxy.</li> <li>- Considering meeting to be Dec 7<sup>th</sup> (first Thursday of Month)</li> </ul>			IP
NB – 23/11/09/04		<p><b>Program and Exposure Control Plan Feedback surveys</b> As part of an ongoing commitment to continual improvement, SRS will be launching consultation surveys to facilitate feedback and input from "UBC Community members" on programmatic updates relevant to their roles. In December, the Silica Exposure Control Plan will be shared. JOHSCs and LSTs are encouraged to review and provide feedback, especially if this hazard is of particular concern to workers in their unit.</p>			IP





10. NEW & OTHER BUSINESS						
NB – 23/11/09/05		<b>JOHSC Training</b> 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> .				IP
		JOHSC Training		LST Training		
		Part 2a	Part 2b	Part 2a	Part 2b	
		November 20 <sup>th</sup> 10:00am – 12:00pm	November 22 <sup>nd</sup> 1:00pm – 3:00pm	December 4 <sup>th</sup> 10:30am – 12:00pm	December 8 <sup>th</sup> 1:00pm – 2:30pm	
NB – 23/11/09/06		- Jenny Black no longer on this committee.				NB
NB – 23/11/09/07		<ul style="list-style-type: none"> <li>- Michael Carroll has noted that Janicorp has leaving the office door unlocked after their shift. This is a repeat occurrence.</li> <li>- Discussion of an unsafe work environment in that it leaves open the office for theft or possible harm to office staff upon entering and finding someone in there.</li> <li>- Incident report to be submitted</li> </ul>				NB

11. NEXT MEETING	
Date:	December 7 <sup>th</sup> 2023
Time:	9:30-11:00 am
Location:	Zoom

12. MEETING ADJOURNED	
Time:	10:29 am
Moved:	Chris Smythe, Gary Bartley



**LEGEND**

<b>PRIORITY:</b>		<b>STATUS:</b>	
<b>A</b>	Critical/Life threatening/high probability	<b>N</b>	New
<b>B</b>	Urgent/moderate probability of re-occurrence	<b>R</b>	Repeat
<b>C</b>	Important/low probability of re-occurrence	<b>C</b>	Complete
<b>D</b>	Reminders	<b>IP</b>	In Progress
<b>E</b>	Information	<b>RF</b>	Referred forward

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

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