



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: Carmen Raiche de Araujo (co-chair)

Date: January 18, 2024

Time: 1:30 – 2:30pm
Location: TEAMS Video Conferencing

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) 7. Review Education and Training 8. Ongoing Business – Status of Action Items 9. JOHSC Recommendation Letters (Correspondence) 10. New and Other Business 11. Next Meeting 12. Meeting Adjournment
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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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Francois Desmarais (co-chair alternate; Dec 2022 – 2024)	Customer Services & Informatics	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Steven Lee	Facilities Planning	<input type="checkbox"/>	<input checked="" 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. 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? <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

<i>(Statement to indicate minutes of previous meeting have been read & acknowledged and to record any corrections to it)</i>		
<ul style="list-style-type: none"> • Move to adopt minutes. Moved by: <u>Lisa Higuchi</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

<ul style="list-style-type: none"> • SRS Monthly Co-Chair Email 		
4A. REVIEW ACTIONABLE ITEMS FROM LST MINUTES (if applicable)		
<i>Place actionable items under Accident/Incident Investigation, Safety Inspections, Correspondence, New Business etc. as applicable and assign proper item # for further discussion/action.</i>		
<input checked="" type="checkbox"/> No actionable items noted		
Is the agenda approved?	Yes <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
			<ul style="list-style-type: none"> No Accident/Incident in December 2023 			

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.	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
			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.			
ED-2024/Jan/18-01	E	Jan 18/24	New JOHSC Member Safety Training - Mikhail Manaligod 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	Jun/24	N
ED-2020/Nov/19-01	E	Jan 18/24 Nov 16/23 Oct 19/23 Aug 17/23	Safety Training In progress. Any items in this item prior to Aug. 17, 2023 were removed from this minute but can be referred to previous minutes. Lisa, Francois and Steven attend UBC Safety Day on October 3 rd All members registered for UBC Safety Day in October 2023.	All All All All	Feb/24 Dec/23 Nov/23 Sep/23	IP IP IP 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
NB-2023/11/16-64	E	18-Jan-24 14-Dec-23 16-Nov-23	Committee Members Search Item complete. In progress. James’ term with this committee is coming to end in February 2024. Need to find member(s) for replacement.	All	Dec/23	C IP N



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 #202316973137A	E	<p>Description:</p> <ul style="list-style-type: none"> This Inspection Report documents the receipt and acceptance of the employer's full Incident Investigation Report (EIIR), relating to an incident which occurred on November 10, 2023 when a worker sustained an injury after falling while going up the stairs. There were zero (0) orders issued to the University. <p>JOHSC/LST General Learnings/Discussion Points:</p> <ul style="list-style-type: none"> Reminder that incident investigations must be completed within 30 days, with description, unsafe conditions, contributors, causes, corrective actions, and worker rep participation. 	N/A	Dec 19/23	N/A	Info only

* 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-2024/01/18-07	E	18-Jan-24	New JOHSC Worker Rep Mikhail Manaligod from UBC Facilities joined as a quest member on January 18, 2024.	N/A	N/A	Info Only																
NB-2024/01/18-06	E	18-Jan-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 border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">JOHSC Training</th> <th colspan="2">LST Training</th> </tr> <tr> <th>Part 2a</th> <th>Part 2b</th> <th>Part 2a</th> <th>Part 2b</th> </tr> </thead> <tbody> <tr> <td>January 9th 10:00am – 12:00pm</td> <td>January 11th 1:00pm – 3:00pm</td> <td>February 12th 10:00am – 11:30pm</td> <td>February 15th 1:00pm – 2:30pm</td> </tr> <tr> <td>March 12th 1:00pm – 3:00pm</td> <td>March 15th 10:00am – 12:00pm</td> <td>TBD</td> <td>TBD</td> </tr> </tbody> </table>	JOHSC Training		LST Training		Part 2a	Part 2b	Part 2a	Part 2b	January 9 th 10:00am – 12:00pm	January 11 th 1:00pm – 3:00pm	February 12 th 10:00am – 11:30pm	February 15 th 1:00pm – 2:30pm	March 12 th 1:00pm – 3:00pm	March 15 th 10:00am – 12:00pm	TBD	TBD	N/A	N/A	Info Only
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10. NEW & OTHER BUSINESS

1. General discussion items (list actionable items below)

NB-2024/01/18-05	E	18-Jan-24	<p>Monthly Phishing Workshops Join our monthly 30-minute Phishing Workshops on Zoom, starting January 10th at 11:00am. Review recent phishing campaigns targeting our university community. Open to all faculty, staff, and students; registration required. https://privacymatters.ubc.ca/monthly-phishing-workshops</p>	N/A	N/A	Info Only
NB-2024/01/18-04	E	18-Jan-24	<p>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.</p> <ul style="list-style-type: none"> • Western Conference on Safety (in-person) on April 18-19 at the Hyatt Regency Vancouver. Early bird registration ends on March 15, 2024. • Employers' Advisers Seminars (in-person or virtual): The Employers' Advisers Office In-Person and Virtual Training Schedule for January-March 2024 has now been posted for registration. • Women in Safety Summit (in-person) on March 21 at the Calgary Telus Convention Centre. Pre-launch registration ends on January 5, 2024. <p><i>Note - Just a reminder that this 8 hours of training is in addition to the regular Continuing Medical Education (CME)/Continuing Professional Development (CPD) time that you may use from your employment.</i></p>	N/A	N/A	Info Only
NB-2024/01/18-03	E	18-Jan-24	<p>Bell Let's Talk – Mental Health January 24, 2024 is Bell Let's Talk Day which raises funds for mental health initiatives and aims to reduce the stigma around mental illness. You can find more about this day and how you can contribute at Bell Let's Talk. Each year, 1 in 5 Canadians faces a personal mental health challenge. At UBC, we're dedicated to providing support. Faculty and staff can access a range of mental health resources at UBC Health and Wellbeing. For additional educational opportunities, explore our mental health-related courses at UBC Workplace Learning. Together, we can foster a healthier, more supportive community.</p>	N/A	N/A	Info Only



10. NEW & OTHER BUSINESS

1. General discussion items (list actionable items below)

NB-2024/01/18-02	E	18-Jan-24	9-8-8 Suicide Crisis Helpline Canadians can call or text 9-8-8 to access bilingual, trauma-informed, and culturally appropriate mental health and suicide prevention support. The service is free and can be accessed 24 hours a day, 7 days a week, 365 days a year. Trained crisis responders will listen to you and provide support with compassion, providing a safe space for you to talk. For more information, please visit 9-8-8 Suicide Crisis Helpline .	N/A	N/A	Info Only
NB-2024/01/18-01	E	18-Jan-24	Silica Exposure Control Plan (ECP) Feedback The January 30th, 2024 deadline for the Silica Exposure Control Plan (ECP) feedback survey is fast approaching. Your input is essential in shaping the Silica ECP. To provide your feedback, please complete this Qualtrics survey . The Silica ECP can be found using the link on the first page of the survey.	N/A	N/A	Info Only

11. NEXT MEETING

Date:	February 20, 2024
Time:	2:00 pm – 3:00 pm
Location:	USB Room 1100, Red Room

12. MEETING ADJOURNED

Time:	2:01 pm
	Primary: Lisa Higuchi
	Second: Patrick Wong

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 Mgmt Rep : Steven Lee	Worker Rep Mgmt Rep	Worker Rep: Lisa Higuchi Mikhail Manaligod Mgmt Rep: Francois Desmarais	Worker Rep: Mgmt Rep	Worker Rep: Patrick Wong Mgmt Rep: Carem Raiche de Araujo	Worker Rep 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 Mgmt Rep: Steven Lee	Worker Rep Mgmt Rep	Worker Rep: James Woo Mgmt Rep : Carmen Raiche de Araujo	Worker Rep: Mgmt Rep	Worker Rep: Mikhail Manaligod Mgmt Rep: Francois Desmarais	Worker Rep 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