



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee:	UBC Facilities (Building Operations) Trades	Worker Co-Chair:	Mike Laing (co-chair)
	Joint Occupational Health & Safety Committee	Employer Co-Chair:	Kevin Morris (chair)
March 12th, 2024		Time:	1:00 pm – 3:15 pm
		Location:	USB Room 1020 and Zoom Teleconference

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 • Accident/Incident Further Follow-up on Listed Incidents 	<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. Follow-up Business – Status of Closed Items 12. Next Meeting 13. Meeting Adjournment
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1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Riccardo Palumbo	CUPE 116	Architectural Trades – Bricklayer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tim Harper	CUPE 116	Construction Office - Trades	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lestor Leonor (alternate)	CUPE 116	Construction Office - Trades	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sean Brown (co-chair alternate)	CUPE 116	Electrical Trades – Electrician	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Benjamin Scott	CUPE 116	Electrical Trades – Electrician	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mark Roberts (alternate)	CUPE 116	Electrical Trades – Electrician	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



Elizabeth Cortens (co-chair alternate)	IUOE 115	Mechanical Trades – Mechanical Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Conor Hourigan	IUOE 115	Mechanical Trades – Mechanical Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sean Roe	CUPE 116	Mechanical Trades – Plumbers/Steamfitters	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Thomas Takaki (alternate)	CUPE 116	Mechanical Trades – Plumbers/Steamfitters	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Michael Laing (co-chair)	CUPE 116	Mechanical Trades - Sheetmetal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Kernachan (alternate)	CUPE 116	Mechanical Trades - Sheetmetal	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Employer Representatives	Work Location	Present	Regrets	Absent
Kevin Morris	Construction Office Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frank Crudo (co-chair alternate)	Senior Manager, Architectural	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mike Paley	P&P Manager, Electrical Trades	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sean McGregor (co-chair)	P&P Manager, Mechanical Operations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jason Wright (alternate)	Senior Manager, Mechanical	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lee McCormick (alternate)	P&P Manager, Mechanical Operations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Denise Pearce (alternate)	Director, Trades	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Jessica Dadwal (alternate)	Construction Office Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Resources/Guests	Work Location	Present	Regrets	Absent
Lori Takenaka	SRS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ellen Grande	Clerical (minute taker)	<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)

<ul style="list-style-type: none"> Move to adopt minutes. Moved by: <u>Mike Paley</u> Seconded by: <u>Mike Laing</u> List amendments to minutes: 		
<ul style="list-style-type: none"> Are the minutes approved? 	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

(List additional agenda items)

- Co-Chair Monthly Email from SRS

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 CENTRAL ACCIDENT/INCIDENT REPORTING SYSTEM

Attach inspection checklist(s) and report(s) to these meeting minutes and use this table to record discussion and new recommendation(s)-17

Item # (Use CAIRS Incident ID #)	Priority	Date	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
133910	B	2024-02-15	<ul style="list-style-type: none"> Incident discussed. Recommend worker be aware of his surroundings. No further actions. Item closed. <p>Description: Worker hit their head on the passenger side door frame while getting into their vehicle. Felt a little light headed with minor pain after impact. The pain went away after a few minutes.</p>			C



5. REVIEW CENTRAL ACCIDENT/INCIDENT REPORTING SYSTEM						
			<p>Root Cause: Worker was trying to get into the vehicle too quickly and did not realize the depth of the vehicle door frame. They had been thinking about getting back to the shop.</p> <p>Corrective Actions: All Actions Complete Corrective Action 1 Corrective Action Identified: Worker to wear bump cap in the future whenever working in tight spaces. Estimated Completion Date: 2024-03-01 Final Actions Taken: Done Date Completed: 2024-03-01 Corrective Action 2 Corrective Action Identified: Safety Rep. to bring up bump cap availability at Stores during the need crew talk. Estimated Completion Date: 2024-03-13 Final Actions Taken: Done. Date Completed: 2024-03-06</p>			
133908	B	2024-02-15	<p>• Incident discussed. No further actions. Item closed.</p> <p>Description: Worker was replacing an electrical contractor in a panel mounted flat to the roof, above a drop ceiling. The worker was working off a ladder. After working on the job for a few hours, the worker felt a twinge between the shoulder blades. The worker was taking breaks from the ladder by doing any possible work at ground level.</p> <p>Root Cause: The root cause was the poor location of the equipment.</p> <p>Corrective Actions: Not Complete Corrective Action 1 Corrective Action Identified: Highlight equipment installation location to technical review team. Estimated Completion Date: 2024-03-15 Corrective Action 2 Corrective Action Identified: Review alternate job planning techniques to limit worker strain with supervisor. Estimated Completion Date: 2024-03-15</p>			C



5. REVIEW CENTRAL ACCIDENT/INCIDENT REPORTING SYSTEM					
133870	B	2024-02-13	<ul style="list-style-type: none">• Root Cause: Employee was not using a face shield, so debris was able to slip under his protective eye goggles. Recommend to use both face shield and eye goggles. Incident was crew talked and a short WSB Safety Video was featured. No further actions. Incident closed. <p>Description: Was wearing PPE including goggles, face mask, gloves, painter's clothes. Was grinding for 10 minutes, when debris flew up into left eye. Stopped work, washed hands, used eye wash station 3 times. Sub-head advised to call first aid attendant, then waited in hallway. Took worker into first aid room for treatment. Attendant sprayed misty solution into eye 2 times. Waited 5 minutes then attendant administered Systane solution into worker's eye, and also gave another vial for later use. Worker returned to shop, rested until first coffee break. After coffee, did light duties in shop. Attended lunch and crew talk, then did light painting work in the shop.</p> <p>Root Cause: Employee was wearing PPE, but a small grain of debris slipped under his protective eye glasses.</p>		C
133846	B	2024-02-09	<ul style="list-style-type: none">• Incident discussed. No further actions. Incident closed. <p>Description: Worker was lifting a piece of mechanical equipment into their van and felt a pinch in their back. It was minor at that time, however it started to increase in discomfort later in the day. First Aid was called around 12:50pm.</p> <p>Root Cause: The equipment was of odd design and so picking it up was challenging to do.</p> <p>Corrective Actions: All Actions Complete Corrective Action 1 Corrective Action Identified: Asking for assistance when lift this equipment in the future as it was challenging to shift into the work vehicle. Estimated Completion Date: 2024-02-09 Final Actions Taken: Done Date Completed: 2024-02-09</p>		C



5. REVIEW CENTRAL ACCIDENT/INCIDENT REPORTING SYSTEM						
			<p>Corrective Action 2 Corrective Action Identified: Discussing ways to properly lift equipment at shop talk. Potential to use the truck with liftgate. Estimated Completion Date: 2024-02-14 Final Actions Taken: Done. Date Completed: 2024-02-21</p>			
133613 (133621)	B	2023-07-06 to 2023-12-18	<ul style="list-style-type: none"> Investigation required. No update. <p>Description: Tweaked their back when maneuvering/ lifting a glass door they were removing for repairs. Became worse through the day as they were working on the door in the shop on the bench.</p>	Frank Crudo	2024-04	IP
131637 (131723)	B	2023-07-06	<ul style="list-style-type: none"> Investigation is ongoing. Worker is presently off on WCB. <p>Description: Felt back a bit off at earlier job, CK Choi. At Alumni, injured back, then laid down on ground on his back. Injury happened at 1:35pm. Packed van with tools, then headed back to shop. Checked in with first aid, and they reported to first aid. Root Cause: Avoid bending, especially if required to raise door when adjusting it.</p>	Frank Crudo	2024-04	IP

5a. REVIEW CENTRAL ACCIDENT/INCIDENT STATISTICS Quarterly and Annually	
JANUARY 2024 Annual Statistics Noted Top incident contributing factor: Limited Space Trend similar to previous year 2022 Top accident type: Motor Vehicle Accident; Top time loss injury type: Back Strain and other strains	<input checked="" type="checkbox"/>
APRIL 1ST 2024 Quarterly Statistics	<input type="checkbox"/>
JULY 1ST 2024 Quarterly Statistics	<input type="checkbox"/>
OCTOBER 1 ST 2024 Quarterly Statistics	<input type="checkbox"/>



5b. REVIEW CENTRAL ACCIDENT/INCIDENT REPORTING FOLLOW-UP	
DID JOHSC MEMBERS REVIEW ACCIDENT/INCIDENT STATS?	<input checked="" type="checkbox"/>
DID JOHSC MEMBERS IDENTIFY ANY TRENDS?	<input checked="" type="checkbox"/>
DID JOHSC MEMBERS MAKE ANY RECOMMENDATIONS?	<input checked="" type="checkbox"/>

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)-17

Item # (Use Inspection #)	Priority	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status
GI-Carp-131	B	<ul style="list-style-type: none"> Frayed bungee straps on dust bin due to exposure to element. The rubber has disintegrated and poses eye/face injury. Recommend removing all rubber strapping securing dust bin cover and replace with fabric base cord or strap. 	Tim Harper	2024-04	N
GI-Paint-130	B	<ul style="list-style-type: none"> open plastic garbage can 1/3 full of sawdust (no lid) used for spills. Recommend using spill kits. Talk with supervisors to eliminate sawdust can and repurpose. 	Kevin Morris	2024-04	N
GI-Carp--129	B	<ul style="list-style-type: none"> Sawdust disposed. Inspection complete. Sawdust is a combustible material and needs to be disposed of in proper garbage can with metal lid. 			C
GI-Paint 128	B	<ul style="list-style-type: none"> Light replaced. Inspection complete. One burnt out light near door to loading bay. SR to be generated. 			C
GI-Paint 127	B	<ul style="list-style-type: none"> Items moved. Inspection complete. Material 5 gal pails, stored in the middle of store room in front of shelving making access difficult to items on shelf. Recommend moving stored material pails under shelving or shelved correctly. 			C



6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
GI-Paint 126	B	<ul style="list-style-type: none"> Lights replaced. Inspection complete. 3 lights in the spray booth need to be replaced. SR has been submitted 			C
GI- Elec-114	B	<ul style="list-style-type: none"> SDS information needs to be accessed by every Facilities' group, so IT will help implement a Sharepoint site. In progress. After a discussion with Gardenia, Sharepoint is no longer an alternative. The SDS sheets will remain on the Sharedrive. There will be locations for Stores, Mechanical, Architectural and Electrical. Each crew purchasing their own chemicals will be responsible for maintaining their own SDSs. Need to determine which folder in Shared drive to use. In progress. Mike Paley to contact Gardenia Honorio for Sharepoint Implementation. In progress. No update. In progress. The discussion focused on methods of accessing Safety Data sheets: <ol style="list-style-type: none"> PLANON (in progress – Stores is working on this method) SDS binder located at Stores Implementation of SharePoint Link for all SDS Individual Crew Safety Board Access for crew specific SDS Mike Paley will provide an instruction sheet to advise all trade workers on how to access SDS. All were reminded that should they order products that Stores does not sell, the crews are responsible for maintaining those SDS. Mike Paley will follow up with Stores to see if they will be able to make the SDSs available through Planon. Review and replace remote access to SDS on shop safety board. Old QR Code no longer works. Electrical shop will print out the SDS and post it on shop safety board. It is recommended that representatives maintain and check if the SDS is up to date annually in their own shop. 	Mike Paley	2024-04	IP
GI-Electrical-102	B	<ul style="list-style-type: none"> Kevin Morris updated the document with the essential crew information and the remaining members of the Committee reported that the draft 	Frank Crudo	2024-04	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)

		<p>captured all the pertinent information and instructions. Committee will inform Frank to go ahead and adopt the new BERP.</p> <ul style="list-style-type: none">• Frank Crudo distributed the 2024 Crew Talk-Responsibilities for BERP document as well as the Draft Building-Emergency Response Plan for review and discussion next month. Maps that were missing for Stores and Garage/Sheetmetal have now been installed. There were two additional floor wardens added: Wardens: Shaun MacDonald and Elizabeth Cortens (Alternate)• In progress.• Frank Crudo is collecting information and working to finalize the updated draft BERP Document for circulation to the JOHS Committee members, along with the semiannual crew talk document that is intended to help crews better understand the purpose of the plan and recognize that we are all part of that plan during an event. He will work to have these documents circulated to the committee members in the next two weeks so we can speak to them at the next JOHS Committee meeting in February.• Sean McGregor noted that Tony Boyce and Raymond Lum, both from the Metal Shop, were not on the warden list. Frank Crudo replied that he will add the two to the BERP warden contact list and update the overall plan to reflect this.• Recent fire drill highlighted a few concerns:<ol style="list-style-type: none">1. What happens when both Warden and Alternate are away? Importance of Crew talks and Newsletter to inform all workers what is their responsibilities and where the muster stations are.2. Who runs to the Building Emergency Director? It should be the floor warden <p>Frank will review with respective managers to see if additional floor wardens are needed (e.g. Sheetmetal) and will update the BERP. Frank will send updated BERP to JOHSC Trades for review. Keyplans indicating</p>			
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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)					
		<p>muster stations have all been updated. Note: Garage and Electrical areas need additional information on signage.</p> <ul style="list-style-type: none"> • Fire Wardens have been finalized. Frank submitted SR to FM and FM will coordinate date and will review schedule with Daycare to minimize disruptions to them. • An attached PDF's has been emailed to all committee members with information relative areas that identify muster stations in the event of an emergency. Each area of the building is color coded and has the corresponding muster station identified in the same color. In progress. • Frank will initiate the communication to ensure staff have received the required training before the drill, which will be scheduled later this month or early next month. Additionally, the key plan in USB requires updating. • The update of the building's emergency response plan is still in progress; once the floor warden is identified, fire drill will be scheduled. In progress. • Frank will lead on the scheduling of the fire drill. In progress. • Emergency drill has not yet been done. The last drill was in Nov 2021. Fire drill need to be booked. 			
GI-Carp-55	B	<ul style="list-style-type: none"> • The responsibility for inspection, maintenance, and adding assets to Planon resides with Stores. No update. In progress. • On-going. Committee will review again in March. • The responsibility for inspection, maintenance, and adding assets to Planon resides with Stores. In progress. • Kevin and Frank are still in discussion with Paul. In progress. • Kevin and Frank have not yet sent the asset data list to stores. In progress. • Kevin and Frank held a meeting with Paul Harris, Stores, prior to the JOHSC meeting. During the meeting, it was identified that certain asset information has not been entered into Planon. It was agreed that Stores 	Kevin Morris/ Frank Crudo	2024-04	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)					
		<p>will take responsibility for maintenance after the information has been properly entered into Planon. To facilitate this process, Kevin and Frank will provide equipment information to Stores. In progress.</p> <ul style="list-style-type: none"> • Kevin Morris has sent Stores a list of inventories to maintain and log maintenance activity. In progress. • Accurate asset list for machinery is been created for Planon. In progress. • After reading I-C-03 Tool Management Policy, the responsibility for the inspection/ maintenance of the large shop machinery resides with stores. Kevin will facilitate the transfer of this over to Stores to handle. In progress. • Kevin Morris suggested Stores to take on a bigger role to maintain the equipment. This issue will also be addressed in the 21-day recommendation letter. • Formal process in progress. • Kevin Morris is speaking with Maintenance Planning for implementing inspection reports in Planon. In progress. • Working group determining who is responsible for maintaining what equipment. In progress. • Kevin Morris met with Safety Rep. He also received inspections sheets that indicate the frequency and who maintains equipment from consultant. In progress. • maintenance and Inspection logs are a work in progress. Management and Heads to complete. 			

GI- General Inspection

6a. REVIEW TRACKINGWORKPLACE INSPECTIONS						
	CREW 12	CREW 21	CREW 22/S/31/S	CREW 23	CREW 25	FOLLOW UP
SEPTEMBER 2023	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
October 2023	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

6b. IDENTIFY ON-GOING INSPECTION TRENDS
general housekeeping

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
<i>E.g. ED-17/09/19-01</i>		<i>Enter any information relevant to required training, upcoming renewal of training, new member training, etc.</i>			
<i>On-Going</i>	A	<i>MEMBERS TO ADVISE COMMITTEE OF ANY ADDITIONAL TRAINING THAT COUNTS TOWARDS THEIR 8 HOURS INSTRUCTION</i>	All	Reminder	E
ED-2024-01-09-24	B	<p><i>Western Conference on Safety</i></p> <ul style="list-style-type: none"> The following employees are interested in attending the Western Conference on Safety this year: <ul style="list-style-type: none"> Ben Scott Sean Brown Mark Roberts Elizabeth Cortens Michael Laing Riccardo Palumbo 	Selected Employees	2024-04	IP



7. REVIEW EDUCATION AND TRAINING											
		<ul style="list-style-type: none"> If you're interested in attending, contact Sean McGregor by Tuesday January 23, 2024 as there are limited spots available. 									
ED-2024-03-12-03	B	<p><i>JOHSC and LST Training</i></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"> <thead> <tr> <th colspan="2">JOHSC Training</th> </tr> </thead> <tbody> <tr> <td>March 12th 1:00pm – 3:00pm</td> <td>March 15th 10:00am – 12:00pm</td> </tr> <tr> <td>May 14th 11:00am – 1:00pm</td> <td>May 16th 1:00pm – 3:00pm</td> </tr> </tbody> </table>	JOHSC Training		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											
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-2024-03-12-02	B	<p><i>New member – Lestor Leonor</i></p> <ul style="list-style-type: none"> Lestor Leonor has joined Trades JOHSC on March 12th as a worker (alternate). He will need to complete 8 hours of JOHSC training fully completing Part 1 and Part 2A and 2B. 	Lestor Leonor	2024-04	N						
ED-2024-03-12-01	B	<ul style="list-style-type: none"> Jeremiah Schneider and Scott Turner have stepped down respectively as worker alternate and worker rep for the Trades JOHSC as of March 12th, 2024. 			N						

* 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
E.g. NB-17/04/11-811	E	Add any additional relevant information pertaining to the status of this item – keep most recent information on top. If long list of details, older less pertinent information can be removed as will have already been recorded in previous minutes			



8. ONGOING BUSINESS – Status of Action Items					
NB-2024-02-13-39	B	<p><i>Housekeeping Signage</i></p> <ul style="list-style-type: none"> 2024-03-12: Signage has been created and requires installation in Mech rooms. In progress. 2024-02-13: To promote good housekeeping Sean McGregor created a laminated sign to be posted where needed. He will distribute copies next week. 	All	2024-04	IP
NB-2024-02-13-38	B	<p><i>I-B-28 Hazard Identification Assessment Program Draft</i></p> <ul style="list-style-type: none"> 2024-03-12: Committee reviewed draft and provided feedback to Rosanna Ma, SRS. Kevin Morris will also vet the document with his crew and provide further feedback next month. In progress. 2024-02-13: Lori Takenaka did a summary of the updates proposed on the draft. Committee will review and provide feedback next month 	All	2024-04	IP
NB-2024-12-12-30	B	<p><i>Henry Angus Rooftop – Cell Phone Antennae Lockout SWP</i></p> <ul style="list-style-type: none"> 2024-03-12: Lori Takenaka has had further conversations with Telus & WSBC and will provide information to the committee next month. In progress. 2024-02-13: Feedback from working group was provided back to SRS and Telus (e.g. location of control box on 9th floor, use of RF meter, does control box constitute effective lockout). Telus met with UBC Electrical specialists to review lockout requirements. SRS will need to have further discussions with Telus and WSBC to look at how to verify lockout is effective (e.g. RF meter). Review in April. 2024-01-09: Discuss next month. In progress. 2023-12-12: TELUS is wanting to upgrade antennae on Henry Angus rooftop. The question was raised as to what to do for lock-out on the rooftop if staff need to access into the fenced off areas. TELUS is under Federal legislation and current protocol is to call their 24/7 dispatch to turn off the antennae remotely. SRS engaged with TELUS to inform them that UBC is under Provincial legislation (Occupational Health and Safety Regulation Part 10 and that a physical lockout point is required. TELUS 	Lori Takenaka	2024-04	IP



8. ONGOING BUSINESS – Status of Action Items					
		has now developed a proposed safe work procedure and SRS will incorporate that into a lockout procedure for UBC Staff. Lori asked if anyone wants to be on a working group to review the lockout procedure. Frank Crudo, Sean Brown, Mark Roberts and Conor Hourigan volunteered. Lori will connect with them once the draft lockout procedure is complete. Proposed timeline is Jan 2024.			
NB-2023-11-14-24	B	<p><i>Confined Space Locations</i></p> <ul style="list-style-type: none"> • 2024-03-12: To date no Confined Space Classification forms have been received to evaluate the process. • 2024-02-13: Mike Paley added a crew talk article this week about the Confined Space Classification Form. Committee was asked to crew talk. Committee will review next month. • 2024-01-09: In progress. • 2023-12-12: Lori Takenaka shared with the Committee a draft of the Confined Space Classification Form and explained how it would be used by staff to help identify locations of confined spaces. Committee liked the form and no changes needed. Mike Paley will take the document to the next Managers meeting for further feedback on how to roll out this process. • 2023-11-14: In the future, we are hoping to have a consultant review confined spaces on campus. Mike Paley is prioritizing gathering the essential locations first, which will need staff to help with. SRS will create a template for staff to use. 	ALL	2024-04	IP
NB-2023-06-13-38	B	<p><i>Signage Air Handler Units (AHU's)</i></p> <ul style="list-style-type: none"> • 2024-03-12: The labels have been applied. Job is completed. Item closed. • 2024-02-13: Most of the stickers have been mounted. On-going. • 2024-01-09: Due to the number of units, it will take a few months to mount the stickers. In progress. • 2023-12-12: The labelling is underway. In progress. • 2023-11-14: On-going. 			C



8. ONGOING BUSINESS – Status of Action Items					
		<ul style="list-style-type: none"> 2023-10-11: Due to the number of units, it will take a few months to mount the stickers. Update next month on progress. 2023-09-12: Stickers delivered. Controls shop will mount them. 2023-08-08: Mike Paley to order stickers. 2023-07-11: Strobic fans will be labelled accordingly. Stickers to be ordered. In progress. 2023-06-13: Is there a requirement to have signage on AHU's? Committee to consider adding to the Technical Guidelines the standard that all Strobic fans on AHUs have proper safety signage. 			
NB-2023-06-13-40	B	<p><i>USB Yard Traffic Congestions</i></p> <ul style="list-style-type: none"> 2024-03-12: On-going. 2024-02-09: Confirmation that the speed bump is to be installed. Communication regarding re-routing while work is in progress to be posted. On-going. 2024-01-09: Sean McGregor met with Krista Falkner, however, Committee feels a site visit with all the stakeholders, Rishi Purohit, Krista Falkner, and Trades Manager is required, so that an immediate solution can be found. In progress. 2023-12-12: New signage has been added and the mirror has been adjusted for better site lines. On-going and continue to monitor. 2023-11-14: The removal of the column improves visibility, but the mirror needs to be lowered to improve deeper site line. Mike Paley suggested that automated flashing orange lights could be used to improve area safety. Further discussion is required. In progress. 2023-10-11: Several of the recommendations have been completed. On-going. 2023-09-12: SRS met with Rishi Purohit, Fleet & Asset Manager, and he will submit a SR to remove the dumpster and pillars. Mike has submitted a SR to trim the bushes. The speed bump suggestion is not feasible as it 	Frank Crudo/ Sean McGregor	2024-04	IP



8. ONGOING BUSINESS – Status of Action Items					
		<p>will cause water puddling. Another suggestion is to paint arrow signage at the entrance. Sean to follow up with Rishi.</p> <ul style="list-style-type: none"> • 2023-08-08: To reduce traffic congestion it was suggested that the dumpster and pillars be removed. Another suggestion was a speed bump on the south side. Sean McGregor will reach out to Rishi Purohit. In progress. • 2023-07-11: In progress. • 2023-06-13: Traffic on Lower Mall is impacting both the exit and entrances of the USB yard. There needs to be discussion with Krista Falkner, Transportation Engineer, on how to reduce congestion. 			

9. JOHSC RECOMMENDATION LETTERS & WORKSAFEBC CORRESPONDENCE						
Item # (Use Recommendation #)	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status
		<p><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></p>				
WSBC-202416973017A	B	<p>Description:</p> <ul style="list-style-type: none"> ○ 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>JOHSC/LST General Learnings/Discussion Points:</p> <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 	All	2024-02-06	n/a	n/a



9. JOHSC RECOMMENDATION LETTERS & WORKSAFEBC CORRESPONDENCE						
		<p>604-822-2222 (after calling 911 emergency services) as part of the incident response.</p> <ul style="list-style-type: none"> 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. 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. 				
<p>WSBC- 202416973021A</p>	B	<p><i>Description:</i></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 February 2, when a worker slipped at Perugia Café, causing them to fall and strike their head. There were zero (0) orders issued to the University. <p><i>JOHSC/LST General Learnings/Discussion Points:</i></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. 	All	2024-02-12	n/a	n/a



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
E.g.: NB-17/09/19-01	C	For new items that are not currently in “ongoing business”. Enter any relevant information regarding this item, actions to be taken, etc. If this item is not completed within the meeting, it will be moved to “Ongoing Business” for following meeting			
NB-2024-03-12-44	B	<i>Defining Work Spaces</i> <ul style="list-style-type: none"> Sean Brown identified two work spaces Old Admin and LSC B3 interstitial, which requires evaluation. He mentioned that there is a general safety issue addressing the difficulty in defining work spaces. He suggested a campus wide protocol be put in place for access. Sean will meet with Lori Takenaka next week regarding LSC B3 work space. 	Sean Brown	2024-04	N
NB-2024-03-12-43	B	<i>Machine Guards Providing Safety</i> <ul style="list-style-type: none"> 2024-03-12: Mike Laing asked the committee to crew talk the importance of putting guards back on equipment after the job is completed. Too many times motor, chain guards, etc. are being left off causing a safety hazard. 	All	Info	E
NB-2024-03-12-42	B	<i>Daylight Savings Time starts Sunday March 10 at 2:00am</i> On March 10, set your clocks forward one hour. In anticipation of losing one hour of sleep, here are some tips to ease the effects of the switch: <ul style="list-style-type: none"> Rest up: Go to bed earlier to get your usual amount of sleep so you can be well rested and alert Plan ahead: Give yourself extra time to drive to and from work especially during the Monday commute Step up the safety: Take extra safety precautions on days following the switch to help avoid workplace incidents 	All	Info	E



		<ul style="list-style-type: none"> ○ Consider scheduling particularly hazardous work later in the week (where possible) after employees have had more time to adjust their sleep schedules 			
NB-2024-03-12-41	B	<p><i>SRS General Inspection Updates</i> <i>Emergency Exit Signs</i> UBC Facilities has been receiving calls to install new emergency signs as an action item resulting from local area inspections. As a result, we have revised Item # B-4 under section B. Interior – Common Areas, Hallways, and Stairs in the General Inspection Template. This revision specifies that the inspection of illuminated emergency exit signs is applicable only to "existing or installed" exit signs. The focus should be on ensuring that all current or newly installed signs are visible and functional.</p> <p><i>Electrical Panel Clearance</i> Building Operations’ teams, have observed that the required 1-meter clearance in front of electrical panels are not being maintained throughout campus. When conducting your inspections, be diligent in ensuring this clearance is maintained. Please contact your facilities manager if you have any questions. Relevant inspection templates have been updated to reflect this communication.</p>	All	Info	E
NB-2024-03-12-40	B	<p><i>Electrical Safety Website</i> Safety & Risk Services now has information focused on electrical safety. This resource is designed to equip you with the knowledge and tools necessary to minimize risks of fire, shock, or injury associated with electrical systems. Please visit the Safety & Risk Services website to learn more about safe work practices on electrical safety.</p>	All	Info	E

*NB – New Business



11. FOLLOW-UP BUSINESS – Status of Action Items					
<i>Original Item #</i>	<i>Priority</i>	<i>Action Plan (Actions Taken/Need to be taken)</i>	<i>Assigned To</i>	<i>Follow up: Date Pending</i>	<i>Status</i>
NB-2022-09-13-45	B	<p>JOHSC Recommendation Letter 2022-10-17</p> <ul style="list-style-type: none"> 2024-03-12: Paul Harris to meet with Bryan Archibald to discuss PM management. Ben Scott re-emphasized July 11th bullet point (see previous date below), regarding training for crews, specifically on how to access harness certification in Planon and whether a Planon Job-aid will be available. Mike Paley noted that the August Electrical inspection was lost highlighting again the importance of Planon implementation. In progress. 2024-02-13: Stores will be implementing a new way of recording pre-inspections, rather than using a hand-over of paper hardcopies. Stores will be record PMs in Planon. There is still some discussion regarding the missing August inspection. In progress. 2024-01-09: Electrical Shop brought up concerns about lift maintenance, specifically GR-20 lift used at Life Sciences. The technician suggested that the lift had not been certified since 2021. Stores confirmed that the lift was last certified on Aug 1, 2023. Further, in respect to repairs, the question was asked how are issued reported? Elec technician reported deficiency, however, months later the issued was not resolved. In progress. 2023-12-12: No presentation was given. Sean McGregor will follow-up with Paul Harris regarding the tracking of expiration dates for SDS. In progress. 2023-10-10: No updates have been provided on the status of tracking expiration dates for SDS. Paul Harris and Jen Sheel will have a presentation in October. In progress. 2023-09-12: Paul Harris and Jen Sheel will have a presentation to the managers in October. In progress. 	Mike Paley/Sean McGregor	2024-04	IP



		<ul style="list-style-type: none"> • 2023-08-08: It is important to keep track of expiry dates on the SDSs present in the work place. Follow-up with Paul Harris is required. • 2023-07-11: After discussion, several points were summarized as follows: <ul style="list-style-type: none"> ○ Lori Takenaka has updated the PAPR document and identified that workers are to track their own cartridges for the air purifying respirators. Committee did not have additional feedback. ○ Sean McGregor sent Paul Harris a list of follow-up questions. Paul's responses to the additional questions were shared with the committee. The additional questions have been uploaded to SharePoint under Documents/Other. ○ Paul Harris responded to ○ With the newly acquired access to Planon Asset Management, it is essential for crews to be fully instructed on where to find the information they require. Ben Scott suggested Shop Talks and Job Aids with step-by step screenshots to assist workers. <p>To view previous updates, please go to 2023-06-13 Trades JOHSC minutes in Sharepoint.</p>			
NB-2023-02-14-10	B	<p><i>Indoor/Outdoor Cleat Trial</i></p> <ul style="list-style-type: none"> • 2024-03-14: Feedback was mixed receiving both positive comments from carpentry, metal shop and Michael Cunningham to non-favorable feedback from Electricians. Discussion whether item should be a non-stock item at Stores. In progress. • 2024-02-13: Some feedback has been received stating that the cleats work well. Waiting for the next weather event to trial again. • 2023-12-12: The cleats will be evaluated during inclement weather in early spring. Update in March 2024. • 2023-04-11: The cleats will be evaluated during inclement weather next winter. Update in October. 	Kevin Morris	2024-04	IP



	<ul style="list-style-type: none"> 2023-03-14: The cleats have been delivered to trades, and testing and feedback gathering will be undertaken to determine whether they should be made available in Stores. In progress. 2023-02-14: Various trades have signed up to trial the indoor/outdoor cleats. A list of shoe sizes has subsequently been given to stores for the purchasing of the cleats. It was noted that metal cleats should not be worn on rooftops, however, Committee agreed that trialing indoor/outdoor cleats for inclement weather should be a corrective action. Kevin Morris supplied the following link for Due North Grippro cleats and will reach out to Paul Harris to order some to trial. 			
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PRIORITY:

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

12. NEXT MEETING

Date:	April 9th, 2024
Time:	1:00 – 3:15 pm
Location:	Zoom Teleconference

13. MEETING ADJOURNED

Time:	1:47 p.m.
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Monthly Distribution and Posting of Approved Meeting Minutes (Required):

- Responsible VP



Joint Occupational Health & Safety Committee
Meeting Minutes

- Responsible Managing Director/Dean
- All JOHSC members
- CUPE 116 and IUOE115
- Safety and Risk Services – ubcsafety.committee@ubc.ca