



Custodial Services Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee:	Custodial Services	Worker Chair:	Felinor Adriano (chair)
	Joint Occupational Health & Safety Committee		Employer Co-Chair:
Date:	March 13th, 2024	Time:	2:00 p.m.
		Location:	CCP R-RM CPDE Custodial Boardroom

AGENDA:	1. Roll Call	6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)
	2. Determination of Quorum	7. Review Education and Training
	3. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes	8. Ongoing Business – Status of Action Items
	4. Additional Agenda Items, Review Actionable Items from Local Safety Team (LST) Minutes & Approval of Agenda	9. JOHSC Formal Recommendation Letters & Regulatory Inspections
	5. Review Central Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents	10. New and Other Business
	• Monthly Incident List & Statistical Summary Report	11. Next Meeting
		12. Meeting Adjournment

Minutes Recorded by: Shirley Tseng

Distributed: April 11, 2024

1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Efren Arriego	CUPE 116	Custodial Service Worker	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Felinor Adriano (co-chair)	CUPE 116	Custodial Service Worker	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Juanito Flores	CUPE 116	Utility Worker	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kuldeep Malli (co-chair alternate)	CUPE 116	Custodial Head Service Worker	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sarabjit Kaur Jaswal	CUPE 116	Custodial Service Worker	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Employer Representatives	Work Location		Present	Regrets	Absent
Barry Brooks	Operations Manager		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Conor Cregg-Guinan (co-chair alternate)	Operations Manager		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Denise Tang	Custodial Assistant Supervisor		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Sequeira (co-chair)	Custodial Assistant Supervisor		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/Guests	Work Location		Present	Regrets	Absent
Lori Takenaka	SRS		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Shirley Tseng	Clerical Pool (Minute Taker)		<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?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

3. APPROVAL OF PREVIOUS JOHSC MEETING MINUTES		
<i>(Statement to indicate minutes of previous meeting have been read & acknowledged and to record any corrections to it)</i>		
• Move to adopt minutes:	Moved by: <u>David Sequeira</u>	Seconded by: <u>Denise Tang</u>
• 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 		
4 A. 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 *(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 #)	Priority	Accident Type	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
133822	E	Incident Only	<ul style="list-style-type: none"> • Item reviewed <p>Description: Tuesday, February 6, 2024 - 10:05 am</p> <ul style="list-style-type: none"> - Worker was near Room 48 - Loading Area of MCML building and in the processes of disposing some garbage and recycling bags when they started to feel pain in their left shoulder and along the left side of their neck. - Worker felt difficulty and more pain when they tried to lift and prop open the garbage dumpster in the MCML loading area. <p>10:09 am</p> <ul style="list-style-type: none"> - Worker called HSW to report that they were experiencing severe pain in their left shoulder and along the left side of their neck. - Worker reported that they have an ongoing issue with pain in their shoulder and neck area and that the incident was aggravated when they were carrying bags or recycling and garbage and had to extend their left arm high to lift the dumpster lid open, which they reported was too high for them. - HSW offered to pick-up worker and take them to First Aid at USB Building. <p>10:20 am</p> <ul style="list-style-type: none"> - HSW picked up worker and took them for First Aid at USB for assessment. <p>10:30 am</p> <ul style="list-style-type: none"> - FA Attendants assessed the worker and applied ice packs to the affected areas. Worker was advised to rest for the remainder of their shift. 	N/A	N/A	Info Only



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			<p>10:50 am - HSW advised worker to rest until their lunch break and offered worker Modified Duties (MOD). Worker was still experiencing pain and declined MOD and requested to go home to rest. - Worker left for home to rest and make a recovery. Worker was requested to provide an update on their condition and if they will not be able to make it into work.</p> <p>Root Cause: Worker has preexisting medical condition with pain in their shoulder and neck area which got aggravated when they were lifting the dumpster lid and disposing bags of recycling and garbage above their shoulder level.</p> <p>Corrective Actions: All Actions Complete</p> <p>Corrective Action 1</p> <ul style="list-style-type: none"> • Corrective Action Identified: Offer use of Ergonomic Dumpster Prop Tool <ul style="list-style-type: none"> - The tool will support the worker by making it easier and more ergonomic to lift the dumpster lid and keep it propped open. - The tool also supports the worker by freeing both hands, making it easier to dispose waste/recycling bags and reduce the strain on a single arm or shoulder. The tool is 			



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			<p>lightweight and easy to carry and stoved on Custodial access carts.</p> <ul style="list-style-type: none"> • Estimated Completion Date: 2024-03-05 <p>Final Actions Taken: Assistant Supervisor and HSW spoke with worker and offered them an Ergo Dumpster Prop tool for use while accessing and disposing waste into dumpsters.</p> <ul style="list-style-type: none"> - Worker declined the offer, reporting that they have previously trialed the tool and that they were not too comfortable with using it. - Supervisor and HSW offered worker alternative solutions. Please see corrective actions # 2 and # 3 <p>Date Completed: 2024-03-04</p> <p>Corrective Action 2</p> <ul style="list-style-type: none"> • Corrective Action Identified: Offer worker option to request for additional assistance while disposing waste • Estimated Completion Date: 2024-03-05 • Final Actions Taken: Assistant Supervisor and HSW spoke with worker and advised them to request for additional assistance if they require help with disposing waste into dumpsters. Worker understood and agreed. • Date Completed: 2024-03-04 			



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<ul style="list-style-type: none"> Monthly Incident List & Statistical Summary Report <i>(For any <u>general</u> 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)</i> 						
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Item # (Use CAIRS Incident ID #)	Priority	Accident Type	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
			<p>Corrective Action 3</p> <ul style="list-style-type: none"> Corrective Action Identified: Recycling/Waste Load Reduction <ul style="list-style-type: none"> Breakdown recycling/waste bags into smaller loads so as to reduce the weight of the bags while disposing them into dumpsters. Estimated Completion Date: 2024-03-05 Final Actions Taken: Assistant Supervisor and HSW spoke with worker and advised them to breakdown waste recycling/waste bags into smaller batches and to avoid combining multiple bags into one, in order to reduce the weight of the bags while disposing them into dumpsters. Worker understood and agreed. Date Completed: 2024-03-04 			
133875	E	Incident Only	<ul style="list-style-type: none"> Item reviewed. <p>Description: Worker was washing the floor on the main floor of AERL building, using the auto-scrubber. Worker maneuver the machine to the left at a sharp angle and hit the toe of the left foot with the squeegee. Worker felt a sharp pain but ignored it and continued to work and finished cleaning the floor. Worker went to the janitor room and brought out the bucket to mop the floor; walking backwards, dragging the bucket along while holding it by the handle, awkwardly bumped and ran the bucket over the same toe, which was injured by the squeegee earlier. Worker stopped on the spot and sat down to check the toe, noticed it was slightly swollen and</p>	N/A	N/A	Info Only



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			<p>had some discoloration as well. Called Head to report the injury, then Supervisor was notified who called UBC First Aid. The attendants arrived shortly after the call, assessed the workers condition and provided an icepack (upon closer look, Supervisor noticed that worker was wearing soft, mesh-top tennis shoes). Worker was told to take a break to rest the foot and keep icing the toe and continue working when ready. Worker completed the shift without further due and returned to work the following day.</p> <p>Root Cause: - Procedures not followed on how to safely operate machinery and lack of experience how to use machinery - inappropriate shoes worn</p> <p>Corrective Actions: All Actions Complete</p> <p>Corrective Action 1</p> <ul style="list-style-type: none"> ● Corrective Action Identified: - Worker to follow proper procedure how to safely operate machinery - worker to wear appropriate footwear ● Estimated Completion Date: 2024-02-12 ● Final Actions Taken: Worker was reminded to operate machinery in a safe manner - in this case to walk behind the autoscrubber. Also, to wear appropriate shoes, with leather top. ● Date Completed: 2024-02-12 			



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133980	E	Incident Only	<ul style="list-style-type: none"> Item reviewed <p>Description: Wednesday, February 28 - 12:50 pm Worker was clearing out bags from a Sort-it-Out Waste Station located in the south side of hallway (Room # 3600) on Level 3, AMS Student Nest building and was in the process lifting to remove a bag containing items from a grey recycling bin when they felt a sharp pain their right triceps. Worker reported that the recycling bag they were trying to remove was too heavy as it was loaded with approximately 28 boxes of gift cars, each containing 250 plastic gift cards. Worker clarified that they had done a visual check to see the contents inside the bag but, did not notice the gift card boxes as they were covered under other recyclable items and hence, were not directly visible at the time. Worker only realized that the bag was too heavy upon attempting to lift and remove the bag.</p> <p>12:52 pm - Worker called and reported incident to their Head Service Worker (HSW). HSW went to the incident site to assess the worker condition and determine if First Aid or additional care was necessary.</p> <p>- 13:09 HSW contacted UBC First Aid for response to have worker's injury assessed.</p> <p>- 13:20 UBC First Aid arrived and attended to worker. First Attendants perform range of motion (ROM) checks to assess the injury and then, provided worker with an ice pack in order to reduce inflammation in the affected area.</p>	N/A	N/A	Info Only



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			<p>13:30 pm - HSW advised worker to take a 15-minute break to rest and to inform HSW if the pain does not subside. HSW also offered worker modified duties and to keep them informed on their condition. Worker continued working shift without further issues.</p> <p>Root Cause: - Worker rightfully performed a visual check to see the contents of the bag and determine if there were any heavy items or hazardous items present. However, worker did not assess the weight of the bag prior to lifting it. Proper waste/recycling clearing procedures involve: 1. Performing visual checks for signs of excessive load and hazardous contents (such as chemicals, aerosol cans, sharps, etc.) 2. Gently nudging/shaking a waste/recycling bin with both arms or hip to assess the weight of a bag prior to attempting to lift/remove it from a bin.</p> <p>Corrective Actions: All Actions Complete</p> <p>Corrective Action 1</p> <ul style="list-style-type: none"> • Corrective Action Identified: Reminder to worker about proper waste/recycling clearing procedures • Estimated Completion Date: 2024-02-28 • Final Actions Taken: Supervisor spoke to worker and provided reminder about following proper lifting procedures. Supervisor also provided clarification to worker 			



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			<p>about the limitations with only performing visual checks and that assessing the weight of a bag prior to lifting is a necessary step to prevent and reduce the chances of lifting injuries. Worker understood and agreed.</p> <ul style="list-style-type: none"> • Date Completed: 2024-02-28 <p>Corrective Action 2</p> <ul style="list-style-type: none"> • Corrective Action Identified: Notify Zone Facilities Manager (FM) and Building Administrator about incident of improper disposal (excessive weight) by office users to prevent/reduce the chances of reoccurrence. • Estimated Completion Date: 2024-02-29 • Final Actions Taken: Assistant Supervisor notified Zone FM and Building Administrator about incident and requested them to in-turn notify office users within the building to be mindful when disposing office waste and to take excessive weight into consideration as well, in an effort to prevent/reduce the chances of such an incident from reoccurring. • Date Completed: 2024-02-29 			
133764	E	Incident Only	<ul style="list-style-type: none"> • Item complete with corrective actions listed below and worker was fine and back to work the next day. Corrective Action 1: Worker was advised to avoid rushing Corrective Action 2: Worker to ensure there is enough space to work around • Item reviewed; Corrective actions pending <p>Description: Tuesday, January 30 - 9:45 am</p>	DS	Mar/24	C N



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			<p>- Incident occurred when worker was in the process of performing some dusting work in the Multiversity Gallery within the Museum of Anthropology building and worker walked into a large centerpiece table, causing the worker to trip and fall on to the table.</p> <p>- Both of the worker's shins came into contact with the table causing the fall with the worker landing on their right shoulder, left hand. Worker sustained bruising to their right shoulder and both shins. 9:48 am</p> <p>- Worker called their Head Service Worker (HSW) to report the incident and to seek help. HSW made their way to the site to assist worker. 9:50 am</p> <p>Worker went to UBC Security located on the upper level to get First Aid. First Aid Attendant (FAA) treated worker's wounds and provided them with an ice pack. FAA advised worker to place a hot pack on their shoulder to help alleviate the pain. 11:00 am</p> <p>- HSW offered worker modified duties. Worker continued to work the rest of their shift without further incident.</p>			
133773	E	Time Loss	<ul style="list-style-type: none"> • Corrective actions to update at next meeting. • Item reviewed; Corrective actions pending <p>Description: Wednesday, January 31 - 07:00 am</p> <p>- Worker informed Head Service Worker (HSW) that they were experiencing slight pain in their neck and shoulder at the start of shift.</p>	DS DS	Apr/24 Mar/24	IP N



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			- Worker did not think much of the issue at the time and was not able to identify the cause of the pain. Worker collected their keys and proceed to work in their area as normal. 7:53 am - Worker called HSW to request to be taken to UBC Hospital as the pain in the left side of their neck and shoulder worsened. 7:55 am - HSW called Campus Security and requested for assistance to take worker to UBC Hospital. 8:20 am - Campus Security transported worker to UBC Hospital for assessment and treatment 1:00 pm - Worker was released from UBC Hospital. HSW picked-up worker and transported them back to the Music Building. - Worker was provided with medical note recommending two days off work to rest and to visit a chiropractor and physiotherapist. - Worker was offered modified duties and continued performing minor tasks until end of shift.			
131938	E	Time Loss	<ul style="list-style-type: none"> • DS conducted a site visit, took photos and to submit a SR. • DS and evening shift supervisors to visit the site and determine the best location for more lighting in order to submit a SR. • Corrective Action 2: New lighting to be installed. DS to follow up if SR is submitted. 	DS	Apr/24	IP
				DS	Mar/24	IP
				DS	Jan/24	IP



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			<ul style="list-style-type: none"> Secondary corrective action was added: check any lightings near Chemistry Building need to be improved. In progress. CCG suggests to submit a ticket to improve lighting <p>Description: Employee works in Hebb Building, shift 3pm- 11pm, at 10:45PM employee left Hebb Building through south entrance, proceeding to New Life building to surrender keys at sign "in and out" office. On way from Heb Building to New Life Building employee chose walk down cement stairs between Heb Building And Chemistry A ,while walking down stepped on small pebble as result sprained right ankle. Employee checked in office surrounded keys from building and reported incident at 10:56pm, I went to see employee at 11:10pm, asked employee to show me the please of this incident. Mentioned stairway area is quite dark. Employee did not want to this incident to go thru WCB. Employee next day called in sick, did not want to register as WCB, next day employee had pr booked medical appointment, on Friday Sept 8th employee called in sick. On Monday Sept 11 employee came to work, I visited employee employee stated is OK was able to finish shift without any problem. I have to add On Monday Sept 11 when employee reported to work employee brought doctor's note saying that employee should be off from work from Sept 5 until Sept 13 , employee stated is ready to work and reported to work on Sept 11/2023</p> <p>Root Cause: It appears that root cause of the incident is very limited lighting in area, stairway is dark.</p> <p>Corrective Actions:</p>	DS DS	Dec/23 Nov/23	IP N



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			All Actions Complete Corrective Action 1 <ul style="list-style-type: none"> • Corrective Action Identified: Chose different path (north side of Hebb Building)it's very well lighted, no stairs, smooth concrete pathway. • Estimated Completion Date: 2023-09-11 • Date Completed: 2023-09-11 			

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)

No actionable items noted

Item #	Priority	Date	Discussion/Comments/Recommendations	Assigned To	Follow up: Date	Status
Van 413	C	Mar 28/24	Loose bulbs never stored in the trunk. Driver to clean up when back to work	DT	Apr/24	N

* 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)



7. REVIEW EDUCATION AND TRAINING					
Item # (ED-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
ED-2024/02/14-03	C	<p>8 hours Safety Training in 2024</p> <ul style="list-style-type: none"> To record what and when members take safety courses either in person or online 	All	Mar/24	N
ED-2024/02/14-02	C	<p>New JOHSC Member Safety Training – Majit Sound MS to confirm when he will join this committee. MS attended as a Guest and stated that he would inform the committee if he would like to join the committee. He is aware that he will have to complete the JOHSC Fundamental Training again as he has not been a committee member for over two years.</p>	MS MS	Apr/24 Mar/24	IP N
ED-2024/01/10-01	C	<p>Western Conference on Safety FA & EA will attend on April 18th. Supervisors to confirm members' attendance on April 18th & 19th. Western Conference on Safety link listed below https://wcs.pacificsafetycenter.com/wcs-program/ Please send LT 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.</p>	All All	Mar/24 Feb/24	IP N

* ED – Education and Training



8. ONGOING BUSINESS – Status of Action Items						
Item #	Priority	Date	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
NB-2024/02/14-13	E	13-Mar-24 14-Feb-24	<p><u>I-B-28 Hazard Identification & Assessment Program</u> To update at next meeting. The main edits were as follows:</p> <ul style="list-style-type: none"> • Updated the template • Expanded the references and definitions and added legal requirements • Edited the roles and responsibilities • Level 1 Job Safety Review <ul style="list-style-type: none"> ○ Added “as required” in addition to the annual review under next review date ○ Changed from JOHSC Member to JOHSC Worker Rep in the last table • Level 2 Hazard ID & Assessment Form: <ul style="list-style-type: none"> ○ Revised Tables 2 and 3 to include additional information and hazards ○ Added links to the documents/forms that were previously attached/referenced under Level 3 • Level 3 Assessment Level: <ul style="list-style-type: none"> ○ Removed the “level 3” form/document grouping as they’ve been incorporated into the Level 2 Hazard ID & Assessment. <p>Please review and provide feedback by March 31st, 2024.</p>	All All	Apr/24 Mar/24	IP N
NB-2024/01/10-07	E	13-Mar-24 14-Feb-24 10-Jan-24	<p><u>Time Loss Incident Reviews</u> In progress. Remains on minutes as ongoing business. In 2023 - 16 Time Losses, 5 Health Care, 28 Incidents In 2022 - 14 Time Losses, 1 Health Care, 15 Incidents</p> <ul style="list-style-type: none"> ○ Incident types - Overexerting is still the top incident type for 2022 and 2023. ○ Injury types - Other Strain, Contusion and Back Strain are the top 3 for 2023 vs. Other Strain, Unknown Injury and Pain from Impact in 2022 	All All All	Apr/24 Mar/24 Feb/24	IP IP N



			<ul style="list-style-type: none"> ○ Body Parts – Hand, Back and Ankle/Fingers are top 3 in 2023 vs Back, Arm, Knee and Shoulder in 2022 ○ Contributing Factors – Procedures not being followed, Lifting and Rushing in 2023 vs. Heaving Lifting, Lifting and pre- existing condition in 2022 <p>However, reporting within 48 hours including First-Aid improved significantly.</p>			
NB-2023/12/08-77	E	<p>13-Mar-24 14-Feb-24 10-Jan-24 08-Dec-23</p>	<p><u>More Evening Shift Representatives</u> In progress. Manjit Sound joined this committee as a guest on Feb. 14th, 2024. To add in crew talk to recruit more worker reps from evening shift. In progress. FA will be the sole representative for evening shift custodians after EA's move to the day shift. It was suggested to invite more evening shift custodians to join the committee in January crew talk.</p>	<p>BB BB BB BB</p>	<p>Apr/24 Mar/24 Feb/24 Jan/24</p>	<p>IP IP IP N</p>
NB-2023/10/11-64	E	<p>13-Mar-24 14-Feb-24 10-Jan-24 08-Dec-23 08-Nov-23 11-Oct-23</p>	<p><u>Warm Up To Work Stretches</u> CCG to update at next meeting. CCG to update at next meeting. In progress No update. In progress. 5-minutes warm up stretches prior to work for discussion in crew talks to reduce injuries incidents</p>	<p>CCG CCG CCG CCG CCG CCG</p>	<p>Apr/24 Mar/24 Feb/24 Jan/24 Dec/23 Nov/23</p>	<p>IP IP IP IP IP N</p>
NB-2023/7/12-50	E	<p>13-Mar-24 14-Feb-24 10-Jan-24 08-Dec-23 08-Nov-23 11-Oct-23 13-Sep-23</p>	<p><u>Needles in Garbage Bin</u> To update at next meeting. To discuss at managers' meeting. In progress. LSC has already implemented the stickers. Management will discuss on the possibility of extending this practice to other buildings. DS presented the sticker to the committee and all committee members motioned. DS to discuss in Custodial Management Meetings for actions. DS to update at next meeting. LT to send out signage 'no sharp needle inside garbage bags' and related communications between Sean Lynch and Marlene Chow from Chem Bio building to DS.</p>	<p>DS DS DS DS DS LT/DS LT/DS</p>	<p>Apr/24 Mar/24 Feb/24 Jan/24 Dec/23 Nov/23 Oct/23</p>	<p>IP IP IP IP IP IP IP</p>



		9-Aug-23	PG commented there are yellow stickers regarding of needles disposal being placed on garbage bins in every lab at LSC.	DS	Sep/23	IP
		12-Jul-23	There has been issue with needles in garbage bin. DS will gather more information from Sean. In progress.	DS	Aug/23	N
NB- 2023/7/12- 46	E	13-Mar-24	<u>JOHSC Annual Evaluation Review</u> JOHSC Annual Evaluation Reviewed. JOHSC Goals from the last evaluation, they are as follows: 1. Continue to encourage member participation in JOHSC discussions. 2. Remind members of the importance of regular attendance and look into recruiting more worker reps for the Custodial JOHSC. 3. Monitor the effectiveness of the updated inspection process for ensuring all expected JOHSC inspections are being completed. 4. Use JOHSC communications to educate workers about their duty to report incidents and near misses to their Supervisors in a timely manner.	DS	Apr/24	IP
		14-Feb-24	In progress.	DS	Mar/24	IP
		10-Jan-24	In progress.	DS	Feb/24	IP
		08-Dec-23	DS to update at next meeting.	DS	Jan/24	IP
		08-Nov-23	To review at next meeting.	DS	Dec/23	IP
		11-Oct-23	DS to update at next meeting.	DS	Nov/23	IP
		13-Sep-23	DS to distribute to committee members for review in more detail prior to next meeting and discuss at next meeting.	DS	Oct/23	IP
		9-Aug-23	PG to check specific area to improve in detail.	PG	Sep/23	IP
		12-Jul-23	The annual evaluation showed improvement from last year, with a score of 92 out of 100. The following JOHSC Goals have been identified: 1. Continue to encourage member participation in JOHSC discussions. 2. Remind members of the importance of regular attendance and look into recruiting more worker reps for the Custodial JOHSC. 3. Monitor the effectiveness of the updated inspection process for ensuring all expected JOHSC inspections are being completed. 4. Use JOHSC communications to educate workers about their duty to report incidents and near misses to their Supervisors in a timely manner. Committee to discuss the evaluation in details in the next meeting.	All	Aug/23	N

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



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 #202416973021A	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 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>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	Feb 12/24	N/A	Info only
IR #202416973017A	E	<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 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 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 	N/A	Feb 6/24	N/A	Info only



9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
		<p>hours as required by section 71 of the Workers Compensation Act</p> <ul style="list-style-type: none"> 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. 				

10. NEW and OTHER BUSINESS :																						
Item#	Priority	Date	Discussion and/or Action Items	Assigned To	Date to be Completed	Status																
NB-2024/03/13-17	E	13-Mar-24	<p>JOHSC Training 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> <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>March 12th 1:00pm – 3:00pm</td> <td>March 15th 10:00am – 12:00pm</td> <td>April 15th 10:00am – 11:30pm</td> <td>April 17th 1:00pm – 2:30pm</td> </tr> <tr> <td>March 14th 11:00am – 1:00pm</td> <td>March 16th 1:00pm – 3:00pm</td> <td></td> <td></td> </tr> </tbody> </table>	JOHSC Training		LST Training		Part 2a	Part 2b	Part 2a	Part 2b	March 12 th 1:00pm – 3:00pm	March 15 th 10:00am – 12:00pm	April 15 th 10:00am – 11:30pm	April 17 th 1:00pm – 2:30pm	March 14 th 11:00am – 1:00pm	March 16 th 1:00pm – 3:00pm			N/A	N/A	Info Only
			JOHSC Training		LST Training																	
			Part 2a	Part 2b	Part 2a	Part 2b																
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March 14 th 11:00am – 1:00pm	March 16 th 1:00pm – 3:00pm																					
NB-2024/03/13-16	E	13-Mar-24	<p>Daylight Savings Time starts Sunday March 10 at 2:00am 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:</p> <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 	N/A	N/A	Info Only																



10. NEW and OTHER BUSINESS :						
Item#	Priority	Date	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
			<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-2024/03/13-15	E	13-Mar-24	<p><u>SRS General Inspection Updates</u> <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>	N/A	N/A	Info Only
NB-2024/03/13-14	E	13-Mar-24	<p><u>Electrical Safety Website</u> 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>	N/A	N/A	Info Only

*NB – New Business

11. NEXT MEETING	
Date:	April 10 th , 2023
Time:	2:00 PM



11. NEXT MEETING

Location: **CCP R-RM CPDE Gardenia Room**

12. MEETING ADJOURNED

Time: **3:03pm**

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

Building Inspection Schedule 2024

Month	Employer Rep	Worker Rep
January	David Sequeira	Kuldeep Malli
February	Conor Cregg-Guinan	Felinor Adriano
March	Barry Brooks	Sarabjit Jaswal
April	Denise Tang	Efren Arriesgado
May	David Sequeira	Kuldeep Malli
June	Conor Cregg-Guinan	Felinor Adriano
July	Barry Brooks	Sarabjit Jaswal



August	Denise Tang	Efren Arriesgado
September	David Sequeira	Kuldeep Malli
October	Conor Cregg-Guinan	Felinor Adriano
November	Barry Brooks	Sarabjit Jaswal
December	Denise Tang	Efren Arriesgado

Monthly Distribution and Posting of Meeting Minutes (Required):

- Responsible VP
- Responsible Managing Director/Dean
- All JOHSC members
- Internal Communications Person
- Posted on any Safety Bulletin Boards
- Risk Management Services for posting on UBC JOHSC website
(Email to: ubcsafety.committee@ubc.ca)