



## Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: UBC Building Operations Municipal  
Joint Occupational Health & Safety Committee

Worker Co-Chair: Mike Giannias (chair)  
Employer Co-Chair: Calvin Cheung (co-chair)

March 13, 2024

Time: 12:30 p.m. – 2:00 p.m.  
Location: Room 1020

### AGENDA:

<ol style="list-style-type: none"> <li>1. Roll Call</li> <li>2. Determination of Quorum</li> <li>3. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes</li> <li>4. Additional Agenda Items, Review Actionable Items from Local Safety Team (LST) Minutes &amp; Approval of Agenda</li> <li>5. Review Central Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents <ul style="list-style-type: none"> <li>• Monthly Incident List &amp; Statistical Summary Report</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)</li> <li>6a. Tracking Workplace Safety Inspections</li> <li>7. Review Education and Training</li> <li>8. Ongoing Business – Status of Action Items</li> <li>9. JOHSC Recommendation Letters (Correspondence)</li> <li>10. New and Other Business</li> <li>11. Follow Up Business</li> <li>12. Next Meeting</li> <li>13. Meeting Adjournment</li> </ol>
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1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Davis Roy	CUPE 116	Soft Landscape	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jonah Peters (ALT)	CUPE 116	Soft Landscape	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chad Chobotar (co-chair ALT) <b>Inactive</b>	CUPE 116	Waste Management	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Martin Go	CUPE 116	Waste Management	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mike Giannias (co-chair)	CUPE 116	Street & Operations Support	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Barry Jones (ALT)	CUPE 116	Street & Operations Support	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pravin Kumar (ALT)	CUPE 116	Stores	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Jag Khella	CUPE 116	Stores	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Andy Russell	CUPE 116	Garage	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dillon Duckworth (ALT)	CUPE 116	Garage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Employer Representatives</b>	<b>Work Location</b>		<b>Present</b>	<b>Regrets</b>	<b>Absent</b>
Tamas Weidner	Manager, Municipal Waste Mgt		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Calvin Cheung (co-chair)	Manager, Municipal, Labor Division		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dale Low	Manager, Municipal Soft Landscape		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jennifer Sheel (ALT)	Superintendent, Municipal Services		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Paul Harris (co-chair ALT)	Manager, Stores		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rishi Purohit	Fleet and Asset Manager		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Resources/Guests</b>	<b>Work Location</b>		<b>Present</b>	<b>Regrets</b>	<b>Absent</b>
Ellen Grande	Clerical Pool		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wendy Lam	Clerical Pool		<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)*

Move to adopt minutes.

Moved by: **Jag Khella**

Seconded by: **Paul Harris**

List amendments to minutes:

Are the minutes approved?

Yes

No



**4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA**

- Co-Chair Monthly Email from SRS
- Healthy Workplace Initiatives Fund Program
- Music Building Dust Extracting Machine Safe Work Procedure

**4 A. REVIEW ACTIONABLE ITEMS FROM LST MINUTES (if applicable)**

Place actionable items under Accident/Incident Investigation, Safety Inspections, Correspondence, New Business etc. as applicable and assign proper item # for further discussion/action.

No actionable items noted

Is the agenda approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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**5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:**

See attached incident report:

Monthly Incident List & Statistical Summary Report (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	Date	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
133973	B	2024-02-26	<ul style="list-style-type: none"> <li>• In progress.</li> </ul> <p><b>Description:</b> Worker was entering a pickup truck, misstepped while stepping into a ford heavy duty pickup truck and cut their right ankle on the metal step.</p> <p><b>Root Cause:</b> Worker was getting into a pickup truck, misstepped into the truck and in turn foot ankle area made contact with step, laceration</p> <p><b>Corrective Actions:</b> Not Complete</p> <p><b>Corrective Action 1</b> <b>Corrective Action Identified:</b> tbd</p>	Tamas Weidner	2024-04	IP



133891	B	2024-02-09	<ul style="list-style-type: none"><li>• Continue looking for harness. Dale to forward the available options to Paul Harris. In progress.</li></ul> <p><b>Description:</b> Employee was using a backpack sprayer to apply lime sulfur (multispectrum pesticide) to apple trees for about 2 hrs. Sprayer has plastic container that rests against back. Over period of hours plastic container agitated upper spine near neck. After employee got home and rested felt pain in spine on bones including headaches.</p> <p><b>Root Cause:</b> Design of equipment led to injury.</p> <p><b>Corrective Actions:</b> Not Complete</p> <p><b>Corrective Action 1</b></p> <p><b>Corrective Action Identified:</b> Find alternate harness for sprayer that may provide better support.</p> <p><b>Estimated Completion Date:</b> 2024-02-16</p>	Dale Low	2024-04	IP
133872	B	2024-02-13	<ul style="list-style-type: none"><li>• Incident discussed. No further actions. Incident closed.</li></ul> <p><b>Description:</b> Employee was operating the bin tipper, noticed the bin was not properly seated on the tipper arm while it was lifting the bin. Operator proceeded to lower the arm back down to reposition the bin. during the lowering the bin toppled off the tipper and worker reached to catch the bin. The bin hit worker's left-hand wrist. Worker felt pain in the wrist, noticed bruising and attended first aid after reporting incident to Head.</p> <p><b>Root Cause:</b> bin tipper was tipping a bin that was not seated correctly on the tipper arm. when employee noticed this, they lowered the tipper arm and during that motion the bin fell off the tipper. Worker attempted to catch the falling bin which then hit workers wrist.</p> <p><b>Corrective Actions:</b> All Actions Complete</p> <p><b>Corrective Action 1</b></p> <p><b>Corrective Action Identified:</b> Operators of the tipper ensure before tipping that they visually confirm that the bins are seated on the arm correctly before proceeding with the tip.</p> <p><b>Estimated Completion Date:</b> 2024-02-19</p> <p><b>Final Actions Taken:</b> Discussed with worker and sup</p> <p><b>Date Completed:</b> 2024-02-19</p> <p><b>Corrective Action 2</b></p>			C



			<p><b>Corrective Action Identified:</b> Do not try and catch a falling bin, leave it and let it fall. A damaged bin is replaceable and no one gets injured.</p> <p><b>Estimated Completion Date:</b> 2024-02-19</p> <p><b>Final Actions Taken:</b> Discussed with worker and site supervisor.</p> <p><b>Date Completed:</b> 2024-02-19</p>			
133805	B	2024-02-01	<ul style="list-style-type: none"> <li>Shop talk to remind staff to inspect the machinery before use. Incident discussed and closed.</li> </ul> <p><b>Description:</b> Worker was on a lift wearing a harness and riding/operating a machine throughout campus (Driving from Main Mall to Lower Mall). Over a period of time with 5 repeated sudden jerks, the patient began experiencing lower back pain. The hydraulics failed on the lift causing the lift to repeatedly stop.</p> <p><b>Root Cause:</b> Faulty hydraulics on the lift</p> <p><b>Corrective Actions:</b> All Actions Complete</p> <p><b>Corrective Action 1</b></p> <p><b>Corrective Action Identified:</b> Manager to notify Store to contact lift rental company and advise of the issue. Stores to not rent the same lift if issue has not been fixed</p> <p><b>Estimated Completion Date:</b> 2024-02-05</p> <p><b>Final Actions Taken:</b> Manager to notify Store to contact lift rental company and advise of the issue. Stores to not rent the same lift if issue has not been fixed</p> <p><b>Date Completed:</b> 2024-02-05</p>			C
133780	B	2024-01-17	<ul style="list-style-type: none"> <li>Dale to follow up with the employee to see if they acquire a new pair of boots. In progress.</li> </ul> <p><b>Description:</b> Employee was working in snow so wore an old pair of boots, employee began to feel pain in right foot likely from incorrect size or support in boot.</p> <p>Employee typically wears orthotics but because they didn't fit in the boot.</p> <p><b>Root Cause:</b> Employee wore boots that created foot pain</p> <p><b>Corrective Actions:</b> Not Complete</p> <p><b>Corrective Action 1</b></p> <p><b>Corrective Action Identified:</b> Employee to acquire new pair of boots</p>	Dale Low	2024-04	IP



			<p>from stores before next rain event. <b>Estimated Completion Date: 2024-02-23</b></p>			
132486	B	2023-11-28	<ul style="list-style-type: none"> <li>• <b>In progress.</b></li> <li>• Vendor replied that the toolbox was under warranty and will be repaired. In progress.</li> <li>• SR submitted to Sheetmetal. Job will be completed when the weather becomes warmer. In progress.</li> <li>• The lid of the new tool box is heavy. Dale to reach out to supplier to see if modification can be made. Corrective action not complete. In progress.</li> </ul> <p><b>Description:</b> Employee was holding toolbox lid open with left hand and picking up safety cones with right hand to put in tool box. The lid started to close, employee caught off guard by the weight and thumb was caught between box and lid. Employee reported to first aid. Tool boxes are attached to bin. Bin and tool box just arrived and are new to all employees.</p> <p><b>Root Cause:</b> Not accustomed to new tool box. Tool box could be built safer</p> <p><b>Corrective Actions:</b> Not Complete</p> <p><b>Corrective Action 1</b> <b>Corrective Action Identified:</b> Look into different lid types through either sheet metal or supplier. A different type of hinge.</p>	Dale Low	2024-04	IP
132426	B	2023-11-15	<ul style="list-style-type: none"> <li>• <b>The backhoe has been fixed. Item closed.</b></li> <li>• Garage is repairing the backhoe. In progress.</li> <li>• Garage is aware of the pending job. In progress.</li> <li>• Tamas to send this to garage to get the backhoes ride assist system option fixed. In progress.</li> </ul> <p><b>Description:</b> Worker was driving unloaded backhoe forward, traveling from main campus to south campus. Along the route there were many uneven surfaces that caused the backhoe to bounce up and down more than normal due to the ride-assist option not working in the backhoe. Next day worker was experiencing sore lower back when bending over, reported incident to head and attended first aid. Returned to work and worked on light duties for the remainder of the week.</p>			C



			<p><b>Root Cause:</b> Because the backhoes ride-assist system is not working, during long distance driving the backhoe bounces when going over uneven surfaces. The bouncing motion put strain on worker back.</p> <p><b>Corrective Actions:</b> Not Complete</p> <p><b>Corrective Action 1</b> <b>Corrective Action Identified:</b> tbd</p>			
131414	B	2023-05-29	<ul style="list-style-type: none"> <li>• CAIRS report completed. Item closed</li> <li>• CAIRS to be completed. Incident was crew talked. In progress.</li> <li>• Pending on completed CAIRS report. In progress.</li> <li>• CAIRS to be completed. Recommend training on proper cutting techniques. In progress.</li> <li>• Investigation required. In progress.</li> </ul> <p><b>Description:</b> Employee was pruning trees and accidentally cut left palm with pruners</p> <p><b>Root Cause:</b> tbd</p> <p><b>Corrective Actions:</b> Not Complete</p> <p><b>Corrective Action 1</b> <b>Corrective Action Identified:</b> tbd</p>			C
130167	B	2022-11-01	<ul style="list-style-type: none"> <li>• The retaining wall has been rebuilt. Item closed.</li> <li>• Updates will be provided in next meeting.</li> <li>• Dale Low met with a Student Housing Manager to discuss. Dale will update Committee on their response. There was a recommendation to have SHCS JOHSC to put this on their safety minutes to move corrective action forward. In progress.</li> <li>• Suggested Corrective Actions: Demolish L-shape low rise, 2 ½ ft. retaining wall. Dale Low met with Student Housing to discuss. In progress</li> <li>• No update. In progress.</li> <li>• Davis and Dale will provide updates on this item in the next meeting.</li> <li>• Corrective actions not yet completed. In progress.</li> <li>• Further corrections need to be identified for worker. In progress.</li> </ul>			C



			<ul style="list-style-type: none"> <li>• Corrective actions for worker need to be identified.</li> <li>• Investigation and CAIRS report need to be completed.</li> </ul> <p>Employee was driving a ride on mower with blade to push leaves off of sidewalk. Employee was turning and hit wall with counterweight on back of mower causing top of wall to fall off.</p> <p><b>Root Cause:</b> Employee had not driven mower in a while and was not familiar with size.</p> <p><b>Corrective Action Identified:</b> Put in SR to fix wall.</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)

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

No actionable items noted

Item # (Use Inspection #)	Priority	Action Plan (Actions Taken/Need to be taken) Description of Hazard: <i>(specific location and/or equipment, nature of hazard)</i>	Assigned To	Follow up: Date Pending	Status
Stores-367	B	<ul style="list-style-type: none"> <li>• Mar 2024: Fire Extinguisher was block. Electrical Panel did not have clear access due to boxes in front. Empty propane and map gas containers left outside. All items blocking access to Fire Extinguisher and electrical panel were re-located. Empty containers were removed.</li> </ul>			C
Garage-366	B	<ul style="list-style-type: none"> <li>• Mar 2024: In progress.</li> <li>• Feb 2024: Relocate the Rescue trailer, parked behind Garage: Recommend talking with Sean McGregor to find alternative parking stall. Possible location parking stall in front of storage area. In progress.</li> </ul>	Rishi Purohit	2024-04	IP
Garage-365	B	<ul style="list-style-type: none"> <li>• Mar 2024: In progress.</li> <li>• Feb 2024: Lights by Head Office needs to be replaced. Rishi to submit SR</li> </ul>	Rishi Purohit	2024-04	IP
SOS-364	B	<ul style="list-style-type: none"> <li>• Mar 2024: Walkways are cleared. Item completed.</li> <li>• Feb 2024: In progress.</li> <li>• Jan 2024: Housekeeping needed for obstructed walkways</li> </ul>			C
SOS-363	B	<ul style="list-style-type: none"> <li>• Mar 2024: In progress.</li> <li>• Feb 2024: In progress.</li> <li>• Jan 2024: Remove unsecured items on top of lockers. Crew talk</li> </ul>	Barry Jones	2024-04	IP





SCW-362	B	<ul style="list-style-type: none"> <li>• <b>Mar 2024: In progress. Calvin to follow up with Denise Tang, Assistant Supervisor, Custodial.</b></li> <li>• Feb 2024: In progress.</li> <li>• Jan 2024: Approx 30-40 florescent lights need to be brought to Wasteman to be disposed.</li> </ul>	Barry Jones/ Calvin Cheung	2024-04	IP
Seacan-359	B	<ul style="list-style-type: none"> <li>• <b>Mar 2024: In progress.</b></li> <li>• Feb 2024: Possible solutions being discussed are silica gel desiccants to remove moisture from the air or dehumidifer. In progress.</li> <li>• Jan 2024: In progress.</li> <li>• Dec 2023: High levels of humidity in Seacan. Jonah to research possible solutions.</li> </ul>	Jonah Peters	2024-04	IP
Header Hse-355	B	<ul style="list-style-type: none"> <li>• <b>Mar 2024: In progress.</b></li> <li>• Feb 2024: In progress.</li> <li>• Jan 2024: Dale to submit SR to carpentry. In progress.</li> <li>• Dec 2023: Mold forming around lunch room sink, caulking on backsplash may help. Dale to submit SR to carpenter.</li> </ul>	Dale Low	2024-04	IP
Header Hse-354	B	<ul style="list-style-type: none"> <li>• <b>Mar 2024: In progress.</b></li> <li>• Feb 2024: In progress.</li> <li>• Jan 2024: In progress.</li> <li>• Dec 2023: Water pooling in shed. Additional Gravel Fill. Dale to submit SR to SOS.</li> </ul>	Dale Low	2024-04	IP
Garage-343	B	<ul style="list-style-type: none"> <li>• <b>Mar 2024: In progress.</b></li> <li>• Jan 2024: Revisit in March 2024. In progress.</li> <li>• Dec 2023: Rishi to contact Charles Creelman, Project Coordinator Electrical Technical Support, to change lighting to LED. Follow up in March.</li> <li>• Nov 2023: Advised by email that the lightning is still inadequate. Ongoing.</li> <li>• Oct 2023: In progress.</li> <li>• Sep 2023: Follow-up required.</li> <li>• Aug 2023: In progress.</li> <li>• July 2023: Office lighting is inadequate. Andy Carr will submit SR.</li> </ul>	Rishi Purohit	2024-04	IP
SCWarehse-339	B	<ul style="list-style-type: none"> <li>• <b>Mar 2024: In progress.</b></li> <li>• Feb 2024: In progress.</li> </ul>	Calvin Cheung	2024-04	IP



	<ul style="list-style-type: none"> <li>• Jan 2024: In progress.</li> <li>• Dec 2023: Item will be included in Facilities Newsletter next year.</li> <li>• Nov 2023: Calvin to put news item in Facilities Newsletter regarding housekeeping of SCWarehouse. In progress.</li> <li>• Oct 2023: In progress.</li> <li>• Sep 2023: Calvin to put news item in Facilities Newsletter regarding housekeeping of SCWarehouse.</li> <li>• Aug 2023: In progress.</li> <li>• July 2023: In progress.</li> <li>• June 2023: Draft to be prepared for Facilities Newsletter. In progress.</li> <li>• May 2023: To maintain a neat, tidy and clean environment in the warehouse, reminder is to be sent to all end users to take their garbage, empty pallets, cardboard and dispose of it when done. Dale and Calvin to put this reminder on the newsletter. In progress.</li> </ul>			
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6a. REVIEW TRACKING WORKPLACE INSPECTIONS						
	MRF/Compost/ SCW	SOS/Warehouse	Soft Landscape	Garage	Stores/Shed 7	FOLLOW UP
September 2023	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
October 2023	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
March 2024	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	



**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
ED-24-02-10-29	B	<p><a href="#">Western Conference on Safety</a></p> <ul style="list-style-type: none"> <li>● 2024-03-13: All employees have been registered for conference. In progress.</li> <li>● 2024-02-14: The following employees are interested in attending the Western Conference on Safety:               <ul style="list-style-type: none"> <li>○ Mike Giannias</li> <li>○ Jag Khella</li> <li>○ Andy Russell</li> <li>○ Davis Roy</li> <li>○ Jonah Peters</li> <li>○ Barry Jones</li> </ul> </li> </ul> <p>Managers will confirm how many individuals can attend this year. 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> <p><a href="#">Western Conference on Safety</a> (in-person) on April 18-19 at the Hyatt Regency Vancouver. Early bird registration ends on March 15, 2024.</p>	All	2024-04	IP



**7. REVIEW EDUCATION AND TRAINING**

ED-23-09-23-28	B	<p><i>JOHSC and LST Training</i> New dates have been released for JOHSC and LST training. You can register for JOHSC training <a href="#">here</a>, and LST training <a href="#">here</a>.</p> <table border="1" data-bbox="562 337 1421 610"> <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 12<sup>th</sup> 1:00pm – 3:00pm</td> <td>March 15<sup>th</sup> 10:00am – 12:00pm</td> <td>April 15<sup>th</sup> 10:00am – 11:30am</td> <td>April 17<sup>th</sup> 1:00pm – 2:30pm</td> </tr> <tr> <td>May 14<sup>th</sup> 11:00am – 1:00pm</td> <td>May 16<sup>th</sup> 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 <sup>th</sup> 1:00pm – 3:00pm	March 15 <sup>th</sup> 10:00am – 12:00pm	April 15 <sup>th</sup> 10:00am – 11:30am	April 17 <sup>th</sup> 1:00pm – 2:30pm	May 14 <sup>th</sup> 11:00am – 1:00pm	May 16 <sup>th</sup> 1:00pm – 3:00pm			All	Info	E
JOHSC Training		LST Training																			
Part 2a	Part 2b	Part 2a	Part 2b																		
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May 14 <sup>th</sup> 11:00am – 1:00pm	May 16 <sup>th</sup> 1:00pm – 3:00pm																				
ED-23-03-08-27	B	<p><i>Chad Chobotar – new member</i></p> <ul style="list-style-type: none"> <li>Tamas to confirm if Chad wants to continue to be a worker rep. Chad Chobotar has completed Part 1A.</li> <li>Chad Chobotar status is now “inactive”. Head will speak with Chad to see if he wants to be worker rep going forward. In progress.</li> <li>Chad Chobotar’s status will become “inactive” in October 2023 since the 6-month deadline for training has passed. Chad will not be able to attend and participate in meetings until <u>after</u> training has been completed to re-activate status.</li> <li>Chad Chobotar will join JOHSC on April 12, 2023 and will need to complete UBC JOHSC 8-hour training by October 2023. He is required to complete Part 1A and Part 2A and B.</li> </ul>	Chad Chobotar/ Tamas Weidner	2024-04	IP																

**8. ON GOING BUSINESS – Status of Action Items**

Original Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
NB-2024-02-14-75	B	<p><i>I-B-28 Hazard Identification Assessment Draft</i></p> <ul style="list-style-type: none"> <li>2024-03-13: Review in April.</li> <li>2024-02-14: Rosanna Ma forwarded the I-B-28 Hazard Identification Assessment Draft to the Committee. She asked the committee to review and give feedback at the next JOHSC meeting in March.</li> </ul>	All	2024-04	IP



8.ON GOING BUSINESS – Status of Action Items					
NB-2024-02-14-74	B	<p><i>Review of Individual 2023 Shop Stats</i></p> <ul style="list-style-type: none"> <li>● <b>2024-03-13: Stores looking for feedback from SOS about their stretching/strengthening session.</b></li> <li>● 2024-02-14: Each shop evaluated their shop stats:               <ul style="list-style-type: none"> <li>○ SOS: repetitive strains from loading and lifting. Majority of accidents occur from client moves whether qty of boxes or improper packing boxes. Will focus on reminding workers to partner up and use proper tools/equipment for the job. Remind clients to use proper packing box sizes. Stretching session set for March.</li> <li>○ Landscape: strains, lacerations, knowledge lacking, and pre-existing conditions contributed to accidents. Will consider scheduling stretching/strengthening session again.</li> <li>○ Wasteman: shoulder injuries and strains. Will focus on scheduling for stretching/strengthening session.</li> <li>○ Garage: Vast improvement from last year with the purchase of new equipment and tools and being fully staffed</li> <li>○ Stores: over-exertion and repetitive tasks. Need to encourage the rotation of task to avoid injuries. Interested in scheduling for a stretching/strengthening session.</li> </ul> </li> </ul>	Jag Khella	2024-04	IP
NB-2024-01-10-74	B	<p><i>Facilities Landscape's Tree Falling Procedures</i></p> <ul style="list-style-type: none"> <li>● <b>2024-03-13: Dropping trees to the ground is prohibited without trained personnel, but finding such individuals in BC is challenging. Dale is working with WorkSafeBC on this matter.</b></li> <li>● 2024-02-14: In progress.</li> <li>● 2024-01-10 Dale Low is preparing a draft for Landscape Tree Falling Procedure. One of the concerns is tree falling from the ground and training that is required.</li> </ul>	Dale Low	2024-04	IP
NB-2024-01-10-73	B	<p><i>South Campus Warehouse</i></p> <ul style="list-style-type: none"> <li>● <b>2024-03-13: In progress.</b></li> <li>● 2024-02-14: In progress.</li> <li>● 2024-01-10: SCW renovations completed in 2008 and is up to current code for emergency lighting. Mike Giannias will provide/prepare an Emergency Orientation document for the building, so that it can be distributed.</li> </ul>	Mike Giannias	2024-04	IP



8.ON GOING BUSINESS – Status of Action Items

NB-2024-01-10-72	B	<p><i>Sharp Needle Procedure</i></p> <ul style="list-style-type: none"> <li>● 2024-03-13: Obtained new boxes from Stores and held a shop talk. Item completed.</li> <li>● 2024-02-14: In progress.</li> <li>● 2024-01-10: There is the need to communicate the disposal procedure/process for the Sharps Disposal Boxes.</li> </ul>			C
NB2023-07-12-42	B	<p><i>BERP Header House/ Garage</i></p> <ul style="list-style-type: none"> <li>● 2024-03-13: In progress.</li> <li>● 2024-02-14: Calvin Cheung and Dale Low will complete update. In progress.</li> <li>● 2024-01-10: Dale Low will contact Records regarding floor mapping. In progress.</li> <li>● 2023-12-20: The Garage (USB) BERP has been completed. Updating the Header House BERP is in progress. JOHSC to review upon completion. Designated floor wardens to complete course before Dale contacts FM to schedule fire drill.</li> <li>● 2023-11-08: Information will be distributed shortly. In progress.</li> <li>● 2023-10-11: Frank Crudo will be forwarding information next month. In progress.</li> <li>● 2023-09-06: BERP requires updating. In progress.</li> <li>● 2023-08-09: Dale Low and Calvin Cheung will follow-up. In progress.</li> <li>● 2023-07-12: Building Emergency Director will be responsible for updating the BERP and submitting a request for a fire drill. JOHSC will review next JOHSC Meeting.</li> </ul>	Calvin Cheung/Dale Low	2024-04	IP
NB-2023-05-10-30	B	<p><i>Stretches Before Shift</i></p> <ul style="list-style-type: none"> <li>● 2024-03-13: In progress.</li> <li>● 2023-02-14: Date for the session is March 20<sup>th</sup>. In progress.</li> <li>● 2023-01-10: Mike Giannias will advise next month. In progress.</li> <li>● 2023-12-20: Training dates will be confirmed in January or February 2024.</li> <li>● 2023-11-08: Will advise in the new year regarding scheduling. In progress</li> <li>● 2023-10-11: Mike Giannias will contact Allan McGavin to schedule a Lunch and Learn. In progress.</li> <li>● 2023-09-06: Lunch and Learn sessions given by Allan McGavin would also be considered. In progress.</li> <li>● 2023-08-09: In progress.</li> <li>● 2023-07-12: Allan McGavin session in progress.</li> </ul>	Mike Giannias	2024-04	IP



**8.ON GOING BUSINESS – Status of Action Items**

		<ul style="list-style-type: none"> <li>• 2023-06-14: Mike Giannias to contact Allan McGavin to setup an information session on proper stretching techniques. In progress.</li> <li>• 2023-05-10: Mike is seeking advice on the procedure/policy for staff to stretch before their shift. Soft landscape has invited physiologist from Allan McGavin to provide a session on proper stretching techniques. Staff are allowed to stretches before work with a reasonable duration of a couple of minutes. Mike will follow up with Calvin on this matter.</li> </ul>			
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**9. JOHSC RECOMMENDATION LETTERS & WORKSAFBC (CORRESPONDENCE)**

Recommendation #	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status
<i>E.g.:</i> CODE-REC-2017-01		<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>				
WSBC-02416973017A	B	<p><b>Description:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• There were zero (0) orders issued to the University.</li> </ul> <p><b>JOHSC/LST General Learnings/Discussion Points:</b></p> <ul style="list-style-type: none"> <li>• As a reminder, any workplace incident that has caused a serious or life-threatening injury, plus all other immediately reportable incidents, must be reported to Campus Security at 604-822-2222 (after calling 911 emergency services) as part of the incident response.</li> <li>• More information regarding what to do in the event of a serious incidents, possible serious incident, or other immediately reportable incidents can be found on the <a href="#">SRS Website</a>.</li> <li>• Encourage everyone to report incidents and near misses into</li> </ul>	All	2023-02-06	n/a	n/a



		<p><a href="#">CAIRS</a> within 48 hours of the occurrence so that a preliminary investigation can be completed within 48 hours as required by <a href="#">section 71 of the Workers Compensation Act</a></p> <ul style="list-style-type: none"> <li>o Reminder that incident investigations require a site visit that must be completed within 30 days, and include a detailed description of incident, unsafe conditions, contributors, causes, corrective actions, and the name of the participating worker representative.</li> </ul>				
WSBC-202416973021A	B	<p><i>Description:</i></p> <ul style="list-style-type: none"> <li>This Inspection Report documents the receipt and acceptance of the employer's full Incident Investigation Report (EIIR), relating to an incident which occurred February 2, when a worker slipped at Perugia Café, causing them to fall and strike their head.</li> <li>There were zero (0) orders issued to the University.</li> </ul> <p><i>JOHSC/LST General Learnings/Discussion Points:</i></p> <ul style="list-style-type: none"> <li>☑ Reminder that incident investigations must be completed within 30 days, with description, unsafe conditions, contributors, causes, corrective actions, and worker rep participation.</li> </ul>	All	2023-02-12	n/a	n/a

\* REC – Recommendation Letter

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
NB-2024-03-13-81	B	<p><i>SRS General Inspection Updates</i></p> <ul style="list-style-type: none"> <li>2024-03-13: Co-chairs to revise the checklist to make sure item B4 is updated.</li> </ul> <p>Emergency Exit Signs: 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,</p>	Calvin Cheung/ Mike Giannias	2024-04	IP





		Hallways, and Stairs in the <a href="#">General Inspection Template</a> . 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.			
NB-2024-03-13-80	B	<p><i>Music Building Dust Extracting Machine Safe Work Procedure</i></p> <ul style="list-style-type: none"> <li>• <b>2024-03-13:</b> Mike is unable to locate any information regarding the Dust Extracting Machine Safety Work Procedure. He would like to establish a safe procedure for its operation. Rosanna to search for an older version, something similar, or a template to provide to Mike. Mike and Rosanna to schedule a site visit due to a concern about the dust level generated during the clean-up of the equipment.</li> </ul>	Mike Giannias/ Rosanna Ma	2024-04	IP
NB-2024-03-13-79	B	<p><i>Healthy Workplace Initiatives Fund Program</i></p> <p>The purpose of this initiative is to develop a program, supported by funding, to which departments can apply to support healthy workplace initiatives and share examples of good practice. The program provides seed fund funds and support for health-related, sustainable initiatives. Applications are encouraged for consideration by the committee.</p>	All	Info	E
NB-2024-03-13-78	B	<p><i>Electrical Safety Website</i></p> <p>Safety &amp; 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 <a href="#">Safety &amp; Risk Services website</a> to learn more about safe work practices on electrical safety.</p>	All	Info	E
NB-2024-03-13-77	B	<p><i>Electrical Panel Clearance</i></p> <p>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 <a href="#">facilities manager</a> if you have any questions. Relevant inspection templates have been updated to reflect this communication.</p>	All	Info	E
NB-2024-03-13-76	B	<p><i>Daylight Savings Time starts Sunday March 10 at 2:00am</i></p> <p>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"> <li>o Rest up: Go to bed earlier to get your usual amount of sleep so you</li> </ul>	All	Info	E



		<p>can be well rested and alert</p> <ul style="list-style-type: none"> <li>○ Plan ahead: Give yourself extra time to drive to and from work especially during the Monday commute</li> <li>○ Step up the safety: Take extra safety precautions on days following the switch to help avoid workplace incidents</li> <li>○ Consider scheduling particularly hazardous work later in the week (where possible) after employees have had more time to adjust their sleep schedules</li> </ul>			
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### 11. FOLLOW-UP 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
NB-2020-02-12-409A	B	<p><i>2nd Annual JOHSC Evaluation – Goal 3A:</i></p> <ul style="list-style-type: none"> <li>● <b>Mar 13/24: In progress.</b></li> <li>● Feb 14/24: Boards have arrived. Tamas to submit SR to Carpenters. In progress.</li> <li>● Jan 10/24: Boards have not arrived. In progress.</li> <li>● Dec 20/23: Safety boards have been ordered.</li> <li>● Nov 8/23: Members will advise Tamas as to the size of their respective safety boards. In progress.</li> <li>● Oct 11/23: Three boards left to be installed. In progress.</li> <li>● Sep 6/23: In progress.</li> <li>● Aug 9/23: The new Safety Board, which is installed at SOS, was viewed by the Committee. Tamas Weidner is now taking measurements to install other safety boards throughout Municipal. In progress.</li> <li>● Jul 12/23: No update on trialing Safety Board. In progress.</li> <li>● Jun 14/23: One Safety Board ordered and will be trialed in the SOS workshop. In progress</li> <li>● May 10/23: Tamas found a company called VIDPro that specializes in safety boards and has shared a video about their products. Tamas will obtain some quotes to share with the committee.</li> <li>● Aug 10/22: Sign Shop is backed up with projects. Revisit in May 2023. In</li> </ul>	Tamas Weidner	2024-04	IP



		<p>progress.</p> <ul style="list-style-type: none"> <li>• Jul 13/22: No update.</li> <li>• June 8/22: Sign Shop is backed up with projects. In progress.</li> <li>• May 11/22: Tamas away – no update.</li> <li>• Apr 13/22: Sign shop concerns that material may not stick on board. To trial signage on SOS and WM safety board first.</li> <li>• Mar 9/22: Sign Shop has received SR. In progress.</li> <li>• Feb 7/22: In progress.</li> <li>• Jan 12/22: SR has been submitted waiting for work to begin.</li> </ul> <p><i>Note: the minutes have been condensed. For information prior to 2022 please refer to Jun 14/23 minutes.</i></p>			
GI-HEADER-218	B	<p><i>Eyewash Station at Nursery</i></p> <ul style="list-style-type: none"> <li>• <b>Mar 13/24: Funding request has been denied. Continue exploring for other options.</b></li> <li>• Jan 10/24: Item will be revisited in April 2024</li> <li>• Nov 8/23: Will be discussed in January 2024.</li> <li>• Oct 11/23: No update. In progress.</li> <li>• Sep 6/23: Funding has been requested for project. In progress.</li> <li>• Aug 9/23: Jenniffer Sheel and Dale Low are exploring other options. In progress.</li> <li>• Jul 12/23: Dale Low is exploring other options to reduce cost of installing an eyewash station. In progress.</li> <li>• Jun 14/23: Quote of 200K was given to complete project. Review is necessary. In progress.</li> <li>• May 10/23: Dale to check with chemical disposal site nearby. In Progress.</li> <li>• Apr 12/23: It has been discovered that the water pressure is not sufficient to install an eye wash station in the shop. Dale will explore alternate options, such as moving to a new location or reducing the use of chemical mixing. Temporary eye wash station may also be considered as an interim solution. In progress.</li> <li>• Mar 8/23: The construction of an eye wash station in the shop has been approved for the trades to undertake. In progress.</li> <li>• Jan 11/23: Dale Low has received quote for the job. Review in</li> </ul>	Dale Low	2024-04	IP



		March. In progress. <ul style="list-style-type: none"> <li>Note: the minutes have been condensed. For information prior to 2023 please refer to Jun 14/23 minutes.</li> </ul>			
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12. NEXT MEETING	
Date:	April 10th, 2024
Following Date:	May 8th, 2024
Time:	12:30 PM
Location:	USB Room 1020 or Zoom

13. MEETING ADJOURNED	
Time:	2:00 PM

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

Monthly Distribution and Posting of Approved Meeting Minutes (required)

- Responsible VP
- Responsible Managing Director/Dean
- All JOHSC members
- Internal Communications person
- Safety & Risk Services [ubcsafety.committee@ubc.ca](mailto:ubcsafety.committee@ubc.ca)