



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee:	Energy & Water Services Joint Occupational Health & Safety Committee	Worker Co-Chair:	Kevin Shillitto (Chair)
		Employer Co-Chair:	Julie West
Date:	March 14, 2024	Time:	12:30 – 2:00PM
		Location:	CEC main meeting room

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 (e.g., RMS co-chair email), & Approval of Agenda 5. Review Central Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents <ul style="list-style-type: none"> • Monthly Incident List & Statistical Summary Report 	<ol style="list-style-type: none"> 6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers) 7. Review Education and Training 8. Ongoing Business – Status of Action Items 9. JOHSC Recommendation Letters (Correspondence) 10. New and Other Business 11. Communications 12. Take 5 13. Next Meeting 14. Meeting Adjournment
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EWS-JOHSC Evaluation Goals

The following areas/goals of growth have been identified:

1. Collaborate with various groups to address pedestrian safety concerns in the loading bay.
2. Identify opportunities to collaborate with other JOHSCs on campus.
3. Communicate the importance of committee members' responsibilities as safety reps with all units.



1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Vacant	IUOE 115	CEC & BRDF – Shift Engineers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Brennan Sekora (Alt.)	CUPE 116	CEC – Administrative Areas	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kevin Shillitto (Co-Chair)	CUPE 116	CEC – Administrative Areas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Blair Antcliffe (Alt)	AAPS	CIRS 4 th Floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mark Scott	AAPS	CIRS 4 th Floor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stan Takenaka (Alt.)	CUPE 116	CEC – Electrical Trades	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scott Stevens	CUPE 116	CEC – Electrical Trades	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Joel Daley	CUPE 116	CEC – Mechanical Trades	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vic Jammu (Alt.)	CUPE 116	CEC – Mechanical Trades	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tyler Cudmore (Alt. Co-Chair)	CUPE 116	CEC - Trades	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Employer Representatives	Work Location	Present	Regrets	Absent
Jason Rako (Alt.)	CEC & BRDF	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Clay Mullen	CEC & BRDF (Alt)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Richard Hugli (Alt.)	CEC – Trades	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Russell Neal	CEC–Trades	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vacant	CEC – Administrative Areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vacant (Alt.)	CEC – Administrative Areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Zach Danyluk (Alt. Co-Chair)	CIRS – EPI	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Julie West (Co-Chair)	CIRS – EPI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/Guests	Work Location	Present	Regrets	Absent
Michaela Kelly (covering for Caroline MacLeod)	Minute Taker	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lori Takenaka (covering for 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);

At least half of the members must be worker representatives;

Is there **quorum** for this meeting?

If **NO**, meeting re-scheduled for:

** 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: Stan Takenaka Seconded by: Julie West

- Amendment made to minutes:

Are the minutes approved?

Yes

No

4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

- Review of Inspection trends and state

Is the agenda approved?

Yes

No

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)*
- CAIRS Trend Review

(See Legend at end for Priority and Status Codes)*



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
Item # (Use CAIRS Incident ID #)	Priority	Date	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
133763	E	2024-02-08	Struck Against: Incident Only Mar 2024: Investigation complete. Worker hit the guard rail while moving crowbar up and down a fuel line hatch and hit their right hand on guard rail. Due to the force, worker felt pain from impact even while wearing insulated leather gloves. Root Cause: Small access hatch at the wood jam site required inserting and moving the crowbar in at awkward angles. Corrective Action: <ul style="list-style-type: none">• Enlarge access hatch. Supplied by Nexterra. Installed in-house• Completion expected by end of February	JR	March 2024	C
133720	E	2024-02-08	Overexertion: Incident Only Mar 2024: Investigation Complete. A worker grabbed tools, including a handwheel and stand, from a truck on University Blvd. The handwheel weighed about 5lbs, and the stand, with a multiplier, weighed around 40lbs. The worker carried both pieces to the work site, completed a valve exercise task, and returned the tools to the truck. Later, about 4 hours after the task, the worker experienced shoulder pain, which has worsened over the following 24 hours. Root cause: Originally a single piece, the tool eventually separated into two pieces due to a flawed design resulting from repeated use. Despite this, the tool remains functional. Corrective actions:	RN	March 2024	C



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
			<ul style="list-style-type: none"> • Purchase new multiplier • The updated protocol for transporting the two-piece multiplier entails carrying each component separately to the work site. 			
133711	E	2024-02-08	<p>Back Strain: Time Loss Worker experienced lower back pain while lifting an 80kg electrical test equipment during preparations for an electrical shutdown at the Scarfe Building. Despite the pain, the worker proceeded to the jobsite to initiate the shutdown. After starting the shutdown, they returned to the Campus Energy Centre, received first aid, and informed their supervisor. With the supervisor's approval, the worker went home at 10:15 am.</p> <p>Root Cause The equipment, weighing around 80 kilograms, required two people to lift. It had to be lifted from the ground into a work truck, necessitating coordination between the workers. Concerns were raised about one worker possibly lifting before the other, potentially causing extra strain, particularly as it was early in the morning and the worker might not have been fully limber.</p> <p>Corrective Actions:</p> <ul style="list-style-type: none"> • EWS is coordinating morning stretches and movement routines in collaboration with SRS and Allan McGavin, scheduled to start in the spring of 2024. • EWS Trades have a ramp at S. Campus Workyard which could've been used. Will look at purchasing another ramp or other affiliated lifting tool to leave at CEC moving forward. 	RN	May 2024	IP



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
133956	E	2024-03-14	<p>Slip and Fall</p> <p>Worker was walking from parked car at Marine Tower 1 to St. John's College. After walking the driveway, transferred to dirt pathway on the grass landscape. After a few steps, worker's right foot slipped and worker stumbled, and tried to regain their balance. However, worker fell on palms first and then on right side on the muddy grass. Worker then noticed an abrasion on right knee, pain on right knee, and some pain in on right upper arm / shoulder area.</p> <p>Root Cause: Wet, slippery conditions</p> <p>Corrective Action Identified: Worker was reminded to be cognizant of surroundings, specifically with respect to muddy and slippery terrain.</p>	CM	N/A	C
133857	E	2024-03-14	<p>Fall from Elevation</p> <p>After completing work in a chamber, the worker went back to their Sprinter Van to return their tools and materials. All sprinter vans are equipped with 2 stairs and hand-bar mounted on the rear bumper. Upon walking out of the</p>	RN	N/A	C



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

			<p>van and going down the stairs, the worker stepped onto the concrete awkwardly. Only 25-30 mins later did they feel a strain in their lower middle back and called First Aid.</p> <p>Root Cause: Root cause is a mis-step as a result of repetitive action that occurs many times throughout the work day. Worker had been exerting themselves with work in chambers, climbing ladders. Fatigue is a contributing factor.</p> <p>Corrective actions:</p> <ul style="list-style-type: none"> • Reminder to crews regarding 3-point stance and use of handlebar on rear of vehicles • Incorporate crew stretching routines conducted by licensed kinesiologist 			
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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)

6a. HAVE ALL INSPECTIONS BEEN SUBMITTED? YES NO Comments:

6b. IS IT OCTOBER? NO if YES, review inspection trends and state in New Business

Item # (GI- location- date-#)	Priority	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status
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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)					
GI-UNY-23/08/08	C	Leaky roof. March 2024: Not leaking any more, work will be completed within the next week or so. Feb 2024: In progress Jan 2024: On schedule for April Nov 2023: On schedule for Aprilshill Oct 2023: No new updates. Still in progress. Sept 2023: Temporary fix until new roof to be installed in January. Aug 2023: Divert leaking water: construction crew to implement temporary fix until permanent new roof gets installed as part of switchgear replacement project.	ST/SS	Apr 2024	IP
GI-SCWY-24/02/08	C	Potholes in roadway Recommendation to remove material first instead of simply patching the existing pothole. Mar 2024: Solution coming soon	RN	Apr 2024	IP

* GI- General Inspection



7. REVIEW EDUCATION AND TRAINING

(General discussion, confirm all training is up to date, etc. For all actionable items please list below)

Item # (ED-yy/mm/dd-01)	Priority	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status																
ED-23/08/10-01	C	<p>New dates have been released for JOHSC and LST training. You can register for JOHSC training here, JOHSC Training</p> <p>TBD- Keep this space open for training updates</p> <p>Mar 2024: Asked Will whether he wants to join the committee, workload too high and he has asked we circle back in the coming months. Decision to mark complete</p> <p>Dec 2023: New training schedule is out. See below. Oct 2023: Will Swenson confirmed interest in becoming a member. Sep 2023: New dates TBD. Awaiting response re: Will Swenson becoming a member. Aug 2023: JR to confirm if new millwright (Will Swenson) wishes to join</p>	JR	Feb 2024	C																
ED-23/12/07	E	<p>Upcoming JOHSC training</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 – 11:30am</td> <td>April 17th 1:00pm – 2:30pm</td> </tr> <tr> <td>May 14th 11:00am – 1:00pm</td> <td>May 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 – 11:30am	April 17 th 1:00pm – 2:30pm	May 14 th 11:00am – 1:00pm	May 16 th 1:00pm – 3:00pm					N
JOHSC Training		LST Training																			
Part 2a	Part 2b	Part 2a	Part 2b																		
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May 14 th 11:00am – 1:00pm	May 16 th 1:00pm – 3:00pm																				
ED-24/01/11	E	<p>Additional 8 hours of Occupational Health and Safety (OHS) Training</p> <p>All JOHSC members are entitled to an additional 8 hours of OHS training. Below are a few upcoming local and virtual conferences or</p>			C																



7. REVIEW EDUCATION AND TRAINING

		<p>seminars. Registration and costs associated will be the responsibility of your department.</p> <p>Mar 2024: Roozbeh Kianopour-Atabaki, Scott Stevens, Robert Schwarz, Dennis Lauinger, Kevin Shillitto, Ian Fielden, Vick Jammu are now registered for the WSC. Item complete.</p> <p>Western Conference on Safety (in-person) on April 18-19: Hyatt Regency Vancouver. Early bird registration ends on March 15, 2024.</p> <p>Employers’ Advisers Seminars (in-person or virtual): The Employers’ Advisers Office In-Person and Virtual Training Schedule for January-March 2024 has now been posted for registration.</p> <p>Women in Safety Summit (in-person) on March 21: Calgary Telus Convention Centre. Pre-launch registration ends on January 5, 2024.</p>			
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* 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
NB-22/07/14-02	C	<p>BRDF Fuel Delivery Traffic Control</p> <p>March 2024: Ryan Huffman shared consultant report, which was reviewed in the meeting. Report thoroughly identifies problems and recommendations. Decision to circulate report with team to compile feedback (due before next meeting) to share back with the consultant to possibly build into the report. Consider sharing report with Municipal and Campus Mail groups as there will be implications to them.</p> <p>Feb 2024: Waiting for consultant to provide further details and notes.</p> <p>No new updates</p>	JR/ALL	Apr 2024	IP



8. ONGOING BUSINESS – Status of Action Items					
		<p>Jan 2024: Consultant to come to site January 17th to witness test delivery. Notes to be forthcoming.</p> <p>Dec 2023: R. Huffman to bring consultant in to witness a test delivery (early 2024)</p> <p>Nov 2023: Ryan Huffman contacted consultant</p> <p>Sep 2023: JR contacted Project Services for update. Was informed that PSG thought the project was low priority. Project now put into queue.</p> <p>Aug 2023: Project submitted to New Job Strategy. Waiting for a PM to be assigned.</p> <p>Jul 2023: PSG looking into it. In Progress</p> <p>**Refer to previous July 2023 minutes for further history</p>			
GI-CEC-23/06/08-01	C	<p>Blind corner in locker hallway with limited space from plant to locker. Remind staff to open doors gently.</p> <p>March 2024: Doors will be altered to add a window and re-installed within the coming weeks.</p> <p>Feb 2024: Door is on order.</p> <p>Jan 2024: Door specialist to come to site by end of January.</p> <p>Dec 2023: Construction office to bring in door specialist to measure door.</p> <p>Nov 2023: Door has been ordered.</p> <p>Sep 2023: No updates. Facility Manager looking at door options</p> <p>Aug 2023: SR has been entered to add viewing window.</p> <p>Jul 2023: Consider adding a window on the inside door, plant access to hallway. RN to submit an SR to Francois and the carpenter shop.</p>	RN	Apr 2024	IP



8. ONGOING BUSINESS – Status of Action Items					
GI-CIRS-22/01/13	C	<p>BERP – CIRS</p> <p>March 2024: Continued challenges getting the BERP completed Tim attributed to lack of membership/attendance at local safety committee. JW to send follow-up to Tim (with Francois and Kevin CCed)</p> <p>Feb 2024: JW to follow up.</p> <p>Jan 2024: ZD not getting positive feedback from bldg. mgr. ZD will go to next level of management for resolution.</p> <p>Dec 2023: BERP not yet posted. JW to follow up with building mgr</p> <p>Oct 2023: BERP updated to be posted. ZD to follow up</p> <p>Sep 2023: No update. ZD to follow up again</p> <p>Aug 2023: ZD to follow up with building manager. No update</p> <p>Jul 2023: in progress</p> <p>Jun 2023: No new update</p> <p>May 2023: Ongoing</p> <p>Mar 2023: Ongoing. Zach to follow-up with building admin.</p> <p>Feb 2023: No new updates. Administrator updating with the new format.</p> <p>Jan 2023: Email was sent to building administrator in December. Awaiting response. Rosanna (SRS) to send new form.</p> <p>**Refer to previous July 2023 minutes for further history</p>	ZD/JW	Apr 2024	IP
GI-CEC Trades – 23/05/11-01	C	<p>Housekeeping needed to clear clutter in interior of building</p> <ul style="list-style-type: none"> • Recommendation: to discuss at shop talks • Move whiteboard to windows to cover up clutter while cleaning is underway • Each team to sort out items • Reach out to IT to identify equipment for e-Waste <p>March 2024: no update</p>		Jul 2024	IP



8. ONGOING BUSINESS – Status of Action Items					
		<p>Feb 2024: Spring cleaning is planned after the shutdown in May</p> <p>Jan 2024: Contractor has removed their stuff. EWS can now remove its stuff.</p> <p>Dec 2023: To be brought up at all-trades meeting mid-Dec. Trades to start cleanup immediately after</p> <p>Oct 2023: No new update</p> <p>Sep 2023: In progress.</p> <p>Aug 2023: Work in plant area is impeding progress. Pushed to Sept</p> <p>Jul 2023: Cleaning up still in progress. Items need sorting out still</p> <p>Jun 2023: No new update</p>			
NB-2023/08/10-05	C	<p>SDS expiries. Need to validate at least 1 in 3 years that SDS are not expired.</p> <p>March 2024: Russ will delegate this task noting list of known chemicals and will take photos and upload to get a list generated.</p> <p>Feb 2024: RN has sent an email requesting volunteers for appropriate delegation</p> <p>Jan 2024: In progress</p> <p>Dec 2023: Volunteers will be sought during all-trades safety meeting mid-December</p> <p>Nov 2023: Reminders sent. Will be discussed at the crew safety meeting to select representative who will take inventory of the SDS.</p> <p>Oct 2023: KS to send reminders for the list</p> <p>Sep 2023: Qualtrics checklist updated. All trades to compile list of chemicals used. SRS looking into process for validation</p> <p>Aug 2023: KS to add checklist item into Qualtrics for June/January item “Has someone confirmed SDS are updated or relevant”. RM to provide further information for next meeting.</p>	RN	Apr 2024	IP
NB-2023/09/14-02		Increase lighting in BRDF:	ST/SS	Mar 2024	C



8. ONGOING BUSINESS – Status of Action Items					
		<p>March 2024: Some upgrades have been done and lighting has improved. This is no longer a safety issue. Committee agreed to close this item as complete.</p> <p>Jan 2024: In progress Dec 2023: Installation started Nov 2023: ZD to reach out to JR. No new updates Oct 2023: JR to send ZD an email to assess what is needed. Sep 2023: Under canopy lighting needs to be improved</p>			
NB-2023/10/12-01		<p>Incident regarding Electrical High Voltage Infrastructure Rules/regulations through EWS infrastructures as per WorkSafe policies.</p> <p>SHCS operated a couple of breakers under EWS jurisdiction. Still waiting for the report from SHCS. RM to reach out to representatives and follow up on status.</p> <p>March 2024: Started putting up signage on equipment, targeting completion to July 2024</p> <p>Feb 2024: Creating a bigger sign to replace current signage Jan 2024: RN to send out invite to EWS electricians to discuss and finalize additional recommendations Dec 2023: EWS met with SHCS to discuss. Outcome is mandatory joint investigations for X-jurisdictional incidents. Also, EWS to provide further recommendations that include better signage and a tamper seal. Nov 2023: Report received from SRS and discussed. EWS will work with SHCS safety team on the CAIRS report to better understand root cause and aim to re-do the investigation.</p>	RN/Util Elec	July 2024	IP



8. ONGOING BUSINESS – Status of Action Items					
NB-23/12/07-01	E	<p>Confined space trailer contents about to expire in February. Contents include ropes, harnesses (i.e., all soft equipment). RN and TC to take lead</p> <p>March 2024: In progress. Still purchasing items Feb 2024: in progress. Jan 2024: TC gave Mike Carroll a list of all soft material. Remain in progress until items show up.</p>	RN/TC	Jul 2024	IP
NB-24/01/11-01	E	<p>EWS Hi-Ab damaged and operator did not realize the damage. A missing pulley for the on-board winch, plus some other missing items.</p> <p>March 2024: Garage called, missing pulley expected soon. Feb 2024: Rn to follow up. Jan 2024: Service request to be sent to garage to repair. Add inspection item to operators to “check winch and cable operation.”</p>	TC/RN	Apr 2024	IP


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

9. JOHSC RECOMMENDATION LETTERS & WORKSAFE BC REPORTS (CORRESPONDENCE)					
Original Item #	Priority	Action Plan (Action/Taken/Need to be taken)	Assigned to	Follow up: Date Pending	Status
IR202416973017A	E	<p>INVESTIGATION REQUIRED – CAFÉ PERUGIA</p> <p>Description:</p> <ul style="list-style-type: none"> On Feb. 2, 2024, a worker walked into their workplace at Café Perugia and slipped, fell, striking their head. The worker was transported by first responders to a nearby hospital for medical treatment. This incident was reported to WSBC as they were transported to the hospital. <p>JOHS/LST General Learnings/Discussion Points:</p>	N/A	N/A	C



9. JOHSC RECOMMENDATION LETTERS & WORKSAFE BC REPORTS (CORRESPONDENCE)					
		<ul style="list-style-type: none"> General slip and fall awareness. Immediately report when a worker is transported to the hospital. 			
IR202416973021A	E	<p>INVESTIGATION ACCEPTED – CAFÉ PERUGIA</p> <p>Description:</p> <ul style="list-style-type: none"> On Feb. 2, 2024, a worker walked into their workplace at Café Perugia and slipped, fell, striking their head. The worker was transported by first responders to a nearby hospital for medical treatment. This incident was reported to WSBC as they were transported to the hospital. <p>JOHS/LST General Learnings/Discussion Points:</p> <ul style="list-style-type: none"> General slip and fall awareness. Immediately report when a worker is transported to the hospital. 	N/A	N/A	C

* REC – Recommendation Letter

10. NEW & OTHER BUSINESS					
<ul style="list-style-type: none"> 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-24/02/08-01	D	<p>Feedback Requested on I-B-28 by the end of March 2024</p>  <p>I-B-28 Hand Identification A...</p> <p>Mar 2024: SRS received feedback from KS. Others reviewed and had no additional comments. Item closed.</p>	All	Apr 2024	C



10. NEW & OTHER BUSINESS					
		<p>Main edits to the program</p> <ul style="list-style-type: none"> • Updated the template • Expanded the references & 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. 			
NB-24/03/14-1	C	Contractor incident at BRDF, paperwork filled and contractor has been followed-up with and directed to report to WSBC. A reminder to all that should UBC hire contractors, UBC is the Prime Contractor, unless the contractor has entered into an agreement to be the prime contractor.	ALL	N/A	C/Info
NB-24/03/14-2	D	CEC Outage scaffolding will start next month and run from spring into early summer. Reminders every day to wear PPE	ALL	N/A	C/Info
NB-24/03/14-3	E	CEC Needs to update their BERP using the new BERP template	KS	Apr 2024	N

*NB – New Business



11. COMMUNICATIONS

- General discussion items (list actionable items below)

Item # (yy/mm/dd-01)	Priority	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
24/03/14-01	E	Electrical Safety website SRS General Inspection Updates: Emergency Exit Signs, Electrical Panel Clearance			C
24/03/14-02	E	EWS Stats Trend: General CAIRS reports are increasing.			C

12. ITEMS TO BE TABLED

While the university is operating under emergency circumstances the committee agrees that the following items are to be referred forward until the committee and department has the capacity to continue with these health & safety items.

Items that remain in ongoing & new business have taken precedent during the department's response to COVID-19 and the scaled back work arrangements. The committee agrees that the items below will be reassessed based on the departments' safety needs at a more suitable time.

Motion to table items: Moved by: _____ Seconded by: _____

Original Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
NB-2023/06/09-02	E	Abandoned steam tunnels Degrading condition. Contains IT infrastructure Trades LST inform JOHSC of the degradation of the tunnels bring up to management safety group to address. March 2024: No update Dec 2023: This item is beyond the scope and capabilities of the JOHSC as it is a university asset. No immediate concerns. Will monitor for degradation as part of routine inspections. Nov 2023: No new updates	RN/RH	Apr 2024	IP



12. ITEMS TO BE TABLED

While the university is operating under emergency circumstances the committee agrees that the following items are to be referred forward until the committee and department has the capacity to continue with these health & safety items.

Items that remain in ongoing & new business have taken precedent during the department’s response to COVID-19 and the scaled back work arrangements. The committee agrees that the items below will be reassessed based on the departments’ safety needs at a more suitable time.

Motion to table items: Moved by: _____ Seconded by: _____

Original Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
		Oct 2023: Item needs to be under IT and not EWS. Will discuss with Siu. Sep 2023: RH to talk to Siu Tse to get this pushed out of EWS responsibility. This is a university wide issue. Aug 2023: IT is continuing assessment. Adding RH to follow up with employer as this item is well beyond abilities of EWS JOHSC. Jul 2023: IT is looking at the infrastructure. Assessment to follow. Work in progress.			

13. TAKE 5

Mindfulness relaxation session via YouTube video

14. NEXT MEETING

Date:	April 11, 2024 (2nd Thursday of the month)
Time:	12:30 pm
Location:	CEC Meeting Room

15. MEETING ADJOURNED

Time:	1:43 pm
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LEGEND

PRIORITY:		STATUS:	
A	Critical/Life threatening/high probability	N	New
B	Urgent/moderate probability of recurrence	R	Repeat
C	Important/low probability of recurrence	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 and Risk Services ubcsafety.committee@ubc.ca
- Posted on any Safety Bulletin Boards (if applicable)