



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Faculty of Arts

Worker Co-Chair: Andrew Riter
Employer Co-Chair: Mauray Toutloff

Date: March 19, 2024

Time: 10:00am
Location: Via Zoom

AGENDA:

<ol style="list-style-type: none"> 1. Roll Call 2. Determination of Quorum 3. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes 4. Additional Agenda Items, Review Actionable Items from Local Safety Team (LST) Minutes & Approval of Agenda 5. Review Centralized 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 Formal Recommendation Letters & Regulatory Inspections 10. New and Other Business 11. Next Meeting 12. Meeting Adjournment
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1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Andrew Riter	CUPE 2950	Chan Center	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jennie Ramstad	CUPE 2950	Buchanan Tower	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ryan Murcar	CUPE 2950	FWT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vicky Alexandrakis	CUPE 2950	Old Administration Building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Silva Kraal	CUPE 2950	Buchanan A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Employer Representatives	Work Location	Present	Regrets	Absent
Mauray Toutloff	MOA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nick Smolinski	Old Administration Building	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vi Adams	Iona Building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Andrea Tuele	AHVA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/Guests	Work Location	Present	Regrets	Absent
Kate Melkert	SRS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Himani Katyal	SRS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ana Policzer	Arts Facilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* (A) – Alternate member

2. DETERMINATION OF QUORUM

- a. A minimum of 4 members;
- b. Worker representatives (faculty and staff workers who do not exercise managerial functions) and employer representatives (management workers who exercise managerial functions);
- c. At least half of the members must be worker representatives;

Is there quorum for this meeting <i>* If quorum is not met, the meeting does not qualify as a monthly meeting. The monthly meeting will need to be rescheduled within the same month.</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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3. APPROVAL OF PREVIOUS JOHSC MEETING MINUTES

(Statement to indicate minutes of previous meeting have been read & acknowledged and to record any corrections to it)

- Move to adopt minutes. Moved by: Jennie Ramstad Seconded by: Mauray Toutloff
- (List amendments to minutes)

Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

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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.

***Auditorium Annex heating issue. Igancio to prep letter. Will be sent to the Dean as Gerald is not here
February DSS/BSB LST Minutes – concerns highlighted regarding nearby construction.***

Firehall getting moved.

LST concerns re: safety with construction

No actionable items noted

Is the agenda approved?

Yes

No

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 # and Incident Date)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
133928 2024-02-21 ICIS – BUCH TOWER	C	ICIS-Inst Critical Indegenous Studies/BUT-BUCH Tower Outside north side of building near recycling bins. Generator that is assumed to belong to film crew working area, but not connected to any equipment is running and diesel fumes are filling area going towards windows			C



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
		Best way to deal with a situation- Go to Film liason for things related to projects. LST note – if film issues contact Arlene Chan.			
133981 2024-02-27 MUSA-MUSEUM OF ANTHROPOLOGY	C	<p>A light pole base was extremely corroded, broke during strong winds (likely Feb 26/24). Unknown what time pole fell, was reported to Facility Manager at 830am on Feb 27/24. Light pole fell into landscaped area beside parking lot. Nobody struck by pole. No damage to anything other than pole. Pole wiring was exposed but no wires broker. Light pole still functional after falling. Building Ops notified shortly after 830am.</p> <p>Root Cause: Corrosion weakened the pole base causing it to fall</p> <p>Corrective Action Identified: Building Ops was notified to make area safe. Inspect all other light poles of similar type in area to ensure no other poles are corroded and at risk of falling. Service request has been submitted to Building Ops (SR 268273-Feb 28)</p> <p>Inspection done on all poles and inspection of grounds will be done before opening.</p>			C
134012 2024-03-04 THTR-THEATRE & FILM-FREDERIC WOOD	B	The FWT stage has older theatrical lights installed as semi-permanent “blue work lights” around the perimeter of the stage. These are used to provide llight backstage for the crew during the show. The untis along the back wall were on Friday afternoon and the cable connection melted and the old transformer dimmer became very hot. Workers discovered the damaged cable due to the odor of melting plastic and a fire was narrowly avoided.			C



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
		<p>Root cause: The equipment used for the semi permanent blue lights is old and no longer reliable. It gets used because the Department does not have enough modern equipment in its inventory and all the newer units get used on stage. A different solution will need to be found moving forward.</p> <p>Corrective Action 1: Corrective Action Identified: unplug all lights of the same style/control. This was executed immediately. Estimated Completion Date: 2024-03-01 Final Actions Taken: as above Date Completed: 2024-03—01</p> <p>Corrective Action 2: Correction Action Identified: Find alternative fixtures/dimmers for “blue running lights” Estimated Completion Date: 2024-07-27</p> <p>Kate will follow up with department since multiple issues</p>			
134019(134013) ARDO-ARTS DEAN OFFICE – VST-IONA BLDG	C	<p>The employee uses a covered twist tie to tie their computer cords together a their desk workstation. They were fixing the cords together to ensure they weren’t a tripping hazard and the metal end of the plastic covered twist tie jabbed themand slightly cut into he side of their right thumb, just under nail bed. The cut was small and bled a small amount. Area was washed in washroom an covered with a bandaid.</p> <p>Root Cause: due to loose cords at the desk, a twist ies is used to contact the cords to avoid a tripping hazard. When the employee needs to remove their computer charger the twist toe needs to be adjusted. The twist tie is not the best tool to maintain the cords due to sharp ends.</p>			C



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
		<p>Corrective Action Identified: Cords need to be secure appropriately and a permanent laptop charger installed.</p> <p>Estimated completion Date: 2024-03-15</p> <p>Final Actions Taken: Cord wrap and laptop charger have been ordered and will be installed next week.</p>			
<p>134038 2024-03-05 ANTH- ANTHROPOLOGY ANSO- ANTHROPOLY AND SOCIOLOGY BLDG</p>	C	<p>Driver of Black Honda heading east along NW Marine Drive nearly collided with a pedestrian walking North towards the ANSO building along the marked crosswalk from the Rose Garden Parkade. Several cars turning right into the Rose Garden Parkade blocked the driver's view of pedestrians crossing Northbound and the vehicle crossed the crosswalk at speed. The driver narrowly missed the pedestrians on the crosswalk.</p> <p>Christa Falkner (transportation planner). Send report. Also add snow clearing issues Kate – Metro Vancouver .</p>			C
<p>134035 2024-03-09 CHAN-CHAN CENTRE FOR PERFORMING ARTS AUD-OLD AUD BLDG</p>	C	<p>Worker was returning from focusing lighting fixtures in lighting catwalks at Old Auditorium (Rm 427A/B). As worker turned to go through short access door and down ship's ladder, worker felt discomfort in their back. Discomfort continued to increase throughout the weekend when away from work on Sunday.</p> <p>Root Cause: Entering and exiting the lighting catwalks involves climbing a ships ladder and crawling through a ½ height access door. The root cause is this is environmental, there is limited space/constrained posture.</p> <p>Corrective Action Identified: Members of the LST and Production Department will review access to this space. There will be an assessment of ease of access, any existing hazards and if access to space requires additional training or wellness resources to be provided to all workers.</p>			IP



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

<p>134074(134075) CHAN CENTER FOR PERFORMIN ARTS-CONCERT HALL CATWALK LEVEL ROOM 440 2024-03-16</p>	<p>C</p>	<p>Supervisor was providing training in Fall Prevention to 3 staff. Group was standing in Catwalk of Concert Hall. Group was all in Fall Arrest Harnesses, standing, talking about suspension trauma and how to mitigate it (1130am approx.). Group had been there 5-10 minutes. Worker said he needed to sit down. Went out to stairwell (same level) and continued talking. Worker was sitting forward, then sitting back against stairs, then went slack. Woker was out for about 20 seconds. Woker regained consciousness, but didn't know where they were. UBC First Aid was called. They arrived withing 5mins of call at Level 4. Woker vomited. FA attended woker and eventually asked for 911 to be called in order to get worker down stairs (9 segments/switch backs) 911 called and arrived within 5 minutes of call. Emergency services attended worker and FA left at 1205. Ambuland crew moved worker downstairs in sit cart at 1225pm. Ambulance left with worker to UBC Urgent Care. UBC FA and Ambulance crew cleaned up area of vomit and staff was asked to wash Fall Arrest Harness and Emergency Blanket provided.</p> <p>Root Cause: Pre-existing condition unknown to supervisor/trainer. Worker feels faint at discussion of medical issues on the body (discussion is necessary for Fall Arrest Training). Worker hadn't had breakfast in in am or a meal (dinner) previous evening. Root Cause: Pre-existing medical condition, discussion required during training.</p>			<p>IP</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)

Distribute inspection checklist(s) and report(s) for meeting and use this table to record discussion and new recommendation(s)

No actionable items noted



6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)

Item # (Use Inspection #)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
<i>E.g.</i> <i>GI-Rix-19/09/13</i>		<i>Enter any information relevant to the inspection, JOHSC action items, status of corrective actions, etc.</i>			

* 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	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status																
ED 2024-03-19	E	New members are required to complete Part 1 & Part 2 of fundamentals training within 6 months of joining the committee, record the status of training until completed.																			
ED 2024-03-19	R	Record any members’ use of additional health & safety educational hrs																			
ED 2024-03-19	E	<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 – 11:30am</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					
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 – 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
OB.01 BUCH C- Poli Sci 2024.01.12	C	<p>Description: Worker was leaving campus on Jan 12 around 7:30-7:45pm. There was significant ice in the courtyard from the small amount of snow the day before. The courtyard was very slippery. The employee slipped on ice while trying to get from the Buchanan Complex to their car parked in Rose Garden Parkade. In order to avoid falling, the employee reported that they contorted their body to keep their balance. As soon as they got to their car, the employee reported they could feel pain from their neck to lower back. They did not realize this incident would be considered a "workplace injury" so they did not report it immediately. The worker did report the injury to their parent and a number of graduate students the next day. The worker informed their massage therapist and doctor in the next week. The doctor diagnosed the worker with an injury. The worker made a formal report following an ergonomic assessment when the person assisting him suggested that the worker contact their supervisor and inform the supervisor of the injury. The unit administrator worked to complete the supervisor's report on behalf of the director/supervisor also working with the Arts Safety office. Root Cause: Insufficiently salted or cleared pathways and grounds for employee to make it safely to their car, despite using main routes.</p> <p>Corrective Action Identified: As this occurred during freezing temperatures when ice forms on the ground. The corrective action would involve better salting of main walking routes and/or clearing pathways to the carpark. Inform UBC Building Operations of the courtyard as a high risk area and to ensure the space is cleared and salted in advance. Inform employees to be mindful of this zone and to take extra caution.</p> <p>Estimated Completion Date: 2024-02-29</p> <p>Final Actions Taken: On-going during next period of inclement weather. Arts Safety will add this zone to it's areas of high risk map to inform arts staff of zones on campus with previous fall incidents.</p> <p>Make aware to report injuries. Nick will check in with SRS if any additional steps</p>	NICK	APRIL	IP



8. ONGOING BUSINESS – Status of Action Items					
<p>OB.02.133886 2024.02.06 AHVA - DSS</p>	<p>B</p>	<p>Near miss: External contractors were working on the exterior roof of the building. Construction garbage and building materials were being thrown from the roof and top of stair directly outside of the accessible entrance including lumber, roofing membrane, shingles and other garbage. I relayed the safety risk to the workers and asked them to stop underscoring the accessible entrance and hazard to building users.</p> <p>Root Cause: The contractors were not following safe work procedures and did not use signage, cones or indicate alternate access routes while performing the work.</p> <p>Nick: Will contact Project Manager regarding issue and the need to speak to contractors as this is the second incident with this contractor Project services need to file reports. Arts Safety will follow up.</p> <p>2024-03-19 Andrea – worker that was affected didn't report promptly. Project manager was contacted. Difficult to have those conversations. PM has not been very available. Always contact PM. There are rules as how to operate. Contractual obligations. If PM not helpful, contact Project Services. Ana will provide name for who to report to at Project Services Kate: if continues in multiple different spots, write a recommendation letter to project services. If accessibility issue contact Christa Falkner</p>	<p>NICK</p>	<p>APRIL</p>	<p>IP</p>
<p>OB.03 133903(133902) 2024.02.14</p>	<p>C</p>	<p>Description: Employee was going downstairs and stumbled. About three steps down successfully grabbed the railing and stopped fall. Right arm banged the railing (no injury), and employee swung left arm to catch the</p>	<p>Vicky</p>	<p>March</p>	<p>C</p>



8. ONGOING BUSINESS – Status of Action Items					
BuTo Stairwell 4 th & 5 th - English		bars below the railing. In so doing wrenched left shoulder and neck, and strained right lower back. Root Cause: Employee had a mis-step and attempted to correct their balance in the process Investigation: investigated stairwell and no obstructions or issues with stairwell			
OB.04 132442 2023.10.25 ARO - Theatre-Film Office 307	C	Ceiling panel fall Kate will speak to Paul	Nick	April	IP
OB_05 2024.01.16	D	Arts LSTs <ul style="list-style-type: none"> • Brock Commons new building. • Will need LST when back. • Go to CUPE to see if any members would like to join • Andrew to talk to CUPE to get membership and also to Faculty Association. Ideally someone from each LST Andrew has reached out twice to 2950, 116 ,2278 Faculty Association and to Dean’s Office. Can Vi/Andrea reach out to Faculty Members as they are the missing division on our JOHSC	Andrew	March/April	IP
OB.06 CAIRS 132491	C	Electrical Cord in Film <ul style="list-style-type: none"> • Ryan did ome great follow up with unit to check the ratings and condition of the bars and extension cords with Andrew and Stuart . • Need confirmation from Building Ops as to their incident response • Question as to why breaker did not function as expected • Forwarded to FM and building ops and awaiting answer Nick will follow up with Plant ops (Building ops-Benny) 	Nick	April	IP



8. ONGOING BUSINESS – Status of Action Items					
OB_07-CAIRS 132564	C	School of Social Work – Injured Fingernail <ul style="list-style-type: none"> Follow up if corrective actions taken 	Nick	April	C
OB-08 NB ARTS JOHSC ANIMAL VISITORS		Animal Visitors at UBC Public Venues <ul style="list-style-type: none"> Legal will follow up with Nick No update this month from legal. 	Nick	April	IP
OB_09 De- escalation Training 2023.02.23		De-escalation training <ul style="list-style-type: none"> Units in Arts have inquired for their grad students. Nick reviewing what UBC options there are for this. 	Nick	April/May	IP
OB_10_Buchana n Wayfinding 2023.04.18		Challenges with Wayfinding in Buchanan Complex - individuals with accessibility needs. <ul style="list-style-type: none"> Translink pilot project has been completed. Results not reported as data being analyzed. No update yet 	Vicky	April/May	IP
OB-11 Arts JOHSC Membership		Goals: <ol style="list-style-type: none"> Increase committee membership and identify a Faculty rep for the JOHSC Improve the formal tracking system for general inspections Encourage more LST members to join the JOHSC <p>Andrea to Vi- will check if email can be sent (through HR) to encourage more members to join Kate – there is a need to have a Faculty member on board for representation Next step- Dean can make a directive choice.</p>	JOHSC		IP

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

9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
Item #	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status



9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
(use Recommendation or Report #)						
FOA-JOHSC_01 REC-LETTER.	B	<p>AUD X A – formal JOHSC Letter and meeting with Dean update</p> <ul style="list-style-type: none"> • Andrew, Vicky and Nick met with Clare Crowston on February 7 • delivered an informative summary and answered the Dean’s initial questions • Dean agrees Arts needs to pursue the concerns outlined and will advocate for safety solutions • Arts JOHSC Formal letter of recommendation forthcoming <p>*Letter has been submitted to the Dean. There is a meeting scheduled on 03-18-2024 at 330pm to discuss the formal letter with the Dean, JOHSC and SRS*</p> <p>Status update given by Bruce. Dates are currently scheduled to replace beams. Early in April and mid-April. Wheelchair ramp will be looked at. Unsure if handrail will be done. Information has not been sent to us.</p> <p>Bruce and Kate will set up meeting with Patrick in regards to other issues. (bats, handrails, etc) Timeline request.</p>	Andrew Nick			IP

* REC – Recommendation Letter *IR – WorkSafeBC Regulatory Inspection

10. NEW & OTHER BUSINESS



10. NEW & OTHER BUSINESS					
Item # (NB-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
NB_01 2024.03.15	E	<p>Electrical Safety Website</p> <p>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>			C
NB_02 2024.03.15	E	<p>SRS General Inspection Updates</p> <p><i>Emergency Exit Signs</i></p> <p>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></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 facilities manager if you have any questions. Relevant inspection templates have been updated to reflect this communication.</p>			C



10. NEW & OTHER BUSINESS				
NB_03 JACK BELL	B	<p>Issues with construction being done at Jack Bell. There have been multiple issues with the project at Jack Bell. Some past issues have been blocked fire escapes, without warning, or notices inside; dropping building materials off the roof without exclusion zones, fencing, or ground crew to ward off people walking on open sidewalks below) in the past year.</p> <p>It appears that similar a issue has occurred recently at the Jack Bell building, where construction debris (panels of 3' x 4' (?) drywall or plywood) were being tossed out a 3rd or 4th story window to the ground below. While there was fencing blocking the front stairs where the construction bin was located, any breeze could have taken the panels off course and outside the fencing, into an active walkway.</p>		
NB_04 2024.03.15		<p>Arts JOHSC Membership</p> <ul style="list-style-type: none"> • More members needed 		

*NB – New Business

11. NEXT MEETING	
Date:	April 16, 2024
Time:	10:00am
Location:	Via Zoom

12. MEETING ADJOURNED	
Time:	11:01am

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

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
- Posted on any Safety Bulletin Boards (if applicable)