



## Facilities Joint Occupational Health & Safety Committee Meeting Minutes

**Name of Committee:** Facilities  
Joint Occupational Health & Safety Committee

**Worker Co-Chair:** Carmen Raiche de Araujo (chair)  
**Employer Co-Chair:** James Woo (co-chair)

**Date:** March 21, 2024

**Time:** 1:30 – 2:30pm  
**Location:** USB Room 1100, Red Room

### 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>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. Next Meeting</li> <li>12. Meeting Adjournment</li> </ol>
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1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Lisa Higuchi (co-chair alternate; Feb 2022 – 2024)	CUPE 116	Customer Services & Informatics	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
James Woo (co-chair; Feb 2022 – 2024)	AAPS	Project Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Melissa Vincent	CUPE 116	Customer Services & Informatics	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mikhail Manaligod	AAPS	Customer Services & Informatics	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick Wong	AAPS	Facilities Manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Employer Representatives	Work Location		Present	Regrets	Absent
Carmen Raiche de Araujo (co-chair; Dec 2022 – 2024)	Customer Services & Informatics		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Francois Desmarais (co-chair alternate; Dec 2022 – 2024)	Customer Services & Informatics	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Steven Lee	Facilities Planning	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Resources/Guests</b>	<b>Work Location</b>	<b>Present</b>	<b>Regrets</b>	<b>Absent</b>
Lori Takenaka	SRS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shirley Tseng (minute taker)	Clerical Pool	<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? <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: Francois Desmarais Seconded by: James Woo
- 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		
<ul style="list-style-type: none"> <li>SRS Monthly Co-Chair Email</li> </ul>		
4A. REVIEW ACTIONABLE ITEMS FROM LST MINUTES (if applicable)		
<p><i>Place actionable items under Accident/Incident Investigation, Safety Inspections, Correspondence, New Business etc. as applicable and assign proper item # for further discussion/action.</i></p> <p><input checked="" type="checkbox"/> No actionable items noted</p>		
Is the agenda approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
<p>See attached incident report:</p> <ul style="list-style-type: none"> <li>Monthly Incident List &amp; Statistical Summary Report <i>(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)</i></li> </ul>						
(* See Legend at End for Priority and Status Codes)						
Item # (Use CAIRS Incident ID #)	Priority	Accident Type	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up Date	Status
			<ul style="list-style-type: none"> <li><b>No Accident/Incident in February 2024</b></li> </ul>			



6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)						
<i>Attach inspection checklist(s) and report(s) to these meeting minutes and use this table to record discussion and new recommendation(s)</i>						
Item #	Priority	Date	Discussion/Comments/Recommendations	Assigned To	Follow up Date	Status
USB– Common areas and Facilities 2 <sup>nd</sup> Fl office areas 2024Mar-06	B	05-Mar-24	<u>Bookshelf/Cabinet in Rm 1022</u> USB 2 <sup>nd</sup> floor lunchroom 1022 Cabinet/Bookshelf needs to be seismically restrained. SR 271571.00.00 has been submitted	Francois/ Lisa/ Mikhail	Apr/24	N
USB– Common areas and Facilities 2 <sup>nd</sup> Fl office areas 2024Mar-05	B	05-Mar-24	<u>Unlocked Electrical Panels</u> John Lampietro was notified on the spot for electrical panel “M” in hallway 0061, outside of room 067 & panel not labelled but next to panel “CC” in hallway 0099, outside of the Day Care.	Francois/ Lisa/ Mikhail	Apr/24	N
USB– Common areas and Facilities 2 <sup>nd</sup> Fl office areas 2024Mar-04	B	05-Mar-24	<u>Lights Burnt Out</u> USB Stairwell 1 Level 1 Exit Sign Light Burnt Out SR 269504.00.00 has been submitted.	Francois/ Lisa/ Mikhail	Apr/24	N
USB– Common areas and Facilities 2 <sup>nd</sup> Fl office areas 2024Mar-03	B	05-Mar-24	<u>Lights Burnt Out</u> 2 <sup>nd</sup> Floor Hallway by Elevator Two Lights Burnt Out SR 269499.00.00 has been submitted.	Francois/ Lisa/ Mikhail	Apr/24	N
USB– Common areas and Facilities 2 <sup>nd</sup> Fl office areas 2024Mar-02	B	05-Mar-24	<u>Lights Burnt Out</u> 1 <sup>st</sup> Floor Hallway 0021 Two Lights Burnt Out. SR 269496.00.00 has been submitted.	Francois/ Lisa/ Mikhail	Apr/24	N



**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	Date	Discussion/Comments/Recommendations	Assigned To	Follow Up Date	Status
ED-2024/Jan/18-01	E	<b>Mar 21/24</b> Feb 20/24 Jan 18/24	<b><u>New JOHSC Member Safety Training - Mikhail Manaligod</u></b> <b>Item complete.</b> In progress. Mikhail Manaligod joined JOHSC on January 24, 2024 and will need to complete JOHSC Fundamentals Part 1, 2A & 2B within 6 months of joining by June 2024. Below is the link to sign up: <a href="https://safetycommittees.ubc.ca/training-calendar/">https://safetycommittees.ubc.ca/training-calendar/</a>	Mikhail Mikhail	Jun/24 Jun/24	<b>C</b> IP N
ED-2020/Nov/19-01	E	<b>Mar 21/24</b> Feb20/24 Jan 18/24 Nov 16/23  Oct 19/23 Aug 17/23	<b><u>Safety Training</u></b> <b>No update.</b> No update. In progress. Any items in this item prior to Aug. 17, 2023 were removed from this minute but can be referred to previous minutes. Lisa, Francois and Steven attend UBC Safety Day on October 3 <sup>rd</sup> All members registered for UBC Safety Day in October 2023.	<b>All</b> All All All  All All	<b>Apr/24</b> Mar/24 Feb/24 Dec/23  Nov/23 Sep/23	<b>IP</b> IP IP IP  IP IP

\* ED – Education and Training



8. ONGOING BUSINESS – Status of Action Items						
Original Item #	Priority	Date	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow Up Date	Status
NB-2024/02/20-12	E	21-Mar-24 20-Feb-24	<p><b><u>I-B-28 Hazard Identification &amp; Assessment Program</u></b>  <b>Item complete.</b>            The main edits were as follows:</p> <ul style="list-style-type: none"> <li>• Updated the template</li> <li>• Expanded the references and definitions and added legal requirements</li> <li>• Edited the roles and responsibilities</li> <li>• Level 1 Job Safety Review               <ul style="list-style-type: none"> <li>○ Added “as required” in addition to the annual review under next review date</li> <li>○ Changed from JOHSC Member to JOHSC Worker Rep in the last table</li> </ul> </li> <li>• Level 2 Hazard ID &amp; Assessment Form:               <ul style="list-style-type: none"> <li>○ Revised Tables 2 and 3 to include additional information and hazards</li> <li>○ Added links to the documents/forms that were previously attached/referenced under Level 3</li> </ul> </li> <li>• Level 3 Assessment Level:               <ul style="list-style-type: none"> <li>○ Removed the “level 3” form/document grouping as they’ve been incorporated into the Level 2 Hazard ID &amp; Assessment.</li> </ul> </li> </ul> <p>Please review and provide feedback by March 31<sup>st</sup>, 2024.</p>	All	Mar/24	C N

9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
Item # (Use Recommendation #)	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status
IR #202416973021A	E	<p><b>Description:</b></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>	N/A	Feb 12/24	N/A	Info only



9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
Item # (Use Recommendation #)	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status
		<p><b>JOHSC/LST General Learnings/Discussion Points:</b></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>				
IR #202416973017A	E	<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 <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></li> <li>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>	N/A	Feb 6/24	N/A	Info only

\* REC – Recommendation Letter



**10. NEW & OTHER BUSINESS**

1. General discussion items (list actionable items below)

Item #	Priority	Date	Discussion and/or Action Items	Assigned To	Date to be Completed	Status																
NB-2024/03/21-17	E	21-Mar-24	<p><b>JOHSC Training</b> 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"> <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 – 11:30pm</td> <td>April 17<sup>th</sup> 1:00pm – 2:30pm</td> </tr> <tr> <td>March 14<sup>th</sup> 11:00am – 1:00pm</td> <td>March 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 – 11:30pm	April 17 <sup>th</sup> 1:00pm – 2:30pm	March 14 <sup>th</sup> 11:00am – 1:00pm	March 16 <sup>th</sup> 1:00pm – 3:00pm			N/A	N/A	Info Only
JOHSC Training		LST Training																				
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March 14 <sup>th</sup> 11:00am – 1:00pm	March 16 <sup>th</sup> 1:00pm – 3:00pm																					
NB-2024/03/21-16	E	21-Mar-24	<p><b>Daylight Savings Time starts Sunday March 10 at 2:00am</b> 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>• Rest up: Go to bed earlier to get your usual amount of sleep so you can be well rested and alert</li> <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               <ul style="list-style-type: none"> <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> </li> </ul>	N/A	N/A	Info Only																
NB-2024/03/21-15	E	21-Mar-24	<p><b>SRS General Inspection Updates</b> <b>Emergency Exit Signs</b> 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 <a href="#">General Inspection Template</a>. This revision specifies that the inspection of illuminated emergency exit signs is applicable only to "existing</p>	N/A	N/A	Info Only																





**10. NEW & OTHER BUSINESS**

1. General discussion items (list actionable items below)					
			<p>or installed" exit signs. The focus should be on ensuring that all current or newly installed signs are visible and functional.</p> <p><i>Electrical Panel Clearance</i> Building Operations' teams, have observed that the required 1-meter clearance in front of electrical panels are not being maintained throughout campus. When conducting your inspections, be diligent in ensuring this clearance is maintained. Please contact your <a href="#">facilities manager</a> if you have any questions. Relevant inspection templates have been updated to reflect this communication.</p>		
NB-2024/03/21-14	E	21-Mar-24	<p><u>Electrical Safety Website</u> 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>	N/A	Info Only

**11. NEXT MEETING**

Date:	April 18, 2024
Time:	2:00 pm – 3:00 pm
Location:	USB Room 1100, Red Room

**12. MEETING ADJOURNED**

Time:	1:46 pm
	Primary: James Woo
	Second: Melissa Vincent

**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

**Inspection Schedule 2024**

January C&CP 1 & 2 and USB	February	March C&CP 1 & 2 and USB	April	May C&CP 1 & 2 and USB	June
Worker Rep: <b>James Woo</b>	Worker Rep	Worker Rep: <b>Lisa Higuchi</b> <b>Mikhail Manaligod</b>	Worker Rep:	Worker Rep: <b>Patrick Wong</b>	Worker Rep
Mgmt Rep: <b>Steven Lee</b>	Mgmt Rep	Mgmt Rep: <b>Francois Desmarais</b>	Mgmt Rep	Mgmt Rep: <b>Carmen Raiche de Araujo</b>	Mgmt Rep
<b>**Exterior Area Inspection</b>					
July C&CP 1 & 2 and USB	August	September C&CP 1 & 2 and USB	October	November C&CP 1 & 2 and USB	December
Worker Rep: <b>Melissa Vincent</b>	Worker Rep	Worker Rep: <b>James Woo</b>	Worker Rep:	Worker Rep: <b>Mikhail Manaligod</b>	Worker Rep
Mgmt Rep: <b>Steven Lee</b>	Mgmt Rep	Mgmt Rep: <b>Carmen Raiche de Araujo</b>	Mgmt Rep	Mgmt Rep: <b>Francois Desmarais</b>	Mgmt Rep
<b>**Exterior Area Inspection</b>					

**Monthly Distribution and Posting of Approved Meeting Minutes (Required):**

- Responsible VP
- Responsible Managing Director/Dean
- All LST members
- Internal Communications Person