



## Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Faculty of Arts

Worker Co-Chair: Andrew Riter  
Employer Co-Chair: Gerald Vanderwoude

Date: January 16 ,2024

Time: 10:00am  
Location: Zoom

### 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 Centralized Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents - Monthly Incident List &amp; Statistical Summary Report <ul style="list-style-type: none"> <li>• 132607(132564)</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 Formal Recommendation Letters &amp; Regulatory Inspections</li> <li>10. New and Other Business</li> <li>11. Next Meeting</li> <li>12. Meeting Adjournment</li> </ol>
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***“We would like to acknowledge that UBC’s Vancouver Point Grey campus is situated on the traditional, ancestral, unceded territory of the xwməθkwəy’əm (Musqueam people). I would also like to acknowledge that you are joining us today from many places, near and far, and acknowledge the traditional owners and caretakers of those lands.*”**



1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Andrew Riter	CUPE 2950	Chan Centre	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aaron Woods	CUPE 116	Geography Building	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Jennie Ramstad	CUPE 2950	Buchanan Tower	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ryan Murcar	CUPE 2950	FWT	<input checked="" 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"/>

Employer Representatives	Work Location	Present	Regrets	Absent
Gerald Vanderwoude	Buchanan A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nick Smolinski	OAB	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mauray Toutloff	MOA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/Guests	Work Location	Present	Regrets	Absent
Paul Wong	SRS/ DRB (TEF 2)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ana Policzer	C & CP Building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kate Melkert		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Himani Katyal		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\* (A) – Alternate member

Read Me: NB\_02 - A warm welcome to Mauray Toutloff who is joining us from MOA as a new employer rep and JOHSC 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"/>



### 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: **Nick Smolinski** Seconded by: **Jennie Ramstad**

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

Is the agenda approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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#### ADDITIONAL AGENDA ITEMS


### 5. REVIEW ACTIONABLE ITEMS FROM LST MINUTES (if applicable)

<b>2023.12.18</b>	<b>BUCH COMPLEX</b>	<b>LST Minutes</b>	<b>(NO ITEMS highlighted for Arts JOHSC to review and follow up)</b>
<ul style="list-style-type: none"> <li>CAIRS 132124 Student injured after sitting in broken chair in classroom - <b>Action taken, Nick Smolinski and Vicky Alexandrakis:</b> Broken chair accident: Inspected the existing chairs, a few cracked chairs were pulled out and removed from the classroom as a precaution. Chairs have been marked with precaution tape.</li> </ul>			
<b>2023.12.12</b>	<b>THEATRE AND FILM</b>	<b>LST Minutes</b>	<b>(NO ITEMS highlighted for Arts JOHSC to review and follow up)</b>
<ul style="list-style-type: none"> <li>CAIRS 132442 Plaster fell off Ceiling - Ceiling has been “repaired” by attaching plywood to the ceiling. Occupant isn’t happy, but it has been made safe.</li> </ul>			
<b>2023.11.27</b>	<b>ASIAN CENTER</b>	<b>LST Minutes</b>	<b>(NO ITEMS highlighted for Arts JOHSC to review and follow up)</b>
<ul style="list-style-type: none"> <li>CAIRS reported but no numbers Student bumped head on shelf and Custodial Staff back strain incident</li> </ul>			



## 5. REVIEW ACTIONABLE ITEMS FROM LST MINUTES (if applicable)

- LST units preparing BERPs (in progress) and some Workplace Inspections (in progress)
- JOHSC to follow up and support – Arts Safety(?)
- LST minutes from end of 2022 and all of 2023 were submitted to Sharepoint all at once in December. Will remind LST Teams the importance of submitting to Sharepoint after each meeting. Reminder LST Teams to highlight issues.

### 2023.11.16                      ANSO                      LST Minutes                      (NO ITEMS highlighted for Arts JOHSC to review and follow up)

- Arts Safety working with ANSO LST to restart meeting schedule and assist with initial workplace inspections and fire drill planning
- Arts safety to sit in on next 4 meetings and work with their team

### 2023.10.11                      AHVA                      LST Minutes                      (ITEMS HIGHLIGHTED are included)

- Auditorium Annex A
  - Critical Accessibility and Working Condition 12.02.2022
  - Faculty Occupant/LST Member – A month ago surrounding the state of AUDx A: a consensus among occupants that they should be moved. Bat infestation and droppings are sources of disease that could be quite dangerous in addition to rabies. The stairwell outside the building is extremely steep and is rotting. There has been work done on the right hand side, temporarily putting a board up which was not solving anything. The major problems are that the stairs will become hazardous and slippery when it rains; no washroom on second floor, and occupants always have to go to the first floor. We need to ask again for remediate work on the stairs/stairwell.
  
  - AHVA concerned re: bat infestation. animals are protection.
  - Andrew - Guano is dangerous . What options do they have. Need to talk to university but how do we make occupants feel safe. Will follow up with where issues are happening and will follow up with UBC. No options for washrooms. Additional conversation needs to be had
  - Gerald – tehse bats are a highly protected species. Bat box outside opera house is there to lure them. Bat box designed for bats to move into and have newhome. There is separation between bats and humans at building. Bats cannot be removed.
  - Andrew – But if building comes down, bats need to be moved anyway
  - Gerald- building is indeed delapidated.
  - Provincial building review, province is assessing buildings. Question sent to FM if we can see report. Not received answer from FM



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

- Nick will speak with administrator at AHVA and follow up with the in regards to process. Nick did let them know we are working on it.
- Nick will speak with the Dean to give a heads up in regards to issues. Not arranged yet.
- Nick has drafted a letter to be sent to Dean. Comments from Andrew included and appreciated. Will be sent early February

**6. 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
132607(132564) 2023.12.07	C	<p><b>School of Social Work   Laceration (Injury)   Worker</b></p> <p><b>Discription:</b> Worker was helping staff set up for an at work event. The worker was opening a box of supplies and their fingernail ripped (top part of nail, less than half of the nail) and cut the skin. The injury occurred on the worker’s left hand index finger.</p> <p><b>Update:</b> 2023.12.12 Safety advisor reached out to supervisor to offer assistance with the report and investigation process.</p> <p><b>Root Cause:</b> Worker was opening packaging for a product required for an upcoming function and whilst pulling the box to open the foce pulled their fingernail causing it to rip. This resulted in minor injury</p> <p><b>Corrective Action Identified:</b> Review package type and opening procedure risks with workers and consider if a tool would have helped in</p>	Nick	February 2024	IP



**6. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:**

		<p>this situation. If it is determined that a tool can help, acquire appropriate tool and develop guidance/procedure to share with workers moving forward. Reach out to Arts Safety Office if in need of a safe tool option (ceramic safety blade?)</p> <p>Nick will follow up to see if safety actions have been completed.</p>			
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**7. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)**

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

No actionable items noted

Item # (Use Inspection #)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
		<p>IONA annual Inspection report submitted LST 12-08-23.</p> <ul style="list-style-type: none"> <li>• <b>HR Wing Basement</b> <ul style="list-style-type: none"> <li>-Water stain on ceiling beyond secure doors entering from VSE common space</li> </ul> </li> <li>• <b>Lower Level Iona</b> <ul style="list-style-type: none"> <li>- Corridor 000 - 2 light bulbs out</li> <li>- Lobby Area 030 - 1 light bulb out</li> <li>- Bathroom 046 - 1 light bulb out</li> <li>- Corridor 050 – 1 stained ceiling tile</li> <li>- Stair 4 – 1 light bulb out</li> </ul> </li> <li>• <b>IONA 2<sup>nd</sup> Floor</b> <ul style="list-style-type: none"> <li>-Office 238 – Shelf needs to be mounted to wall (SR initiated by VSE Career Cener on October 19/23)</li> <li>-Room 205 lights off (front)</li> <li>-Room 209 lighs off (front)</li> </ul> </li> </ul>			



7. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
		<ul style="list-style-type: none"> <li>-Kitchen lounge – lights out (SR to be submitted as per notes)</li> <li>- Rm 241, 201E,238, 239 (Chancel Room) – ceiling tiles slightly damaged or not in place (discussion with LST to submit SR if necessary)</li> <li>• <b>3<sup>rd</sup> Floor IONA</b> <ul style="list-style-type: none"> <li>-Classroom 301 – cluster of chairs in back corner</li> <li>-Classroom 301 – Broken rubber strap of second third roll carpet</li> <li>-Room 338 &amp; 335 light out</li> <li>-Room 331 light out</li> </ul> </li> </ul> <p>Gerald - have they put in SR's? Nick – inspection was submitted with hand written notes which makes it difficult. Will speak to unit to do electronic version. Follow up if work has been done. Biggest issue at IONA is lights burning out.</p>			

\* GI – General Inspection

8. 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
April 18-19, 2024		<p><u>Western Conference on Safety</u> (in person) April 18-19, 2024 at the Hyatt Regency Vancouver. Early bird registration ends on March 15, 2024 <a href="https://wcs.pacificsafetycenter.com/">https://wcs.pacificsafetycenter.com/</a></p> <p>Anyone from JOHSC is invited to attend for one day of training if you see anything of interest. JOHSC will pay for it. Let Vicky know and get funding and registration. Early bird before March 15.</p>			E



**8. REVIEW EDUCATION AND TRAINING**

January – March 2024		<p><b>Employers’ Advisers Seminars</b> (in-person or virtual) The Employers’ Advisers Office in-person and virtual training schedule for January – March 2024 has now been posted for registration <a href="https://eao-employersseminars.labour.gov.bc.ca/courses">https://eao-employersseminars.labour.gov.bc.ca/courses</a></p>			E																
March 21, 2024		<p><b>Women in Safety Summit</b> (in person) on March 21, 2024 at the Calgary Telus Convention Centre. Pre-launch registration ends on January 5th <a href="https://calgary.womeninsafety.ca/">https://calgary.womeninsafety.ca/</a> Check if online links. Look for Act Safety link for conference.</p>			E																
		<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" data-bbox="569 824 1415 1013"> <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>January 9<sup>th</sup> 10:00am – 12:00pm</td> <td>January 11<sup>th</sup> 1:00pm – 3:00pm</td> <td>February 12<sup>th</sup> 10:00am – 11:30am</td> <td>February 15<sup>th</sup> 1:00pm – 2:30pm</td> </tr> <tr> <td>March 12<sup>th</sup> 1:00pm – 3:00pm</td> <td>March 15<sup>th</sup> 10:00am – 12:00pm</td> <td>TBD</td> <td>TBD</td> </tr> </tbody> </table> <p>Reminder for Johsc members to do mandatory training Andrew completed electrical training</p>	JOHSC Training		LST Training		Part 2a	Part 2b	Part 2a	Part 2b	January 9 <sup>th</sup> 10:00am – 12:00pm	January 11 <sup>th</sup> 1:00pm – 3:00pm	February 12 <sup>th</sup> 10:00am – 11:30am	February 15 <sup>th</sup> 1:00pm – 2:30pm	March 12 <sup>th</sup> 1:00pm – 3:00pm	March 15 <sup>th</sup> 10:00am – 12:00pm	TBD	TBD			E
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\* ED – Education and Training

**9. ONGOING BUSINESS – Status of Action Items**

Original Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
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9. ONGOING BUSINESS – Status of Action Items					
<p>OB_01_2023.12. 12_01-TOR</p>	<p>A</p>	<p><b>JOHSC Terms of Reference 2023/24.</b> This was forwarded to all JOHSC members to review prior to meeting Approve TOR 2023/2024? Vote on TOR – Approved by Andrew, Jennie and Nick. Motion approved</p> <p>Gerald and Andrew passed two year (action item) sign and send to Vicky Nick – end of tor are LST’s done’t have 16 teams. We have 14. Nick updated as there have been a small change Gerald -new bldg. BROCK Commons will mean a new LST Team Andrew – only Faculty of Arts? We can manage our own people. If we can get everyone on board, but it is difficult. Gerald – a lot of people and units will be in there. Gerald to reach out on how to manage Brock Andrew – go to CUPE for members to join and Faculty Associate to do leg work. (make action item) Nick – alternates? Himani – no faculty member?</p>	<p>Arts JOHSC</p>	<p>January 2024</p>	<p>IP</p>
<p>OB_02-CAIRS _132442</p>	<p>B</p>	<p><b>Theatre and Film   Equipment/Facility Failure (no injuries)   worker</b></p> <ul style="list-style-type: none"> <li>• Plaster ceiling in the office</li> <li>• <b>Update 2023.01.12</b> - Awaiting additional update from FM</li> <li>• receptacle was replaced</li> <li>• remind unit to check other extension cords and bars for rating and condition</li> </ul> <p>Has been replaced. FM recommended we check with unit to check ratings and condition. Ryan to check in with unit to check the rating and condition of power bars and extension cords. Need confirmation equipment is checked in Film. JOHSC will provide him with the listed room for follow up.</p>	<p>Ryan</p>	<p>February 2024</p>	<p>IP</p>



9. ONGOING BUSINESS – Status of Action Items					
OB_03-CAIRS 132491 (132497)	C	<b>Theatre and Film (Film)   Equipment/Facility Failure (No Injuries)   Student Crew</b> <ul style="list-style-type: none"> <li>Extension Cord shorted and wall plug closed off until further repairs completed</li> <li><b>Update 2023.01.12</b> Awaiting update from FM</li> </ul>	Ryan	February 2024	IP
OB_04-CAIRS 132564	C	<b>School of Social Work   Injured fingernail</b> <ul style="list-style-type: none"> <li>See above in Section 6 for updated Supervisors Report 132607</li> <li>Nick will follow up</li> </ul>	Nick	February 2024	IP
OB_05-CAIRS 132405 (132394)	B	<b>English   Fall on Same Level (injury)   worker</b> <ul style="list-style-type: none"> <li>Buch D - Worker sustained an injury after falling while going up the stairs.</li> <li>Related to WSBC IR# 202316973137A</li> <li><b>Update 2023.01.12</b> - repairs to nosing complete, UBC Building Ops will apply safety coloured grip tape at top and bottom stair to bring attention to elevated nose cap which is part of the design of the stairs. Complete. Nosing fixed by UBC building ops and colored grip will be added to help to identify stair lip at top and bottom of case</li> </ul>	NA	/	C
OB_05- NB_Arts JOHSC Animal Visitors 2023.06.20-01	C	<b>Animal Visitors at UBC Public Venues</b> <ul style="list-style-type: none"> <li>Following conversations with MOA administration, Arts reached out to UBC Legal with an inquiry about a UBC wide policy regarding visitors with animals at public venues</li> <li><b>Update 2024.01.15: Nick reached out to legal to request an update</b></li> <li>Legal followed up with Nick. Need to have it before MOA opens. They will update us in the next while as they are turning their attention back to this with new hands on deck</li> </ul>	Nick	February 2024	IP



9. ONGOING BUSINESS – Status of Action Items					
<p>OB_06-De-Escalation Training 2023.02.21</p>	<p>E</p>	<p><b>De-escalation Training</b></p> <ul style="list-style-type: none"> <li>De-escalation session options (as training offered to Arts Staff in 2023) will be considered in early 2024 after reviewing budget further with Vicky and the Faculty of Arts. Gerald In process of reviewing funding. Nick - not mandatory training but optional for staff. Gives you tools to be able to deescalate in front facing situations</li> </ul>	<p>Arts Safety</p>	<p>February/March 2024</p>	<p>IP</p>
<p>OB_07-Arts Chem Safety Training Session with SRS 2024</p>	<p>C</p>	<p><b>SRS/Arts Chem Safety Training</b></p> <p><b>To be offered to assist with all Arts Units that use/store chem related consumer products to be up to date on most current safety practices.</b></p> <ul style="list-style-type: none"> <li>All performing arts, assembly and processing workshops, labs and studios should be prepared to send staff to this and they will all need to complete UBC Basic WHMIS in advance.</li> <li>Peggy and Richard from SRS Chem Safety met with Nick and walked through the new course which will take place in February, reading week, 2024.</li> <li>The course content looks great. Focus on chem safety, handling, and storage with “household” and commercial products that we use in our production areas, studios, and labs.</li> <li>Nick has reached out to Arts LSTs to inform them of the required training upcoming in February 2024. WHMIS training (online) will need to be done by each participant in advance. Chan Centre/SOM and Theatre &amp; Film is already coordinating (Go SOM and Theatre). Nick will follow up with individual units to confirm by in and details. SRS will also follow up regrading updated inventories. Inventory needs to be identified and all units need to be captured including galleries and production spaces. Participation from all units required for training.</li> </ul>	<p>Arst Safety</p>	<p>February 2024</p>	<p>IP</p>



9. ONGOING BUSINESS – Status of Action Items					
		<ul style="list-style-type: none"> <li>Update 2024.01.12 – Nick emailed SRS a compiled list of all Arts units and their facilities/operation type + area supervisory/lead contacts that may use chem based consumer products in late December 2023 so that SRS can follow up about up to date inventories.</li> </ul> <p>Nick - Emailed information before Christmas. Will run in reading week. Nick will reach out to units and confirm with SRS to be ready to participate. Semi mandatory of units. Need inventory for all participating. Session will be in person. Make sure WHMIS training is up to date in advance.</p> <p>Himani – this training will count for JOHSC training hours</p>			
OB_08-Buchanan Wayfinding 2023.04.18	E	<p>Challenges of Wayfinding in Buchanan Complex particularly for individuals with accessibility concerns. The Centre for Workplace Accessibility has reached out to Arts with a potential software called <u>Navilens</u> – which uses a QR code/ app system to help improve accessibility.</p> <ul style="list-style-type: none"> <li>Review and update with CWA. Check in outcomes and successes of translink pilot. Arts Safety will come back to this at end of February and March 2024</li> </ul> <p>Gerald – Nick and Vicky will follow up. Translink trying pilot program. Will follow up to see outcome. May be a cost but might be shared with CWA. Buchanan complex issues with navigating.</p>	Arts Safety	February/March 2024	IP
OB_09-Stage Inspection Checklist 2023.04.18	E	<p><b>Performance Stage Inspection Checklist:</b> JOHSC to work with various performance-based units to create a stage inspection checklist.</p> <ul style="list-style-type: none"> <li>Andrew created a check-list and sent to stage experienced JOHSC members for review</li> <li>Kate and Ryan have also looked at the document.</li> </ul>	Andrew/Ryan	January 2024	IP



**9. ONGOING BUSINESS – Status of Action Items**

		<ul style="list-style-type: none"> <li>Andrew – first draft done.</li> <li>To be further reviewed.</li> <li>Ryan to review and send his comments</li> </ul>			
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\* ED – Education and Training    \* GI – General Inspection    \*NB – New Business

**10. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)**

Item # (use Recommendation or Report #)	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status
FOA-REC-2022.05.17-01	E	<p><b>Snow Removal Letter</b> was sent to the employer on May 17<sup>th</sup>, 2022 (Teams) based on information from recent CAIRS reports. It also included recommendations for potential actions we’d like to see.</p> <ul style="list-style-type: none"> <li>Received response (Teams) from Jen Sheel, Director of Municipal Services and Sean Lynch, Acting Director of Custodial Services.</li> <li><b>2022.11.18 Arts Safety and Municipal Meeting:</b> Municipal is firmly committed to maintaining their current primary and secondary routes.</li> <li><b>2023.11.28</b> Leaders from Municipal and Custodial Services conducted a virtual session to share their managing winter weather approach</li> <li>Arts JOHSC continues to monitor and consider if a snow response team could be developed in the future</li> </ul>	Arts Safety	2022.05.17	On Going	IP



10. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
		<ul style="list-style-type: none"> <li>Arts Saftey received one internal arts concern about UBC response to snow/ice clearing on 2024.01.12 on priority routes – 1 snow fall so far on 2024.01.11</li> <li>Not much more we can do. Okay to take out of minutes.</li> <li>Nick – received one complaint about removal of ice on priority routes. Complaint acknowledged</li> <li>Gerald – response was slightly better, salted and pre-salted, and removal too.</li> <li>Ryan – conditions not like last year. Can't compate to last year. Pretty good job done this year.</li> <li>Nick agrees, reality is resources and some of those have improved.</li> </ul>				
WSBC IR# 202316973137A	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 on November 10, 2023 when a worker sustained an injury after falling while going up the stairs.</li> <li>There were zero (0) orders issued to the University.</li> <li><b>JOHSC/LST General Learnings/Discussion Points:</b> Reminder that incident investigations must be completed within 30 days, with description, unsafe conditions, contributors, causes, corrective actions, and worker rep participation. -no orders and report received.</li> </ul> <p>Nick will update CAIRS</p>	NA			C



\* REC – Recommendation Letter \*IR – WorkSafeBC Regulatory Inspection

**11. NEW & OTHER BUSINESS**

- General discussion items (list actionable items below)
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Item # (NB-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
NB_01_SRS_JOHS C ITEMS for January 2024	E	<p><b>New items from UBC SRS for January 2024</b></p> <ul style="list-style-type: none"> <li>• <b>Silica Exposure Control Plan (ECP) Feedback</b> The January 30, 2024 deadline for the Silica Exposure Control Plan (ECP) feedback survey is fast approaching. Your input is essential in shaping the Silica ECP. To provide your feedback, please complete this Qualtrics Survey. The Silica ECP can be found using the link on the first page of the survey. <a href="https://ubc.ca1.qualtrics.com/jfe/form/SV_bdrGINfUyQhKGgK">https://ubc.ca1.qualtrics.com/jfe/form/SV_bdrGINfUyQhKGgK</a></li> </ul> <p>SRS to be responsible. Not many units that use silica or work in silica based task setting. Himani – will use info to create a course</p> <ul style="list-style-type: none"> <li>• <b>9-8-8 Suicide Crisis Helpline</b> Canadians can call or text 0-8-8 to access bilingual, trauma-informed, and culturally appropriate mental health and suicide prevention support. The service is free and can be accessed 24 hours a day, 7 days a week, 365 days a year. Trained crisis responders will listen to and provide support with compassion, providing a safe space to talk. For more information, visit <a href="https://988.ca/">https://988.ca/</a></li> </ul> <p><u>Discussed</u></p>	NA		N



11. NEW & OTHER BUSINESS					
		<ul style="list-style-type: none"> <li><b>Bell Let's Talk – Mental Health</b> January 24, 2024 is Bell Let's Talk Day which raises funds for mental health initiatives and aims to reduce the stigma around mental illness. You can find more about this day and how you can contribute at Bell Let's Talk. Each year, 1 in 5 Canadians faces a personal mental health challenge. At UBC, we're dedicated to providing support. Faculty and staff can access a range of mental health resources at UBC Health and Wellbeing. For additional educational opportunities, explore our mental health-related courses at UBC Workplace Learning. Together, we can foster a healthier, more supportive community.</li> </ul> <p>Discussed</p>			
NB_02_NEW JOHSC Member 2024.01.16		<p><b>New JOHSC Member: A warm welcome to Mauray Toutloff who is joining us from MOA</b></p> <ul style="list-style-type: none"> <li>😊 Thank you and we look forward to working together</li> <li>JOHSC Training schedule provided for 2024 Completed</li> </ul>	Training - Mauray	April 2024 - Training session take place in March	N
NB_03_Arts LST info update 2024.01.16		<p><b>Updating Arts LST info, share point and details</b> <b>Support LST re- start up for LSTs that need it</b></p> <ul style="list-style-type: none"> <li>Nick and Vicky have been reviewing Arts LST information and on Sharepoint</li> <li>Much is out of date – unit specifics, co-chairs, membership</li> <li>Arts Safety will work connect with LSTs and update info on sharepoint, etc.</li> <li>Suggest to re-assign and confirm JOHSC reps to each LST?</li> <li>Vicky, in her new role, will be working to assist LSTs (those that need it) with admin support start up, confirming completion of inspections, berps, drills, etc.</li> </ul>	Vicky & Nick	February 2023	IP





11. NEW & OTHER BUSINESS					
		<ul style="list-style-type: none"> <li>• She will call on JOHSC Rep to check in/attend LST meeting in the future to make connection and support.</li> <li>• Updating LST information on Sharepoint Review who will be a rep for each LST's - JOHSC. Vicky will assist LST re: admin work, doing inspections, etc. Need JOHSC rep to attend at least one meeting with assigned LST. Vicky and Nick working through LST membership list to confirm who is chair on LST's. Vicky will offer support to make sure LST's meeting basic requirements.</li> </ul>			
NB_04_Old Aud 2024.01.16		<ul style="list-style-type: none"> <li>• Andrew – Old Auditorium, water flood, pipe burst on south side. Impact to electrical circuits. Waiting to dry out to assess any damage.</li> </ul>			
NB_05_Music Building – Roy Barnett 2024.01.16		<ul style="list-style-type: none"> <li>• Roy Barnett Hall to repair aisle lights (lights out for more than 1 year). Work scheduled for Feb 21-23, 2024 (reading week)</li> </ul>			
NB_06_Chan Centre 2024.01.16		<ul style="list-style-type: none"> <li>• Chan Center Fire Alarm Renewal is complete (some deficiencies) and operational. Thanks to Steele Electric for completing over Christmas Break.</li> <li>• Chan Centre black out. Second time in three months. Once with audience and once with client musicians and staff. Working on getting flashlights for staff.</li> </ul>			



**11. NEW & OTHER BUSINESS**

		<ul style="list-style-type: none"> <li>Concern if Opera set contains lead paint. Paint peeling off Needs to be tested. Mauray at MOA have portable testing equipment for lead. Once machine is received back Mauray will contact Andrew to set up time to test as Opera set is coming down February 5.</li> </ul> <p>Andrew to contact Sonam Uppal (Occupational Hygiene) to discuss clean up and disposal of dust that has fallen on floor as unknown if potentially contains lead.</p>			
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\*NB – New Business

**12. INFRASTRUCTURE AND FACILITIES**

Original Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
Formerly CAIRS - 130287 2022.11.20	A	<p><b>MOA   Equipment/ Facility Failure:</b> 4 cabinet units fell off the wall in room 223B and were discovered on Nov 21<sup>st</sup>. This occurred in the DNA lab, no users were in the lab at the time. It was discovered that the cabinets had been installed using a French cleat. The cleat was made of MDF, which is not structurally as strong as plywood or solid wood.</p> <p><b>Corrective Actions:</b> MOA contacted Patrick Wong (FM) to report this concern.</p> <ul style="list-style-type: none"> <li>New cabinets installed in lab</li> <li>There are many other cabinets of this type installed throughout the building and all of them have to be checked and secured as required. Remaining shelving not inspected. Requires all equipment to be removed.</li> </ul>	Mauray	February 2024	IP



12. INFRASTRUCTURE AND FACILITIES					
		<ul style="list-style-type: none"> <li>Paul pointed out that If another shelf falls and someone is injured, we could face a fine from WorksafeBC.</li> <li>Update: Did we request the engineer who recently reviewed the cabinets to provide written comment regarding there being no further need to review the rest of the cabinets.</li> <li><i>Infrastructure technical specialist</i> reviewed this, not engineer.</li> <li>Need more time to discuss this in January 2024. -Nick will reach out to Mauray re cabinets.</li> </ul>			
Formerly CAIRS - j128498 (128514) 2021-10-28 + NB 2023.12.12	B	<p><b>Asian Studies – Worker fell down a flight of stairs at Aud Annex B</b> Worker slipped down stairs due to poor weather conditions/ rain and moss/ algae on the surface. The stairs have been pressure washed to remove debris and dirt. Nick and Himani (Arts Safety) requested and still awaiting handrail installation.</p> <ul style="list-style-type: none"> <li>AHVA LST communicated issues include lighting, walk and stair concerns and need for handrail, infestation, heating and washroom access. A Key is needed after hours to access the washroom.</li> <li>Nick again reviewed building concerns on site and took pictures.</li> <li>Nick had requested AHVA and VSB (Education) to send emails summarizing concerns and they delivered. He has documented the building external issues and submitted 5 SR's to address a rotten ramp, overgrown flora, stairs risers that need to be reattached and handrails on all staircases to be installed. Nick has assembled a letter that details the issues for the building which has been reviewed by the co-chairs.               <ul style="list-style-type: none"> <li>Letter to be sent to Dean on behalf of JOHSC and will let AHVA know</li> </ul> </li> </ul> <p><b>AUD X A - JOHSC Letter drafted and in review</b></p>	Nick	February 2024	IP



## 12. INFRASTRUCTURE AND FACILITIES

		<ul style="list-style-type: none"> <li>Letter detailing safety concerns and conditio drafted by Nick.</li> <li>Andrew suggested good edits as did Ana and FM</li> <li>Point on pests identified. All bats protected species and not direct health hazard.</li> <li>When will building depreciation report from BC government happen 2024? Can we get copy of this report? Nick inquired.</li> <li>Andrew and JOHSC agrees - send the letter to Dean in 2024. Follow reporting structure as official JOHSC Letter.</li> <li>Ana - will talk to Denise Brown (capital planning) and will talk to her about it too. Cc: Denise Brown on letter</li> </ul>			
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## 12. NEXT MEETING

Date:	February 20, 2024
Time:	10:00am
Location:	Zoom

## 13. MEETING ADJOURNED

Time:	11:02
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## 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](mailto:ubcsafety.committee@ubc.ca)
- Posted on any Safety Bulletin Boards (if applicable)