



Joint Occupational Health & Safety Committee Meeting Minutes

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|--------------------|--|--------------------|-----------------------|
| Name of Committee: | Energy & Water Services Joint Occupational Health & Safety Committee | Worker Co-Chair: | Kevin Shillitto |
| | | Employer Co-Chair: | Julie West (Chair) |
| Date: | April 11, 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 |
|---|---|

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 type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Scott Stevens | CUPE 116 | CEC – Electrical Trades | <input checked="" type="checkbox"/> | <input 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 type="checkbox"/> | <input checked="" 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 |
| Caroline MacLeod | Minute Taker | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Rosanna Ma | SRS | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



2. DETERMINATION OF QUORUM

- a. A minimum of 4 members;
- b. Worker representatives (faculty and staff workers who do not exercise managerial functions) and employer representatives (management workers who exercise managerial functions);

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: Richard Hugli Seconded by: Scott Stevens

- 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 |
| 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 | C |



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

| | | | | | | |
|--------|---|------------|---|-----|----------|---|
| | | | <p>20240411: A recording of functional movements to reduce MSI injuries will be added to the EWS Channel.</p> <p>EWS Electrical to purchase ramp to move heavy equipment into vans.</p> | | | |
| 134113 | C | 2024-04-11 | <p>Incident Only: Crew protocol not followed The incident during cable testing and commissioning for the FBIC building substation resulted in a power outage at the SPPH electrical vault due to a forgotten electrical testing wire. Upon investigation, it was attributed to human error. The system was safely isolated, repaired, retested, and power was restored to the building.</p> <p>Corrective Actions: Not Complete</p> <p>Corrective Action 1 New Internal protocol to be documented & crew members trained Estimated Completion Date: 2024-08-31</p> <p>Corrective Action 2 Test Equipment safety placard to be created, installed and physically attached to equipment Estimated Completion Date: 2024-08-31</p> | All | Aug 2024 | N |

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



| 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 # (GI- location- date-#) | Priority | Discussion/Comments/Recommendations | Assigned To | Follow up: Date Pending | Status |
| GI-UNY-23/08/08 | C | <p>Leaky roof Apr 2024: Work almost complete 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 April 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.</p> | ST/SS | May 2024 | IP |
| GI-SCWY-24/02/08 | C | <p>Potholes in roadway Recommendation to remove material first instead of simply patching the existing pothole. Apr 2024: Pothole needs to be remediated twice a year, weather dependent. RN to connect with contractor. Mar 2024: Solution coming soon</p> | RN | Apr 2024 | IP |
| GI-CEC-24/04/09 | C | Fire Extinguishers expired. Russ contact Scott Runquist | RN | May 2024 | N |
| GI-CEC Trades-24/04/09-01 | C | Fire Extinguishers expired. Russ to contact Scott Runquist | RN | May 2024 | N |
| GI-CEC Trades-2024/04/09-02 | B | <p>CEC Passage Gate left Opened Security of thermal plant area at risk when swing gate is left unlocked or open, exacerbated when the door is wedged open. Contractors need to be reminded of the risk.</p> | CM | May 2024 | N |
| GI-UNY+2024/04/09 | C | Bond wires damaged by contractor while operating a skid steer, has been fixed since it was first reported. | | Apr 2024 | N |



* 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-23/12/07 | E | Upcoming JOSHC training | | | | N | | | | | | | | | | | | | | | | |
| | | <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>May 14th 11:00am – 1:00pm</td> <td>May 16th 1:00pm – 3:00pm</td> <td>April 15th 10:00am – 11:30am</td> <td>April 17th 1:00pm – 2:30pm</td> </tr> <tr> <td>July 10th 10:00am-12:00pm</td> <td>July 16th 1:00pm – 3:00pm</td> <td>June 11th 10:00am – 11:30am</td> <td>June 14th 1:00pm – 2:30pm</td> </tr> </tbody> </table> | | | | | JOHSC Training | | LST Training | | Part 2a | Part 2b | Part 2a | Part 2b | May 14 th 11:00am – 1:00pm | May 16 th 1:00pm – 3:00pm | April 15 th 10:00am – 11:30am | April 17 th 1:00pm – 2:30pm | July 10 th 10:00am-12:00pm | July 16 th 1:00pm – 3:00pm | June 11 th 10:00am – 11:30am | June 14 th 1:00pm – 2:30pm |
| | | JOHSC Training | | | | | LST Training | | | | | | | | | | | | | | | |
| | | Part 2a | Part 2b | | | | Part 2a | Part 2b | | | | | | | | | | | | | | |
| May 14 th 11:00am – 1:00pm | May 16 th 1:00pm – 3:00pm | April 15 th 10:00am – 11:30am | April 17 th 1:00pm – 2:30pm | | | | | | | | | | | | | | | | | | | |
| July 10 th 10:00am-12:00pm | July 16 th 1:00pm – 3:00pm | June 11 th 10:00am – 11:30am | June 14 th 1:00pm – 2:30pm | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | |
| 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 seminars. Registration and costs associated will be the responsibility of your department.</p> <p>Mar 2024: Roozbeh Kianopour-Atabaki, Scott Stevens, Robert Schwarz, Kevin Shillitto, Ian Fielden, Vick Jammu, Richard Hugli and Russell Neal are 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> | | | | IP | | | | | | | | | | | | | | | | |

* 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>Apr 2024: A survey was sent to BRDF staff to determine which are priority issues that need resolution.</p> <p>Kevin to extract a report for better visual.</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> <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> | JR/ALL | Apr 2024 | IP |
| GI-CEC-23/06/08-01 | C | <p>Blind corner in locker hallway with limited space from plant to locker.</p> <p>Remind staff to open doors gently.</p> <p>Apr 2024: April 16 door will be installed.</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> | RN | Apr 2024 | IP |



| 8. ONGOING BUSINESS – Status of Action Items | | | | | |
|--|---|---|-------|----------|----|
| | | <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> | | | |
| GI-CIRS-22/01/13 | C | <p>BERP – CIRS</p> <p>Apr 2024: Still challenging to get the BERP completed. Seeking the assistance of SRS to address the issue. Is also considering sending a 21-day letter.</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 |



| 8. ONGOING BUSINESS – Status of Action Items | | | | | |
|--|---|---|----|----------|----|
| 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>April 2024: Russell to remind all trades to dispose of items. Discuss at crew talks</p> <p>March 2024: no update Feb 2024: Spring cleaning is planned after the shutdown in May Jan 2024: Contractor has removed their stuff. EWS can now remove its stuff. Dec 2023: To be brought up at all-trades meeting mid-Dec. Trades to start cleanup immediately after Oct 2023: No new update Sep 2023: In progress. Aug 2023: Work in plant area is impeding progress. Pushed to Sept Jul 2023: Cleaning up still in progress. Items need sorting out still Jun 2023: No new update</p> | | Jul 2024 | IP |
| 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>April 2024: No new updates.</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. Feb 2024: RN has sent an email requesting volunteers for appropriate delegation Jan 2024: In progress Dec 2023: Volunteers will be sought during all-trades safety meeting mid-December Nov 2023: Reminders sent. Will be discussed at the crew safety meeting to select representative who will take inventory of the SDS.</p> | RN | Apr 2024 | IP |



| 8. ONGOING BUSINESS – Status of Action Items | | | | | |
|--|---|---|-----------------|-----------|----|
| | | <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> | | | |
| 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>April 2024: In progress</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</p> <p>Jan 2024: RN to send out invite to EWS electricians to discuss and finalize additional recommendations</p> <p>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.</p> <p>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 |
| 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</p> <p>Feb 2024: in progress.</p> | RN/TC | Jul 2024 | IP |



| 8. ONGOING BUSINESS – Status of Action Items | | | | | |
|--|---|---|-------|----------|----|
| | | Jan 2024: TC gave Mike Carroll a list of all soft material. Remain in progress until items show up. | | | |
| 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.</p> <p>Feb 2024: Rn to follow up.</p> <p>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 | May 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 |
| IR202417748025A | E | <p>INVESTIGATION REQUIRED – JACK BELL RESEARCH CENTRE – Oak Street</p> <p>Description:</p> <ul style="list-style-type: none"> This Inspection Report documents the reporting by the employer of a workplace incident that occurred on February 28 at the Jack Bell Research Centre where a worker was exposed to Isoflurane. There were zero (0) orders issued to the University. <p>JOHSC/LST General Learnings/Discussion Points:</p> <ul style="list-style-type: none"> When an incident occurs, the employer must investigate and report into CAIRS within 48 hours of the occurrence so that a preliminary investigation can be completed within 48 hours as required by section 71 of the Workers Compensation Act. Reminder that incident investigations must be completed within 30 days, with description, unsafe conditions, contributors, causes, corrective actions, and worker rep participation. | N/A | N/A | N |



| 9. JOHSC RECOMMENDATION LETTERS & WORKSAFE BC REPORTS (CORRESPONDENCE) | | | | | |
|--|---|---|-----|-----|---|
| IR202419279016A | E | <p>INVESTIGATION REQUIRED – CENTRE FOR COMPARATIVE MEDICINE (CCM)</p> <p>Description:</p> <ul style="list-style-type: none"> On March 1, a worker dropped an ethylene oxide ampoule, causing it to crack. They immediately exited the room, informed their supervisor, and contacted 911. The fire department responded, and the worker was released from the hospital after a medical examination. There were zero (0) orders issued to the University. <p>JOHSC/LST General Learnings/Discussion Points:</p> <ul style="list-style-type: none"> As a reminder, any workplace incident that has caused a serious or life-threatening injury, had the potential for serious 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. 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 SRS Website. Encourage everyone to report incidents and near misses into CAIRS within 48 hours of the occurrence so that a preliminary investigation can be completed within 48 hours as required by section 71 of the Workers Compensation Act. 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. | N/A | N/A | N |
| IR202417748026A | E | <p>INVESTIGATION ACCEPTED – JACK BELL RESEARCH CENTRE Oak Street</p> <p>Description:</p> | N/A | N/A | N |



| 9. JOHSC RECOMMENDATION LETTERS & WORKSAFE BC REPORTS (CORRESPONDENCE) | | | | | |
|--|----------|--|------------|------------|----------|
| | | <ul style="list-style-type: none"> This Inspection Report documents the receipt and acceptance of the employer's preliminary Incident Investigation Report, relating to an incident which occurred on February 28 when a worker was exposed to Isoflurane. There were zero (0) orders issued to the University. <p>JOHSC/LST General Learnings/Discussion Points:</p> <ul style="list-style-type: none"> Encourage everyone to report incidents and near misses into CAIRS within 48 hours of the occurrence so that a preliminary investigation can be completed within 48 hours as required by section 71 of the Workers Compensation Act 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. | | | |
| IR202419279018A | E | <p>INVESTIGATION ACCEPTED – CCM</p> <p>Description:</p> <ul style="list-style-type: none"> This Inspection Report documents the receipt and acceptance of the employer's preliminary Incident Investigation Report, relating to an incident which occurred on March 1, when a worker dropped an ethylene oxide ampoule, causing it to crack. There were zero (0) orders issued to the University. <p>JOHSC/LST General Learnings/Discussion Points:</p> <ul style="list-style-type: none"> Encourage everyone to report incidents and near misses into CAIRS within 48 hours of the occurrence so that a preliminary investigation can be completed within 48 hours as required by section 71 of the Workers Compensation Act Reminder that incident investigations require a site visit that must be completed within 30 days, and include a detailed | N/A | N/A | N |



| 9. JOHSC RECOMMENDATION LETTERS & WORKSAFE BC REPORTS (CORRESPONDENCE) | | | | | |
|--|---|--|-----|-----|---|
| | | description of incident, unsafe conditions, contributors, causes, corrective actions, and the name of the participating worker representative. | | | |
| IR202416973032A | E | <p>INVESTIGATION REQUIRED – AMS THE NEST</p> <p>Description:</p> <ul style="list-style-type: none"> On March 25, 2024, a WorkSafeBC officer followed up on a report of an unsafe condition at the AMS Student Nest. The officer met with employer representatives to review matters of compliance with the Workers Compensation Act (WCA) and the Occupational Health and Safety Regulation (the Regulation). The reported unsafe condition is currently being investigated and will remain inactive until the concerns are addressed. There was one (1) order issued to the University. Unsafe Condition - Order #1: An order was issued under section 3.10 of the OHSR that states, “Whenever a person observes what appears to be an unsafe or harmful condition or act the person must report it as soon as possible to a supervisor or to the employer, and the person receiving the report must investigate the reported unsafe condition or act and must ensure that any necessary corrective action is taken without delay.” The employer must submit an investigation report and corrective actions by April 19, 2024, ensuring the unsafe condition is addressed. <p>JOHSC/LST General Learnings/Discussion Points:</p> <ul style="list-style-type: none"> Workers have the right to refuse work they reasonably believe to be unsafe. They should immediately inform their supervisor, who is then required to investigate the concern promptly and remedy it if feasible. For more information on responsibilities for supervisors visit the Investigations for Supervisors. | N/A | N/A | N |



9. JOHSC RECOMMENDATION LETTERS & WORKSAFE BC REPORTS (CORRESPONDENCE)

| | | | | | |
|--|--|--|--|--|--|
| | | <ul style="list-style-type: none"> • A supervisor or employer representative must document any refusal of unsafe work, referring to the Refusal of Unsafe Work Investigation Report for guidance. Additionally, should an employer be in the midst of resolving a work refusal, a written notice must be issued to any worker assigned to or permitted to perform the work in question using the aforementioned investigation report. • For comprehensive details on the process of refusing unsafe work, including steps to take and documentation requirements, please visit the UBC Safety & Risk Services website at Refusal of Unsafe Work. | | | |
|--|--|--|--|--|--|

* REC – Recommendation Letter

10. NEW & OTHER BUSINESS

- General discussion items (list actionable items below)

| Item # (NB-yy/mm/dd-01) | Priority | Discussion and/or Action Items | Assigned To | Date to be Completed | Status |
|----------------------------|----------|--|-------------|----------------------|--------|
| NB-24/03/14-3 | E | CEC Needs to update their BERP using the new BERP template | KS | Apr 2024 | C |
| NB-24/04/11-1 | D | Be mindful of activities and items due to increase in activity with the boilers’ scheduled maintenance and the breaching project moving into phase 3. | All | May 2024 | N |
| NB-24/04/11-2 | D | Keep mind on task. Complacency can result to injuries. | All | May 2024 | N |
| NB-24/04/11-3 | E | First Aid Regulation Changes Starting November 1, 2024, amendments to the Occupational Health and Safety (OHS) Regulation concerning occupational first aid will be enforced. These changes mandate employers to | All | May 2024 | N |



| 10. NEW & OTHER BUSINESS | | | | | |
|--------------------------|---|--|-----|----------|---|
| | | <p>reassess their current first aid plans and make adjustments as necessary. Employers must conduct a first aid assessment in collaboration with workers to determine needs based on workplace location and hazard ratings. Additionally, the OHS Regulation will synchronize with Canadian Standards Association standards, leading to alterations in training names, duration, and equipment requirements.</p> <p><i>What does this mean to JOHSC/LST?</i> Changes to the first aid program at the UBC Point Grey campus will be overseen by Campus Security, and these adjustments will also apply to off-campus locations. Your JOHSC/LST can remind faculty and staff about accessing first aid at workplaces (e.g., UBC-V Campus 604-822-4444). For inquiries regarding regulatory changes or completing first aid assessments for offsite UBC-V locations, including field work, contact dustin.szeto@ubc.ca. For a complete overview of all updates to the first aid regulations, refer to the WorkSafeBC website.</p> | | | |
| NB-24/04/11-4 | D | <p>Building emergency Response Plan (BERP) Submissions As a reminder, please review and update the Building Emergency Response Plan (BERP) for your area annually and ensure all building occupants receive the final version. This year, please note the important addition requiring the submission of the completed BERP with any individual evacuation plans to safety.risk@ubc.ca.</p> | All | May 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 |
|-------------------------|----------|---|-------------|----------------------|--------|
| 24/04/09-01 | E | Day of Mourning Across Canada, April 28 has been designated as the Day of Mourning . It is a day to remember those who have lost their lives to work related incidents or occupational disease and to renew our commitment to creating healthy and safe workplaces. | All | May 2024 | N |

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. Apr 2024: UBC IT will take responsibility for required resolution. Will assess condition of the tunnels before proceeding with any work. 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. | 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 |
|-----------------|----------|--|-------------|----------------------------|--------|
| | | Nov 2023: No new updates 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: | May 9, 2024 (2nd Thursday of the month) |
| Time: | 12:30 pm |
| Location: | CEC Meeting Room |

15. MEETING ADJOURNED

| | |
|-------|---------|
| Time: | 1:42 pm |
|-------|---------|



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)