



Facilities Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee:	Facilities	Worker Co-Chair:	Carmen Raiche de Araujo (co-chair)
	Joint Occupational Health & Safety Committee	Employer Co-Chair:	James Woo (chair)
Date:	April 18, 2024	Time:	2:00 – 3:00pm
		Location:	USB Room 1100, Red 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, Review Actionable Items from Local Safety Team (LST) Minutes & 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. Next Meeting 12. Meeting Adjournment
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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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/Guests	Work Location	Present	Regrets	Absent
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

<i>(Statement to indicate minutes of previous meeting have been read & acknowledged and to record any corrections to it)</i>		
o Move to adopt minutes. Moved by: <u>Carmen Raiche de Araujo</u> Seconded by: <u>Francois Desmarais</u>		
o List amendments to minutes		
Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>



4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA		
<ul style="list-style-type: none"> o SRS Monthly Co-Chair Email 		
4A. REVIEW ACTIONABLE ITEMS FROM LST MINUTES (if applicable)		
<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>		
<input checked="" type="checkbox"/> No actionable items noted		
Is the agenda approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
See attached incident report:						
<ul style="list-style-type: none"> • Monthly Incident List & 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> 						
(* 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"> • No Accident/Incident in March 2024 			



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 nd Fl office areas 2024Mar-06	B	18-Apr-24	<u>Bookshelf/Cabinet in Rm 1022</u> In progress.	Lisa Francois/ Lisa/ Mikhail	Apr/24	IP
		05-Mar-24	USB 2 nd floor lunchroom 1022 Cabinet/Bookshelf needs to be seismically restrained. SR 271571.00.00 has been submitted		Mar/24	N
USB– Common areas and Facilities 2 nd Fl office areas 2024Mar-05	B	18-Apr-24	<u>Unlocked Electrical Panels</u> Item complete.	Francois/ Lisa/ Mikhail	Apr/24	C
		05-Mar-24	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.			N
USB– Common areas and Facilities 2 nd Fl office areas 2024Mar-04	B	18-Apr-24	<u>Lights Burnt Out</u> Item complete.	Francois/ Lisa/ Mikhail	Apr/24	C
		05-Mar-24	USB Stairwell 1 Level 1 Exit Sign Light Burnt Out SR 269504.00.00 has been submitted.			N
USB– Common areas and Facilities 2 nd Fl office areas 2024Mar-03	B	18-Apr-24	<u>Lights Burnt Out</u> Item complete.	Francois/ Lisa/ Mikhail	Apr/24	C
		05-Mar-24	2 nd Floor Hallway by Elevator Two Lights Burnt Out SR 269499.00.00 has been submitted.			N
USB– Common areas and Facilities 2 nd Fl office areas 2024Mar-02	B	18-Apr-24	<u>Lights Burnt Out</u> Item complete.	Francois/ Lisa/ Mikhail	Apr/24	C
		05-Mar-24	1 st Floor Hallway 0021 Two Lights Burnt Out. SR 269496.00.00 has been submitted.			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-2020/Nov/19-01	E	Apr 18/24	Safety Training No update.	All	May/24	IP
		Mar 21/24	No update.	All	Apr/24	IP
		Feb20/24	No update.	All	Mar/24	IP
		Jan 18/24	In progress.	All	Feb/24	IP
		Nov 16/23	Any items in this item prior to Aug. 17, 2023 were removed from this minute but can be referred to previous minutes.	All	Dec/23	IP
		Oct 19/23	Lisa, Francois and Steven attend UBC Safety Day on October 3 rd	All	Nov/23	IP
		Aug 17/23	All members registered for UBC Safety Day in October 2023.	All	Sep/23	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

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 #202416973032A	E	<ul style="list-style-type: none"> Description: <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 	N/A	Mar 27/24	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>being investigated and will remain inactive until the concerns are addressed.</p> <ul style="list-style-type: none"> o There were zero (0) orders issued to the University. o 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. • JOHSC/LST General Learnings/Discussion Points: <ul style="list-style-type: none"> o 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. o 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. o 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. 				



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 #202419279018A	E	<ul style="list-style-type: none"> • Description: <ul style="list-style-type: none"> o 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. o There were zero (0) orders issued to the University. • JOHSC/LST General Learnings/Discussion Points: <ul style="list-style-type: none"> o 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 o 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	Mar 7/24	N/A	Info only
IR #202417748026A	E	<ul style="list-style-type: none"> • Description: <ul style="list-style-type: none"> o 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. o There were zero (0) orders issued to the University. • JOHSC/LST General Learnings/Discussion Points: <ul style="list-style-type: none"> o 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 o Reminder that incident investigations require a site visit that must be completed within 30 days, and include a 	N/A	Mar 6/24	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
		detailed description of incident, unsafe conditions, contributors, causes, corrective actions, and the name of the participating worker representative.				
IR #202419279016A	E	<ul style="list-style-type: none"> • Description: <ul style="list-style-type: none"> o 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. o There were zero (0) orders issued to the University. • JOHSC/LST General Learnings/Discussion Points: <ul style="list-style-type: none"> o 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. o 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. o 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 o 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	Mar 4/24	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
IR #202417748025A	E	<ul style="list-style-type: none"> • Description: <ul style="list-style-type: none"> o 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. o There were zero (0) orders issued to the University. • JOHSC/LST General Learnings/Discussion Points: <ul style="list-style-type: none"> o 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 o Reminder that incident investigations must be completed within 30 days, with description, unsafe conditions, contributors, causes, corrective actions, and worker rep participation. 	N/A	Mar 1/24	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-2024/04/18-24	E	18-Apr-24	<u>Job Safety Review</u> LT to distribute for committee’s review and discuss at next meeting.	LT	May/24	N
NB-2024/04/18-23	E	18-Apr-24	<u>I-B-28 Hazard Identification Update</u> Other JOHSCs are still reviewing the documents and will finalize afterward. The main edits were as follows: <ul style="list-style-type: none"> • Updated the template • Expanded the references and definitions and added legal requirements 	LT	May/24	N



10. NEW & OTHER BUSINESS

1. General discussion items (list actionable items below)

			<ul style="list-style-type: none"> • Edited the roles and responsibilities • Level 1 Job Safety Review <ul style="list-style-type: none"> ○ Added “as required” in addition to the annual review under next review date ○ Changed from JOHSC Member to JOHSC Worker Rep in the last table • Level 2 Hazard ID & Assessment Form: <ul style="list-style-type: none"> ○ Revised Tables 2 and 3 to include additional information and hazards ○ Added links to the documents/forms that were previously attached/referenced under Level 3 • Level 3 Assessment Level: <ul style="list-style-type: none"> ○ Removed the “level 3” form/document grouping as they’ve been incorporated into the Level 2 Hazard ID & Assessment. <p>Please review and provide feedback by March 31st, 2024.</p>																			
NB-2024/04/18-22	E	18-Apr-24	<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>May 14th 11:00am – 1:00pm</td> <td>May 16th 1:00pm – 3:00pm</td> <td>April 15th 10:00am – 11:30pm</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 – 11:30pm</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 – 11:30pm	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 – 11:30pm	June 14 th 1:00pm – 2:30pm	N/A	N/A	Info Only
JOHSC Training		LST Training																				
Part 2a	Part 2b	Part 2a	Part 2b																			
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NB-2024/04/18-21	E	18-Apr-24	<p>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.</p>	N/A	N/A	Info Only																
NB-2024/04/18-20	E	18-Apr-24	<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</p>	N/A	N/A	Info Only																



10. NEW & OTHER BUSINESS

1. General discussion items (list actionable items below)						
			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 .			
NB-2024/04/18-19	E	18-Apr-24	<p>What does this mean to your JOHSC/LST?</p> <p>While these changes to the first aid program at the UBC Point Grey campus will be managed by Campus Security, off campus locations will be required to implement these changes as well. Your JOHSC/LST can continue to remind faculty and staff of how they can access first aid at our workplaces (e.g. UBC-V Campus 604-822-4444). For any specific questions around regulatory changes or the process of completing first aid assessments for offsite UBC-V locations including field work, please contact dustin.szeto@ubc.ca. For a comprehensive overview of all updates to the first aid regulations, visit the WorkSafeBC website.</p>	N/A	N/A	Info Only
NB-2024/04/18-18	E	18-Apr-24	<p>First Aid Regulation Changes</p> <p>On November 1, 2024, amendments to the Occupational Health and Safety (OHS) Regulation relating to occupational first aid will come into effect. The changes mean employers across the province will need to review their current first aid plans and make necessary adjustments.</p> <p>Employers are required to complete a first aid assessment in consultation with workers to establish first aid needs that considers factors like workplace location and hazard ratings. The OHS Regulation will also be aligning with the Canadian Standards Association standards, which will result in changes to the names and duration of the training. As a result, equipment requirements will also be aligned with the CSA standards.</p>	N/A	N/A	Info Only

11. NEXT MEETING

Date:	May 16, 2024
Time:	1:00 pm – 2:00 pm
Location:	CCP R-RM CPDE Gardenia Room

12. MEETING ADJOURNED

Time:	2:34 pm
	Primary: Melissa Vincent
	Second: James Woo



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: James Woo	Worker Rep	Worker Rep: Lisa Higuchi Mikhail Manaligod	Worker Rep:	Worker Rep: Patrick Wong	Worker Rep
Mgmt Rep: Steven Lee	Mgmt Rep	Mgmt Rep: Francois Desmarais	Mgmt Rep	Mgmt Rep: Carmen Raiche de Araujo	Mgmt Rep
**Exterior Area Inspection					
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: Melissa Vincent	Worker Rep	Worker Rep: James Woo	Worker Rep:	Worker Rep: Mikhail Manaligod	Worker Rep
Mgmt Rep: Steven Lee	Mgmt Rep	Mgmt Rep: Carmen Raiche de Araujo	Mgmt Rep	Mgmt Rep: Francois Desmarais	Mgmt Rep
**Exterior Area Inspection					

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

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