



## Facilities Joint Occupational Health & Safety Committee Meeting Minutes

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

**Worker Co-Chair:** Lisa Higuchi (co-chair)  
**Employer Co-Chair:** Carmen Raiche de Araujo (chair)

**Date:** May 16, 2024

**Time:** 1:00 – 2:00pm  
**Location:** CCP R-RM CPDE Gardenia Room

### AGENDA:

<ol style="list-style-type: none"> <li>1. Roll Call</li> <li>2. Determination of Quorum</li> <li>3. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes</li> <li>4. Additional Agenda Items, Review Actionable Items from Local Safety Team (LST) Minutes &amp; Approval of Agenda</li> <li>5. Review Central Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents               <ul style="list-style-type: none"> <li>• Monthly Incident List &amp; Statistical Summary Report</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)</li> <li>7. Review Education and Training</li> <li>8. Ongoing Business – Status of Action Items</li> <li>9. JOHSC Recommendation Letters (Correspondence)</li> <li>10. New and Other Business</li> <li>11. Next Meeting</li> <li>12. Meeting Adjournment</li> </ol>
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1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Lisa Higuchi (co-chair alternate; Feb 2022 – 2024)	CUPE 116	Customer Services & Informatics	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
James Woo (co-chair; Feb 2022 – 2024)	AAPS	Project Services	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Resources/Guests</b>	<b>Work Location</b>	<b>Present</b>	<b>Regrets</b>	<b>Absent</b>
Lori Takenaka	SRS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shirley Tseng (minute taker)	Clerical Pool	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 2. DETERMINATION OF QUORUM

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

Is there quorum for this meeting?

*\* 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)*

- o Move to adopt minutes. Moved by: Lisa Higuchi Seconded by: Francois Desmarais
- o List amendments to minutes

Are the minutes approved?

Yes



No



## 4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

- o SRS Monthly Co-Chair Email
- o Heat Stress Course Training Information
- o Encampment on Campus

### 4A. REVIEW ACTIONABLE ITEMS FROM LST MINUTES (if applicable)



**4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA**

Place actionable items under Accident/Incident Investigation, Safety Inspections, Correspondence, New Business etc. as applicable and assign proper item # for further discussion/action.

No actionable items noted

Is the agenda approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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**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)

(\* See Legend at End for Priority and Status Codes)

Item # (Use CAIRS Incident ID #)	Priority	Accident Type	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up Date	Status
			<ul style="list-style-type: none"> <li>• No Accident/Incident in April 2024</li> </ul>			



6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)						
<i>Attach inspection checklist(s) and report(s) to these meeting minutes and use this table to record discussion and new recommendation(s)</i>						
Item #	Priority	Date	Discussion/Comments/Recommendations	Assigned To	Follow up Date	Status
USB– Common areas and Facilities 2 <sup>nd</sup> Fl office areas 2024May-07	B	15-May-24	<b>Cabinet Not Secured</b> USB 1034 has a 6' metal closet/cabinet that is not secured to the wall.	Patrick/ Carmen	Jun/24	N
USB– Common areas and Facilities 2 <sup>nd</sup> Fl office areas 2024Mar-06	B	16-May-24	<b>Bookshelf/Cabinet in Rm 1022</b> Item complete.	Lisa Francois/ Lisa/ Mikhail	Apr/24	C IP
		18-Apr-24	In progress.		Mar/24	N
		05-Mar-24	USB 2 <sup>nd</sup> floor lunchroom 1022 Cabinet/Bookshelf needs to be seismically restrained. SR 271571.00.00 has been submitted			

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	<b>May 16/24</b>	<b>Safety Training</b> <b>No update.</b>	<b>All</b>	<b>Jun/24</b>	<b>IP</b>
		Apr 18/24	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 <sup>rd</sup>	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
NB-2024/04/18-24	E	16-May-24	<p><b><u>Job Safety Review</u></b>            Reviewed and discussed feedback.  <b>The purpose of the JSR is to identify the typical day to day activities administrative staff would perform, the hazards associated with those tasks and what controls should be in place to prevent incidents and accidents.</b></p>	LT	Jun/24	IP
		18-Apr-24	Lori to distribute for committee’s review and discuss at next meeting.	LT	May/24	N
NB-2024/04/18-23	E	16-May-24 18-Apr-24	<p><b><u>I-B-28 Hazard Identification Update</u></b>  <b>Item complete.</b>            Other JOHSCs are still reviewing the documents and will finalize afterward.            The main edits were as follows:</p> <ul style="list-style-type: none"> <li>• Updated the template</li> <li>• Expanded the references and definitions and added legal requirements</li> <li>• Edited the roles and responsibilities</li> <li>• Level 1 Job Safety Review               <ul style="list-style-type: none"> <li>○ Added “as required” in addition to the annual review under next review date</li> <li>○ Changed from JOHSC Member to JOHSC Worker Rep in the last table</li> </ul> </li> <li>• Level 2 Hazard ID &amp; Assessment Form:               <ul style="list-style-type: none"> <li>○ Revised Tables 2 and 3 to include additional information and hazards</li> <li>○ Added links to the documents/forms that were previously attached/referenced under Level 3</li> </ul> </li> <li>• Level 3 Assessment Level:               <ul style="list-style-type: none"> <li>○ Removed the “level 3” form/document grouping as they’ve been incorporated into the Level 2 Hazard ID &amp; Assessment.</li> </ul> </li> </ul> <p>Please review and provide feedback by March 31<sup>st</sup>, 2024.</p>	LT	May/24	C N



9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
Item # (Use Recommendation #)	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status
IR #202416973032B	E	<ul style="list-style-type: none"> <li>• <b>Description:</b> <ul style="list-style-type: none"> <li>o This Inspection Report documents the follow-up inspection of an unsafe condition reported on March 25, 2024.</li> <li>o The inspection authenticated that Order #1 – Unsafe Condition has been fully complied with.</li> <li>o There were zero (0) orders issued to the University.</li> </ul> </li> <li>• <b>JOHSC/LST General Learnings/Discussion Points:</b> <ul style="list-style-type: none"> <li>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 <a href="#">the Investigations for Supervisors.</a></li> </ul> </li> </ul>	N/A	Apr 19/24	N/A	Info only
IR #202419279031A	E	<ul style="list-style-type: none"> <li>• <b>Description:</b> <ul style="list-style-type: none"> <li>o This Inspection Report documents the receipt and acceptance of the employer's full incident investigation report (EIIR) relating to an incident which occurred on March 1, when a worker dropped an ethylene oxide ampoule, causing it to crack.</li> <li>o There were zero (0) orders issued to the University.</li> </ul> </li> <li>• <b>JOHSC/LST General Learnings/Discussion Points:</b> <ul style="list-style-type: none"> <li>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 <a href="#">by section 71 of the Workers Compensation Act</a></li> <li>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.</li> </ul> </li> </ul>	N/A	Apr 16/24	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-2024/05/16-31	E	16-May-24	<b>Alternate Co-Chair Members Review</b> To review alternate co-chair members for employer and worker rep in June meeting.	All	Jun/24	N																
NB-2024/05/16-30	E	16-May-24	<b>Encampment on Campus</b> Due to the campus protests are seeking the end of violence in Israel and Palestine, couple of buildings are occupied on campus. No action just be aware of. Stay natural and advise employees not to engage.	N/A	N/A	Info Only																
NB-2024/05/16-29	E	16-May-24	<b>Heat Stress Training Courses</b> Get ready for rising temperatures and learn how to identify signs and symptoms, the risks related to heat-related illnesses and how to protect yourself by completing the <a href="#">Heat Stress Awareness course on the WPL website</a> . For more information on UBC Weather and Thermal Stress Safety, visit the <a href="#">Safety &amp; Risk Services website</a>	N/A	N/A	Info Only																
NB-2024/05/16-28	E	16-May-24	<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> . <table border="1" data-bbox="646 1047 1444 1318"> <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 14<sup>th</sup> 11:00am – 1:00pm</td> <td>May 16<sup>th</sup> 1:00pm – 3:00pm</td> <td>June 11th 10:00am – 11:30pm</td> <td>June 14th 1:00pm – 2:30pm</td> </tr> <tr> <td>July 10<sup>th</sup> 10:00am – 12:00pm</td> <td>July 16<sup>th</sup> 1:00pm – 3:00pm</td> <td></td> <td></td> </tr> </tbody> </table>	JOHSC Training		LST Training		Part 2a	Part 2b	Part 2a	Part 2b	May 14 <sup>th</sup> 11:00am – 1:00pm	May 16 <sup>th</sup> 1:00pm – 3:00pm	June 11th 10:00am – 11:30pm	June 14th 1:00pm – 2:30pm	July 10 <sup>th</sup> 10:00am – 12:00pm	July 16 <sup>th</sup> 1:00pm – 3:00pm			N/A	N/A	Info Only
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NB-2024/05/16-27	E	16-May-24	<b>Day of Mourning</b> Across Canada, April 28 has been designated as the <a href="#">Day of Mourning</a> . 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	N/A	N/A	Info Only																



**10. NEW & OTHER BUSINESS**

1. General discussion items (list actionable items below)						
			safe workplaces. Visit the Day of Mourning <a href="#">website</a> for a listing of ceremonies around the province and watch a livestream of the Vancouver Day of Mourning Ceremony at 10:30am.			
NB-2024/05/16-26	E	16-May-24	<u>Pets/Animals in the Workplace</u> Lori to follow up on what the JOSHC duties are in terms of compliance At UBC, bringing pets to the workplace is a privilege that balances personal benefits with community responsibility. Consultation with colleagues and adherence to health and safety measures are essential parts of the process. For detailed guidance, please visit <a href="#">UBC's Pets/Animals in the Workplace</a> .	Lori	Jun/24	N
NB-2024/05/16-25	E	16-May-24	<u>Disability Course Input Survey</u> The <a href="#">Centre for Workplace Accessibility</a> is developing a course on disability inclusion and is seeking feedback on content from disabled employees. This effort is in line with the "Nothing about Us, Without Us" initiative which promotes the active involvement of persons with disabilities in the planning of strategies and policies that affect their lives. If you self-identify as an individual with a disability, a disabled person, and/or if you have a chronic health condition, please consider taking this anonymous 5-minute survey to provide your perspective. Provide your input by Monday, May 13. Find out more and <a href="#">take the survey</a> .	N/A	N/A	Info Only

**11. NEXT MEETING**

Date:	June 20, 2024
Time:	1:30 pm – 2:30 pm
Location:	USB Room 1100, Red Room

**12. MEETING ADJOURNED**

Time:	1:41 pm Primary: Melissa Vincent Second: Patrick Wong
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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

**Inspection Schedule 2024**

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

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

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