



Joint Occupational Health & Safety Committee Agenda

Name of Committee: Athletics & Recreation

Worker Co-Chair: Gary Bartley NEW
Employer Co-Chair: Andy Miller (Untill Aug 2024)

Date: June 13th 2024

Time: 9:30 am – 11:00am
Location: Zoom – Meeting

AGENDA:

- | | |
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| <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 Centralized 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 Formal Recommendation Letters & Regulatory Inspections 10. New and Other Business 11. Next Meeting 12. Meeting Adjournment |
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GOALS FOR 2020/2021

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| <ol style="list-style-type: none"> 1. Vote in Co-Chairs 2. Confirm Committee membership with renewal of ToR and keep up to date on the UBC Safety Committee Website 3. Improve clarity of meeting minutes and documentation of JOHSC activities |
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1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Chris Smythe	AAPS	SRC / ARC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gary Bartley	CUPE 116	Fields	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rastislav Kolesar	CUPE 116	Aquatics	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Claire Mackenzie	AAPS	WMG	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kurt Du Bois	AAPS	WMG	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keira Gray	AAPS	Boathouse	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leonardo Leao	AAPS	Arena/Concession	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Daniel Kaiser	AAPS	Varsity Events	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anssi Puhakka		Facilities Manager (South Campus)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Varsity Coach		Varsity Operations/Admin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arena Operations		Thunderbird Arena	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aquatics Head Life Guard	CUPE 116	Aquatic Center	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employer Representatives	Work Location	Present	Regrets	Absent
Andy Miller	Aquatics	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Thunderbird Park	Thunderbird Park	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michael Carroll	Camps	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Robin D'Abreo	Varsity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Robyn Wilmer	Intramurals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
James Tait	Athletics & Recreation – Facilities Maintenance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Resources/Guests	Work Location	Present	Regrets	Absent
Kavie Toor	Athletics & Recreation – Managing Director	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jason McManus	Athletics and Recreation – Safety & Risk Mitigation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dustin Szeto	Safety and Risk Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Resources/Guests	Work Location	Present	Regrets	Absent
Kavie Toor	Athletics & Recreation – Managing Director	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kimberly Haughian	A&R Human Resources	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

2. DETERMINATION OF QUORUM

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

Is there quorum for this meeting? <i>* If quorum is not met, the meeting does not qualify as a monthly meeting. The monthly meeting will need to be rescheduled within the same month.</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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3. APPROVAL OF PREVIOUS JOHSC MEETING MINUTES

(Statement to indicate minutes of previous meeting have been read & acknowledged and to record any corrections to it)

May minutes

Moved by: **Chris**

Seconded by: **Leonardo**

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

- Discussion monthly inspections

4 A. 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 (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
Incident ID: 134291 Incident Date: 2024-04-23 Submission Date: 2024-04-24 Person Type: Staff ATHL - Athletics and Recreation Location: STA - Thunderbird Stadium Rooftop - Camera		Description: UBC Trades workers were on the rooftop of the Stadium when then observed an harness set up. The set-up was improperly installed and appears to have been left out in the elements. No workers were seen using the equipment but it is believed that it had been out in the elements for some time. UBC Trade Workers were not relying on the system for any of their work but reported the incident to their supervisor and to UBC SRS who contacted the A&R Sr. Manager for Facility Maintenance.			IP



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
<p>Position for Varsity film crew</p> <p>Worker Representative Listed: Yes</p> <p>Worker Representative Job Title: Sr. Manager, Safety & Risk Mitigation</p>		<p>Root Cause: Workers did not have the written WorkSafe Procedures on hand. Workers did not install or remove equipment post use as trained. Workers did not use equipment as trained.</p> <p>Corrective Action 1 Corrective Action Identified: Remove Equipment from Operation Estimated Completion Date: 2024-04-23 Final Actions Taken: Removed Equipment From Worksite Date Completed: 2024-04-23</p> <p>Corrective Action 2 Corrective Action Identified: Suspended workers access to roof space. Estimated Completion Date: 2024-04-23 Final Actions Taken: Access Removed Date Completed: 2024-04-23</p> <p>Corrective Action 3 Corrective Action Identified: Schedule refresher training with all effected staff and facility workers. This to included updated Worksafe Procedures and new equipment Estimated Completion Date: 2024-08-07</p> <p>Notes:</p> <ul style="list-style-type: none"> - Football team used for filing on the roof - They do not have access to the roof - Delayed until august and can be recertified and retrained - Everything has been done except training - In progress for now and will get clarity from Dustin at next meeting <p>Notes June 13th</p> <ul style="list-style-type: none"> - In progress 			



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
<p>Incident ID: 134479 (134326) Incident Date: 2024-04-30 Submission Date: 2024-05-27 Person Type: Staff ATHL - Athletics and Recreation Location: AQC - Aquatic Centre On deck beside the Hot Tub Worker Representative Listed: Yes Worker Representative Job Title: Lifeguard supervisor</p>		<p>Description: Employee bumped wrist on machine components during repairs to the Hot Tub. While freeing the Hot Tub lift mechanism employee knocked their wrist into a piece of the mechanism. This is a task done with one's hands in a tight space. Backing the lift down and requires iterative small fractions of a turn to release the mechanism. On one of these small turns employee banged by wrist and suffered a small cut on the skin. Some blood was visible on the wrist</p> <p>Root Cause: Tight space for this work. Not a task that is done with any frequency (less than once per year - upset only).</p> <p>All Corrective Actions Complete</p> <p>Corrective Action Identified: When a task happens infrequently be sure to take extra time to evaluate risks, plan work and choose best tools. Infrequent tasks require more caution. Post in weekly newsletter and at team meetings.</p> <p>Estimated Completion Date: 2024-05-31 Date Completed: 2024-05-10</p> <p>Notes:</p> <ul style="list-style-type: none"> - Completed - When doing a task to slow down - Talked about it in team meeting - Made sure to have equipment available 			C
<p>Incident ID: 134422 Incident Date: 2024-05-15 Submission Date: 2024-05-16 Person Type: Staff</p>		<p>Description: Staff was on break. Was walking in the hallway and experienced symptoms of loss of vision, mild heart palpitations, and nearly fainted. Head Lifeguard treated victim and advised to seek medical attention if symptoms persist. Notified manager and called Campus Security.</p>			C



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
<p>ATHL - Athletics and Recreation Location: AQC - Aquatic Centre Hallway in front of break room Worker Representative Listed: No</p>		<p>Campus security not needed to attend. Staff was sent home early, parent picked them up.</p> <p>Notes:</p> <ul style="list-style-type: none"> - Actions have been taken - Communication problem - Warmer day and staff didn't take in water during the day - Reminder of staff to hydrate - Corrective action: Communicate and bring water, rest and ready before working a shift - Reach out to campus security 			
<p>Incident ID: 134456 (134459) Incident Date: 2024-05-22 Submission Date: 2024-05-23 Person Type: Staff ATHL - Athletics and Recreation Location: TWS - Doug Mitchell Thunderbird Sports Centre West Arena floor Worker Representative Listed: Yes Worker Representative Job Title: Coordinator, Events & Operations (South)</p>		<p>Description: TH was handling a heavy hockey rink board (100+ lbs) moving it 2 ft from a pallet. TH had the necessary PPE that was including steel toed boots and work gloves. While lifting one side of the rink board up 1 to 2 ft above the floor, TH right hand lost grip. Considering the weight the rink board quickly came down and pinch TH right hand underneath. Quickly TH felt pain and noticed bleeding coming from the nail bed as well as a few blood blisters on the back of the right ring finger.</p> <p>Root Cause: Incident was caused by not having enough people lifting the dasher board in question.</p> <p>All Corrective Actions Complete</p> <p>Corrective Action Identified: Minimum number of staff to lift dasher boards to increase to 2x staff. Estimated Completion Date: 2024-05-23 Final Actions Taken: Review with all staff working on project that the minimum number of staff to lift dasher boards to be a minimum of 2x people. Date Completed: 2024-05-23</p>			C



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
Campus)		<p>Notes:</p> <ul style="list-style-type: none"> - Member of staff was working on the board being replaced with new one - Review work and make sure material handling was considered before doing the work - Reviewed that the staff member was wearing all the correct equipment - Completed - Member of staff was not set up properly and didn't use great technique – reminder to use proper technique when lifting 			
<p>Incident ID: 134481 (134489) Incident Date: 2024-05-22 Submission Date: 2024-05-28 Person Type: Paid Student ATHL - Athletics and Recreation Location: SUB - Life Building Took place in the ARC Fitness Centre in the lower floor of the LIFE Building. Worker Representative Listed: Yes</p>		<p>Description: SRC/ARC Operations staff member was completing their final shadow shift as part of their training/on-boarding before beginning shifts on their own. They were passing out the locker keys in exchange for government ID's as part of the job and the staff informed the team lead running their shadow shift that they were beginning to feel dizzy, and the team lead noticed that they were looking pale. The team lead supported the staff member in standing up until one of the Floor staff working rolled a chair into the printer room for the ill staff member to sit down on. They initially sat down and then used another chair to rest their head on for a few minutes. I was contacted by the team lead to bring this staff member water, after having some water and sitting down for about 5 minutes the ill staff member was beginning to feel better. They mentioned to the team lead that they had been feeling unwell earlier in the day prior to their shift and was having cramps and had taken some advil ahead of their shift. When trying to relax, the ill staff member informed the team lead that being in the basement of the LIFE building at the ARC was a little stuffy and she was having some trouble breathing. After sitting for around 20 more minutes (approximately 5pm) they felt better and walked with the team lead back to the Student Recreation Centre (SRC) and continued their</p>			C



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
<p>Worker Representative Job Title: SRC/ARC Operations Coordinator</p>		<p>shadow shift until 6pm and was okay the rest of the time. Realizing that this is being filled out late by typical standards. I was informed yesterday (Monday) that a CAIRS report should have been filled out regarding this. I am filling this out first thing on my day back today.</p> <p>Root Cause: The root cause of this incident was due to how the staff member was feeling ahead of their shift due to their period. The humid/stuff environment of the ARC Fitness Centre had a minor effect on the recovery of the staff from feeling unwell but the root cause was the pre-existing condition prior to showing up to work.</p> <p>All Corrective Actions Complete</p> <p>Corrective Action Identified: In May 25th and May 28th staff meetings, we have re-reviewed health and safety and re-grounding in ensuring that staff are reporting all staff related injury/incident in the workplace. Estimated Completion Date: 2024-05-28 Final Actions Taken: Revisited material in second staff meeting on May 28th, and followed up with staff and ensured they were still okay with continuing to work this week. Date Completed: 2024-05-28</p> <p>Notes:</p> <ul style="list-style-type: none"> - Touch on making sure if not feeling well, to let someone know right away - Reported late into CAIRS - Make sure its reported into the system right away - Reminder to everyone if employee isn't feeling well at work, unrelated work place incident – doesn't have to be reported into CAIRS → Should be reported if the incident goes further - Over reporting is better than not reporting - EX: A cold doesn't meet the threshold for reporting into CAIRS 			



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
		- Completed			
Incident ID: 134511 Incident Date: 2024-05-30 Submission Date: 2024-05-31 Person Type: Staff ATHL - Athletics and Recreation Location: SDC - National Soccer Development Centre (NSDC) lawn slope beside NSDC parking lot Worker Representative Listed: No		Description: Staff member complained of sore back attributed to loading and placing bark mulch around trees. Notes: <ul style="list-style-type: none"> - Corrective actions: Remind staff to use proper posture loading heavy materials and not to stand on a slope - Staff meeting on Monday - Clean up around NSDC – staff member had a couple loads done with the loader and a few by hand - The machine was on the slope and on uneven ground - twisting action was done - What made the back injury - Completed 			C

6. 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) JOHSC has reviewed the below facility inspections for the month and has found the below items.					
<input type="checkbox"/> No actionable items noted					
Item # (Use Inspection #)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
	E	<input checked="" type="checkbox"/> War Memorial Gym	Kurt		



6. 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"> Nothing to report Few weeks ago, fire department inspected the building on Saturday but things have been resolved 			
	E	<input checked="" type="checkbox"/> UBC Aquatic Centre <ul style="list-style-type: none"> Transition of staff taking place Working to fill the gaps 	James		
	E	<input checked="" type="checkbox"/> Student Recreation Centre, Bird Coop, ARC <ul style="list-style-type: none"> Nothing to report 	Chris		
	E	<input checked="" type="checkbox"/> Arena <ul style="list-style-type: none"> Nothing to report Importance of housekeeping 	James		
	E	<input checked="" type="checkbox"/> Park <ul style="list-style-type: none"> Big clean up around compound Debris and garbage was cleaned Still have metal bin and being filled up 	Gary		

* 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	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
		Upcoming training:	IP		



7. REVIEW EDUCATION AND TRAINING					
		<ul style="list-style-type: none"> - Anssi - Training needed to be done – Gary and James will discuss the training - Daniel Kaiser - Done first section and signed up for the June training - Waiting for the part 2 session 			

* 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 – 23/12/14 – 08)		Need to nominate and elect a “employee co-chair”. <ul style="list-style-type: none"> - Gary will step up - Get new people to come in - Get someone to step up - James and Gary will discuss this - Opportunity to look around your team to join this committee - See if anyone is interested in joining the committee - Looking for a new co chair - Anyone interested in the LST to step up - 			IP
(NB-24-05-09-05)		Resources and escalations – Jason McManus <ul style="list-style-type: none"> - Since encampment, number of incidents in facilities where campus security was there to assist and some were more acute than others but common theme was campus security was unresponsive - Campus security is under a lot of pressure but what we want to make sure what is happening is supervisor and manager knows the next step 			C



8. ONGOING BUSINESS – Status of Action Items

		<ul style="list-style-type: none"> - Medical emergency, not life threatening and you call them and they don't answer, they are expected that you call 911 to mobilize that response and the campus security will get there at some point - If campus security is not available, then escalate to RCMP on campus and they will come - Access to a building - Someone forgets their keys and gets access, if campus security is unresponsive, have to go to the supervisors and managers and open lines of communication - Summer mode – less tuned up on things and everyone is in the know about those pieces <p>Notes June 13th</p> <ul style="list-style-type: none"> - Most part, everyone is following protocol very well - Call campus security for ongoing issue - Insure that staff understands the next step and not to stay on the phone, hang up and call 911 or first aid - Important delaying a response might have negative effects - Get resources quicker - Completed 			
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* ED – Education and Training * GI- General Inspection *NB – New Business

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

Item #	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status
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9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)

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* REC – Recommendation Letter

10. NEW & OTHER BUSINESS

- General discussion items (list actionable items below)

Item # (NB-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
(NB – 24/06/13 – 01)		<p>Safety Day 2024 – Save the Date – Wednesday, Oct 16 We are delighted to announce that Safety Day 2024 has been scheduled for Wednesday, October 16. Building on the overwhelming positive response from previous years, we have secured the spacious Great Hall in the AMS Student Nest as our venue. We are looking forward to hosting another exciting day with speakers, vendors, food, prizes, and more. More information regarding registration and the agenda for the day will be sent out in mid-June as we are in the final stages of confirming the details.</p>			C
(NB – 24/06/13 – 02)		<p>Heat Stress Exposure Control Plan Feedback Prior to the publication of the Heat Stress Exposure Control Plan, Safety & Risk Services is seeking input from the UBC community to ensure the content of this document considers the working conditions where there is a risk of heat stress and offers the information needed to keep you safe at work. To provide your feedback, please complete this Qualtrics Survey by July 15th, 2024. The Heat Stress Exposure Control Plan can be found using the link on the first page of the survey.</p>			C



10. NEW & OTHER BUSINESS					
(NB – 24/06/13 – 03)		<p>Staying safe around coyotes</p> <p>We have had a few reports of coyotes on campus and wanted to provide tips for any encounters you might have. First and most importantly, do not approach or interact with coyotes (or any wild animals), including taking close photos or feeding them.</p> <p>Never feed or leave food out for a coyote. Coyotes hunt their natural prey self-sufficiently and do not require human handouts for survival. Feeding a coyote (directly or indirectly) can cause a dependence on humans that will put both the animal and people at risk. This practice can be detrimental to the coyote over the long term.</p> <p>Coyotes tend to be curious but not aggressive and will usually mind their own business if left alone. If they approach you or seem aggressive, follow the advice from the BC Conservation Officer Service (COS):</p> <ul style="list-style-type: none">• Make yourself look as large as possible.• Wave your arms and shout at the coyote in a loud, aggressive voice.• If the coyote continues to approach, don't run or turn your back. Continue to exaggerate the above gestures and slowly back away to safety.• If you are walking your dog, make sure to keep it on a leash. Follow the steps above while moving yourself and your dog away from the coyote. Pick up small dogs if possible. <p>If a coyote poses an immediate threat or danger to public safety, call the COS Call Centre at 1-877-952-7277.</p>			C



10. NEW & OTHER BUSINESS																					
(NB – 24/06/13 – 04)		<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>			C																
		<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>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> <tr> <td></td> <td></td> <td>August 13th 9:30am – 11:00am</td> <td>August 15th 1:00pm – 2:30pm</td> </tr> </tbody> </table>	JOHSC Training			LST Training		Part 2a	Part 2b	Part 2a	Part 2b	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			August 13 th 9:30am – 11:00am	August 15 th 1:00pm – 2:30pm		
		JOHSC Training		LST Training																	
Part 2a	Part 2b	Part 2a	Part 2b																		
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																		
		August 13 th 9:30am – 11:00am	August 15 th 1:00pm – 2:30pm																		
(NB – 24/06/13 – 06)		<p>James Tait: Discussion monthly inspections</p> <ul style="list-style-type: none"> - Create new flow on process to help people identify what, how, when, to upload their inspection reports - They are being done but need to do more that are being completed and uploaded - Working with Claire to make sure these inspections are completed and uploaded correctly and in a timely manner - More eyes on this, the better - Create the schedule in your departments - Get the process done quicker - LST should be more involved in this as well - Groom some people from LST to the JOHSC - 			N																

11. NEXT MEETING	
Date:	July 11 th 2024
Time:	9:30-11:00 am



11. NEXT MEETING

Location:	Zoom
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12. MEETING ADJOURNED

Time:	10:13am
Moved:	Chris, Leonardo

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
- Risk Management Services ubcsafety.committee@ubc.ca
- Posted on any Safety Bulletin Boards (if applicable)