



Custodial Services Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Custodial Services
Joint Occupational Health & Safety Committee

Worker Chair: David Sequeira (co-chair)
Employer Co-Chair: Felinor Adriano (chair)

Date: Jul 10th, 2024

Time: 2:00 p.m.
Location: CCP R-RM CPDE Gardenia 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 Formal Recommendation Letters & Regulatory Inspections 10. New and Other Business 11. Next Meeting 12. Meeting Adjournment
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Minutes Recorded by: Wendy Lam

Distributed: August 14, 2024

1. ROLL CALL						
Worker Representatives		Association/Union	Work Location	Present	Regrets	Absent
Efren Arriego		CUPE 116	Custodial Service Worker	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Felinor Adriano (co-chair)		CUPE 116	Custodial Service Worker	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Juanito Flores		CUPE 116	Utility Worker	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kuldeep Malli (co-chair alternate)		CUPE 116	Custodial Head Service Worker	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sarabjit Kaur Jaswal		CUPE 116	Custodial Service Worker	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Majit Sound		CUPE 116	Custodial Head Service Worker	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Employer Representatives		Work Location		Present	Regrets	Absent
Barry Brooks		Operations Manager		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Conor Cregg-Guinan (co-chair alternate)		Operations Manager		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Denise Tang		Custodial Assistant Supervisor		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
David Sequeira (co-chair)		Custodial Assistant Supervisor		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sean Pardek		Custodial Scheduler/Trainer		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

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 #)	Priority	Accident Type	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
134683	E	Incident Only	<ul style="list-style-type: none"> Item review. Using door stoppers more safely and reporting worn-out rubber will be discussed during crew talks. It has also been included in the inspection checklist. <p>Description: Custodian open the door to Coustadian JR # 329(door opens inwards to the right, engaged door stopper mounted on bottom of door and began filling up one of small pails with chemical from distributor, as per below attachment Worker did not realized that door was closing at very slow rate due to worn out rubber tip(very bottom part of stopper.) As a result closing door did strike lightly left bottom side of workers lower back causing very slight discomfort,worker did not have scratched or discoloured skin, as per our procedures, UBC First Aid was called after all diligence was done Ice Pack was suggested to apply if/when needed. Obviously there was no need to apply Ice Pack, worker returned to work,no need for modified duties, worker successfully finish shift, next day on June 26th reported to work, no issue/s, no time lost.</p> <p>Root Cause: Incorporating above factors the root cause/factor of this incident overwhelmingly points out at malfunctioning (worn out) bottom rubber part of door stopper as result stopper did not have good grip causing door to slip in addition floor in this JR is a polished</p>	N/A	N/A	Info Only



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			<p>cement, so it is critical to have stopper with rubber bottom in good condition.</p> <p>Corrective Actions: All Actions Complete</p> <p>Corrective Action 1 Corrective Action Identified: Place SR to replace door stopper Estimated Completion Date: 2024-07-12 Final Actions Taken: Placed SR on June 27/2024 to replace malfunctioning door stopper for JR # 329 entrance door Date Completed: 2024-06-27</p>			
134649	E	Incident Only	<ul style="list-style-type: none"> Item review. Workers are reminded to inspect spaces before cleaning. A reminder and tips for cleaning in narrow spaces have been included in the crew talk. <p>Description: Worker was cleaning the countertop in one of the labs in the basement. There is a decorative panel about 2-3cm above the counter secured to the wall and in the entire length of the counter. Dust and debris gets into the space and it is cumbersome to reach it. Worker was wiping the counter underneath the panel, pushed the damp cloth underneath and scratched the top of the right ring finger through the gloves. There was a tiny piece of plywood sticking out which went unnoticed by the Custodian and it made a scratch through the gloves. The scratch was shallow but it was bleeding a little.</p>	N/A	N/A	Info Only



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			<p>First Aid was called and upon arrival, they disinfected the wound and placed a band aid over it. No modified duties were needed and worker continued and then completed the shift.</p> <p>Root Cause:</p> <ul style="list-style-type: none"> - Worker did not anticipated/planned that there might be sharp points under the ledge that can cause injury - Worker did not plan task properly or used available tools (e.g. duster) <p>Corrective Actions: Not Complete</p> <p>Corrective Action 1 Corrective Action Identified: Plan out tasks better and use available tools. Assess and anticipate potential risks for injury prior to starting the cleaning task Estimated Completion Date: 2024-06-24 Final Actions Taken: Trainer to provide tips on how to clean narrow spaces and show worker the available tools for cleaning such spaces.</p>			
134595	E	Medical Treatment	<ul style="list-style-type: none"> Item review. <p>Description: employee was auto scrubbing foyer on gnd. floor, due to the fact that for past couple of days in foyer area has been set up made of tables for the event , set up has been done mainly for catering and display of material pertaining event directly.</p>	N/A	N/A	Info Only



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			<p>While auto scrubbing floor in open areas employee noticed spills under tables, in order to remove these spills employee had to move, reposition few tables (meaning - slightly lift one side of table and move to the left or right and same process with other side of table coupe of table just be able to auto scrub these area .</p> <p>While repositioning one of these tables employee, felt discomfort in employee's right shoulder, employee called HSW to inform what had happen.HSW called UBC First AID.</p> <p>I was notified about this incident at 7:18PM, arrived to the Forestry Building at approx 7:35PM, UBC First Aid attendant was already in Forestry Building attending our employee, basically employee did receive Ice Pack to be applied to the top of right shoulder, First Aid Attendant checked motion range of workers right shoulder,motion range was slightly limited ,felt discomfort no pain.</p> <p>First Aid Attendant informed worker if pain should occur, worker should see a doctor.Worker was advised to apply ice pack as needed.Worker completed shift still feel discomfort. Next 3 days employee called in sick due to continue discomfort in right shoulder, on 15th of June , employee had booked doctor's appointment. As per doctor's opinion employee strain muscle in R shoulder ,worker is able to resume work with minor accommodation to avoid straining right shoulder, also as per doctors recommendation worker was advised to attend Physio.</p>			



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			<p>Worker reported to work on Monday June 17/2024, did work full shift , no issue at all, I visited worker all was good , reminded worker to respect doctor's advise to avoid straining right shoulder, in this regard worker is not lifting heavy garbage, is not working with machines(floor 2 speed machine, is not pushing an auto scrubber). Employee missed 3 days work</p> <p>Root Cause: it appears that the root cause of this incident was repetitive motion and heavy lift(lifting up) tables.</p> <p>Corrective Actions: All Actions Complete</p> <p>Corrective Action 1 Corrective Action Identified: discussion with worker Estimated Completion Date: 2024-06-17 Final Actions Taken: Had discussion with worker ask for help in event of another table set ups, which we know that it will happen throughout academic year. Date Completed: 2024-06-17</p>			
134577	E	Time Loss	<ul style="list-style-type: none"> Item review. <p>Description: Worker was returning the bucket to the janitor room to dump the water into the janitor’s sink. The janitor room was small and narrow and worker needed to maneuver carefully around the space. Lost footing and grabbed for the back of the chair to steady</p>	N/A	N/A	Info Only



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			<p>self but missed and hit the bridge of the nose against the back of the plastic chair. Regaining balance, managed to turn and sit down on the chair to catch the breath and orient self. Felt pain and dizziness, likely from the impact and stayed seated for 5-10 minutes. The face felt tender from the eyebrow line to the nose but there was not blood. Worker called coworker to help, whom in turn called the Head. Campus First Aid was called and upon arrival Custodian was examined and an icepack was provided by the FA. Custodian was initially assigned modified duties but since it was close to the end of the shift, worker was driven back to the office by Supervisor to drop off the keys. Coworkers walked with Custodian to the Parking lot and to the workers car to ensure safety. Custodian went to the Hospital the following morning, was examined, discharged and sent home to rest.</p> <p>Root Cause: Limited space in janitor room</p> <p>Corrective Actions: All Actions Complete</p> <p>Corrective Action 1 Corrective Action Identified: Remove unnecessary items from Janitor room to make more space Estimated Completion Date: 2024-06-07 Final Actions Taken: Unnecessary items removed Date Completed: 2024-06-07</p>			



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134559	E	Incident Only	<ul style="list-style-type: none"> Item review. DS to follow up on the double door. <p>Description: This incident occur in area 0044 (bsmt)' there are 4 internal doorsdouble doors on middle and one single door on left side of double doors and one door on right side of double door. Employee was leaving a building through single door on left side of double doors, pushed door that opens to the left at that moment another employee was exiting through one of double doors that opens towards single door on left, because door was pushed with great force allowing door to open 180 degree wide to the left side striking single door on left while mentioned above employee was trying to open. As result employee involved in this incident felt discomfort in left hand/wrist , called UBC First Aid. There was no swell, bruise, when asked to describe pain on scale from 1-10 employee said" probably 3". First Aid attendant recommended and provided Ice Pack. Employee continue work no time loss, employee completed shift with no issue regarding an incident that employee was involve in. Employee did report to work next day, no pain or limitation to the left hand/wrist, employee continued work full shift (7.5 hours)- good day!!!!!!</p> <p>Root Cause: It appears that the root cause of this incident is double doors in middle area 0044 require "DOOR RESTRICTOR, LIMITER"-this devise will prevent both double doors opening too wide, having this RESTRICTORLIMITER, doors can be adjusted to open wide 90 degree, which sufficient.</p>	DS	Aug/24	N



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			<p>Corrective Actions: All Actions Complete</p> <p>Corrective Action 1 Corrective Action Identified: need to install door restrictor/ limiter preventing doors open too wide. Final Actions Taken: as per above recommendation Date Completed: 2024-06-08</p>			
134550	E	Incident Only	<ul style="list-style-type: none"> Item review. <p>Description: worker is working on evening shift 3PM until 11PM. At approx. 10:45PM worker was walking east on main hallway towards an elevator and then to the sign in/out Custodial Office located on B2 level, while walking on main hallway towards an elevator, worker did not notice that 4 floor tiles (24x24in area) were moist did not fully dried after being washed, worker step/walk on these floor tiles, slipped and took fall forward to the left. As a result worker injured left side of forehead, was slightly swollen, felt discomfort to touch, no visible bruise. I did check workers footwear, relatively new runners bottom of runners had good traction, judging by the eye. Worker felt good, did not want to wait for UBC First Aid saying- I'm OK. At around 11PM UBC First Aid arrived did their diligence, recommended and provided ICE PACK to be applied to the left side of the forehead.</p>	N/A	N/A	Info Only



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			<p>Worker did not have pain in any other parts of body while being checked by UBC First Aid. Worker left home around 11:15PM, worker was advise by UBC First Aid should worker feel pain in forehead area or having headache , worker should immediately see Medical Professional. Given fact worker is on vacation next day(Thursday June 6 and has booked specialist appointment on June 7/2024 (it has to do with surgery on right knee 2 years ago), I will not hear anything from worker until next week June 10/2024. Will provide more details on June 10/2024. Worker returned to work next week on Monday June 10/2024, did feel good, worked full shift , no accommodation needed. As far as an incident # 134559 which accrued on Wednesday June 5/2024 there is no time loss.</p> <p>Root Cause: In this incident it is challenge to pin point root cause due to the fact that worker feel good at work and after, slightly moist floor tiles an area 24inx24in could cause worker to slip, after worker returned to work, I had short conversation with worker hoped to have direct insight as far as possible reason why it did happen, worker did not know why and was surprised loosing balance as result taking fall. Possible root cause : moist floor tiles.</p> <p>Corrective Actions: All Actions Complete</p>			



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			Corrective Action 1 Corrective Action Identified: discussion with worker Estimated Completion Date: 2024-06-10 Final Actions Taken: Had discussion with worker to make sure be aware of surroundings (eg. floor), even though, wet floor signs were on display. Date Completed: 2024-06-10			
134364	E	Time Loss	<ul style="list-style-type: none"> The worker is still on leave; DS to follow up when the worker is back. DS to follow up on corrective actions and update at next meeting The worker is currently on leave Description: Note: - This report is being submitted to document an injury that the worker believes to have occurred sometime in the month of January 2024 - It is only when worker spoke with Supervisor over the phone and reported that their right shoulder injury was possibly caused due to challenges they had with the disposal of garbage and recycling at the Leonard Klinck building, which is their primary work assignment. - Worker had not reported any injury incidents or challenges with workload or cleaning assignment prior to their absence. Worker did not recollect when exactly the injury occurred and mentioned that it likely occurred sometime in January 2024	DS DS DS	Aug/24 Jul/24 Jun/24	IP IP N



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			<p>Worker had called in sick on March 14 and had initially reported ‘not feeling well’ as per the office sick call log. Worker has been off work till this date (May 10, 2024)</p> <p>Worker had provided a medical note on March 15 which indicated they were suffering from a ‘Right Shoulder Tendon Tear injury’. The medical note stated that worker was unable to attend work from March 14 to April 14.</p> <p>Worker had called and informed Supervisor that they wanted to return to work sooner than what the note had recommended. Worker was reported that their right arm was in a sling and hence, did not appear to be fully fit for work. Worker was informed that they would need to visit their doctor again to get reassessed and would need to complete return to work documentation from Workplace Health Services in order to plan a possible return to work. Worker reported that they began experiencing pain in their right shoulder sometime from the month of January 2024 onwards. Worker reported that the pain was on and off and was taking some Tylenol (painkillers) and applying pain relieving ointment in order to cope with the pain.</p> <p>Worker stated that it was a rainy day and they had made a round to dispose off garbage into the dumpster located in the loading bay of the Leonard Klinck Building. Worker reported that they had opened the garbage dumpster lid with their left arm while simultaneously disposing off some garbage bags with their right arm. Worker reported that during the process they heard a slight clicking sound from their right shoulder area but, did not think much of it at the</p>			



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			<p>time and continued working as normal, till the end of shift that day. Worker reported to have begun experiencing pain while at home, later that day.</p> <p>Worker stated that there was some office moving taking place at the time and some of the users of the offices had disposed off a lot of books into the garbage and recycling bins which had made the bags quite heavy for disposal.</p> <p>Worker stated that they were working by themselves and were covering for a co-worker who was away for a while and hence, had to do additional rounds in order to dispose off garbage and recycling, at the time.</p> <p>Worker reported that they had visited their doctor on Tuesday, February 27, 2024 regarding the pain they were experiencing on and off in their shoulder. Worker reported that their doctor examined their shoulder and had sought an X-ray in order to further examine the condition of the affected shoulder area.</p> <p>Worker got an X-ray of their shoulder about 2 weeks later on Tuesday, March 12, which was done after their regular work shift on that day. Worker reported that despite not feeling too well they still came into work the next day on Wednesday, March 13 which was the last day they had worked.</p> <ul style="list-style-type: none"> Worker had an appointment scheduled with a specialist on Tuesday, April 16 to assess the condition of their shoulder. 			
134269	E	Incident Only	<ul style="list-style-type: none"> No Update. SP to follow up with the report writer to clarify more details and update at next meeting. 	SP SP SP	Aug/24 Jul/24 Jun/24	IP IP N



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			<ul style="list-style-type: none"> LT suggested to attach photos for clarification. <p>Description: Custodian unlocked/ opened room # 148 (Kitchen) opened door less than halfway to see if there is student/ students usually students reheat their food there. When custodian had door open, at same time a student was passing by and stood behind our custodian looking into this kitchen, custodian did not expect to have someone behind him, released hand from door handle turned head to the side to see who is behind him, that time student left, door was already closing, custodian turn head again towards door as result custodians left eyebrow sustained small cut/abrasion enough to see little blood and minor discoloration. First Aid(UBC Campus Security) was called , upon arrival First Aid recommended Ice pack and it was given to custodian ,was using on /off for part of shift. Custodian did not feel pain, except little tingling, custodian completed shift without any problem.</p> <p>Root Cause: It appears that the root cause of this incident was - door stopper was not used to prevent door from closing in particular doors that having door closer mechanism.</p> <p>Corrective Actions: All Actions Complete</p> <p>Corrective Action 1</p> <ul style="list-style-type: none"> Corrective Action Identified: Remind Custodian to use door stopper 			



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			<ul style="list-style-type: none"> • Estimated Completion Date: 2024-04-23 • Final Actions Taken: Custodian was reminded to use door stopper to prevent door from closing on its own. • Date Completed: 2024-04-23 			

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)

No actionable items noted

Item #	Priority	Date	Discussion/Comments/Recommendations	Assigned To	Follow up: Date	Status
LSC office	C	May/24	Posted. Item closed. Only JOHSC minutes for April 2024 posted	DS	Jul/24	C N
MSL Storage 242	C	May/24	The space is all cleaned up. Item closed. Items Stacked too high on top shelf	DS	Jul/24	C N
C&CP 2 Custodial Office	C	May/24	Posted. Item closed. Only JOHSC Meeting minutes for April 2024 posted	DS	Jul/24	C 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	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
ED-2024/05/08-04	C	<p><u>New JOHSC Member Safety Training – Sean Pardek</u> Part 2a completed. Part I completed. Effective May 8, 2024, SP Joined this committee as an employer representative. SP will need to complete JOHSC Fundamentals Part 1, 2A & 2B within 6 months of joining by Nov 2024. Below is the link to sign up: https://safetycommittees.ubc.ca/training-calendar/</p>	SP	Nov/24	IP N
ED-2024/02/14-03	C	<p><u>8 hours Safety Training in 2024</u></p> <ul style="list-style-type: none"> • No update. • No update. • FA and EA shared what they had learned from the conference. • FA and EA to attend Western Conference. • FA and EA to attend Western Conference. • To record what and when members take safety courses either in person or online 	All All All All All	Aug/24 Jul/24 Jun/24 May/24 Apr/24 Mar/24	IP IP IP IP N
ED-2024/02/14-02	C	<p><u>New JOHSC Member Safety Training – Manjit Sound</u> No update. MS to update at next meeting Effective May 8, 2024, MS joined this committee as a worker representative. MS completed JOHSC Fundamentals Part 1 and to complete part II A & B next week. MS to confirm when he will join this committee. MS attended as a Guest and stated that he would inform the committee if he would like to join the committee. He is aware that he will have to complete the JOHSC Fundamental Training again as he has not been a committee member for over two years.</p>	MS MS MS MS MS	Aug/24 Jul/24 May/24 Apr/24 Mar/24	IP IP IP IP N

* ED – Education and Training



8. ONGOING BUSINESS – Status of Action Items						
Item #	Priority	Date	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
NB-2024/06/12-39	E	10-Jul-24 12-Jun-24	<u>Building Inspection Schedule</u> Invites have been sent out. Updated building inspection schedule was distributed and to be included in minutes. ST to send out meeting invites as reminders.	DS	Jul/24	C N
NB-2024/06/12-37	E	10-Jul-24 12-Jun-24	<u>Job Safety Review</u> LT will send out the content of the Safe Work Procedure. The committee will review the procedures accordingly. CCG to send out updated one after reviewing with KM.	LT CCG	Aug/24 Jul/24	IP N
NB-2024/06/12-36	E	10-Jul-24 12-Jun-24	<u>Term of Reference (ToR) Annual Review</u> DS sent the ToR out in mid-June and uploaded to Sharepoint. ToR reviewed and approved. Chair and co-chair election to take place in April, 2025. DS to distribute updated 2024-2025 document to the committee, Sean Lynch and John Metras.	DS	Jul/24	C N
NB-2024/04/10-23	E	10-Jul-24 12-Jun-24	<u>Lunch Bag Stored in Janitorial Rooms</u> Pending report from SRS. Review done with Rosanna Ma from SRS on some janitorial rooms. CCG to update at next meeting once the report is done by Rosanna Ma. LT sent out info to CCG for review and discuss in upcoming meetings.	CCG CCG	Aug/24 Jul/24	IP IP
		08-May-24 10-Apr-24	Under regulation, if there are chemical and biological contaminants being generated in workplace, any food item should not be stored inside. LT to send out more info for further discussion at next meeting.	LT LT	Jun/24 May/24	IP N
NB-2023/12/08-77	E	10-Jul-24 12-Jun-24	<u>More Evening Shift Representatives</u> SP included the invitation in the upcoming crew talk. In progress.	SP SP	Aug/24 Jul/24	IP IP
		08-May-24 10-Apr-24	SP to include in crew talk to recruit more worker reps. In progress. To emphasize in crew talk. In progress.	SP BB	Jun/24 May/24	IP IP
		13-Mar-24 14-Feb-24	In progress. Manjit Sound joined this committee as a guest on Feb. 14 th , 2024. To add in crew talk to recruit more worker reps from evening shift.	BB BB	Apr/24 Mar/24	IP IP
		10-Jan-24 08-Dec-23	In progress. FA will be the sole representative for evening shift custodians after EA's move to the day shift. It was suggested to invite more evening shift custodians to join the committee in January crew talk.	BB BB	Feb/24 Jan/24	IP N



* ED – Education and Training * GI- General Inspection *NB – New Business

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 #202417748070A	E	<p>Description:</p> <ul style="list-style-type: none"> ○ On June 5th, a WorkSafeBC officer conducted an inspection at the In-Vessel Composting Facility following a workplace incident involving exposure to sodium hydroxide, a hazardous substance. ○ The preliminary investigation has been completed and submitted to WorkSafeBC. The full investigation report is due within 30 days of the incident. ○ There was one order issued to the University. ○ Order #1 - Exposure to Hazardous Substance: An order was issued under section 5.2 of the Occupational Health & Safety Regulation (OHSR), it states: “If a worker is or may be exposed to a chemical agent, or biological agent designated as a hazardous substance in section 5.1.1, which could cause an adverse health effect, the employer must ensure that (a) the identity of the chemical agent or biological agent, its possible effects on worker health and safety and any precautions required to protect the health and safety of the worker are clearly indicated by labels, SDSs, or other similar means, (b) the information required by paragraph (a) is clearly communicated to the worker, (c) written procedures are prepared and implemented to eliminate or minimize a risk of exposure to a chemical agent or biological agent by any route that could cause an adverse health effect, and to address emergency and cleanup procedures in the event of a spill or release of a chemical agent or biological agent, and (d) the supervisor and the worker are trained in and follow the measures required in this Part and Part 6 of this Regulation for the safe handling, use, storage and disposal of the chemical agent or biological agent, including emergency and spill cleanup procedures.” 	N/A	Jun 7/24	N/A	Info only



9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
		<p>JOHSC/LST General Learnings/Discussion Points:</p> <ul style="list-style-type: none"> Employers must establish and maintain a process that ensures all workers are adequately informed, trained, and supervised regarding the risks associated with hazardous substances. This includes providing clear information about the substances they might encounter, documented training on safe handling practices, and continuous supervision to ensure compliance with safety protocols. Maintaining a comprehensive chemical inventory is essential for ensuring workplace safety. This inventory should include detailed information about each chemical used or stored in the workplace, including its identity, associated risks, and safety data sheets (SDSs). Workers should have easy access to this information to understand the hazards they may encounter and the precautions they need to take. All products, substances, wastes and byproducts that are dangerous to the environment or to human beings and are no longer of use must be disposed of safely and in a timely manner. It is important to know what and how much waste will be generated and how to dispose of it in advance of doing the work. Refer to Hazardous Waste Management for information about chemical waste disposal 				
IR 202416973059A	E	<p>Description:</p> <ul style="list-style-type: none"> On June 21st, a WorkSafeBC officer attended the Hector J. MacLeod Building due to an incident notification involving a horizontal metal band saw. During the incident, a worker's right index fingertip was injured while changing a blade on the band saw. First aid was administered, and the worker was transported to the hospital. There were zero (0) orders issued to the University. <p>JOHSC/LST General Learnings/Discussion Points:</p>	N/A	Jun 21/24	N/A	Info only



9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
		<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. ○ 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. 				
IR 202416973060A	E	<p>Description:</p> <ul style="list-style-type: none"> ○ This Inspection Report is in response to an incident on June 21st, relating to an incident involving a horizontal metal band saw. ○ There were two (2) orders issued to the University. ○ Order #1 - Safe Work Procedures: An order was issued under section 19.36(10) of the OHSR which states, “Written safe work procedures must be developed for the use of equipment operated by a control system, including lockout procedures as required by the Occupational Health and Safety Regulation.” ○ Order #2 - Waste Material: An order was issued under section 4.41 of the OHSR which states “Refuse, spills and waste material must not be allowed to accumulate so as to constitute a hazard.” <p>JOHSC/LST General Learnings/Discussion Points:</p> <ul style="list-style-type: none"> ○ Supervisors have a general duty to ensure the health and safety of their workers. Risk assessment must be conducted to take the measures necessary to meet this requirement. It provides an opportunity to consider all foreseeable hazards associated with a task and the risks associated with those hazards. 	N/A	Jun 25/24	N/A	Info only



9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
		<ul style="list-style-type: none"> Employers must ensure written safe work procedures, including lockout procedures, are developed and implemented for all equipment being operated. Workers must be instructed, trained, and supervised on how to operate equipment safely, including lockout procedures. Refer to Risk Assessments & Safe Work Procedures for more information. If work involves machinery and equipment that could unexpectedly activate or if the unexpected release of an energy source could cause injury, workers must receive instruction and training as per the Occupational Health and Safety Regulation and be knowledgeable in de-energization and lockout requirements, hazardous energy types, when locks are required, personal lockout, group lockout, and lockout procedures. Refer to De-Energization & Lockout for more information. Refuse, spills, and waste materials must not be allowed to accumulate as they can pose hazards. Regular clean-up procedures should be established and followed. 				

10. NEW and OTHER BUSINESS :																		
Item#	Priority	Date	Discussion and/or Action Items	Assigned To	Date to be Completed	Status												
NB-2024/07/10-44	E	10-Jul-24	<u>JOHSC Training</u> New dates have been released for JOHSC and LST training. You can register for JOHSC training here , and LST training here .	N/A	N/A	Info Only												
			<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> </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
			JOHSC Training				LST Training											
			Part 2a				Part 2b	Part 2a	Part 2b									
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10. NEW and OTHER BUSINESS :									
Item#	Priority	Date	Discussion and/or Action Items				Assigned To	Date to be Completed	Status
			September 10 th 10:00am- 12:00pm	September 12 th 1:00pm – 3:00pm	August 13 th 9:30am – 11:00am	August 15 th 1:00pm – 2:30pm			
NB- 2024/07/10-43	E	10-Jul-24	<p><u>Weather and Thermal Stress Safety</u> UBC has taken steps to plan for extreme heat events. Given the high temperatures, we wanted to provide some resources and information to help you and your loved ones stay cool and safe. The following air-conditioned UBC buildings are open to the public:</p> <ul style="list-style-type: none"> • Irving K. Barber Learning Centre (Monday-Sunday, 6:00 a.m. to 12:00 a.m.) • Koerner Library (Monday-Thursday, 7:30 a.m. to 8:00 p.m.; Friday, 7:30 a.m. to 5:00 p.m.; Saturday and Sunday, closed) <p>Visit the Weather and Thermal Stress Safety page for the most updated information about UBC’s on-campus cooling centres.</p>				N/A	N/A	Info Only
NB- 2024/07/10-42	E	10-Jul-24	<p><u>Heat Stress Exposure Control Plan (ECP) Feedback</u> The July 15th, 2024 deadline for the Heat Stress Exposure Control Plan (ECP) feedback survey is fast approaching. Your input is essential in shaping the Heat Stress ECP. To provide your feedback, please complete this Qualtrics survey. The Heat Stress ECP can be found using the link on the first page of the survey.</p>				N/A	N/A	Info Only
NB- 2024/07/10-41	E	10-Jul-24	<p><u>Safety Day Award</u> Don't forget, the deadline to submit Safety Day Awards nominations is coming up! Two JOHSCs and two LSTs will have the opportunity to win the "Safety Achievement Award." If you believe your JOHSC/LST deserves recognition, please nominate them to win! To submit your nomination, click here. The deadline for submissions is Friday, July 19th, 2024.</p>				N/A	N/A	Info Only
NB- 2024/07/10-40	E	10-Jul-24	<p><u>Safety Day Agenda and Registration</u> The Safety Day Agenda has been finalized and attached. Registration is filling up fast, with over half of our spots taken, so register now to ensure you don't miss Safety Day on October 16th, 2024! All the information about the day can be found on the website.</p>				N/A	N/A	Info Only



*NB – New Business

11. NEXT MEETING	
Date:	August 14th, 2024
Time:	2:00 PM
Location:	CCP R-RM CPDE Gardenia Room

12. MEETING ADJOURNED	
Time:	3:05pm

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

****UPDATED** Building Inspection Schedule 2024**

Month	Employer Rep	Worker Rep
January	David Sequeira	Kuldeep Malli
February	David Sequeira	Felinor Adriano
March	Denise Tang	Jaunito Flores
April	Barry Brooks	Felinor Adriano
May	David Sequeira	Kuldeep Malli



June	Conor Cregg-Guinan	Efren Arriesgado
July	Sean Pardek	Manjit Sound
August	Denise Tang	Jaunito Flores
September	Conor Cregg-Guinan	Sarabjit Jaswal
October	Barry Brooks	Manjit Sound
November	Conor Cregg-Guinan	Efren Arriesgado
December	Denise Tang	Sarabjit Jaswal

Monthly Distribution and Posting of Meeting Minutes (Required):

- Responsible VP
- Responsible Managing Director/Dean
- All JOHSC members
- Internal Communications Person
- Posted on any Safety Bulletin Boards
- Risk Management Services for posting on UBC JOHSC website
(Email to: ubcsafety.committee@ubc.ca)