



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: July 11<sup>th</sup> 2024

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

**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 Centralized 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 Formal Recommendation Letters &amp; Regulatory Inspections</li> <li>10. New and Other Business</li> <li>11. Next Meeting</li> <li>12. Meeting Adjournment</li> </ol> |
|---|--|

**GOALS FOR 2020/2021**

- |  |
|--|
| <ol style="list-style-type: none"> <li>1. Vote in Co-Chairs</li> <li>2. Confirm Committee membership with renewal of ToR and keep up to date on the UBC Safety Committee Website</li> <li>3. Improve clarity of meeting minutes and documentation of JOHSC activities</li> </ol> |
|--|



1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Chris Smythe	AAPS	SRC / ARC	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Daniel Kaiser	AAPS	Varsity Events	<input type="checkbox"/>	<input checked="" 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
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"/>
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 type="checkbox"/>	No <input type="checkbox"/>
---	---------------------------------	--------------------------------

**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)*

June minutes                                      Moved by: Robyn                                      Seconded by: James

Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
---------------------------	--	--------------------------------

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

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

*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"/>
-------------------------	--	--------------------------------



**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
<b>Incident ID:</b> 134291 <b>Incident Date:</b> 2024-04-23 <b>Submission Date:</b> 2024-04-24 <b>Person Type:</b> Staff ATHL - Athletics and Recreation <b>Location:</b> STA - Thunderbird Stadium Rooftop - Camera Position for Varsity film crew <b>Worker Representative Listed:</b> Yes <b>Worker Representative Job Title:</b> Sr. Manager, Safety & Risk Mitigation		<b>Description:</b> 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.  <b>Root Cause:</b> 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.  <b>Corrective Action 1 Corrective Action Identified:</b> Remove Equipment from Operation <b>Estimated Completion Date:</b> 2024-04-23 <b>Final Actions Taken:</b> Removed Equipment From Worksite <b>Date Completed:</b> 2024-04-23  <b>Corrective Action 2 Corrective Action Identified:</b> Suspended workers access to roof space.			IP



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:				
		<p><b>Estimated Completion Date:</b> 2024-04-23  <b>Final Actions Taken:</b> Access Removed  <b>Date Completed:</b> 2024-04-23</p> <p><b>Corrective Action 3 Corrective Action Identified:</b> Schedule refresher training with all effected staff and facility workers. This to included updated Worksafe Procedures and new equipment  <b>Estimated Completion Date:</b> 2024-08-07</p> <p>Notes:</p> <ul style="list-style-type: none"> <li>- Football team used for filing on the roof</li> <li>- They do not have access to the roof</li> <li>- Delayed until august and can be recertified and retrained</li> <li>- Everything has been done except training</li> <li>- In progress for now and will get clarity from Dustin at next meeting</li> </ul> <p>Notes June 13<sup>th</sup></p> <ul style="list-style-type: none"> <li>- In progress</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>- Started the process but still in progress</li> <li>- Make sure the equipment is ready</li> <li>- Ready by mid august</li> </ul>		
<p><b>Incident ID:</b> 134479 (134326)  <b>Incident Date:</b> 2024-04-30  <b>Submission Date:</b> 2024-05-27  <b>Person Type:</b> Staff</p>		<p><b>Description:</b>  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>		C



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
<p>ATHL - Athletics and Recreation <b>Location:</b> AQC - Aquatic Centre On deck beside the Hot Tub <b>Worker Representative Listed:</b> Yes <b>Worker Representative Job Title:</b> Lifeguard supervisor</p>		<p><b>Root Cause:</b> Tight space for this work. Not a task that is done with any frequency (less than once per year - upset only).</p> <p><b>All Corrective Actions Complete</b></p> <p><b>Corrective Action Identified:</b> 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><b>Estimated Completion Date:</b> 2024-05-31 <b>Date Completed:</b> 2024-05-10</p> <p><b>Notes:</b> - Completed</p>			
<p><b>Incident ID:</b> 134422 <b>Incident Date:</b> 2024-05-15 <b>Submission Date:</b> 2024-05-16 <b>Person Type:</b> Staff ATHL - Athletics and Recreation <b>Location:</b> AQC - Aquatic Centre Hallway in front of break room <b>Worker Representative Listed:</b> No</p>		<p><b>Description:</b> 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. Campus security not needed to attend. Staff was sent home early, parent picked them up.</p> <p><b>Notes:</b> - Completed</p>			<p style="text-align: center; color: red;">C</p>



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
<p><b>Incident ID:</b> 134456 (134459) <b>Incident Date:</b> 2024-05-22 <b>Submission Date:</b> 2024-05-23 <b>Person Type:</b> Staff ATHL - Athletics and Recreation <b>Location:</b> TWS - Doug Mitchell Thunderbird Sports Centre West Arena floor <b>Worker Representative Listed:</b> Yes <b>Worker Representative Job Title:</b> Coordinator, Events &amp; Operations (South Campus)</p>		<p><b>Description:</b> 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><b>Root Cause:</b> Incident was caused by not having enough people lifting the dasher board in question.</p> <p><b>All Corrective Actions Complete</b></p> <p><b>Corrective Action Identified:</b> Minimum number of staff to lift dasher boards to increase to 2x staff. <b>Estimated Completion Date:</b> 2024-05-23 <b>Final Actions Taken:</b> Review with all staff working on project that the minimum number of staff to lift dasher boards to be a minimum of 2x people. <b>Date Completed:</b> 2024-05-23</p> <p><b>Notes:</b> - Completed</p>			C
<p><b>Incident ID:</b> 134481 (134489) <b>Incident Date:</b> 2024-05-22 <b>Submission Date:</b> 2024-05-28</p>		<p><b>Description:</b> 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</p>			C



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
<p><b>Person Type:</b> Paid Student ATHL - Athletics and Recreation <b>Location:</b> SUB - Life Building Took place in the ARC Fitness Centre in the lower floor of the LIFE Building. <b>Worker Representative Listed:</b> Yes <b>Worker Representative Job Title:</b> SRC/ARC Operations Coordinator</p>		<p>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 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><b>Root Cause:</b> 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/stuffy 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><b>All Corrective Actions Complete</b></p> <p><b>Corrective Action Identified:</b> 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.</p>			





5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
		<p><b>Estimated Completion Date:</b> 2024-05-28</p> <p><b>Final Actions Taken:</b> 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.</p> <p><b>Date Completed:</b> 2024-05-28</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>- Completed</li> </ul>			
<p><b>Incident ID:</b> 134511</p> <p><b>Incident Date:</b> 2024-05-30</p> <p><b>Submission Date:</b> 2024-05-31</p> <p><b>Person Type:</b> Staff ATHL - Athletics and Recreation</p> <p><b>Location:</b> SDC - National Soccer Development Centre (NSDC) lawn slope beside NSDC parking lot</p> <p><b>Worker Representative Listed:</b> No</p>		<p><b>Description:</b></p> <p>Staff member complained of sore back attributed to loading and placing bark mulch around trees.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>- Completed</li> <li>- Corrective actions was to review safe work practices regards to parking equipment on hills</li> <li>- Was discussed at safety meeting</li> </ul>			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)
<p><i>Distribute inspection checklist(s) and report(s) for meeting and use this table to record discussion and new recommendation(s)</i></p> <p><b>JOHSC has reviewed the below facility inspections for the month and has found the below items.</b></p> <p><input type="checkbox"/> No actionable items noted</p>



**6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)**

Item # (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 <ul style="list-style-type: none"> <li>Nothing</li> </ul>	Kurt		
	E	<input checked="" type="checkbox"/> UBC Aquatic Centre <ul style="list-style-type: none"> <li>Nothing</li> </ul>	James		
	E	<input checked="" type="checkbox"/> Student Recreation Centre, Bird Coop, ARC <ul style="list-style-type: none"> <li>Nothing</li> </ul>	Chris		
	E	<input checked="" type="checkbox"/> Arena <ul style="list-style-type: none"> <li>James will follow up with Patrick</li> </ul>	James		
	E	<input checked="" type="checkbox"/> Park <ul style="list-style-type: none"> <li>Nothing</li> </ul>	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
----------------------------	----------	---	-------------	----------------------------	--------



7. REVIEW EDUCATION AND TRAINING					
		Upcoming training: <ul style="list-style-type: none"> <li>- Anssi – Did the first part of the training and second needs to be booked in</li> <li>- Daniel Kaiser – On the second session</li> <li>-</li> </ul>			IP

\* ED – Education and Training

8. ONGOING BUSINESS – Status of Action Items					
Original Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
(NB – 23/12/14 – 08)		Need to nominate and elect a “employee co-chair”. <ul style="list-style-type: none"> <li>- Gary will step up</li> <li>- Get new people to come in</li> <li>- Get someone to step up</li> <li>- James and Gary will discuss this</li> <li>- Opportunity to look around your team to join this committee</li> <li>- See if anyone is interested in joining the committee</li> <li>- Looking for a new co chair</li> <li>- Anyone interested in the LST to step up</li> <li>-</li> </ul>			IP
(NB – 24/06/13 – 06)		James Tait: Discussion monthly inspections <ul style="list-style-type: none"> <li>- Create new flow on process to help people identify what, how, when, to upload their inspection reports</li> <li>- They are being done but need to do more that are being completed and uploaded</li> <li>- Working with Claire to make sure these inspections are completed and uploaded correctly and in a timely manner</li> </ul>			IP



**8. ONGOING BUSINESS – Status of Action Items**

		<ul style="list-style-type: none"> <li>- More eyes on this, the better</li> <li>- Create the schedule in your departments</li> <li>- Get the process done quicker</li> <li>- LST should be more involved in this as well</li> <li>- Groom some people from LST to the JOHSC</li> <li>-</li> <li>-</li> </ul>			
--	--	--	--	--	--

\* 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
IR #202417748070A		<p>1)JUNE 7, 2024 – IR #202417748070A</p> <p><b>Description:</b></p> <ul style="list-style-type: none"> <li>• On June 5<sup>th</sup>, a WorkSafeBC officer conducted an inspection at the In-Vessel Comosting Facility following a workplace incident involving exposure to sodium hydroxide, a hazardous substance.</li> <li>• The preliminary investigation has been completed and submitted to WorkSafeBC. The full investigation report is due within 30 days of the incident.</li> <li>• There was one order issued to the University.</li> <li>• Order #1 - Exposure to Hazardous Substance: An order was issued under section 5.2 of the Occupational Health &amp; 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</li> </ul>				C



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

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.”

**JOHSC/LST General Learnings/Discussion Points:**

- 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



9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
		<p>understand the hazards they may encounter and the precautions they need to take.</p> <ul style="list-style-type: none"> <li>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.</li> <li>Refer to Hazardous Waste Management for information about chemical waste disposal</li> </ul>				
IR# 202416973059A		<p><b>2) JUNE 21, 2024 – IR 202416973059A</b></p> <p><b>Description:</b></p> <ul style="list-style-type: none"> <li>On June 21st, a WorkSafeBC officer attended the Hector J. MacLeod Building due to an incident notification involving a horizontal metal band saw.</li> <li>During the incident, a worker's right index fingertip was injured while changing a blade on the band saw.</li> <li>First aid was administered, and the worker was transported to the hospital.</li> <li>There were zero (0) orders issued to the University.</li> </ul> <p><b>JOHSC/LST General Learnings/Discussion Points:</b></p> <ul style="list-style-type: none"> <li>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-</li> </ul>				C



9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
		<p>822-2222 (after calling 911 emergency services) as part of the incident response.</p> <ul style="list-style-type: none"> <li>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</li> <li>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>				
IR #202416973060A		<p><b>3) JUNE 25, 2024 – IR #202416973060A</b></p> <p><b>Description:</b></p> <ul style="list-style-type: none"> <li>This Inspection Report is in response to an incident on June 21<sup>st</sup>, relating to an incident involving a horizontal metal band saw.</li> <li>There were two (2) orders issued to the University.</li> <li>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."</li> <li>Order #2 - Waste Material: An order was issued under section 4.41 of the OHSR which states "Refuse, spills</li> </ul>				C



9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
		<p>and waste material must not be allowed to accumulate so as to constitute a hazard.”</p> <p><b>JOHSC/LST General Learnings/Discussion Points:</b></p> <ul style="list-style-type: none"><li>• 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.</li><li>• Employers must ensure written safe work procedures, including lockout procedures, are developed and implemented for all equipment being operated.</li><li>• Workers must be instructed, trained, and supervised on how to operate equipment safely, including lockout procedures.</li><li>• Refer to Risk Assessments &amp; Safe Work Procedures for more information.</li><li>• 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.</li><li>• Refer to De-Energization &amp; Lockout for more information.</li><li>• 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.</li></ul>				





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

--	--	--	--	--	--	--

\* 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-24/07/11/01)		<p><b>Safety Day Agenda and Registration</b> The Safety Day Agenda has been finalized and attached. Registration is filling up fast, with over half of our spots taken, so <a href="#">register now</a> to ensure you don't miss Safety Day on October 16<sup>th</sup>, 2024! All the information about the day can be found on the <a href="#">website</a>.</p>			C
(NB-24/07/11/02)		<p><b>Safety Day Awards</b> 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 <a href="#">here</a>. The deadline for submissions is Friday, July 19<sup>th</sup>, 2024.</p>			C
(NB-24/07/11/03)		<p><b>Heat Stress Exposure Control Plan (ECP) Feedback</b> The July 15<sup>th</sup>, 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</p>			C



10. NEW & OTHER BUSINESS																					
		complete this <a href="#">Qualtrics survey</a> . The Heat Stress ECP can be found using the link on the first page of the survey.																			
(NB-24/07/11/04)		<p><b>Weather and Thermal Stress Safety</b></p> <p>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.</p> <p>The following air-conditioned UBC buildings are open to the public:</p> <ul style="list-style-type: none"> <li>• <a href="#">Irving K. Barber Learning Centre</a> (Monday-Sunday, 6:00 a.m. to 12:00 a.m.)</li> <li>• <a href="#">Koerner Library</a> (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)</li> </ul> <p>Visit the <a href="#">Weather and Thermal Stress Safety page</a> for the most updated information about UBC’s on-campus cooling centres.</p>			C																
(NB-24/07/11/05)		<p><b>JOHSC Training</b></p> <p>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>.</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>July 10<sup>th</sup> 10:00am- 12:00pm</td> <td>July 16<sup>th</sup> 1:00pm – 3:00pm</td> <td>June 11<sup>th</sup> 10:00am – 11:30am</td> <td>June 14<sup>th</sup> 1:00pm – 2:30pm</td> </tr> <tr> <td>September 10<sup>th</sup> 10:00am- 12:00pm</td> <td>September 12<sup>th</sup> 1:00pm – 3:00pm</td> <td>August 13<sup>th</sup> 9:30am – 11:00am</td> <td>August 15<sup>th</sup> 1:00pm – 2:30pm</td> </tr> </tbody> </table>	JOHSC Training		LST Training		Part 2a	Part 2b	Part 2a	Part 2b	July 10 <sup>th</sup> 10:00am- 12:00pm	July 16 <sup>th</sup> 1:00pm – 3:00pm	June 11 <sup>th</sup> 10:00am – 11:30am	June 14 <sup>th</sup> 1:00pm – 2:30pm	September 10 <sup>th</sup> 10:00am- 12:00pm	September 12 <sup>th</sup> 1:00pm – 3:00pm	August 13 <sup>th</sup> 9:30am – 11:00am	August 15 <sup>th</sup> 1:00pm – 2:30pm			C
JOHSC Training		LST Training																			
Part 2a	Part 2b	Part 2a	Part 2b																		
July 10 <sup>th</sup> 10:00am- 12:00pm	July 16 <sup>th</sup> 1:00pm – 3:00pm	June 11 <sup>th</sup> 10:00am – 11:30am	June 14 <sup>th</sup> 1:00pm – 2:30pm																		
September 10 <sup>th</sup> 10:00am- 12:00pm	September 12 <sup>th</sup> 1:00pm – 3:00pm	August 13 <sup>th</sup> 9:30am – 11:00am	August 15 <sup>th</sup> 1:00pm – 2:30pm																		



11. NEXT MEETING	
Date:	August 8 <sup>th</sup> 2024
Time:	9:30-11:00 am
Location:	Zoom

12. MEETING ADJOURNED	
Time:	11:35am
Moved:	Gary

**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](mailto:ubcsafety.committee@ubc.ca)
- Posted on any Safety Bulletin Boards (if applicable)