



### 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: August 8<sup>th</sup> 2024

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

#### AGENDA:

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| <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> |
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#### GOALS FOR 2020/2021

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| <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> |
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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 type="checkbox"/>	<input checked="" 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
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 checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" 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"/>





**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
<p><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 &amp; Risk Mitigation</p>		<p><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&amp;R Sr. Manager for Facility Maintenance.</p> <p><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.</p> <p><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</p> <p><b>Corrective Action 2 Corrective Action Identified:</b> Suspended workers access to roof space.</p>			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 July 16th</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>Notes August 8<sup>th</sup></p> <ul style="list-style-type: none"> <li>- Scissor list training</li> <li>- Staying in progress</li> </ul>			
<p><b>Incident ID:</b> 134581 (134603)  <b>Incident Date:</b> 2024-06-10</p>		<p><b>Description:</b></p> <p>Staff member was line trimming along the top of the slope to the north end of the NSDC Grass Fields. During the task, staff member turned</p>			C



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:				
<p><b>Submission Date:</b> 2024-06-10</p> <p><b>Person Type:</b> Staff ATHL - Athletics and Recreation</p> <p><b>Location:</b> SDC - National Soccer Development Centre (NSDC) Slope on the north end of NSDC Grass Fields.</p> <p><b>Worker Representative Listed:</b> Yes</p> <p><b>Worker Representative Job Title:</b> Landscape Tech 2</p>		<p>their ankle. Was able to continue, but a break their knee started to hurt. Took advil and after break was able to return to work.</p> <p><b>Root Cause:</b> Working on uneven ground caused staff to turn their ankle and put stress on the knee.</p> <p><b>All Corrective Actions Complete Corrective Action Identified:</b> Remind staff to always be attentive to the ground conditions and note any areas that could cause them to loose balance and impact stability.</p> <p><b>Estimated Completion Date:</b> 2024-06-28</p> <p><b>Date Completed:</b> 2024-06-24</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>- Complete</li> </ul>		
<p><b>Incident ID:</b> 134590</p> <p><b>Incident Date:</b> 2024-06-10</p> <p><b>Submission Date:</b> 2024-06-11</p> <p><b>Person Type:</b> Paid Student ATHL - Athletics and Recreation</p> <p><b>Location:</b> TWS - Doug Mitchell Thunderbird Sports Centre Bauer Rink - On Ice/Bench</p>		<p><b>Description:</b></p> <p>While working on the board renovation project worker stepped on a nail while walking through the plastic garbage pile. worker was walking around the plastic pile and tripped on a piece of stray wood with a nail that they didn't see. Nail went into foot about .5 to 1cm.</p> <p><b>Root Cause:</b> housekeeping, the area of work needs to be clear, to allow safe ingress and egress</p> <p><b>All Corrective Actions Complete Corrective Action Identified:</b> To meet with Staff to discuss good house keeper habits remind staff that before they start the days work they should be reviewing the work place to</p>		<p style="text-align: center; color: red;">C</p>



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
<p><b>Worker Representative</b> Listed: Yes <b>Worker Representative Job Title:</b> Cheif Engineer</p>		<p>identity any hazards and ensuring there is a safe ingress and egress routes <b>Estimated Completion Date:</b> 2024-06-11 <b>Final Actions Taken:</b> at TEAM MEETING the above actions where discussed <b>Date Completed:</b> 2024-06-11</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>- Completed</li> <li>- Talked about before doing work like this, have to review the path and make sure its clear and safe</li> <li>- Went though the staff and operational staff that was involved</li> <li>-</li> </ul>			
<p><b>Incident ID:</b> 134696 <b>Incident Date:</b> 2024-06-21 <b>Submission Date:</b> 2024-06-28 <b>Person Type:</b> Staff ATHL - Athletics and Recreation <b>Location:</b> AQC - Aquatic Centre West of UBC Aquatic Centre, by the large dumpsters. <b>Worker Representative Listed:</b> Yes <b>Worker Representative Job</b></p>		<p><b>Description:</b></p> <p>Patient was assisting Swim Meet Manager locate an important piece of merchandise that had been thrown away the night before. Senior Manager attempted to support and lead by example by opening the lids of the garbage containers, and rifling through the garbage bags to find the merchandise. Patient got a small step-stool and garbage picker to assist. Upon leaning into one of the dumpsters to reach a garbage bag, Patient felt a sharp pain in their ribs. Patient took a break from rifling through the garbage to rest their ribs, notified the Meet Manager.</p> <p><b>Root Cause:</b> Individuals threw something in dumpster that should not have been in the dumpster Secondary cause: individual accessed the contents within dumpster in way that compromised their physical reach. If access were required into the dumpster proper PPE and/or ladder access should have been sourced before the attempt was made.</p> <p><b>Corrective Action 1 Corrective Action Identified:</b> Review with staff to assess hazards with staff before attempting task. If access is required</p>			<p>C</p>



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
<p><b>Title:</b> Head Groundskeeper</p>		<p>into the dumpster proper PPE and/or ladder access should have been sourced before the attempt is made. <b>Estimated Completion Date:</b> 2024-07-29</p> <p><b>Corrective Action 2 Corrective Action Identified:</b> Review with staff the importance of double checking if something should be thrown out to prevent people from having to recover items.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>- We reviewed the process and event needed to be better organized when dumper diving, use proper tool and equipment</li> <li>- Look at hazards around and they rushed at getting it done</li> <li>- Take the step to access going forward</li> </ul>			
<p><b>Incident ID:</b> 134729 <b>Incident Date:</b> 2024-07-05 <b>Submission Date:</b> 2024-07-05 <b>Person Type:</b> Staff ATHL - Athletics and Recreation <b>Location:</b> TWS - Doug Mitchell Thunderbird Sports Centre exit from father Bauer rink to car park <b>Worker Representative Listed:</b> Yes <b>Worker Representative Job Title:</b> Cheif enginner</p>		<p><b>Description:</b></p> <p>Worker was carrying old puck board to the dumpster when he dropped it, it bounced and grazed his shin</p> <p><b>Root Cause:</b> In the process of picking up a loose puck board piece from the pile to then place the piece in the dumpster work lost grip of the piece being lifted and the edge of that piece scraped shin as it fell back to ground</p> <p><b>All Corrective Actions Complete Corrective Action Identified:</b> review Material handling with all workers <b>Estimated Completion Date:</b> 2024-07-10 <b>Date Completed:</b> 2024-07-12</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>- Coordination and communication conversation</li> <li>- Completed</li> </ul>			<p>C</p>





5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

<p><b>Incident ID:</b> 134869 (134877) <b>Incident Date:</b> 2024-07-26 <b>Submission Date:</b> 2024-07-29 <b>Person Type:</b> Staff ATHL - Athletics and Recreation <b>Location:</b> No Building Selected Thunderbird Park - Wolfson East Field <b>Worker Representative Listed:</b> Yes <b>Worker Representative Job Title:</b> Head Instructor - UBC Camps</p>	<p><b>Description:</b> Worker of Ultimate Frisbee Camp was playing in a scrimmage with camp on Wolfson East Field and went to catch a frisbee in the air. Worker fell to the ground while catching the frisbee and as they stood up, they injured their right knee causing sudden severe pain. Co-workers approached to see how serious the injury was and decided to call the supervisor for support. The instructor was in quite a bit of pain but managed to walk off to the side of the field. Co-workers gave the injured worker an instant ice pack to apply to the knee while they waited. UBC Camps Coordinator and Supervisors came from the UBC Camps Office arriving to scene approximately 5 minutes later to check in on the worker. UBC Camps Coordinator asked if this worker had any history of knee injuries and the worker explained that they had dislocated their knee in the past. Worker explained that the pain did not feel exactly the same as the time it was dislocated but it was still quite sore. It was then decided that the worker should go to the UBC Hospital to get medical advice and assessment. The Worker called the UBC Camps Coordinator at 6:54pm to update that they had received an x-ray and been told to rest and potentially follow up with physio therapy. The worker did not know if they would be able to return to work for their next scheduled shift on August 6th or not.</p> <p><b>Root Cause:</b> When instructor stood up from the ground they turned their body in a certain way that caused sudden severe pain. They had previous injury to that same knee which may have contributed to the injury.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>- Working with Lesley and working through it</li> <li>- Making sure the investigation and documentation is complete</li> <li>- Know your limit, stay within it</li> <li>- James will follow up</li> </ul>			<p>IP</p>
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5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
		- Keep in progress			

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>					
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 to report</li> <li>Innocent with the side hoops – backboard shattered</li> <li>Cleaned up the glass and covered up</li> </ul>	Kurt		
	E	<input checked="" type="checkbox"/> UBC Aquatic Centre <ul style="list-style-type: none"> <li>New staff onboard</li> <li>Opportunities for near misses from inspections</li> <li>In progress hiring new facility coordinator</li> <li>Inspections being done by operational staff</li> </ul>	James		
	E	<input checked="" type="checkbox"/> Student Recreation Centre, Bird Coop, ARC <ul style="list-style-type: none"> <li>One door was fixed in SRC</li> </ul>	Chris		
	E	<input checked="" type="checkbox"/> Arena <ul style="list-style-type: none"> <li>Nothing to report</li> <li>Inspections have started</li> </ul>	James		



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

	E	<input checked="" type="checkbox"/> Park <ul style="list-style-type: none"> <li>Nothing to report</li> <li>Garbage dump – the metal bin is getting garbage throw in</li> <li>Noted the kids are coming in and taking wood from the pile and making fires</li> <li>James, Anssi and Gary will take it off</li> </ul>	Anssi		
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\* 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: <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 – Done</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> </ul>			IP



8. ONGOING BUSINESS – Status of Action Items					
		<ul style="list-style-type: none"> <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>			
(NB – 24/06/13 – 06)		<p>James Tait: Discussion monthly inspections</p> <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> <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>			IP
(NB – 24/08/08 – 05)		Boathouse Inspection Discussion			N

\* 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 #202416973064A		<p>1)JULY 5, 2024 – IR #202416973064A</p> <p><b>Description:</b></p> <ul style="list-style-type: none"> <li>On July 3, 2024, WorkSafeBC officers conducted an inspection at the UBC Botanical Garden as concerns were raised about the safety of a scaffold.</li> <li>There was one (1) order issued to the University.</li> <li>Order #1 – Scaffold and General Duties: An order was issued under section WCA21(2)(e) which states, “An employer must provide to the employer's workers the information, instruction, training, and supervision necessary to ensure the health and safety of those workers in carrying out their work and to ensure the health and safety of other workers at the workplace.”</li> </ul> <p><b>JOHSC/LST General Learnings/Discussion Points:</b></p> <ul style="list-style-type: none"> <li>The employer is responsible for ensuring the health and safety of all workers and for complying with the OHS provisions and the Regulation. This includes providing information, instruction, training, and supervision to ensure the health and safety of workers and others at the workplace.</li> <li>Employers must ensure that scaffolds used by workers are safe and meet regulatory requirements.</li> <li>Workers must take reasonable care to ensure their own health and safety and that of others who may be affected by their actions. They must follow established safe work procedures as required by the Regulation.</li> </ul>				C



9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
		<ul style="list-style-type: none"><li>Workers assembling scaffolds must be trained and supervised properly to ensure safety standards are met.</li><li>Supervisors must have knowledge of their general duties and how to implement them. A lack of knowledge regarding legal responsibilities can place workers at risk of injury. Supervisors must ensure compliance with the regulatory requirements found in the Act and Regulation.</li><li>When a worker reports an unsafe condition or act, it must be investigated immediately, and corrective actions must be taken without delay.</li></ul>				
IR #202416973060B		<p><b>2) JULY 22, 2024 – IR #202416973060B</b></p> <p><b>Description:</b></p> <ul style="list-style-type: none"><li>This follow-up Inspection Report accepted compliance measures taken to the orders issued on June 21, 2024, related to an incident involving a horizontal metal band saw.</li><li>A Notice of Compliance and 30-day Full Investigation reports were submitted to WorksafeBC outlining the immediate and planned actions to achieve compliance to the following orders:</li><li>Order #1 - Safe Work Procedures: The employer submitted written safe work procedures, including lockout procedures.</li><li>Order #2 - Waste Material: The employer confirmed the removal of accumulated metal chips from the band saw.</li></ul>				C



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

		<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>				
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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 – 24/08/08 – 01)		<p><b>Safety Day Voting for Awards and Registration</b> Thank you for submitting your nominations for the Safety Day awards. We are in the process of compiling all the information regarding your incredible achievements. The survey to vote for your top two JOHSCs and LSTs will be available via this <a href="#">voting link starting Aug 5<sup>th</sup></a>. The survey will be available for one month from <b>Aug 5<sup>th</sup>- Sept 5<sup>th</sup></b> and we highly encourage you to vote and show your support.</p> <p>Registration for Safety Day has been closed as we’ve reached full capacity but we highly encourage you to sign up for the wait list as there are always cancellations. Please email <a href="mailto:safety.risk@ubc.ca">safety.risk@ubc.ca</a> to be added to the waist list or to cancel your registration, if you can no longer attend.</p> <p>With your support, Safety Day has been a huge success and we can’t wait to see you all again in person!</p>			C
(NB – 24/08/08 – 02)		<p><b>Working Safely in Laboratories: Non-Laboratory Personnel</b> SRS is excited to announce the launch of a new course, <a href="#">Working Safely in Laboratories: Non-Laboratory Personnel</a>. This course is tailored for staff who do not usually work in laboratories but may need to enter these spaces occasionally as part of their job duties. The course covers the potential hazards associated with laboratory environments and</p>			C





10. NEW & OTHER BUSINESS					
		<p>provides guidance on how to manage these risks to safely perform work tasks within UBC lab spaces.</p> <p>Please note, the course content is specific to procedures and processes at the UBC Point Grey Campus.</p>			
(NB – 24/08/08 – 03)		<p><b>Psychological Health and Safety 101</b>  <b>NEW!</b> Online self-paced course for UBC faculty and Staff:  <a href="#">Psychological Health and Safety 101</a></p> <p>Workplaces have the power to influence mental health and wellbeing. They can give people the opportunity to feel productive and purposeful. However, they can also reinforce harmful systems and contribute to mental health concerns and illness.</p> <p>You have the ability to positively influence your workplace by learning about - and taking action on - factors that support psychological health and safety within your team.</p> <p>When individuals, teams, and leaders take steps to understand, recognize, and action small changes to support mental wellbeing at work, the entire organization benefits.</p> <p>In this course you will:</p> <ul style="list-style-type: none"> <li>• Learn about psychological health and safety and how it is different from physical safety and mental health</li> <li>• Understand why psychological health and safety is important in the workplace and within teams</li> <li>• Identify actions that you can take to enhance psychological health and safety in your workplace</li> </ul>			C



10. NEW & OTHER BUSINESS																						
		Open enrollment anytime. If you have questions, please email <a href="mailto:efap.info@ubc.ca">efap.info@ubc.ca</a> .																				
(NB – 24/08/08 – 04)		<b>JOHSC Training</b> New dates have been released for JOHSC and LST training. You can register for JOHSC training <a href="#">here</a> , and LST training <a href="#">here</a> .	<table border="1"> <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>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> <tr> <td></td> <td></td> <td>October 28<sup>th</sup> 9:30am – 11:00am</td> <td>October 30<sup>th</sup> 1:00pm – 2:30pm</td> </tr> </tbody> </table>		JOHSC Training		LST Training		Part 2a	Part 2b	Part 2a	Part 2b	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			October 28 <sup>th</sup> 9:30am – 11:00am	October 30 <sup>th</sup> 1:00pm – 2:30pm		C
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11. NEXT MEETING	
Date:	September 12 <sup>th</sup> 2024
Time:	9:30-11:00 am
Location:	Zoom

12. MEETING ADJOURNED	
Time:	10:15
Moved:	Chris/James

**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)