



Custodial Services Joint Occupational Health & Safety Committee Meeting Minutes

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

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

Date: August 14th, 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: Shirley Tseng

Distributed: September 11, 2024

1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Efren Arriego	CUPE 116	Custodial Service Worker	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sean Pardek	CUPE 116	Custodial Scheduler/Trainer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Employer Representatives	Work Location		Present	Regrets	Absent
Barry Brooks	Operations Manager		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conor Cregg-Guinan (co-chair alternate)	Operations Manager		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Denise Tang	Team Manager		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
David Sequeira (co-chair)	Team Manager		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



1. ROLL CALL				
Resources/Guests	Work Location	Present	Regrets	Absent
Lori Takenaka	SRS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shirley Tseng	Clerical Pool (Minute Taker)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. DETERMINATION OF QUORUM		
a. A minimum of 4 members; b. Worker representatives (faculty and staff workers who do not exercise managerial functions) and employer representatives (management workers who exercise managerial functions); c. At least half of the members must be worker representatives;		
Is there quorum for this meeting?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

3. APPROVAL OF PREVIOUS JOHSC MEETING MINUTES		
<i>(Statement to indicate minutes of previous meeting have been read & acknowledged and to record any corrections to it)</i>		
<ul style="list-style-type: none"> Move to adopt minutes: Moved by: <u>Felinor Adriano</u> Seconded by: <u>Kuldeep Malli</u> Amendments to minutes: 		
Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA
<ul style="list-style-type: none"> SRS Monthly Co-Chair Email Safety Concern at Cecil Green Park House Safety Concern for Walking Alone at Night Diesel Exhaustion in Custodial Office at Life Building

4 A. REVIEW ACTIONABLE ITEMS FROM LST MINUTES (if applicable)
<i>Place actionable items under Accident/Incident Investigation, Safety Inspections, Correspondence, New Business etc. as applicable and assign proper item # for further discussion/action.</i>
<input checked="" type="checkbox"/> No actionable items noted



4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

Is the agenda approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

See attached incident report:
 ○ Monthly Incident List & Statistical Summary Report *(For any general CAIRS information that requires discussion or action, please record under “New Business” e.g. make note of trends etc. Any incident specific items and follow up requests are to be listed below)*

(See Legend at end for Priority and Status Codes)*

Item # (Use CAIRS Incident ID #)	Priority	Accident Type	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
134737	E	Time Loss	<ul style="list-style-type: none"> Both employee and head are away. DS To follow up with Edward Wereta to provide more information at next meeting. <p>Description: On Thursday July 4/2024 employee was working in office, after that employee went to see staff in few buildings, returned back to the office employee parked car beside IKB designated parking area. While employee was getting out from car employee's left foot first , when employee's foot touched ground employee felt pain in left knee. Employee returned to the office continue working in office until end of shift, employee was applying ice pack, thinking pain will go away. Employee finished shift. Next day employee was not able to return to work due to swell and pain in left knee. Employee has not return to work since.</p> <p>Root Cause: difficult at this time to pin point definite root cause of this incident.</p> <p>Corrective Actions: All Actions Complete</p>	DS	Sep/24	N



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			<p>Corrective Action 1</p> <ul style="list-style-type: none"> • Corrective Action Identified: as per interview employee via phone, did not find any wrong doing by employee getting out of car, parking area was dry therefore no possible employee's foot slipped. No previous history. • Estimated Completion Date: 2024-07-30 • Final Actions Taken: Edward Wereta (assist supervisor) and Trainer / Scheduler, Safety Rep Sean Pardek had discussion over the phone with employee. • Date Completed: 2024-07-30 			
134813	E	Time Loss	<ul style="list-style-type: none"> • Employee is still away. BB/FA to provide more information at next meeting after talking to the employee and supervisor. <p>Description: employee after attending UBC Social event was walking back to assigned building, walking on sidewalk at 2300 block of West Mall, by Horticultural building employee sprained left foot, minor swell visible between left ankle and bottom of left foot. Employee was attended by UBC First Aid. Recommended Ice Pack and doctor's visit. Employee had seen doctor Employee has not return to work yet, due to this incident.</p> <p>Root Cause: root cause it's undetermined, on day of incident was bright, dry (no rain), no obstruction on sidewalk that could cause sprain left foot, employee's foot wear was checked, had good traction (no physical wear).</p>	BB/FA	Sep/24	N



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			<p>At this point possible fatigue that employee is not aware due to heatwaves we had for some time.</p> <p>Corrective Actions: Not Complete</p> <p>Corrective Action 1</p> <ul style="list-style-type: none"> • Corrective Action Identified: discussion with employee • Estimated Completion Date: 2024-08-06 			
134862	E	Incident Only	<ul style="list-style-type: none"> • Item reviewed. <p>Description: while employee pushed JR Cart, the droplet of Neutral Cleaner " Stride" landed in employee's right corner of right eye causing minor irritation. Employee was attended by UBC First Aid and Fire Dept. Employee did flush affected eye. Employee was able to continue work, no time lost.</p> <p>Root Cause: The root cause of this incident is not determined even though an effort to do so was put in (JR's cart wheels were check just to see if there was something causing to have this to happen) nothing was found.)</p> <p>Corrective Actions: All Actions Complete</p> <p>Corrective Action 1</p>	N/A	N/A	Info Only



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			<ul style="list-style-type: none"> • Corrective Action Identified: wear goggles when around chemicals they are design to protect side of eyes. • Estimated Completion Date: 2024-07-29 • Final Actions Taken: discussion with employee regarding wear goggles when around chemicals. • Date Completed: 2024-07-29 			
134889	E	Incident Only	<ul style="list-style-type: none"> • The employee was away for other reasons. More information to be provided at next meeting. <p>Description: Wednesday, July 31 - 9:00 am Employee had stepped outside the Old Administration building to do a round of garbage disposal and was in the process of disposing garbage bags into the garbage dumpster when the employee lost control of the ergonomic dumpster prop tool which was meant to latch on to the center of the lid and keep the lid propped open, but slipped out of position, causing the lid to come to a sudden close and strike the employee's middle finger on their right hand, thereby resulting in a minor laceration injury.</p> <p>There was light rainfall at the time and the weather conditions were met with dark/overcasts skies.</p> <p>The top of the garbage dumpster lid was exposed to the rainfall, making the lid wet and a little slippery, resulting in a lack of grip. More details to follow...</p> <p>Root Cause: Investigation details to follows</p>	DS	Sep/24	N



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134559	E	Incident Only	<ul style="list-style-type: none"> • DS to follow up and provide update by email. • Item review. DS to follow up on the double door. <p>Description: This incident occurs in area 0044 (bsmt)' there are 4 internal doors double 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</p>	DS DS	Sep/24 Aug/24	IP N



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(* 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
			RESTRICTORLIMITTER, doors can be adjusted to open wide 90 degree, which sufficient. Corrective Actions: All Actions Complete 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			
134364	E	Time Loss	<ul style="list-style-type: none"> No update due to the worker is still away. 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.	DS DS DS DS	Sep/24 Aug/24 Jul/24 Jun/24	IP IP IP N



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			<p>- 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</p> <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.</p> <p>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.</p> <p>Worker reported that they began experiencing pain in their right shoulder sometime from the month of January 2024 onwards.</p> <p>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 of garbage into the dumpster located in the loading bay of the Leonard Klinck Building. Worker reported that they had opened</p>			



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			<p>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 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 of 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 of 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>			



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			<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. No Update. SP to follow up with the report writer to clarify more details and update at next meeting. LT suggested to attach photos for clarification. <p>Description: Custodian unlocked/ opened room # 148 (Kitchen) opened door less than halfway to see if there are 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>	SP SP SP SP	Sep/24 Aug/24 Jul/24 Jun/24	IP IP IP N



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(* 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
			<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 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)						
<input checked="" type="checkbox"/> No actionable items noted						
Item #	Priority	Date	Discussion/Comments/Recommendations	Assigned To	Follow up: Date	Status
C&CP 2 Custodial Office	C	Jul/24	Cooling system needs to be serviced. Not cooling. Vents/Ducts should be cleaned.	SP	Sep/24	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"> • Emergency Preparedness Training will be held on Aug. 28. • 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 All	Sep/24 Aug/24 Jul/24 Jun/24 May/24 Apr/24 Mar/24	IP 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-2024/06/12-37	E	14-Aug-24	<u>Job Safety Review</u> LT to confirm if JSR was distributed.	LT	Sep/24	IP
		10-Jul-24	LT will send out the content of the Safe Work Procedure. The committee will review the procedures accordingly.	LT	Aug/24	IP
		12-Jun-24	CCG to send out updated one after reviewing with KM.	CCG	Jul/24	N
NB-2024/04/10-23	E	14-Aug-24	<u>Lunch Bag Stored in Janitorial Rooms</u> Site visits were conducted by SRS but SRS needs to clarify some questions with CCG to finalize the report.	CCG	Sep/24	IP
		10-Jul-24	Pending report from SRS.	CCG	Aug/24	IP
		12-Jun-24	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.	CCG	Jul/24	IP
		08-May-24	LT sent out info to CCG for review and discuss in upcoming meetings.	LT	Jun/24	IP
NB-2023/12/08-77	E	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	May/24	N
		14-Aug-24	<u>More Evening Shift Representatives</u> SP to update at next meeting.	SP	Sep/24	IP
		10-Jul-24	SP included the invitation in the upcoming crew talk.	SP	Aug/24	IP
		12-Jun-24	In progress.	SP	Jul/24	IP
		08-May-24	SP to include in crew talk to recruit more worker reps. In progress.	SP	Jun/24	IP
		10-Apr-24	To emphasize in crew talk. In progress.	BB	May/24	IP
		13-Mar-24	In progress.	BB	Apr/24	IP
		14-Feb-24	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	Mar/24	IP
10-Jan-24	In progress.	BB	Feb/24	IP		
08-Dec-23	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	Jan/24	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 202416973060B	E	<p>Description:</p> <ul style="list-style-type: none"> 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. 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: Order #1 - Safe Work Procedures: The employer submitted written safe work procedures, including lockout procedures. Order #2 - Waste Material: The employer confirmed the removal of accumulated metal chips from the band saw. <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. 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. 	N/A	Jul 22/24	N/A	Info only



9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
		<ul style="list-style-type: none"> ○ 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. 				
IR 202416973064A	E	<p>Description:</p> <ul style="list-style-type: none"> ○ On July 3, 2024, WorkSafeBC officers conducted an inspection at the UBC Botanical Garden as concerns were raised about the safety of a scaffold. ○ There was one (1) order issued to the University. ○ 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.” <p>JOHSC/LST General Learnings/Discussion Points:</p> <ul style="list-style-type: none"> ○ 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. ○ Employers must ensure that scaffolds used by workers are safe and meet regulatory requirements. ○ 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. ○ Workers assembling scaffolds must be trained and supervised properly to ensure safety standards are met. ○ 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. 	N/A	Jul 5/24	N/A	Info only



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

		○ When a worker reports an unsafe condition or act, it must be investigated immediately, and corrective actions must be taken without delay.				
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10. NEW and OTHER BUSINESS :

Item#	Priority	Date	Discussion and/or Action Items	Assigned To	Date to be Completed	Status			
NB-2024/08/14-52	E	14-Aug-24	<p><u>Insufficient JOHSC Meeting Time</u> Options are suggested by members for discussions at next meeting.</p> <ul style="list-style-type: none"> - Review CLAIR report prior to meeting and summarize each incident/accident for discussion - To Provide template for writing CLAIR report online - To extend from 1 hour to 1.5 hours 	DS	Sep/24	N			
NB-2024/08/14-51	E	14-Aug-24	<p><u>Walking Alone at Night Safety Concern</u> The night shift service workers expressed concern about walking alone at night and the perceived lack of safewalk support.</p>	DS	Sep/24	N			
NB-2024/08/14-50	E	14-Aug-24	<p><u>Aromatic at Life Building</u> Diesel exhaustion since July due to some machine usage during construction at Life building causes employees' discomfort inside Life building. FM was notified with this issue because building occupants also reported.</p>	DS	Sep/24	N			
NB-2024/08/14-49	E	14-Aug-24	<p><u>Safety Concern at Cecil Green Park House</u> The weekend shift service workers have expressed concern that the chairs at Cecil Green Park House are still difficult to move off the lawn, particularly when wet, with the current tools. There was a report with recommendations done by SRS in 2021. DS to present the report for discussions at next meeting.</p>	DS	Sep/24	N			
NB-2024/08/14-48	E	14-Aug-24	<p><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.</p>	N/A	N/A	Info Only			
			JOHSC Training				LST Training		
			Part 2a				Part 2b	Part 2a	Part 2b



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			
					October 28 th 9:30am – 11:00am	October 30 th 1:00pm – 2:30pm			
NB- 2024/08/14-47	E	14-Aug-24	<p>Psychological Health and Safety 101 NEW! Online self-paced course for UBC faculty and Staff: Psychological Health and Safety 101 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. 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. When individuals, teams, and leaders take steps to understand, recognize, and action small changes to support mental wellbeing at work, the entire organization benefits. In this course you will:</p> <ul style="list-style-type: none"> • Learn about psychological health and safety and how it is different from physical safety and mental health • Understand why psychological health and safety is important in the workplace and within teams • Identify actions that you can take to enhance psychological health and safety in your workplace <p>Open enrollment anytime. If you have questions, please email efap.info@ubc.ca.</p>				N/A	N/A	Info Only
NB- 2024/08/14-46	E	14-Aug-24	<p>Working Safely in Laboratories: Non-Laboratory Personnel SRS is excited to announce the launch of a new course, Working Safely in Laboratories: Non-Laboratory Personnel. 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</p>				N/A	N/A	Info Only



10. NEW and OTHER BUSINESS :						
Item#	Priority	Date	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
			<p>the potential hazards associated with laboratory environments and 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-2024/08/14-45	E	14-Aug-24	<p><u>Safety Day Voting for Awards and Registration</u></p> <p>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 voting link starting Aug 5th. The survey will be available for one month from Aug 5th- Sept 5th 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 safety.risk@ubc.ca 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>	N/A	N/A	Info Only

*NB – New Business

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

12. MEETING ADJOURNED	
Time:	3:09pm

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
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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)