



## Custodial Services Joint Occupational Health & Safety Committee Meeting Minutes

<b>Name of Committee:</b> Custodial Services Joint Occupational Health & Safety Committee	<b>Worker Chair:</b> David Sequeira (co-chair) <b>Employer Co-Chair:</b> Felinor Adriano (chair)
<b>Date:</b> September 11th, 2024	<b>Time:</b> 2:00 p.m. <b>Location:</b> CCP R-RM CPDE Gardenia Room

<b>AGENDA:</b>	<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 Central 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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Minutes Recorded by: Shirley Tseng

Distributed: October 9, 2024

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





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

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
<b>134973</b>	<b>E</b>	<b>Time Loss</b>	<ul style="list-style-type: none"> <li><b>Corrective actions still pending due to employee’s absence.</b></li> </ul> <p><b>Description:</b> Monday, August 19, 2024 - 11:20 am            - Employee reported that they had completed performing annual floor maintenance work (scrubbing &amp; waxing) of the Penthouse Hallway floors - HENN 401Z on the West side of the Henning's building and was heading towards the Janitor Room: HENN 313 located on Level 2 in order to empty out a mop bucket into the sink; when they suddenly felt severe pain in their right shoulder area causing them to lose grip and control of the mop bucket while they were stepping on to the mid-level stair landing of stairway # 3 and turning towards their left.            - Employee reported that they were carrying a brown mop bucket which is one of the older and heavier models without the WaveBreak feature and which also had a wringer, a string mop and some water inside it. Employee explained that they were carrying the mop bucket and its contents while holding on to its sides, as it was a heavy and difficult load to carry and handle.</p>	<b>DS</b>	<b>Oct/24</b>	<b>N</b>



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			<p><b>Root Cause:</b> Employee chose to use string mop instead of PerfectClean Flat Mop</p> <p><b>Corrective Actions:</b> Not Complete</p> <p><b>Corrective Action 1</b></p> <ul style="list-style-type: none"> <li>• <b>Corrective Action Identified:</b> Inform and remind employee of safe work practices and the use of appropriate cleaning tools and equipment while performing floor maintenance and cleaning tasks.</li> <li>• <b>Estimated Completion Date:</b> 2024-09-09</li> </ul> <p><b>Corrective Action 2</b></p> <ul style="list-style-type: none"> <li>• <b>Corrective Action Identified:</b> Remind all building service workers of safe work practices and the use of appropriate cleaning tools and equipment while performing floor maintenance work and cleaning tasks.</li> <li>• <b>Estimated Completion Date:</b> 2024-09-09</li> </ul>			
135008	E	Medical Treatment	<ul style="list-style-type: none"> <li>• <b>Item reviewed.</b></li> </ul> <p><b>Description:</b> Worker entered the lab to begin picking up the garbage, worker noticed a strong smell and spoke to the lab worker in another lab who mentioned there was a spill earlier in the day. Worker continued to work for another few minutes but started getting a head ache and felt dizzy as worker was sensitive to strong odors and cigarette smoke. Worker took 2 Tylenol, the Head Service Worker called all staff if they needed help with their garbage as the</p>	N/A	N/A	Info Only



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			<p>compactor door was not working. Worker brought garbage down and informed Head there was a spill, took Tylenol and was feeling better, head called Campus Security First Aid. First Aid was dispatched along with an ambulance and fire department. Head pulled all staff from all floors to main floor where there was no odor. Worker was taken to hospital by ambulance for further observation suggested by First Aid. The Fire Department encountered very strong odor and cordoned off the entire 6th floor. HVAC was turned on to ventilate the 6th floor, Hazmat team was called to do an air quality assessment. Pharmacy manager stated there was a spill in the morning that was neutralized using bleach wipes but felt it was already taken care of and may not be the cause.</p> <p><b>Additional Info;</b>            Lab doors were left open to air out the lab due to the HVAC being turned off for roof maintenance.            There were no signs posted on the lab doors of the spill/odor.            There was not caution tape used to indicate a spill/odor.            Worker was not informed of a spill/odor in the lab.            Spill was cleaned up using the proper procedure but the wipes were disposed of in the regular garbage cans that our worker was emptying instead of the bins with lids used for disposing of contaminated rags.</p> <p><b>Root Cause:</b> Worker not informed verbally or by signage of a spill/odor in the lab.</p>			



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			<p>Lab left contaminated wipes in regular garbage that the worker was handling. Worker noted strong odor in lab but did not inform Supervisor immediately, continued working for 5 minutes until affected.</p> <p><b>Corrective Actions:</b> Not Complete</p> <p><b>Corrective Action 1</b></p> <ul style="list-style-type: none"> <li>• <b>Corrective Action Identified:</b> Worker to exit lab and contact Head immediately if a strong odor is coming from lab and workers eyes sting.</li> </ul> <p><b>JOHSC/LST Additional Actions:</b> Not Complete</p> <p><b>JOHSC/LST Item 1</b></p> <ul style="list-style-type: none"> <li>• <b>Item:</b> Committee to follow up with lab as to why the contaminated wipes were disposed of in the regular garbage that our workers handle. Placing signage or caution tape on doors if there is an issue in a lab. Informing Custodial Managers for staff not to enter in lab until issues are rectified if there is an concern in any lab from spill or other concern.</li> <li>• <b>JOHSC or LST Membership:</b> Custodial</li> </ul>			



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135021	E	Time Loss	<ul style="list-style-type: none"> <li>Employee is still on leave. To update at next meeting.</li> </ul> <p><b>Description:</b> Thursday, August 22 - 1:25 pm            - Employee reported that they were in the process of removing a bag containing recyclables from a grey bin of a Sort-it-Out a waste station and transferring it into a Custodial Access Cart when they felt a sudden pain in their lower back.            - Employee reported that the bag of recyclables was quite heavy and had much more weight than what they had expected. Employee explained that it was likely due to the recyclables containing a lot more liquids and solids than normal.            - Employee reported that they paused for a few minutes and lightly massaged the affected area which provided some relief. Employee explained that they did not think much of the pain at the time and continued working till the end of shift despite being in some discomfort.</p> <p>Friday, August 23 - 7:00 am            - Employee reported to work on time, checked-in with their Head Service Worker (direct supervisor) to determine their assignment for the day, collected their keyset and proceed to work as normal.            - Employee reported that despite feeling slight pain and discomfort in their lower back, they continued working till the end of shift.</p> <p>Monday, August 26 - 5:17 am            - Employee called the office line and reported "not feeling well, lower back pain" and that they were unable to come in to work.  <b>Root Cause:</b> Employee did not follow proper work procedure for the safe removal and disposal of recycling from a waste station</p>	DS	Oct/24	N



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<ul style="list-style-type: none"> <li>Monthly Incident List &amp; Statistical Summary Report <i>(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)</i></li> </ul>						
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			<p><b>Corrective Actions:</b> Not Complete</p> <p><b>Corrective Action 1</b></p> <ul style="list-style-type: none"> <li><b>Corrective Action Identified:</b> Meet with Employee to explain and demonstrate proper work procedure for the safe removal and disposal of recycling/waste from a waste station.</li> <li><b>Estimated Completion Date:</b> 2024-09-09</li> </ul> <p><b>Corrective Action 2</b></p> <ul style="list-style-type: none"> <li><b>Corrective Action Identified:</b> Provide reminder to all building service workers on the proper work procedure for the safe removal and disposal on recycling and waste from a waste station.</li> <li><b>Estimated Completion Date:</b> 2024-09-10</li> </ul>			
134737	E	Time Loss	<ul style="list-style-type: none"> <li><b>Employee was back to work and claimed no clue about what happened. DS to follow up.</b></li> <li>Both employee and head are away. DS To follow up with Edward Wereta to provide more information at next meeting.</li> </ul> <p><b>Description:</b> 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</p>	DS  DS	Oct/24  Sep/24	IP  N





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			<p>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><b>Root Cause:</b> difficult at this time to pin point definite root cause of this incident.</p> <p><b>Corrective Actions:</b> All Actions Complete</p> <p><b>Corrective Action 1</b></p> <ul style="list-style-type: none"> <li>• <b>Corrective Action Identified:</b> 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.</li> <li>• <b>Estimated Completion Date:</b> 2024-07-30</li> <li>• <b>Final Actions Taken:</b> Edward Wereta (assist supervisor) and Trainer / Scheduler, Safety Rep Sean Pardek had discussion over the phone with employee.</li> <li>• <b>Date Completed:</b> 2024-07-30</li> </ul>			
134813	E	Time Loss	<ul style="list-style-type: none"> <li>• <b>FA to follow up with Head if there is any further discussion with employee.</b></li> </ul>	FA	Oct/24	IP



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			<ul style="list-style-type: none"> <li>Employee is still away. BB/FA to provide more information at next meeting after talking to the employee and supervisor.</li> </ul> <p><b>Description:</b> 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><b>Root Cause:</b> 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). At this point possible fatigue that employee is not aware due to heatwaves we had for some time.</p> <p><b>Corrective Actions:</b> Not Complete</p> <p><b>Corrective Action 1</b></p> <ul style="list-style-type: none"> <li><b>Corrective Action Identified:</b> discussion with employee</li> <li><b>Estimated Completion Date:</b> 2024-08-06</li> </ul>	BB/FA	Sep/24	N
134889	E	Incident Only	<ul style="list-style-type: none"> <li><b>Employee was instructed how to operate ergonomic dumpster prop tool. Item complete.</b></li> </ul>			C



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			<ul style="list-style-type: none"> <li>The employee was away for other reasons. More information to be provided at next meeting.</li> </ul> <p><b>Description:</b> 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><b>Root Cause:</b> Investigation details to follows</p>	DS	Sep/24	N
134559	E	Incident Only	<ul style="list-style-type: none"> <li><b>SR was placed to install a door stopper. Item complete.</b></li> <li>DS to follow up and provide update by email.</li> <li>Item review. DS to follow up on the double door.</li> </ul> <p><b>Description:</b> 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.</p>	DS DS	Sep/24 Aug/24	C IP N



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			<p>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.</p> <p>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.</p> <p>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><b>Root Cause:</b> 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 RESTRICTORLIMITTER, doors can be adjusted to open wide 90 degree, which sufficient.</p> <p><b>Corrective Actions:</b> All Actions Complete</p>			



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			<b>Corrective Action 1</b> <b>Corrective Action Identified:</b> need to install door restrictor/ limiter preventing doors open too wide. <b>Final Actions Taken:</b> as per above recommendation <b>Date Completed:</b> 2024-06-08			
134364	E	Time Loss	<ul style="list-style-type: none"> <li>• <b>The worker is on medical leave.</b></li> <li>• No update due to the worker is still away.</li> <li>• The worker is still on leave; DS to follow up when the worker is back.</li> <li>• DS to follow up on corrective actions and update at next meeting</li> <li>• The worker is currently on leave</li> </ul> <b>Description:</b> Note: - This report is being submitted to document an injury that the worker believes to have occurred sometime in the month of January 2024 - It is only when worker spoke with Supervisor over the phone and reported that their right shoulder injury was possibly caused due to challenges, they had with the disposal of garbage and recycling at the Leonard Klinck building, which is their primary work assignment. - Worker had not reported any injury incidents or challenges with workload or cleaning assignment prior to their absence. Worker did not recollect when exactly the injury occurred and mentioned that it likely occurred sometime in January 2024	DS DS DS DS	Oct/24 Sep/24 Aug/24 Jul/24 Jun/24	IP IP IP N



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



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			<p>time and continued working as normal, till the end of shift that day. Worker reported to have begun experiencing pain while at home, later that day.</p> <p>Worker stated that there was some office moving taking place at the time and some of the users of the offices had disposed 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> <ul style="list-style-type: none"> <li>Worker had an appointment scheduled with a specialist on Tuesday, April 16 to assess the condition of their shoulder.</li> </ul>			



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
MSL Storage 242	C	Aug 30/24	Empty totes are stored on the top of shelf behind the door. Best to relocate	DT	Oct/24	N
LSC B1.026	C	Aug 30/24	Needs to be de-clutter in general	DT	Oct/24	N
Van 412	C	Aug 30/24	Misc. bulbs stored behind passenger seat. Need to sort burnt bulbs and sort good ones into boxes.	DT	Oct/24	N
C&CP 2 Custodial Office	C	Jul/24	To update at next meeting. Cooling system needs to be serviced. Not cooling. Vents/Ducts should be cleaned.	DS DS	Oct/24 Sep/24	IP 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	<u>New JOHSC Member Safety Training – Sean Pardek</u> Item complete. 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	SP	Nov/24	C IP N





7. REVIEW EDUCATION AND TRAINING					
		within 6 months of joining by Nov 2024. Below is the link to sign up: <a href="https://safetycommittees.ubc.ca/training-calendar/">https://safetycommittees.ubc.ca/training-calendar/</a>			
ED-2024/02/14-03	C	<p><b><u>8 hours Safety Training in 2024</u></b></p> <ul style="list-style-type: none"> <li>• <b>In progress.</b></li> <li>• Emergency Preparedness Training will be held on Aug. 28.</li> <li>• No update.</li> <li>• No update.</li> <li>• FA and EA shared what they had learned from the conference.</li> <li>• FA and EA to attend Western Conference.</li> <li>• FA and EA to attend Western Conference.</li> <li>• To record what and when members take safety courses either in person or online</li> </ul>	<p><b>All</b></p> <p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p>	<p><b>Oct/24</b></p> <p>Sep/24</p> <p>Aug/24</p> <p>Jul/24</p> <p>Jun/24</p> <p>May/24</p> <p>Apr/24</p> <p>Mar/24</p>	<p><b>IP</b></p> <p>IP</p> <p>IP</p> <p>IP</p> <p>IP</p> <p>IP</p> <p>IP</p> <p>N</p>

\* 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-2024/08/14-52	E	<b>11-Sep-24</b>	<b><u>Insufficient JOHSC Meeting Time</u></b> <b>As per night shift coming one hour earlier, it is not doable to extend meeting time. CCG suggested members to read CLAIR reports prior to a meeting to save time reading word by word.</b>	DS	<b>Oct/24</b>	<b>IP</b>
		14-Aug-24	Options are suggested by members for discussions at next meeting. - 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	<b>11-Sep-24</b>	<b><u>Walking Alone at Night Safety Concern</u></b> <b>UBC Safewalk Program supports students and faculty/staff. Item complete.</b>			<b>C</b>
		14-Aug-24	The night shift service workers expressed concern about walking alone at night and the perceived lack of safewalk support.	DS	Sep/24	N
NB-2024/08/14-50	E	<b>11-Sep-24</b>	<b><u>Aromatic at Life Building</u></b> <b>Working with FM. Fresh air is able to be drawn from outside and circulate in the building. Item complete.</b>			<b>C</b>
		14-Aug-24	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.	DS	Sep/24	N
NB-2024/08/14-49	E	<b>11-Sep-24</b>	<b><u>Safety Concern at Cecil Green Park House</u></b> <b>More updates from SRS. DS to follow up.</b>	DS	<b>Oct/24</b>	<b>IP</b>
		14-Aug-24	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.	DS	Sep/24	N
NB-2024/06/12-37	E	<b>11-Sep-24</b>	<b><u>Job Safety Review</u></b> <b>LT to distribute for review.</b>	LT	<b>Oct/24</b>	<b>IP</b>
		14-Aug-24	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	11-Sep-24	<b>Lunch Bag Stored in Janitorial Rooms</b>	<b>CCG</b>	<b>Oct/24</b>	<b>IP</b>
		14-Aug-24	<b>SRS to coordinate with CCG</b>	CCG	Sep/24	IP
		10-Jul-24	Site visits were conducted by SRS but SRS needs to clarify some questions with CCG to finalize the report.	CCG	Aug/24	IP
		12-Jun-24	Pending report from SRS.	CCG	Jul/24	IP
		08-May-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.	LT	Jun/24	IP
		10-Apr-24	LT sent out info to CCG for review and discuss in upcoming meetings. 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
NB-2023/12/08-77	E	11-Sep-24	<b>More Evening Shift Representatives</b>	<b>SP</b>	<b>Oct/24</b>	<b>IP</b>
		14-Aug-24	<b>SP included in crew talk.</b>	SP	Sep/24	IP
		10-Jul-24	SP to update at next meeting.	SP	Aug/24	IP
		12-Jun-24	SP included the invitation in the upcoming crew talk.	SP	Jul/24	IP
		08-May-24	In progress.	SP	Jun/24	IP
		10-Apr-24	SP to include in crew talk to recruit more worker reps. In progress.	BB	May/24	IP
		13-Mar-24	To emphasize in crew talk. In progress.	BB	Apr/24	IP
		14-Feb-24	In progress.	BB	Mar/24	IP
		10-Jan-24	Manjit Sound joined this committee as a guest on Feb. 14 <sup>th</sup> , 2024. To add in crew talk to recruit more worker reps from evening shift.	BB	Feb/24	IP
		08-Dec-23	In progress.	BB	Jan/24	N
			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.			

\* 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
<b>IR 202416973064B</b>	<b>E</b>	<b>Description:</b> <ul style="list-style-type: none"> <li>This follow-up Inspection Report is in response to the order issued on July 3, 2024, related to scaffolding at UBC Botanical Garden.</li> </ul>	<b>N/A</b>	<b>Aug 8/24</b>	<b>N/A</b>	<b>Info only</b>



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

		<ul style="list-style-type: none"> <li>○ There is one (1) outstanding order requiring further action by the University.</li> <li>○ Order #1 - General Duties: An order was issued under section WCA21(2)(e), which requires the employer to provide workers with the necessary information, instruction, training, and supervision to ensure their health and safety.</li> <li>○ A Notice of Compliance (date: August 6, 2024) was submitted with steps taken and plan along with a time line to comply this order. <ul style="list-style-type: none"> <li>○ Workers and supervisors designated to assemble scaffolds or supervise scaffold assembly have completed competent person training and scaffold erector re-training.</li> <li>○ Scaffolding Safe Work Procedures are being reviewed and revised. Regular safety meetings have been conducted to discuss scaffold safety, training, and compliance requirements.</li> <li>○ The scaffold at the Botanical Garden has been dismantled and removed.</li> </ul> </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> <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</li> </ul>				
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9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
		<p>must ensure compliance with the regulatory requirements found in the Act and Regulation.</p> <ul style="list-style-type: none"> <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>				
<b>IR 202416973064B</b>	<b>E</b>	<p><b>Description:</b></p> <ul style="list-style-type: none"> <li>○ This follow-up Inspection Report accepted compliance measures taken in response to the order issued on June 5, 2024, related to a hazardous substance exposure incident at the In-Vessel Composting Facility.</li> <li>○ A Notice of Compliance was submitted to WorkSafeBC on July 5, 2024, outlining steps taken to ensure safety compliance.</li> <li>○ Order #1 - Hazardous Substance Exposure: The employer implemented an interim procedure to protect workers from exposure to hazardous substances, including sodium hydroxide, and is working towards finalizing a comprehensive safe work procedure.</li> </ul> <p><b>JOHSC/LST General Learnings/Discussion Points:</b></p> <ul style="list-style-type: none"> <li>○ 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, proper training on safe handling practices, and continuous supervision to ensure compliance with safety protocols.</li> <li>○ Maintaining a comprehensive chemical inventory is essential for ensuring workplace safety. This inventory should include detailed information about each chemical used or stored in the workplace, including its identity, associated risks, and safety data sheets (SDSs). Workers should have easy access to this information to understand the hazards they may encounter and the precautions they need to take.</li> <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</li> </ul>	<b>N/A</b>	<b>July 22/24</b>	<b>N/A</b>	<b>Info only</b>



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

		<p>manner. It is important to know what and how much waste will be generated by an experiment or set of experiments and how to dispose of it in advance of doing the experimental work.</p> <ul style="list-style-type: none"> <li>○ Refer to <a href="#">Hazardous Waste Management</a> for information about chemical waste disposal</li> </ul>				
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**10. NEW and OTHER BUSINESS :**

Item#	Priority	Date	Discussion and/or Action Items	Assigned To	Date to be Completed	Status																
<b>NB-2024/09/11-57</b>	<b>E</b>	<b>11-Sep-24</b>	<p><b><u>JOHSC Members Update</u></b> Effectively September 1<sup>st</sup>, 2024, the employer rep – Barry Brooks withdrew from this committee due to retirement.</p>	<b>N/A</b>	<b>N/A</b>	<b>Info Only</b>																
<b>NB-2024/09/11-56</b>	<b>E</b>	<b>11-Sep-24</b>	<p><b><u>JOHSC Training</u></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>.</p> <table border="1" data-bbox="667 862 1455 1133"> <thead> <tr> <th colspan="2"><b>JOHSC Training</b></th> <th colspan="2"><b>LST Training</b></th> </tr> <tr> <th><b>Part 2a</b></th> <th><b>Part 2b</b></th> <th><b>Part 2a</b></th> <th><b>Part 2b</b></th> </tr> </thead> <tbody> <tr> <td><b>September 10<sup>th</sup> 10:00am- 12:00pm</b></td> <td><b>September 12<sup>th</sup> 1:00pm – 3:00pm</b></td> <td><b>October 28<sup>th</sup> 9:30am – 11:00am</b></td> <td><b>October 30<sup>th</sup> 1:00pm – 2:30pm</b></td> </tr> <tr> <td><b>November 19<sup>th</sup> 10:00am- 12:00pm</b></td> <td><b>November 22<sup>nd</sup> 1:00pm – 3:00pm</b></td> <td></td> <td></td> </tr> </tbody> </table>	<b>JOHSC Training</b>		<b>LST Training</b>		<b>Part 2a</b>	<b>Part 2b</b>	<b>Part 2a</b>	<b>Part 2b</b>	<b>September 10<sup>th</sup> 10:00am- 12:00pm</b>	<b>September 12<sup>th</sup> 1:00pm – 3:00pm</b>	<b>October 28<sup>th</sup> 9:30am – 11:00am</b>	<b>October 30<sup>th</sup> 1:00pm – 2:30pm</b>	<b>November 19<sup>th</sup> 10:00am- 12:00pm</b>	<b>November 22<sup>nd</sup> 1:00pm – 3:00pm</b>			<b>N/A</b>	<b>N/A</b>	<b>Info Only</b>
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<b>NB-2024/09/11-55</b>	<b>E</b>	<b>11-Sep-24</b>	<p><b><u>Emergency Management Fall Engagements</u></b> Safety &amp; Risk Services, Emergency Management team will be busy at work engaging with our campus community throughout the fall. We invite you to come learn more about personal preparedness and emergency management at UBC at one (or all!) of the following events:</p>	<b>N/A</b>	<b>N/A</b>	<b>Info Only</b>																



10. NEW and OTHER BUSINESS :						
Item#	Priority	Date	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
			<ul style="list-style-type: none"> <li>September 3: We all have a role to play in an emergency. Learn more at our Emergency Preparedness booth on Imagine UBC @ Main Mall, 1:00-4:30 p.m.</li> <li>September 4: Ride the Quake Cottage, an 9.0 earthquake simulator, and learn tips about staying prepared @ University Commons, 10:00 a.m.-3:00 p.m.</li> <li>September 7: Stop by our Emergency Preparedness booth for fun activities and a chance to connect with your community during Neighbours Day @ UNA Community Field, 12:00-5:00 p.m.</li> <li>September 11: Start the year off right by learning how to keep yourself and the UBC community safe as part of Safety Awareness Week @ Lee Square, 11:00 a.m-3:00 p.m.</li> <li>September 11: Come for the food, stay for the facts! Discover more about personal emergency preparedness at the UBC Staff and Faculty BBQ @ Flag Pole Plaza, 11:00 a.m-2:00 p.m.</li> <li>September 14: Personal Preparedness starts with you and your family. Stop by, get informed, and make your plan @ Acadia Park Commonsblock, 3:00-5:00 p.m.</li> <li>October 16: Join us in the recognition of safety across the university. Find out how we help campus safe on Safety Day @ Great Hall (AMS Student Nest), 8:00 a.m-3:00 p.m. To sign up for the Safety Day waitlist, please email <a href="mailto:safety.risk@ubc.ca">safety.risk@ubc.ca</a>.</li> <li>October 17: Come hungry, leave prepared. Gain practical tips for personal and family preparedness during our Lunch and</li> </ul>			



10. NEW and OTHER BUSINESS :						
Item#	Priority	Date	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
			<p><b>Learn @ TBD, 12:00-1:00 p.m. If you would like to attend, please sign up <a href="#">here</a>.</b></p> <p><b>Emergencies happen, and we each have a role to play. Know your hazards, make your plan, and gather your supplies. For more information on how to stay prepared, visit <a href="https://srs.ubc.ca">srs.ubc.ca</a></b></p>			
<b>NB-2024/09/11-54</b>	<b>E</b>	<b>11-Sep-24</b>	<p><b><u>New from Transport Canada – Required Reporting of Dangerous Goods activities</u></b></p> <p><b>Transport Canada has introduced regulatory changes to the Transport of Dangerous Goods Regulations to require reporting of operational activities involving Dangerous Goods (DG). In the coming weeks, units impacted by this requirement will be asked to review shipping documentation from the previous 12 months. A summary of activity types and goods classifications will be collected via Qualtrics for compilation and submission to Transport Canada. Questions or requests for more in-depth discussions may be directed to <a href="mailto:dangerous.goods@ubc.ca">dangerous.goods@ubc.ca</a>. General Transportation of Dangerous Goods training is available <a href="#">online, on demand</a> at <a href="https://wpl.ubc.ca">wpl.ubc.ca</a>.</b></p>	<b>N/A</b>	<b>N/A</b>	<b>Info Only</b>
<b>NB-2024/09/11-53</b>	<b>E</b>	<b>11-Sep-24</b>	<p><b><u>Field Safety Report Completed</u></b></p> <p><b>We are pleased to announce that the final report on field safety at UBC has been completed. This report was conducted to assess the current state of field safety programming at UBC and to identify areas for further development. It includes key findings, best practices, and recommendations to enhance the safety and support of off-campus teaching, learning, and research activities.</b></p> <p><b><u>Information Sessions</u></b></p> <p><b>Join us to learn more about the report and the formation of a working group during one of our upcoming information sessions:</b></p> <ul style="list-style-type: none"> <li><b>Wednesday, September 11, 2024 – 2:00-2:45 pm</b></li> <li><b>Thursday, September 19, 2024 – 11:00-11:45 am</b></li> </ul>	<b>N/A</b>	<b>N/A</b>	<b>Info Only</b>





10. NEW and OTHER BUSINESS :						
Item#	Priority	Date	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
			<b>To attend a session or request a copy of the report, please email <a href="mailto:laurinda.tracey@ubc.ca">laurinda.tracey@ubc.ca</a>.</b>			

\*NB – New Business

11. NEXT MEETING	
Date:	<b>October 9<sup>th</sup>, 2024</b>
Time:	<b>2:00 PM</b>
Location:	<b>CCP R-RM CPDE Gardenia Room</b>

12. MEETING ADJOURNED	
Time:	3:05pm

**LEGEND**

PRIORITY:		STATUS:	
A	Critical/Life threatening/high probability	N	New
B	Urgent/moderate probability of re-occurrence	R	Repeat
C	Important/low probability of re-occurrence	C	Complete
D	Reminders	IP	In Progress
E	Information	RF	Referred forward

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

Month	Employer Rep	Worker Rep
January	David Sequeira	Kuldeep Malli
February	David Sequeira	Felinor Adriano



March	Denise Tang	Jaunito Flores
April	Barry Brooks	Felinor Adriano
May	David Sequeira	Kuldeep Malli
June	Conor Cregg-Guinan	Efren Arriesgado
July	Sean Pardek	Manjit Sound
August	Denise Tang	Jaunito Flores
September	Conor Cregg-Guinan	Sarabjit Jaswal
October	Barry Brooks	Manjit Sound
November	Conor Cregg-Guinan	Efren Arriesgado
December	Denise Tang	Sarabjit Jaswal

**Monthly Distribution and Posting of Meeting Minutes (Required):**

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