



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Faculty of Land and Food Systems

Worker Co-Chair: Patrick Leung*
Employer Co-Chair: Andy Jeffries

Date: November 7, 2024

Time: 11:00 am
Location: Zoom Meeting

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 Centralized 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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1. Agenda (3-5 days before, main points on the email)
2. Training (focus on training rather than fixing issues after the fact, ex: if we notice problems that occur repeatedly – like researchers not knowing how to use PPE, have someone talk at a community meeting or add to general training for LFS, maybe an LFS refresher for people to click through for updates, no need to submit a certificate)
3. Off topic (acknowledge what they are bringing up and offer to add at the end of the meeting or next meeting)
4. Action items (try not to have ongoing columns, have specific dates, note other people [outside of meeting] that can cover a task)
5. Preamble (beginning of meeting, no need go in detail)
6. Action items and discussion (going to each person asking by name, none cannot be an answer, can be a general comment, can be positive or negative).



1. ROLL CALL

Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent	Not Needed
Sylvia Leung	Management & Professional	MCML	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	x
Patrick Leung	Management & Professional	FNH	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deborah Wang (A)	CUPE 2950	MCML	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	x
Derek Dee	Faculty Association	FNH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	x
Andy Black	Faculty Association	MCML	x	<input type="checkbox"/>	<input type="checkbox"/>	x
Tim Carter (A)	Farm Workers	UBC Farm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	x
Baohua Wang	Non-Union Tech & Research Associates	MCML	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	x
Barbara Stefanska (A)	Faculty Association	FNH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	x
Borbala Foris	Faculty Association	DAIRY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	x
Malina Suchin (A)	Graduate Student	DAIRY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	x
Anna Brooks	Farm Workers	DAIRY	x	<input type="checkbox"/>	<input type="checkbox"/>	x
Julia Lomb	Dairy Farm	DAIRY	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Miki Goda	Management & Professional	FBIC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	x

Employer Representatives	Work Location	Present	Regrets	Absent	Not Needed
Andy Jeffries	MCML	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Xinyan Fan	AAPS/CUPE 2950 - Dietetics	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edmund Seow	MCML	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/Guests	Work Location	Present	Regrets	Absent	Not Needed
Himani Katyal	RMS	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shilan Keshvadi	RMS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	x
Lewis Fausak	NUT	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* (A) – Alternate member

2. DETERMINATION OF QUORUM

- a. A minimum of 4 members;
- b. Worker representatives (faculty and staff workers who do not exercise managerial functions) and employer representatives (management workers who exercise managerial functions);



c. At least half of the members must be worker representatives;		
Is there quorum for this meeting <i>* If quorum is not met, the meeting does not qualify as a monthly meeting. The monthly meeting will need to be rescheduled within the same month.</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

3. APPROVAL OF PREVIOUS JOHSC MEETING MINUTES

(Statement to indicate minutes of previous meeting have been read & acknowledged and to record any corrections to it)

<ul style="list-style-type: none"> Move to adopt minutes. Moved by: <u>AB</u> Seconded by: <u>AB</u> (List amendments to minutes) 		
Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

- (List additional agenda items)

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

Place actionable items under Accident/Incident Investigation, Safety Inspections, Correspondence, New Business etc. as applicable and assign proper item # for further discussion/action.

No actionable items noted

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

- No new CAIRS reports

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



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
Item # (Use CAIRS Incident ID # and Incident Date)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
<i>E.g. 119975-19/09/13</i>		<i>Enter any information relevant to the incident/accident, actions to be taken by the JOHSC, recommendations etc.</i>			
134942-24/08/08	B	<i>The visiting researcher got bitten by a rat during the training session at CCM. The researcher was wearing the required PPE. The rats were deemed to be not dangerous to humans, so only the wound was washed and bandage was applied. No other steps were taken. The researcher was getting trained when this incident occurred. The rat was attracted to the scent of materials on the gloves perhaps, as the rat became okay after the gloves were replaced. Bring in animal care workers JOHSC co-chair Gord to provide more support. PL tried to contact the prof, but hasn't heard back yet. PL to forward to animal care workers JOHSC.</i>	PL/AJ	October 3, 2024	IP
135215-24/09/23	B	<i>Person was cleaning an empty area of the individual calf pens. For that purpose the divider panels are temporarily moved out of the area. When moving one of the panels back, when the panel was still wet from cleaning, the person's hand slipped and they cut their thumb on a bolt of the panel. The root cause was that an awkward object was lifted that also was wet at the time of handling which ultimately led to slipping of one of the person's hands. The force was sufficient to cause a cut on bolt. given its awkward shape, instruct workers to move panel only when dry, with the help of another worker or when wearing working gloves - inspect bolt and panel generally for sharp edges and grind them down or otherwise remove them. Seems like a duplicate for 135199. Corrective actions taken, inspected for sharp edges, none found to be ground down.</i>	JL	November 7, 2024	C
135199-24/09/23	B	<i>I was lifting the side of a screen with my left hand. My hand slipped and the head of one of the bolts on the screen dug into my thumb. I went to get first aid, other staff helped bandage my thumb and then I went to eat</i>	JL/AJ	November 7, 2024	C



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

		lunch. After I came back (30-40ish minutes), I went to the hospital with another staff member. The staff member and I waited for 5 hours in emergency, then I got 4 stitches on my thumb and a tetanus shot. Then the staff member drove me back to my unit.			
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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)

Location	Representative	Inspections completed	
MCML	Andy Jeffries	January <input type="checkbox"/> July <input type="checkbox"/>	No new inspections
FNH	Patrick Leung	January <input type="checkbox"/> July <input type="checkbox"/>	Slightly overdue to have someone other than on the LFS finish the inspection.
UBC FARM	Anna Brooks	March <input type="checkbox"/> November <input type="checkbox"/>	Doing a cleaning day and will do inspections next week or two.
DAIRY	Julia Lomb	<input type="checkbox"/> <input type="checkbox"/>	Completed residence and office building inspections. Next up is the barn area.
FBIC	Miki Goda	<input type="checkbox"/> <input type="checkbox"/>	Still under construction.

6. REVIEW OF WORKPLACE SAFETY INSPECTIONS – Specific Items

Item # (Use Inspection #)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
E.g. GI-Rix-19/09/13		Enter any information relevant to the inspection, JOHSC action items, status of corrective actions, etc.			

* 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
<i>E.g.</i> ED-19/09/19-01		<i>New members are required to complete Part 1 & Part 2 of fundamentals training within 6 months of joining the committee, record the status of training until completed.</i>			
ED-24/03/01-01	E	JL to complete training by August 2024, had to schedule into September due to availability of training. Likely completed, but will confirm next month. Completed in September.	JL	October 1, 2024	C
ED-24/11/07-01	E	SL, PL, XF, AJ, ES all attended the Safety Day 2024.	AJ	December 5, 2024	N

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
<i>E.g.</i> ED-19/03/19-01	E	<i>Add any additional relevant information pertaining to the status of this item – keep most recent information on top. If long list of details, older less pertinent information can be removed as it will have already been recorded in previous minutes.</i>			
NB-24/02/01-03	E	LF, PL, Anna B sent an updated BERP template SRS. Dairy and FBIC will be coming in soon. Conversation about including the BERP First Aid, working alone policies, and animal care services will be included. Some farm workers had their First Aid training and are willing to get recertified. JL to give names of people to take the training to AJ, and can get them certified. SK mentioned that updates about changes in SRS First Aid have not been finalized, but said that she can update us when more information is available. AB completed the UBC Farm BERP. Working with Dustin on the first aid at the UBC Farm. Will have to complete ourselves, since SRS does not have records. AJ will have	PL, AJ	May 2, 2024	IP



8. ONGOING BUSINESS – Status of Action Items					
		to visit the site to complete the BERP. JL and AJ have been working on the First Aid Assessment level, will have to confirm the level, then forward to Justin for review.			
NB-24/11/03-01	E	<p>Communicable disease prevention</p> <p>With the academic year and fall in full swing, it is important to review ways to prevent the spread of communicable diseases. Communicable disease prevention outlines how Public Health, UBC and individuals can work together to prevent the spread of communicable disease. A communicable disease is an illness caused by an infectious agent or its toxic product that can be transmitted in a work, research or academic environment from one person to another (i.e. influenza, COVID-19, norovirus).</p> <p>The Communicable Disease Prevention Framework is not meant to replace existing customized workplace exposure control plans. (For more information, please refer to 5.2 and 6.33 to 6.40 of the Occupational Health & Safety Regulation). LF to put into LFS Today.</p>	LF	November 7, 2024	C
NB-24/11/03-02	E	<p>New Course on Occupational Hygiene</p> <p>The School of Population and Public Health is excited to announce the launch of a new CPE course, "Principles of Occupational Hygiene," starting October 23rd. This online course is designed for both newcomers and experienced professionals in the field of workplace health and safety.</p> <p>Key Details:</p> <ul style="list-style-type: none"> • Format: Online • Duration: 8 weeks • Cost: \$1,750 with a \$250 discount available • UBC tuition waiver-eligible <p>LF to share to LFS today.</p>	LF	November 7, 2024	C



8. ONGOING BUSINESS – Status of Action Items

NB-24/11/03-03	E	<p>Get Ready to Shakeout On October 17, 2024, practice how to DROP, COVER and HOLD ON at 10:17 a.m. during the annual Great BC ShakeOut. The Great BC ShakeOut is an annual province-wide earthquake drill for everyone to practice how to protect themselves and to be better prepared in the event of an earthquake: DROP to the ground (before the earthquake drops you!), take COVER by getting under a sturdy desk or table, and HOLD on to it until the shaking stops. LF to put into LFS Today. Maybe send out an email to let people know to add their phone number to workday.</p>	LF	November 7, 2024	C
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* ED – Education and Training * GI – General Inspection *NB – New Business

9. Round Table Updates (ongoing):

Location	Representative	
MCML	Andy Jeffries	Areas of concern in our building for air quality.
MCML	Andy Black	AB cleaning up lab area and improving the battery charging protocols are up to date. Visiting student will need to get up to speed on safety.
FNH	Patrick Leung	PL brought up issues with walk in oven in eastern Canada. PL reminded groups to assess walk in equipment (coolers etc.) to ensure they are safe.
DIETETICS	Xinyan Fan	
UBC FARM	Anna Brooks	
DAIRY	Julia Lomb	
FBIC	Miki Goda	

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

Item # (use Recommendation or Report #)	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status



10. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
E.g.: CODE-REC-2017-01		<p><i>For all JOHSC Formal Recommendation Letters and Regulatory Inspections (Provincial Regulators including but not limited to WorkSafeBC, and Federal Regulators including but not limited to Transport Canada). Note ALL Regulatory Inspections, even if issued to another department. Make sure to refer to any applicable incident, investigations or other related occurrences by item #. DO NOT MOVE OUT OF THIS SECTION – this section is to be used to ensure employer is responding within 21 calendar days. Once correspondence is complete item can be removed.</i></p> <p><i>NOTE: Item# that correspondence pertains to should remain in the “Ongoing Business” and updated with any additional information until fully resolved.</i></p>				
E.g.: IR-2019-08-08- #201913063011A		<p><i>WorkSafeBC or Regulatory Correspondence: Provide a very brief summary and indicate any communication or corrective actions for the JOHSC. E.g. WorkSafeBC confirmed an Employer Incident Investigation Report was received as required. No action required of the JOHSC.</i></p>				
IR- 2024/08/30 #20241819505 1A	E	<p>Description:</p> <ul style="list-style-type: none"> o On August 27, 2024, a WorkSafeBC Officer conducted an inspection at the UBC Pharmaceutical Sciences Building following a workplace incident involving exposure due to a spill of mercaptoethanol. o The incident occurred after contaminated wipes were improperly disposed of in regular garbage handled by custodial staff. The lab manager had recently left, and newer students using the space were not fully aware of the safety protocols, resulting in improper use of the 	PL	October 3, 2024	November 7, 2024	IP



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

		<p>chemical outside of a fume hood and in a lab with inactive ventilation.</p> <ul style="list-style-type: none">o With input from the Pharmaceutical Sciences JOHSC, final corrective actions included updating and reviewing SOPs for handling 2-mercaptoethanol, ensuring that it is clear the chemical must only be used in a fume hood, and providing task-specific training to all lab members. The Custodial JOHSC will also review the incident report and provide any final recommendations.o There were zero (0) orders issued to the University.<ul style="list-style-type: none">• JOHSC/LST General Learnings/Discussion Points:<ul style="list-style-type: none">o <u>Workers who handle hazardous substances must be trained on safe handling, labeling, and storage practices. Safety Data Sheets (SDSs) should be accessible, and workers must be informed of the potential risks associated with these substances.</u>o <u>Employers must ensure that proper procedures are in place to manage chemical spills, including prompt clean-up and hazard communication. Access to spill kits and relevant personal protective equipment (PPE) should be readily available.</u>o Encourage everyone to report incidents and near misses into CAIRS within 48 hours of the occurrence so that a preliminary investigation can be completed within 48 hours as required				
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10. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
		<p>by section 71 of the Workers Compensation Act</p> <ul style="list-style-type: none"> o Reminder that incident investigations require a site visit that must be completed within 30 days, and include a detailed description of incident, unsafe conditions, contributors, causes, corrective actions, and the name of the participating worker representative. <p>PL to send out a message to PI's about having spill kits in their labs and reviewing the contents.</p>				
<p>IR-2024/09/12 #20241882310 6A</p>	E	<p>Description:</p> <ul style="list-style-type: none"> o On September 12, 2024, a WorkSafeBC Officer conducted an inspection in response to a bullying and harassment complaint at UBC. o The employer provided evidence detailing how the complaint was addressed, and the file has been closed. o There were zero (0) orders issued to the University. <p>• JOHSC/LST General Learnings/Discussion Points: Employers are required to have clear policies in place to prevent, address, and investigate bullying and harassment complaints. Workers should be encouraged to report incidents promptly.</p> <ul style="list-style-type: none"> o Employers must ensure the health and safety of all workers by taking necessary steps to minimize or eliminate workplace bullying and harassment. Complaints related to bullying and harassment must be thoroughly investigated and documented. Appropriate corrective actions must be taken to prevent recurrence. 	AJ/LF	October 3, 2024	November 7, 2024	IP



10. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
		<ul style="list-style-type: none"> o All workers should contact their administrative head of unit, Union/Association representative, or Human Resources Advisor, as they lead these investigations and provide necessary guidance throughout the process. o Employers should provide ongoing training and education to ensure that workers understand their rights and responsibilities regarding workplace bullying and harassment. o It is important to maintain confidentiality throughout the investigation process, and employers should offer support services (EFAP) to workers who are involved in or affected by harassment complaints. o Refer to Bullying and Harassment for information on bullying and harassment. <p>LF to put into LFS today. Can put some additional content on the LFS Intranet and contacts for HR if the can't go to their supervisor.</p>				
IR- 2024/09/24 #20241697306 4C	E	<p>Description:</p> <ul style="list-style-type: none"> o This follow-up Inspection Report authenticated appropriate compliance measures taken in response to the order issued on June 5, 2024, related to scaffolding at UBC Botanical Garden. o There were zero (0) orders issued to the University. • JOHSC/LST General Learnings/Discussion Points: o 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 	AJ	October 3, 2024	November 7, 2025	IP



10. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
		<p>supervision to ensure the health and safety of workers and others at the workplace.</p> <ul style="list-style-type: none"> o Employers must ensure that scaffolds used by workers are safe and meet regulatory requirements. o 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. o Workers assembling scaffolds must be trained and supervised properly to ensure safety standards are met. o 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. o When a worker reports an unsafe condition or act, it must be investigated immediately, and corrective actions must be taken without delay. 				
IR-2024/09/25 #202416973032 C	E	<p>Description</p> <ul style="list-style-type: none"> o On March 25, 2024, a WorkSafeBC Officer conducted a follow-up inspection at the AMS Student Nest in response to a previously reported unsafe condition involving scaffold safety. o On August 28, 2024, the initial order, issued under OHSR 3.10, was rescinded due to an appeal from the employer. The Review Division decision #R0323889 	AJ	October 3, 2024	November 7, 2025	IP



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

		<p>supported the employer's appeal, and no further action is required regarding this order.</p> <ul style="list-style-type: none"> o There were zero (0) orders issued to the University. • JOHSC/LST General Learnings/Discussion Points: <ul style="list-style-type: none"> o Workers have the right to refuse work they reasonably believe to be unsafe. They should immediately inform their supervisor, who is then required to investigate the concern promptly and remedy it if feasible. o Employers are obligated to take corrective actions and implement preventative measures upon the report of unsafe conditions, including the removal of non-compliant scaffolds from service until compliance is verified. o A supervisor or employer representative must document any refusal of unsafe work, referring to the Refusal of Unsafe Work Investigation Report for guidance. Additionally, should an employer be in the midst of resolving a work refusal, a written notice must be issued to any worker assigned to or permitted to perform the work in question using the aforementioned investigation report. o For comprehensive details on the process of refusing unsafe work, including steps to take and documentation requirements, please visit the UBC Safety & Risk Services website at Refusal of Unsafe Work. 				
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* REC – Recommendation Letter *IR – WorkSafeBC Regulatory Inspection



11. NEW & OTHER BUSINESS

General discussion items (list actionable items below)

Safety Day Key Highlights

Thank you to everyone who was able to attend Safety Day 2024! We hope you all enjoyed the event.

Key highlights from the speaker sessions are now available on the Safety Committees website. Please visit the [Safety Day page](#) to learn more. We hope this information sparks continued dialogue in your committees.

Safety Day Feedback Survey

A Safety Day feedback survey was sent out on October 23rd to everyone who registered for Safety Day. The survey will remain open till Monday, Nov 4th. Your responses provide valuable feedback on the aspects you enjoyed and ideas to improve future events. Three lucky winners will be chosen for completing the survey. A member of Safety & Risk Services will reach out to the winners directly for details on claiming your prize.

CAIRS

On Oct 14th there was a cybersecurity attack on CAIRS in an attempt to flood our system with numerous report submissions using the public facing forms. We would like to reassure you that this attack was unsuccessful, no information was compromised and your privacy and user data remains fully intact. IT Cybersecurity acknowledged the attack attempt and confirmed no further action is required as none of the attacks were successful.

As CAIRS allows submissions from individuals who are visitors, contractors, and others who do not have a Campus-Wide-Login (CWL) these attacks are a known complication. It's important to note that genuine submissions from these reports help us identify deficiencies, hazards, and other gaps that may otherwise be missed and contribute to the overall health and safety at the university and off campus locations.

The cybersecurity attack created 446 CAIRS reports which then generated and triggered an enormous amount of email notifications. We sincerely apologize for any notifications you may have received during this event, these reports have been deleted and no further action is required from users. All information on our website is secure and requires a CWL to access, so if you have any additional questions or concerns, please do not hesitate to reach out to us at ubc.cairs@ubc.ca



11. NEW & OTHER BUSINESS

Informational Items

Daylight Savings Ends

A reminder that daylight savings ends on November 3 at 2:00 am. To help you feel safe when the sun goes down, have a look at the following UBC-V campus information and resources:

- Travel with colleagues or friends
- Contact the [AMS Safewalk Program](#) (operates from 8pm-2am)
- Contact [Campus Security](#) to accompany you across campus after 2am
- Know the location of [UBC Blue Phones](#) (download the [UBC Safe App](#) for quick access to this)
- Use the [Translink Community Shuttle](#)
- Use main pathways and avoid short cuts
- Report malfunctioning/burnt out lights to [Building Operation Service Centre](#)
- Dial **911** if you need emergency assistance

December JOHSC meeting

The end of the year is slowly approaching. Since it is mandatory to have a JOHSC meeting every month, please consider if the December meeting needs to be rescheduled to maintain quorum because of vacation and the holiday season.

Item # (NB-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
E.g.: NB-19/09/19-01		<i>For new items that are not currently in "ongoing business". Enter any relevant information regarding this item, actions to be taken, etc. If this item is not completed within the meeting, it will be moved to "Ongoing Business" for the following meeting</i>			

*NB – New Business.



1. NEXT MEETING	
Date:	December 5, 2024
Time:	11:00 AM
Location:	Zoom Meeting

2. MEETING ADJOURNED	
Time:	

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
- Safety & Risk Services ubcsafety.committee@ubc.ca
- Posted on any Safety Bulletin Boards (if applicable)