



Custodial Services Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Custodial Services Joint Occupational Health & Safety Committee	Worker Chair: David Sequeira (co-chair) Employer Co-Chair: Felinor Adriano (chair)
Date: November 13th, 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:

1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Efren Arriesgado	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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Manjit Sound	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"/>
Sean Pardek	CUPE 116	Custodial Scheduler/Trainer	<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 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"/>
Denise Tang	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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Rosanna Ma	SRS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kate Melkert (Guest)	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		
<ul style="list-style-type: none"> 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>Sean Pardek</u> Seconded by: <u>Denise Tang</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 • JOHSC December 2024 and 2025 Meeting Reschedule 	
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>	



4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA		
<input checked="" type="checkbox"/> No actionable items noted		
Is the agenda approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
See attached incident report:						
<ul style="list-style-type: none"> Monthly Incident List & Statistical Summary Report <i>(For any <u>general</u> 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> 						
(* 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
135264	E	Incident Only	<ul style="list-style-type: none"> Corrective Action 3 added – to follow up with the Athletic JOHSC to see if there is anything can be done. <p>Description: Wednesday, October 2 - 8:04 am</p> <ul style="list-style-type: none"> - Employee had just completed vacuuming Room # 214 and was in the process of unplugging the power cord of the vacuum, when the upper right side of their forehead accidentally struck the outer right corner of the wall mounted cabinet within the room. - Employee felt immediate pain and had blood running out of the cut. Employee immediately called their Head Service Worker (HSW) to report the injury incident. - HSW immediately made their way to the incident site and called UBC First Aid to notify about the injury and incident. - HSW picked up employee by vehicle and brought them to UBC First Aid at USB building for attention. - Employee received first aid treatment with a band aid applied to the cut. Employee was still in pain and requested to go home to rest. 	SP	Dec/24	N



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Item # (Use CAIRS Incident ID #)	Priority	Accident Type	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
			<p>Root Cause: - Employee had completed vacuuming two adjacent rooms: Stadium 214 and 216A, and was returning back from room 261A and into 214 to unplug the power cord of the vacuum cleaner they were using, when they made a sharp right turn at the door and proceed to unplug the power cord without noticing the wall mounted cabinet, and struck the upper right side of their forehead in the process.</p> <p>- The wall mounted cabinet was not clearly noticeable from the viewing angle that the employee was approaching from, as the color of the cabinet was the same as the color of the walls in the rooms. Additional signage to alert occupants or marking to highlight the sharp edge or even insulation for smoothening/guarding, is recommended. Images of site visit attached for reference.</p> <p>Corrective Actions: Not Complete</p> <p>Corrective Action 1</p> <ul style="list-style-type: none"> • Corrective Action Identified: Reminder to Employee to do visual checks for hazards • Estimated Completion Date: 2024-10-11 <p>Corrective Action 2</p> <ul style="list-style-type: none"> • Corrective Action Identified: Post Signage to alert room occupants and users about the sharp edge of the wall mounted cabinet. 			



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Item # (Use CAIRS Incident ID #)	Priority	Accident Type	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
			<ul style="list-style-type: none"> Estimated Completion Date: 2024-10-11 			
135334	E	Incident Only	<ul style="list-style-type: none"> Item reviewed. SP to follow up with the supervisor and update the report. <p>Description: employee was vacuuming floor in Library on 3rd floor, regular library set up: book shelves, tables, chairs to study, while vacuuming employee walk on to square display cube hanging on wall, due to the fact that display cube is mounted slightly above our employee's height also while vacuuming employee was in stooped position, as result employees top of the head hit bottom corner of the display cube had sustain minor cut on top of employee's head. Fact that this is new employ, when this incident happen, employee was scared never the less shared this with another employee this is when HSW, Safety Rep. and UBC First Aid was notified and consequently I was notified. I visited this area, waited until UBC First Aid arrival, employee was OK, minor bleeding, this was cleaned up by UBC First Aid Attendant, ice pack was given to use as needed. Employee return to work no time loss.</p> <p>Employee reported to work next day Oct 11/2024, worked full 7.5 hours, no issue with having difficulties performing cleaning tasks. Root Cause: the root cause is: possible personal distraction from students walking around, somehow affected employee's awareness of surroundings leading to this incident.</p> <p>Corrective Actions:</p>	SP	Dec/24	N



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Item # (Use CAIRS Incident ID #)	Priority	Accident Type	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
			<p>All Actions Complete</p> <p>Corrective Action 1</p> <ul style="list-style-type: none"> • Corrective Action Identified: discussion with employee about awareness of surroundings in work area. Share this incident with manager of this facility to seek if there is chance to relocate this display cube or change design so there are no sharp edges. • Estimated Completion Date: 2024-10-11 • Final Actions Taken: Did remind employee about importance of surroundings that work is performed. • Date Completed: 2024-10-11 <p>JOHSC/LST Additional Actions:</p> <p>JOHSC/LST Item 1 Item: Final Actions Taken: WILL RETURN TO CONTINUE</p>			
135343	E	Incident Only	<ul style="list-style-type: none"> • Item reviewed. The minor paper cut is confirmed by the employee and supervisor not work related. To be removed from CAIR report. <p>Description: Thursday, October 10 - 1:00 pm - Employee sustained injury to thumb on right hand while performing cleaning tasks. More details to follow...</p>	N/A	N/A	Info Only



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Item # (Use CAIRS Incident ID #)	Priority	Accident Type	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
135189	E	Medical Treatment	<ul style="list-style-type: none"> • Item complete. • MS to follow up with 2 corrective actions <ul style="list-style-type: none"> - Corrective Actions 2: Remind worker not to lift if there is pre-existing condition or medical issue - Corrective Actions 3: To demonstrate lifting techniques <p>Description: Worker was helping out with the floorworks in the lobby (scrubbing the tiles) and together with another 3 workers they rolled up the oversized entrance mat in order to move it out of the way. As they maneuvered the mat through the doorway, one of the workers grip slipped and the weight of the mat tilted toward the worker who held the end of the mat. The sudden shift of the mat caused the excess weight to be balanced in the workers arms, causing a sudden pain in the right shoulder. The pain was temporary and the worker did not think of it until later that night. Worker went home and used ice and ointment to treat it. The next day, worker went for a massage, taken pain medication and went to work the same day. Since the pain was manageable, worked completed the shift and since it was Friday, worker rested at home during the weekend. The following week the pain came and went but it was still manageable and worker worked through it. Towards the end of the week the pain intensified and worker reported it Campus First Aid was called, worker was examined and light duties were recommended. Worker completed the work week and over the weekend, went for a physio session. The pain is still present in the shoulder and neck but it is manageable ☐ worker is still attending physio therapy sessions.</p>	MS	Nov/24	C N



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Item # (Use CAIRS Incident ID #)	Priority	Accident Type	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
			<p>Root Cause: Worker had a pre-existing condition - an old injury involving the same shoulder heavy mat, awkward load to handle</p> <p>Corrective Actions: Not Complete</p> <p>Corrective Action 1</p> <ul style="list-style-type: none"> Corrective Action Identified: Arrange for extra workers to help with heavy load. Provide advice on how to lift heavy, awkward load Estimated Completion Date: 2024-09-27 Final Actions Taken: Arrange Trainer to provide a demo on how to best handle similar case scenarios 			
135190	E	Medical Treatment	<ul style="list-style-type: none"> The garbage was replaced. Item complete. The garbage bin was replaced with a one with smaller height. MS to update the root cause on the report. <p>Description: Worker was collecting recycling and garbage left out on the 2nd hallway, near the labs. Worker was working alone on that floor since the regular partner was off. There was a lot of garbage in bags left on the hallway and the recycling items left in the recycling bin had glass jars and some heavy plastics as well. The worker loaded the bags of garbage and recycling on to the cart and have taken it all outside to the dumpster located in the loading bay. Worker completed the task for the night and went home. The pain started gradually in the shoulder and worker have taken medication to</p>	MS	Nov/24	C N



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			<p>manage the pain. Over the weekend worker went for massage and cupping, felt better and continued working over the next week. Manager walked through the building and came across the worker who exhibited signs of a strain as lifting the arm and when asked, worker admitted to the pain. Campus First Aid was called, worker was examined and was assigned light duties. Worker completed the shift without further issues and continues attending therapy sessions.</p> <p>Root Cause: There was more then usual amount of garbage/recycling to handle Recycling was heavy and was awkward to dispose</p> <p>Corrective Actions: Not Complete</p> <p>Corrective Action 1</p> <ul style="list-style-type: none"> • Corrective Action Identified: - Worker to ask for help if load excessive <ul style="list-style-type: none"> - Take more frequent trips to dumpster with smaller loads • Estimated Completion Date: 2024-09-27 • Final Actions Taken: Assigned Trainer to demo how to handle awkward load/garbage/recycling 			
134973	E	Time Loss	<ul style="list-style-type: none"> • Employee is expected to return soon. No update. • Employee is still on leave. 	DS DS	Dec/24 Nov/24	IP IP



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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
			<ul style="list-style-type: none"> Corrective actions still pending due to employee’s absence. <p>Description: Monday, August 19, 2024 - 11:20 am - Employee reported that they had completed performing annual floor maintenance work (scrubbing & 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> <p>Root Cause: Employee chose to use string mop instead of PerfectClean Flat Mop</p> <p>Corrective Actions: Not Complete</p> <p>Corrective Action 1</p>	DS	Oct/24	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
			<ul style="list-style-type: none"> ● Corrective Action Identified: Inform and remind employee of safe work practices and the use of appropriate cleaning tools and equipment while performing floor maintenance and cleaning tasks. ● Estimated Completion Date: 2024-09-09 <p>Corrective Action 2</p> <ul style="list-style-type: none"> ● Corrective Action Identified: 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. ● Estimated Completion Date: 2024-09-09 			



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)

No actionable items noted

Item #	Priority	Date	Discussion/Comments/Recommendations	Assigned To	Follow up: Date	Status
LSC B1.026	C	Nov 8/24	General tidiness. Put them on shelves. Item complete.	N/A	N/A	Info Only
South Campus Warehouse Office and Cage	C	Nov 8/24	Tidied up walkway. Moved snow shovel to Bin. Item complete.	N/A	N/A	Info Only
MSL Storage 242	C	Nov 8/24	General tidiness of floor. Put them back on shelves. Item complete.	N/A	N/A	Info Only

* 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-2024/02/14-03	C	<p>8 hours Safety Training in 2024</p> <ul style="list-style-type: none"> • DS, KM and SJ attended UBC Safety Day on October 16th, 2024. • In progress. • 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 	<p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p>	<p>Dec/24</p> <p>Oct/24</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>IP</p> <p>IP</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	13-Nov-24	Insufficient JOHSC Meeting Time It's making progress. Item complete.			C
		09-Oct-24	To make good progress by summarizing CLAIR reports to save time reading word by word for more discussions.	DS	Nov/24	IP
		11-Sep-24	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.	DS	Oct/24	IP
		14-Aug-24	Options are suggested by members for discussions at next meeting. <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-2024/06/12-37	E	13-Nov-24	Job Safety Review DS to distribute to the committee for review in December meeting.	DS	Dec/24	IP
		09-Oct-24	There are two documents that need to be reviewed, one for Utility Workers and one for Building Service Workers. Utilities workers' review done. Need JOHSC co-chairs' sign off.	DS	Nov/24	IP
		11-Sep-24	LT to distribute for review.	LT	Oct/24	IP
		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	13-Nov-24	Lunch Bag Stored in Janitorial Rooms No update.	CCG	Dec/24	IP
		09-Oct-24	CCG received the report from SRS and sent out a preliminary report for review and to update at next meeting.	CCG	Nov/24	IP
		11-Sep-24	SRS to coordinate with CCG Site visits were conducted by SRS but SRS needs to clarify some questions with CCG to finalize the report.	CCG	Oct/24	IP
		14-Aug-24	Pending report from SRS.	CCG	Sep/24	IP



8. ONGOING BUSINESS – Status of Action Items						
		10-Jul-24 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. 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.	CCG CCG	Aug/24 Jul/24	IP IP
		08-May-24 10-Apr-24		LT LT	Jun/24 May/24	IP N
NB-2023/12/08-77	E	13-Nov-24	More Evening Shift Representatives There are 3 employees from evening shift. All members motioned worker rep from evening shift are sufficient at the time being. Item complete.			C
		09-Oct-24	No update.	SP	Nov/24	IP
		11-Sep-24	SP included in crew talk.	SP	Oct/24	IP
		14-Aug-24	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. In progress.	BB	Mar/24	IP
		10-Jan-24	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	Feb/24	IP
		08-Dec-23		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
		There were no inspection reports received in November, 2024.				



10. NEW and OTHER BUSINESS :												
Item#	Priority	Date	Discussion and/or Action Items	Assigned To	Date to be Completed	Status						
NB-2024/11/13-73	E	13-Nov-24	<u>JOHSC Meeting Date 2025</u> Effective January, 2025, Custodial JOHSC to be held on every third Wednesday of the Month.	N/A	N/A	Info Only						
NB-2024/11/13-72	E	13-Nov-24	<u>December JOHSC Meeting time & Date</u> To maintain quorum due to vacation schedule, December meeting will take place on December 4 th , 2024.	N/A	N/A	Info Only						
NB-2024/11/13-71	E	13-Nov-24	<u>JOHSC and LST Training</u> New dates have been released for JOHSC and LST training. You can register for JOHSC training here , and LST training here . <table border="1" data-bbox="669 683 1299 824" style="margin: 10px auto;"> <thead> <tr> <th colspan="2">JOHSC Training</th> </tr> <tr> <th>Part 2a</th> <th>Part 2b</th> </tr> </thead> <tbody> <tr> <td>November 19th 10:00am-12:00pm</td> <td>November 22nd 1:00pm – 3:00pm</td> </tr> </tbody> </table>	JOHSC Training		Part 2a	Part 2b	November 19 th 10:00am-12:00pm	November 22 nd 1:00pm – 3:00pm	N/A	N/A	Info Only
JOHSC Training												
Part 2a	Part 2b											
November 19 th 10:00am-12:00pm	November 22 nd 1:00pm – 3:00pm											
NB-2024/11/13-70	E	13-Nov-24	<u>December JOHSC meeting</u> 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.	N/A	N/A	Info Only						
NB-2024/11/13-69	E	13-Nov-24	<u>Daylight Savings Ends</u> 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: <ul style="list-style-type: none"> • 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 	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
			<ul style="list-style-type: none"> Report malfunctioning/burnt out lights to Building Operation Service Centre Dial 911 if you need emergency assistance 			
NB-2024/11/13-68	E	13-Nov-24	<p><u>CAIRS</u> 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.</p> <p>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.</p> <p>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</p>	N/A	N/A	Info Only
NB-2024/11/13-67	E	13-Nov-24	<p><u>Safety Day Feedback Survey</u> 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</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
			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.			
NB-2024/11/13-66	E	13-Nov-24	<p><u>Safety Day Key Highlights</u> Thank you to everyone who was able to attend Safety Day 2024! We hope you all enjoyed the event.</p> <p>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.</p>	N/A	N/A	Info Only

*NB – New Business

11. NEXT MEETING	
Date:	December 4th, 2024
Time:	2:00 PM
Location:	CCP R-RM CPDE Custodial Boardroom

12. MEETING ADJOURNED	
Time:	2:46pm

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)