



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Faculty of Arts

Worker Co-Chair: Andrew Riter
Employer Co-Chair: Andrea Tuele

Date: November 19, 2024

Time: 10:00am
Location: Via Zoom

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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We would like to acknowledge that UBC’s Vancouver Point Grey campus is situated on the traditional, ancestral, unceded territory of the xwməθkwəzəm (Musqueam people). I would also like to acknowledge that you are joining us today from many places, near and far, and acknowledge the traditional owners and caretakers of those lands.



1. ROLL CALL

Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Andrew Riter	CUPE 2950	Chan Center	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jennie Ramstad	CUPE 2950	Buchanan Tower	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vicky Alexandrakis	CUPE 2950	Buchanan C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Silva Kraal	CUPE 2950	Buchana A (Dean's Office)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hollim Lei	CUPE 116	Arts ISIT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ryan Murcar	CUPE 2950	Frederic Wood Theatre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Karun Karki	UBCFA	School of Social Work	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Derick Chen	CUPE 2950	Buchanan D	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employer Representatives	Work Location	Present	Regrets	Absent
Andrea Tuele	AHVA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vi Addams	IONA Building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nick Smolinski-Alternate	Buchanan C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mauray Toutloff-Alternate	MOA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Steven Dreger-Alternate	Chan Center	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/Guests	Work Location	Present	Regrets	Absent
Kate Melkert	SRS	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Paul Wong	SRS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brannen Bell	Arts Facilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ana Policzer	Arts Facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>
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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)

- Move to adopt minutes. Moved by: Jennie Seconded by: Nick
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Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

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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

The following two items have been added under New Business as they were highlighted in LST minutes.

- AHVA – 2024-09-11 Minutes Discussion regarding Construction Projects surrounding BC and DSS Studios
- Theatre and Film – 2024-10-19 Concern regarding communication to community re: safety incident that occurred at the Nest Nest is not our building.



4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

Young students with squirt gun. RCMP came and arrested the student. Why is there a communication lag at UBC with this? Who can we speak to? Emergency Management. Hailey Maxwell -Director. Lasserre was also locked down on this day. Was it connected? Programming issue? Were there steps taken on campus ? Nick will reach out to Hailey.

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 # and Incident Date)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
135864(135846) 2024-10-01 Geography Geography Building		The worker discovered upon entering the office on 10/1 that the office heater was on, despite the thermostat being off, and that there was a strong chemical smell permeating the office. The worker alerted facilities and the other staff who work in the office of the smell. Facilities responded but was unable to fix the problem; The worker left the window open while present in the building and worked in the neighboring office. On 10/3, the worker went to the office and the smell was still persistent. They opened the windows despite the cold to air out the office. On 4 October 2024, the workers colleague returned to work in Room 231 with the windows open and by midday they began to develop cold symptoms including a sore throat, runny nose, sneezing, congestion, headache, fatigue, body aches, brain fog, and coughing, which continued to worsen and remain through 9 October 2024. The worker had to take sick days on 7-9 October 2024 Given this	Nick	November	C



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

	<p>incident, we've agreed as a team not to use the office until the issue is resolved.</p> <p>Root Cause: Apparently a cabinet was installed over/around the heater by a contractor hired to reno the office prior to Oct 2022, with inadequate clearance. We have not however had any incidents with the heater prior to this. It was later communicated that the scent was the result of a faulty relay that had malfunctioned.</p> <p>All Corrective Actions Complete</p> <p>Corrective Action Identified: Work from home arrangements and use of alternative office space. UBC Facilities conducted repairs on the heater. Cabinet surrounding heater was removed and, in the future, nothing will be put within 36" of heater.</p> <p>Date Completed: 2024-11-05</p> <p>Final Actions Taken:</p> <p>Update: The heater stopped functioning because it was designed and manufactured with a relay that is underfit for the level of current fed to it by the breaker. The relay has plastic casing and part of it melted when it received a higher current than it could handle. This melted plastic is the source of the chemical plastic smell that staff reported. As part of the repair, the melted relay was replaced with an appropriate one and the melted one was removed. After discussion with the electrician, who has handled a large number of heater relay failures of this type, he is not concerned about any health risks associated with this incident apart from possible discomfort from the plastic smell which should fade now that the source has been removed.</p> <p>All JOHSC/LST Additional Items Complete</p> <p>JOHSC/LST Item: Assist in arranging alternative office spaces, and help to move along, coordinate, and communicate investigation process.</p> <p>JOHSC or LST Membership: Geography LST</p> <p>Date Completed: 2024-11-05</p>			
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5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
135859(135842) 2024-10-16 Music-School of Music		<p>While leaning over a grand piano, performing tuning and technical work for approx 30 mins, the worker stood up, straightened their back and experienced back pain.</p> <p>Root Cause: After leaning over for 30 mins working on a grand piano, the root cause is repetitive strain, extended reach for this back injury.</p> <p>Corrective Action Identified: After discussions with the worker, we have identified that when performing work like this, we consider the most ergonomic position possible, and take frequent breaks when working bent over for an extended period of time or with an extended reach. Since 2021 the department has invested in a number of tools to improve working conditions and mitigate risk of injuries based on a 2021 ergonomic assessment for another piano tuner technician in the department. Last month an “action caddy” to assist the piano technicians with ergonomics was ordered to avoid lifting heavy parts of the piano. The department has contacted UBC Ergonomics to request an updated assessment has been requested to support the duties of all piano tuner technicians in the department.</p> <p>Estimated Completion Date: 2024-11-16</p> <p>Final Actions Taken: Will implement the recommendations in ergonomic assessment for all piano tuner technicians in the department upon receipt of the report.</p>		November	C
135885 2024-10-23 AHVA AUDAIN Art Center		<p>worker was using a large metal push cart to transport photo materials from Audain Art Centre Storage to BC Binning. In order to exit the building the worker left from the garage on the ground floor of AAC and travelled out of the loading bay and around the corner by AAC. The worker slightly shifted the cart to get out of the way of oncoming pedestrians and stuck the edge of one of the window panes which immediately shattered. The glass is tempered and therefore remained intact although it is completely shattered throughout. Without moving the cart, the worker immediately called my supervisor on the phone and explained to them that the worker had</p>		November	C



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
		<p>had an accident and struck the glass with the cart. The supervisor came out within a minute and phoned Building Operations Service Centre (604 822 2173) to report the broken window and the potential hazard. The worker was then instructed to take a gallery work learn with them to help in transporting the cart to BCB Binning, unload, bring back the cart and return to the gallery to file this CAIRS report. Case # SR326919.00</p> <p>Root Cause: The root cause was an awkward load on a large dolly that needs (2) people to operate; working alone made navigating with the dolly challenging.</p> <p>Corrective Action 1 Corrective Action Identified: Installed hazard cones and taped off area. Estimated Completion Date: 2024-10-23 Final Actions Taken: Installed hazard cones and taped off area. Date Completed: 2024-10-23</p> <p>Corrective Action 2 Corrective Action Identified: Review Work Together Strategies for handling awkward loads and best practices, review SOP for large dolly with workers. Estimated Completion Date: 2024-10-23 Final Actions Taken: Review Work Together Strategies for handling awkward loads and best practices, review SOP for large dolly with workers. Date Completed: 2024-10-23</p> <p>Corrective Action 3 Corrective Action Identified: Install bumpers on corners of large dolly. Estimated Completion Date: 2024-11-01</p> <p>Denise Peers – building ops doesn't want to pay on negligence of departments. Case by case. In this case, window damage is covered.</p>			
136014 2024-10-23		This incident is the result of a recent flood at the worksite (September 6). Much of the stowed items and equipment in the affected areas were		November	C



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

<p>ARDO Buchanan Building Block D</p>	<p>quickly assessed and moved out of the way to address clean up, etc. During the first post-flood check period (week of October 21) it became apparent that 4 tall metal cabinets were not water tight, but had holes in the bottom shelf.</p> <p>During the flood, water had seeped into these four cabinets. Three of the cabinets had paper records on the bottom shelf which got wet and were subsequently sitting, wet and enclosed, for the 6 weeks of the renovation work. This work was completed to repair water damage at the worksite during which time workers were relocated to an alternate work area.</p> <p>During this period the cabinets were stored/left closed and wrapped and this led to the growth of mould in one box and on 11 binders of records. Two other boxes appeared to have dried before the growth of mould started, but are still at risk of potentially developing mould. Worker discovered evidence of mould on October 23. Worker (wearing gloves and mask) did carefully remove and separate the affected paper matter into plastic bags. The worker documented the items and generated an initial written report which was shared on November 7. These items with the cabinets were later consolidated, caution signed and secured in D011 where they would not be disturbed until further inspection and consideration of next steps (additional clean up/ disposal)</p> <p>Root Cause: The incident and mould growth is the result of area flooding that had occurred due to a sprinkler discharge in September. The cabinets in question and their unknowingly wet contents were stowed away for a period during which visual evidence of mould developed and was later observed on some of the paper content. The cabinets are identified as all metal and not an ideal substrate to support mould growth. NO visible mould was observed on any of the metal cabinet surfaces. The affected paper items are limited and were secured/sealed in plastic.</p>			
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5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
		<p>Corrective Action Identified: the Arts Safety office will review the site and the bagged material. These are to be consolidated to the secure room D011 until further actions are confirmed. Facilities Manager and Occupational Hygiene to be contacted to confirm additional actions, clean up and safe disposal. UBC to organize clean up (as to safe protocols) and secure disposal also considering safe handling.</p> <p>Final Actions Taken: Arts Safety, FM and UBC Occupational Hygiene team was connected together November 8 to review and confirm next steps. Items were consolidated in storage area, secured and signed until appropriate safe clean up (with safe procedure) and disposal could be confirmed. UBC confirmed clean up plan and that secure disposal would be arranged. Hygiene reviewed material and the site on November 15. No additional concerns. Awaiting next steps - safe clean up to be completed of cabinets and safe and secure disposal of affected paper material.</p> <p>Worker put on PPE and bagged material. UBC Hygenie came to site to review. Insurance contacted. Affected material will be disposed of by contractor.</p>			
135892(135889) 2024-10-25 Economics IONA Building		<p>Worker was walking from rm. 120. While passing through door 100:1, worker slipped. Their right shoulder & right wrist hit the door frame; landed on right hip. They reported some superficial abrasions below right wrist; slight limp d/t impact on right hip and right buttock; left rib cage was sore. Worker reports feeling like their upper body is out of line.</p> <p>Root Cause: Someone spilled water on the floor and didn't clean it up. All Corrective Actions Complete Corrective Action Identified: Wet floor was cleaned up immediately after the fall. Estimated Completion Date: 2024-10-23</p>		November	C



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
		Final Actions Taken: Water was cleaned from floor. We don't know where it originated from so there are no further actions we can take. Date Completed: 2024-10-25			
135955 2024-10-23 Sociology Woodward Library		Employee fell at same level at Woodward IRC building (main entrance) a short flight of stairs (5-6) injuring (bruising) their leg, knee and back of both hands. Awaiting Supervisor Report – Arts Safety has reached out to unit, ANSO LST and SRS to coordinate its completion.	Nick	December	IP
136053(136056) 2024-10-25 Philosophy Irving K. Barber Learning Center		TA had a seizure after invigilating a midterm, resulting in minor head injury and visit to the hospital. Corrective Action Identified: None, as the injury was illness-related rather than due to unsafe work environment.		November	C

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 type="checkbox"/> No actionable items noted					
Item # (Use Inspection #)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status

* 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-01 2024-11-19		<p>New dates have been released for JOHSC training. You can register for JOHSC training here, and LST training here.</p> <table border="1"> <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			C
JOHSC Training											
Part 2a	Part 2b										
November 19 th 10:00am – 12:00pm	November 22 nd 1:00pm – 3:00pm										

* ED – Education and Training

8. ONGOING BUSINESS – Status of Action Items

Original Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
OB-01 135259(135254) 2024.10.01 ANTH- Anthropology Crosswalk leading to ANSO/MOA from Rose Garde		<p>Worker was coming to crosswalk between Rose Garden Parkade and MOA/ANSO. As the worker started to cross, a heavy construction vehicle failed to stop and drove past worker nearly missing them. Worker reported being quite shaken by the incident in that moment due to close call and the excessive vehicle speed. It should be noted that currently the crosswalk does not have any markers painted on the road due to recent road work completed in the summer months. There are only some spray paint guide marks as to where the markings should be. There is a standard yellow/black road hazard marker and pedestrian crossing sign however there is no pedestrian controlled light or crossing amber. Worker reported construction vehicle proceeded turning into campus near Allard Hall. Worker reported safety concerns re: lack crosswalk marking, pedestrian crossing controls and the excessive vehicle speed.</p>	NICK		



8. ONGOING BUSINESS – Status of Action Items

	<p>Root Cause: Due to recent road work over summer, crosswalk markings have not been painted in. Although crosswalk is signed it has no pedestrian lighting controls or flashing ambers. Combined with weather conditions and poor lighting, the lack of visible safety markings and/or other pedestrian safety controls the incident occurred when driver, who was reported driving at high speed, failed to observe worker crossing.</p> <p>All Corrective Actions Complete Corrective Action Identified: Contact UBC Operations and confirm jurisdiction (municipal?) for this stretch of road and the unfinished crosswalk. Request immediate completion of crosswalk safety markings. Inform UBC Operations and or office with jurisdiction about ongoing pedestrian safety concerns for this high usage crossing on campus. Communicate this area is a safety risk for the campus community. It should also be noted that this area of campus is unique where workers, students, and visitors cross from the main campus (calmed traffic environment) to and an outer reach of campus academic, operational and public event facilities through a very high traffic and "public" roadway.</p> <p>Estimated Completion Date: 2024-10-11</p> <p>Final Actions Taken: Safety Advisor communicated this incident and the ongoing pedestrian safety concerns along with the need for their improvement to UBC Operations who in turn confirmed that the Ministry of Transportation and Infrastructure has jurisdiction both with the work that requires completion and the overall stretch of road. UBC Operations did confirm they can advocate for improvements and updated that the Ministry</p>			
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8. ONGOING BUSINESS – Status of Action Items

	<p>confirmed their plan is to complete the crosswalk painting the week of October 1, 2024.</p> <p>Date Completed: 2024-10-02</p> <p>JOHSC/LST Item 1</p> <p>JOHSC/LST Item:</p> <p>LST: continue to report and record incidents or near misses with the crosswalk in meeting minutes and in CAIRS when applicable. JOHSC or LST Membership: ANSO LST MOA LST Estimated</p> <p>Completion Date: 2024-11-28 JOHSC/LST Item 2</p> <p>JOHSC/LST Item:</p> <p>This concern is on the Arts JOHSC radar already. Compile any standing reports or LST minutes that detail concerns around this crosswalk. Consider if additional study around crosswalk user numbers would help as hard data that could be used to effect change and is this feasible, who should take lead, etc.</p> <p>JOHSC or LST Membership: Arts JOHSC</p> <p>Estimated Completion Date: 2024-10-31</p> <ul style="list-style-type: none"> -Crossing lines have now been painted. Art Safety will put safety cones? -Crosswalk issues; not enough markings, ambers or pedestrian controls and low visibility. Other crosswalks towards MOA and Green College do have these. This crosswalk has the most pedestrians crossing daily. Are we able to get numbers? -Nick wrote to Krista Faulkner. Road is under Ministry of Transportation. All information has been communicated and she can advocate for us. Nick will keep in contact with Krista and provide updates when received -do we need to do recommendation letter to involve the Dean? -Will follow up in couple of months re: improvements -Have ask LST’s and units to report any issues - Andrew will contact RCMP to ask if set up a speed check etc. 			
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8. ONGOING BUSINESS – Status of Action Items					
OB-01 continued ANTH- Anthropology Crosswalk leading to ANSO/MOA from Rose Garde		<p>Near miss of pedestrian in cross walk by a fast-moving Toyota grey van with red license plate. Root Cause: Vehicle driver failing to notice pedestrian in cross walk, could be improved with better signage including flashing lights. No injuries, near miss.</p> <p>Corrective Action Identified: No corrective actions taken. JOHSC/LST Item: Please report the need for flashing crosswalk sign to be installed at the crosswalk location between the Rose Garden Parkade and the Anthropology and Sociology Building.</p> <ul style="list-style-type: none"> - Municipal area, SRS is trying to track this for our records. - Encouraging units to put in reports. - No lights just marked crosswalk. - Discussion has been had with SRS and at the moment only 2 CAIRS reports submitted. - Arts JOHSC can issue a 21-day Formal Recommendation Letter to the Dean requesting assistance. - Suggestion would be to invite Christa Faulkner, Transportation Engineer, Campus & Community Planning to next Arts JOHSC meeting to discuss and see if the issue can be dealt with before sending formal letter to the Dean. -ANSO can also be brought in as they are experiencing most issues but other departments are as well, (MOA) -Nick reached out to Krista and is awaiting response -Work happening on road repair at southwest marine? <ul style="list-style-type: none"> • Nick will inquire as to what the work is and will follow up with UBC again about starting some conversation. In the 	NICK		



8. ONGOING BUSINESS – Status of Action Items					
		<p>meantime, he has asked all units that use the cross walk to continue to report and near miss or traffic safety incident so that we have this on record.</p> <ul style="list-style-type: none"> No updates re: RCMP have been contacted to see if they can assist with speed control and other factors regarding vehicle patterns on the stretch of road. 			
OB-2 2024.01.16 Arts LST		<p>Arts LSTs</p> <ul style="list-style-type: none"> Brock Commons new building. Nick has been working with Brock units on keys, BERP and LST formation. Email has gone out and nick has visited the building to gather the emergency planning information that is currently is in place Will need LST when back. Go to CUPE to see if any members would like to join Andrew to talk to CUPE to get membership and also to Faculty Association. Ideally someone from each LST Andrew has reached out twice to 2950, 116 ,2278 Faculty Association and to Dean’s Office. Can Vi/Andrea reach out to Faculty Members as they are the missing division on our JOHSC Brock occupancy date projected late June. Kate will contact Shilan in SRS as LST needs to be set up before move in date Nick will try to reach out to SHCS (Gontran Paget) re: bridging gap between departments at Brock Commons. Vi can get list to send out to Faculty Members regarding joining JOHSC. 		November	C



8. ONGOING BUSINESS – Status of Action Items

		<ul style="list-style-type: none">• Engagement re: LST. Will start to reach out to 14 teams and check in re: Inspections and Fire Drills. To catch up on all.• Arts Safety can plot out what months we have and can engage and assist• Andrea has reach out to Faculty for presence in JOHSC• Nick will speak with Katherine <p>-Will have contact with LST at ASC -Nick and Vicky are in contact with Brock Commons -When near occupancy Art Safety will discuss LST. Will speak to leads, at the moment it will be an Arts LST</p> <p>-Andrew – good to have a building inspection to learn exits etc. Will be discussed. -Fire extinguishers not visible. Departments can purchase signage to make more visible. Arts Safety can have a look. Not funded by Central -have a conversation with Dean with regards to Faculty Members -Silva will have a conversation with Dean Crowston</p> <p>Update: Nick reached out to SHCS to acquire fire safety plans and to discuss access, their units and LST for the building. We will meet in the next few weeks. Arts units in the building have provided names and contacts of potential LST reps.</p> <p>Update: Nick is awaiting an update from UBC properties trust which is still outstanding but will reach out to units to set up an initial meeting with or without the update. -Nick is still waiting for information from Properties Trust -Arts groups have been identified to create LST</p>			
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8. ONGOING BUSINESS – Status of Action Items					
		<p>PT has sent some Leed related materials and Arts Safety met with Brock Occupancy on October 17 to collect LST rep info. Meeting call in progress.</p> <p>- Arts Safety will be setting up an Local Safety Team meeting in early December</p> <p>- material received re: LEED Certification, Nick will review and will report to LST</p>			
OB-04 2024-02-23 De-escalation Training		<p>De-escalation training</p> <ul style="list-style-type: none"> • Units in Arts have inquired for their grad students. • Nick reviewing what UBC options there are for this. • Units are reaching out about this training. Nick has reached out to our vendor to see what we can offer in the Fall. • We have reached out to LSTs about their experiences and interest in training. • Update August 20: Compiled LST responses and reached out to vendor to connect and explore potential dates • Nick and Vicky met with Suzanne at Proactive Resolutions on September 6. Additional info to come. • Proactive resolutions sent some material which we need to review. Training may need to wait until early 2025 considering other priorities and resources. • On hold at the moment • Arts Safety is also meeting with a UBC resource on November 26. 		December	IP



8. ONGOING BUSINESS – Status of Action Items					
<p>OB-05 2024.04.18 Wayfinding</p>		<p>Challenges with Wayfinding in Buchanan Complex - individuals with accessibility needs.</p> <ul style="list-style-type: none"> • Translink pilot project has been completed. Results not reported as data being analyzed. No update yet. • Kate will reach out to Center for Workplace Accessibility • Arts Safety has reached out to Workplace Accessibility, no response yet. • No response yet <p>- No updates available - Nick to connect with Brannen</p>	<p>Brannen</p>	<p>December</p>	<p>IP</p>
<p>OB-06 2024.05.21 Jack Bell</p>		<p>Issues with construction being done at Jack Bell. There have been multiple issues with the project at Jack Bell. Some past issues have been blocked fire escapes, without warning, or notices inside; dropping building materials off the roof without exclusion zones, fencing, or ground crew to ward off people walking on open sidewalks below) in the past year.</p> <p>It appears that similar an issue has occurred recently at the Jack Bell building, where construction debris (panels of 3' x 4' (?) drywall or plywood) were being tossed out a 3rd or 4th story window to the ground below. While there was fencing blocking the front stairs where the construction bin was located, any breeze could have taken the panels off course and outside the fencing, into an active walkway.</p> <p>- Andrea-Requests not being met to keep debris contained. - Area has observant workers advising if debris intense. - There is no scaffolding or protection around building.</p>			



8. ONGOING BUSINESS – Status of Action Items

	<ul style="list-style-type: none"> - West exit sometimes is closed due to construction. - Last week, debris was hitting window of washroom. - Question: Is damage being caused? - Plywood was going to be added to windows. - Demo work is almost complete. - Concerns are damage to building and near misses. - Arts should continue to report to SRS. Awareness around issues being raised and discussion needs to be had with PM’s. - Follow thru is not being done. - Project needs to understand how construction is affecting programs. - Compounding issue is also Sauder expansion. - Nick: Lack of engagement around accessibility - Issues at ASC. All accessible ramps were suddenly removed. - ASC is an open and operational building and is surrounded by projects - Two years ago, a person in mobile chair attempted to cross road and chair tipped over. - Project responds but does not take a lead or take on oversight of maintaining accessibility at the site unless we report issues. - FM and FP mentioned there is an opportunity at board meetings re: ongoing issues to be put forward. - Project Groups are not responding to needs of active Departments. - UBC should consider to develop a guide to what to consider as key features during period of construction or site management. - Accessibility is important and a campus mandate. -Follow up after meeting with PM on June 19, follow up discussion at July JOHSC meeting -Paul Nakagawa to be added to conversation -meeting with PM, will discuss signage -no new issues on site as of Sept 16. Meeting with PM on Sept 17. 			
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8. ONGOING BUSINESS – Status of Action Items					
		<p>Update: New meeting upcoming on October 17. This will include Arts and PMs to review failing communication strategies and the outlook/impact of both the Jack Bell Project and the Sauder Expansion which is ramping up.</p> <ul style="list-style-type: none">- No update- Construction and activity has been going on.- Trees being cut down but not notified as to when. Classes were ongoing and people were upset because of noise and disturbance.- upcoming meeting on October 17th- Properties Trust would like all discussions to be down through FM.- will try to establish an informal route of communications. Discussing to be had at meeting.- any issues please contact Brannen and he will help			
OB-07 2024-10-15 Brock Commons		<p>Occupants concerns about strong new materials scents in the building being followed up on.</p> <p>Nick had met with Sonam Uppal (occupational hygienist) and the managers of one of the unit on August 22 to review and discuss how we can move forward.</p> <p>Nick reached out to UBC PT PM to get information on LEED Gold details and materials so as to provide some clear information to occupants about what this means and the type of materials that were used in the building in order to ease concerns – we are awaiting this information.</p> <p>Update: Nick is awaiting an update from UBC properties trust which is still outstanding but will reach out to units to set up an initial meeting with or without the update. Follow up email sent again on October 11.</p>			



8. ONGOING BUSINESS – Status of Action Items					
		PT provided a whole database of materials info which Nick is sifting through and will report back to the LST which is about to have an initial meeting in December. See section above.			
OB-08 2024-10-15 Geography		<p>Geography Heater Issue</p> <ul style="list-style-type: none"> -burning smell coming from radiator enclosed in wood cabinet with grill. -burn marks on wood, potential for fire - The cabinet was the result of a UBC project not sure if local or extrenal contractor. UBC may need to consider communication of heater specs in the future as apprentaly Geo staff raised concerns at the time. - Geography following up to see if any other offices have these in there offices. - Arts will send out messaging regarding heaters through JOHSC to all units in Arts. Check your heater clearances please. - CAIRS 135864(135846) submitted/Arts safety assisted with the process - apparently this was a faulty relay that was underfit for the level of current fed to it by the breaker. The relay has plastic casing and part of it melted when it received a higher current than it could handle. This melted plastic is the source of the chemical plastic smell that staff reported - geography reported concerns about heaters like this being a common model - How can we push to have all heaters of this type replaced with properly designed ones? What steps should I take to make this happen? This seems to be a real safety risk in addition to being a money sink from all of the parts and labor that electricians put into fixing them. 			
OB-09		<p>Transportation of Dangerous Goods</p> <ul style="list-style-type: none"> -anyone who is ordering is responsible -reminder of taking training through WPL 	Nick	December	IP



8. ONGOING BUSINESS – Status of Action Items					
Transportation of Dangerous Goods		<ul style="list-style-type: none"> - Nick will follow up with Peggy - MOA completed Oct TDG Survey – thanks Mauray - SRS Chem Safety will connect with Arts Safety and look at a visit to survey other Arts areas that might qualify moving forward -Nick will follow up with Janet and Peggy and more details will follow 			
OB-10 2024-10-15 Fire Drills		<p>BERP in Aud X and Fire Drills in mutli unit buildings</p> <ul style="list-style-type: none"> - who is responsible for planning Fire Drill? Arts should coordinate. - ARTS JOHSC to develop Fire Drill calendar? - Arts Safety office can't be the only actioning office for JOHSC. Our portfolios are getting swamped. JOHSC needs to have more of a support plan. Assistance from members will be needed. <p>Brannnen - suggestion for Fire Drills communication to be done through Building Ops</p> <ul style="list-style-type: none"> - Better communication regarding Fire Wardens and internal building communications - Create a sub-committee (Andrea, Silva, Andrew, Nick and Vicky) - will set up meeting of sub-committee 	Nick	January	IP

* ED – Education and Training * GI – General Inspection *NB – New Business

9. 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
		There were no inspection reports received since the last co-chair email.				



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

* REC – Recommendation Letter *IR – WorkSafeBC Regulatory Inspection

10. NEW & OTHER BUSINESS					
<ul style="list-style-type: none"> General discussion items (list actionable items below) 					
Item # (NB-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
NB-01 2024-11-19 CAIRS		<p>CAIRS</p> <p>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.</p>			C



10. NEW & OTHER BUSINESS					
		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			
NB-02 2024-11-19		<p>Daylight Savings Ends</p> <p>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:</p> <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 • Report malfunctioning/burnt out lights to Building Operation Service Centre • Dial 911 if you need emergency assistance 			C
NB-03 2024-09-11 AHVA		Andrea – Since May, Jeremy and Andrea have been engaged in some meetings around mostly the Jack Bell renovation project. We had good communications with the Jack Bell project manager, but it’s been complete silence from the Sauder project and Power House as there have been changes to who has been managing the Sauder project, as well as changes to senior management in FoA. There is a plan to chase things up, even though it’s been pretty quiet from them during the			



10. NEW & OTHER BUSINESS

	<p>summer, but Andrea is sure that things are going to be picked up. The biggest safety RF</p> <p>5. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes) concern is the traffic along University Blvd., can see how pinched it is particularly when faculty and staff and most of university need to flow between the buildings. Education Road is the main issue, where much of the traffic is. Rob inquired if Sauder is still doing the Binning extension. Andrea responded no. Jeremy – Had a meeting about traffics back in June concerning the landscaping/trimming on Education Road as people can't see the construction signage, which directly impacts our student traffic through the back side of DSS and service door through the Workshop with thorny bushes growing by the accessible entrance. This morning, Yellow Zone manager said it will be addressed. Campus Planning is unwilling to put more signage to divert the traffic. The studio team has produced VISA Student Handbook to help students navigate the traffic. We are pushing more and more people and traffic into smaller zone. There are concerns for safety and navigating around our main visual art buildings. Andrea – Suggested printing out a large poster about finding AHVA on campus from the handbook. Jeremy will talk to Ian about it as they are also working on signage updates. Jeremy – With Jack Bell we do have some good avenues for communication as the project manager works at UBC, but there seems to be a breakdown of communication between them and on-site project manager.</p> <p>5. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes) As for Sauder expansion plan – they are still in next phase of UBC approval hence silence on their side. And as per Andrea, we might see more action from them. Classrooms in DSS are now reprogrammed back to the space due to interruptions were</p>			
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10. NEW & OTHER BUSINESS					
		minimal than expected. But asked faculty and staff to bring concerns to Andre and Jeremy if anything arises.			
NB-04 2024-10-29		Concern was raised about communication to the community regarding the “safety incident” at the Nest yesterday, not even to say the situation had resolved. Is it possible to at least communicate with building safety leaders so we can be aware? Our only source of information was questionable internet sources.			
NB-05 2024-11-19		Rescheduling of the December JOHSC Meeting			C
NB-06 2024-11-19 VFS		Vancouver Fire Department will come visit Chan and Old Auditorium to identify scenarios.	Andrew	January	IP

*NB – New Business

11. NEXT MEETING	
Date:	Tuesday December 17, 2024
Time:	10:00am
Location:	Via Zoo

12. MEETING ADJOURNED	
Time:	11:13am

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



PRIORITY:		STATUS:	
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)