



Custodial Services Joint Occupational Health & Safety Committee Meeting Minutes

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

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

Date: December 4th, 2024

Time: 2:00 p.m.
Location: CCP R-RM CPDE Custodial Boardroom

AGENDA:	1. Roll Call	6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)
	2. Determination of Quorum	7. Review Education and Training
	3. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes	8. Ongoing Business – Status of Action Items
	4. Additional Agenda Items, Review Actionable Items from Local Safety Team (LST) Minutes & Approval of Agenda	9. JOHSC Formal Recommendation Letters & Regulatory Inspections
	5. Review Central Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents	10. New and Other Business
	• Monthly Incident List & Statistical Summary Report	11. Next Meeting
		12. Meeting Adjournment

Minutes Recorded by: Wendy Lam

Distributed: January 15, 2025

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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kuldeep Malli (co-chair alternate)	CUPE 116	Custodial Head Service Worker	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manjit Sound	CUPE 116	Custodial Head Service Worker	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>



4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

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

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

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

Item # (Use CAIRS Incident ID #)	Priority	Accident Type	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
136163	E	Time Loss	<ul style="list-style-type: none"> Conor is currently following up on the matter regarding the dumpster propping tool and will provide more details. <p>Description: Custodian wheeled out the garbage in the access cart to the dumpster located in the back of the building to dump it. Tried using the dumpster arm on the side of the dumpster to open the lid but it wasn't working properly. Worker tried to open the lid but wasn't able to reach it. Next to the bin, there was a cement block and worker stepped on it in order to open the lid. The worker's foot slipped but managed to regain balance but the right ankle got twisted. Worker opened the bin, dumped the garbage and went back to do the rest of the tasks and completed the shift. Worker felt ok, went home after shift but the following morning (Saturday) noticed that the right ankle was swollen and wasn't able to put the full weight on it. On Monday worker called in sick and stayed home for the past 3 days. Once worker returns to work, we will provide an update.</p> <p>Root Cause:</p> <ul style="list-style-type: none"> - Dumpster arm not working properly and lid too high to reach - Dumpster area too dark with uneven ground around the dumpster 	CCG	Jan/25	N



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			<p>Corrective Actions: All Actions Complete</p> <p>Corrective Action 1 Corrective Action Identified:</p> <ul style="list-style-type: none"> - Repair the dumpster arm - Illuminate the area better or place dumpster elsewhere, with better access <p>Estimated Completion Date: 2024-11-29</p> <p>Final Actions Taken:</p> <ul style="list-style-type: none"> - Dumpster arm repaired in meantime - Look for a more suitable area for the dumpster <p>Date Completed: 2024-11-27</p>			
136150	E	Time Loss	<ul style="list-style-type: none"> • Sean to check with Edward Ganal, Custodial Scheduler, to include “Take 5” regularly in crew talk. <p>Description: Custodian picked up box of tissue paper, did carry box out of JR, custodian was carrying box on chin level, upon exiting JR custodian was proceeding to take stairs on ground level, while doing so , custodian tripped over small wooden pallet with some kind of water pump on it, please see attachment. As result custodian tripped with left foot over wooden pallet parked on left side hallway hallway.</p> <p>Custodian felt pain in left ankle, had difficulty walking. Reported this incident to Assistant HSW, UBC First Aid was called. Ice pack was administrated , no visible swell or skin laceration. Just in case UBC First Aid put an elastic bandage around left foot ankle just to make left ankle more stable, custodian is commuting to work and back by bus UBC First Aid dropped our custodian on bus loop, custodian left work area at 8:30 pm.</p>	SP	Jan/25	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: It appears that holding box with tissue paper on chin level caused vision obstruction. Secondary cause was wooden pallet with some kind pump on it left on hallway, instead being parked in Mech.Room # 002.</p> <p>Corrective Actions: Not Complete</p> <p>Corrective Action 1 Corrective Action Identified: Have discussion with employee, remind to carry a load on hip level so the vision is not obstructed. Estimated Completion Date: 2024-12-06</p> <p>Corrective Action 2 Corrective Action Identified: Communicate to Zone FM of Hugh Dempster Building and request the removal or changing the location of wooden pallet. Estimated Completion Date: 2024-11-28</p> <p>Final Actions Taken: Communicated to FM for Hugh Dempster building to inform building users/ admin immediately remove wooden pallet from hallway floor causing this injury and being a potential for another. Date Completed: 2024-11-28</p>			
136121	E	Incident Only	<ul style="list-style-type: none"> The worker demonstrated how they bended at that time, which appeared to be proper. The incident may have been caused by an existing medical condition. Staff will be reminded of proper bending posture. David will update and finalize the CAIRS report. This item is now completed. 	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
			<p>Description: Friday, November 22 - 10:05 am Employee was in the Kitchen Area in Room 1041 located on the main floor of the Brock Hall Building - East Wing and had just completed clearing a waste station. It was soon after this that the employee noticed a piece of paper that had fallen to the floor and bent forward to pick-up it, when they felt a sharp pain along the left side of their lower back. Employee did not think much of the it at the time and continued working.</p> <p>- 1:15 pm Employee noticed that the pain was still present and hence, reported it to their Acting Head Service Worker (HSW). HSW contacted UBC First Aid for response.</p> <p>- 1:30 pm UBC First Aid arrived and attended to employee. An ice pack was provided to condition the affected area. First Aid advised employee to limit movement of their lower back and to follow-up with them and the employee's manager, if the pain and their condition worsens. Employee was offered modified duties, as necessary.</p>			
136111	E	Incident Only	<ul style="list-style-type: none"> Item reviewed and completed. <p>Description: Thursday, November 21 - 9:35 am Employee was making their way out of the UBC LIFE Building from the West side of the Basement outside Room 0040A and was walking behind their Manager. Employee had exited the building through Perimeter Door F1 was in the process of climbing up the stairs leading to the ground level outside when the employee's right foot accidentally bumped into one of the steps while making their climb, causing them to trip and fall. Employee landed on both</p>	N/A	N/A	Info Only



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			<p>their knees, left arm and chin, sustaining a minor abrasion under their chin, due to the fall. Employee was able to quickly get themselves up and utilized the washroom nearby to clean the minor abrasion under their chin. Manager offered employee First Aid assistance but they declined stating they were fine and could treat themselves. There was light rainfall at the time, the stairs were clear of leaves but wet due to the rain. The outdoor natural lighting was also relatively low due to the dark skies with the rainfall. Employee was wearing rain boots with good grip, which was appropriate for their work tasks. Employee continued working for the rest of their shift without further issue</p> <p>Root Cause: Employee was walking directly behind their Manager which limited their line of sight, while they were making their way up the stairs. Employee and manager were also walking at a fast pace at the time, while making their way out of the building. Upon exiting, employee and manager had noticed some municipal work taking place near the exit and were discussing the matter while climbing the stairs, which was a possible distraction to the employee</p> <p>Corrective Actions: All Actions Complete Corrective Action 1 Corrective Action Identified: Reminder to avoid rushing Estimated Completion Date: 2024-11-21</p>			



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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>Final Actions Taken: Team Manager acknowledged they were walking at a fast pace and rushing at the time. Reminder was for both the manager and the worker to avoid rushing. Date Completed: 2024-11-21 Corrective Action 2 Corrective Action Identified: Keep a safe distance while walking Estimated Completion Date: 2024-11-21 Final Actions Taken: Team Manager advised employee to keep a safe distance from the person in front to have a good line of sight while walking. Date Completed: 2024-11-21</p>			
136101	E	Incident Only	<ul style="list-style-type: none"> The supervisor reorganized the room and submitted an SR to install a hook on the wall. The pad holder will now be stored on the hook. This item is now completed. <p>Description: Wednesday, November 20 - 12:48 pm, Employee was inside Custodial Room # 129 located in the Basement of the Old Auditorium Building and was in the process of unboxing some Paper Towel supplies in a corner of the room where there is limited space for movement and where there is a drop in the height ceiling height. It was at this time when a part of the employee's body accidentally bumped against a Two Speed Machine which had a Pad Holder Brush hung on to a hook of the handle, causing the pad holder to fall and brush against the outer side of the employee's right hand, resulting in a light abrasion to the skin. The bristles of the pad holder are abrasive in nature and can cause irritation and bruises to skin, when brushed against.</p>	N/A	N/A	Info Only



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			<p>The two speed machine and pad holder was stowed safely but in a tight corner of the room. The boxes of extra paper towel supplies were stored in close proximity to equipment, allowing the employee only a limited working space to safely and comfortably, access and retrieve the said supplies.</p> <p>- 12:49 pm, Employee sent a text message to their Head Service Worker (HSW) informing them about the incident. HSW immediately called back the employee and arranged for UBC First Aid to attend at the incident site.</p> <p>- 12:55 pm, HSW informed Team Manager and both immediately made their way to the incident site to meet and attend to the employee.</p> <p>- 1:10 pm, UBC First Aid arrived and attended to the employee. Employee was in a stable condition and not in pain. Employee confirmed that they were able to continue working for the rest of shift, without modified duties. First Attendant and Team Manager advised employee to follow-up and report to them if the condition of the affected area worsens. Employee confirmed their understanding and continued working the rest of their shift without further issue.</p> <p>Root Cause: Employee was attempting to retrieve paper towel supplies from a stack of boxes that were stored in close proximity to a Two Speed Machine and in section of the room with limited space.</p>			



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136048	E	Incident Only	<ul style="list-style-type: none"> The light has been replaced. Employees will be reminded to park the cart on the right side instead of the middle to block the door. This item is now completed. <p>Description: It was 6:17 pm and dark outside with rainy and windy weather conditions at the time. Employee was wearing a rainy coat with a hoody due to the rain. Employee had pulled up to the cardboard compactor located in the Loading Bay, outside the Pharmaceutical Sciences Building with their Grey Custodial Access Cart in order to dispose off some cardboard pieces. Employee was in the process of disposing off cardboard into the cardboard compactor and had bent down to pick-up some pieces of cardboard which had fallen to the ground and were directly in front of the compactor doors. At this time, the left door of the compactor swung slightly to a close due to the wind and was positioned directly above the employee's head, striking the top of the employee's head while they were getting back up to the normal standing position.</p> <p>Employee immediately reported to their Head Service Worker (direct supervisor), who in turn notified UBC First Aid for response to site. UBC First Aid came to site and attended to employee, treating them with an icepack. Employee was in a stable condition, with no visible signs of injury including no bumps, bruises or cuts to the area where they struck on their head. After First Aid treatment employee had their meal break and returned to their regular duties, and continued working the rest of their shift without further incident. Employee reported to work as normal the next day. No time loss.</p> <p>Root Cause: Conditions outside were dark with rainy and windy weather,</p>	N/A	N/A	Info Only



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			<p>visibility was limited. Compactor door came to a slight close due to the wind and employee was unaware that the left door had blown slightly from a fully open position, and was placed directly above their head when they were returning back to their normal standing position.</p> <p>Corrective Actions: Not Complete</p> <p>Corrective Action 1 Corrective Action Identified: Recommendation to install additional lighting for improved visibility at night and in dark conditions. Estimated Completion Date: 2024-12-09</p> <p>Corrective Action 2 Corrective Action Identified: Recommendation to have a spotter accompany and assist employees especially during wet and windy weather conditions. Item for review and discussion at upcoming JOHSC meeting. Estimated Completion Date: 2024-12-09</p> <p>Corrective Action 3 Corrective Action Identified: Recommendation to add Safety Signage marked clearly with reflective tape on to the compactor doors and the area directly below. This is for improved visibility of hazards during dark, rainy and windy conditions outside. Estimated Completion Date: 2024-11-28</p> <p>Final Actions Taken: Posted reflective "Warning sign" on compactor informing to be aware that compactor doors on windy weather conditions compactor doors have tendency trying to close, causing head injury</p>			



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			when working directly under. Date Completed: 2024-11-28			
136046	E	Medical Treatment	<ul style="list-style-type: none"> The incident occurred while the staff was grabbing garbage from the cart. The worker was unfamiliar with the cart, as it was not their usual one. The blade was positioned downward and improperly stored on the cart. David to follow up with evening shift. <p>Description: Note: This incident occurred on Thursday, August 29 at 10:40 am but was mistakenly not submitted on CAIRS, and is being documented now. - Employee was in the process of retrieving an empty bag of garbage from the middle shelf of their Janitor Cart, when the inside of their right forearm came into contact with a sharp end of a scrapper blade that was incorrectly stored on the janitor cart, resulting in a light laceration wound that was approximately 2 inches long.</p>	DS	Jan/25	N
135978	E	Time Loss	<ul style="list-style-type: none"> Item discussed and completed. <p>Description: Worker was wheeling access cart through lower level of the Nest building in order to service waste stations. At 1:25 worker was pushing cart with both hands when an eisel fell over and bumped the worker on the head. The easel appeared to fall on its own as one of the legs was broken. Impact to back of the head caused slight swelling but no bleeding or dizziness, with eisel weighing around 10 lbs. Worker continued to remove garbage and brought load outside for disposal, then came back inside. They felt ok but reported to Head at 1:35, who took called first aid. Worker stayed at work and iced area for remainder of shift.</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
			<p>Worker reported to work following day with slight swelling, went to doctor that afternoon and was advised to take two days off.</p> <p>Root Cause: Worker was walking past a broken eisel, which fell over and bumped worker on back of head</p> <p>Corrective Actions: All Actions Complete</p> <p>Corrective Action 1 Corrective Action Identified: Report broken items in building to building admin</p> <p>Estimated Completion Date: 2024-11-06</p> <p>Final Actions Taken: Head spoke to AMS admin, who disposed of broken eisel</p> <p>Date Completed: 2024-11-06</p>			
135264	E	Incident Only	<ul style="list-style-type: none"> "Take 5" will be added regularly to crew talk. Corrective Action 3 added, involving a follow-up with the Athletic JOHSC to explore potential solutions. Item discussed and completed. <p>Description: Wednesday, October 2 - 8:04 am - 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.</p>	N/A	N/A	Info Only



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			<p>- 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.</p> <p>- HSW immediately made their way to the incident site and called UBC First Aid to notify about the injury and incident.</p> <p>- HSW picked up employee by vehicle and brought them to UBC First Aid at USB building for attention.</p> <p>- 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.</p> <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.</p> <p>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 Corrective Action 1</p>			



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			<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. • Estimated Completion Date: 2024-10-11 			
135334	E	Incident Only	<ul style="list-style-type: none"> • In progress. • 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.</p>	SP SP	Jan/25 Dec/24	IP N



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			<p>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: 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:</p> <p>Final Actions Taken: WILL RETURN TO CONTINUE</p>			



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
C&CP2 Custodial Office Basement Level	C	Dec 3/24	Old soap in storage disposed of. Old cartridges packed up for disposal. 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>Jan/25</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-2024/06/12-37	E	04-Dec-24	<u>Job Safety Review</u> DS to finalize the document.	DS	Jan/25	IP
		13-Nov-24	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	04-Dec-24	<u>Lunch Bag Stored in Janitorial Rooms</u> No update.	CCG	Jan/25	IP
		13-Nov-24	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	CCG	Oct/24	IP
		14-Aug-24	Site visits were conducted by SRS but SRS needs to clarify some questions with CCG to finalize the report.	CCG	Sep/24	IP
		10-Jul-24	Pending report from SRS.	CCG	Aug/24	IP
		12-Jun-24	Review done with Rosanna Ma from SRS on some janitorial rooms. CCG to update at next meeting once the report is done by Rosanna Ma.	CCG	Jul/24	IP
		08-May-24	LT sent out info to CCG for review and discuss in upcoming meetings.	LT	Jun/24	IP
10-Apr-24	Under regulation, if there are chemical and biological contaminants being generated in workplace, any food item should not be stored inside. LT to send out more info for further discussion at next meeting.	LT	May/24	N		

* 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
202413986130A	E	<p>Description:</p> <ul style="list-style-type: none"> ○ On October 25, 2024, WorkSafeBC Issued an Inspection Report confirming that the employer has effective processes to investigate B&H. However, on November 15, 2024, a WorkSafeBC managerial review was conducted and an order was issued requiring a full B&H investigation for a historical file. ○ Order #1 - General Duties: An order was issued under section WCA21(1)(a), which states every employer must ensure the health and safety of all workers working for that employer, and any other workers present at a workplace at which that employer's work is being carried out. ○ The employer is required to submit a Notice of Compliance report by December 18, 2024. <p>JOHSC/LST General Learnings/Discussion Points:</p> <ul style="list-style-type: none"> ○ 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. ○ 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. ○ 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. 	N/A	Oct 25/24	N/A	Info only



9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
		<ul style="list-style-type: none"> Employers should provide ongoing training and education to ensure that workers understand their rights and responsibilities regarding workplace bullying and harassment. 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. Refer to Bullying and Harassment for information on bullying and harassment. 				
202413986141A	E	<p>Description:</p> <ul style="list-style-type: none"> On November 1, 2024, a WorkSafeBC Officer reviewed documentation in the form of an Executive Summary, pertaining to a bullying and harassment questionnaire submitted by the employer. WorkSafeBC confirmed that the employer followed the intent of the Workers Compensation Act and conducted an effective investigation. There were zero (0) orders issued to the University. <p>JOHSC/LST General Learnings/Discussion Points:</p> <ul style="list-style-type: none"> 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. 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. 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. 	N/A	Nov 1/24	N/A	Info only



9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
		<ul style="list-style-type: none"> Employers should provide ongoing training and education to ensure that workers understand their rights and responsibilities regarding workplace bullying and harassment. 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. Refer to Bullying and Harassment for information on bullying and harassment. 				
202416709086A	E	<p>Description:</p> <ul style="list-style-type: none"> On November 12, 2024, a WorkSafeBC Officer conducted an inspection at the UBC Centre for Comparative Medicine following a worker's fall from a ladder while addressing a ceiling water leak. The worker received first aid and was transported to the hospital. The ladder, found to have a loose crossbar, was removed from service and will be replaced. There were zero (0) orders issued to the University. <p>JOHSC/LST General Learnings/Discussion Points:</p> <ul style="list-style-type: none"> Employers must ensure that all ladders used in the workplace are regularly inspected and maintained to prevent equipment failures. Damaged or faulty ladders must be removed from service immediately. As a reminder, any workplace incident that has caused a serious or life-threatening injury, had the potential for serious injury, plus all other immediately reportable incidents, must be reported to Campus Security at 604-822-2222 (after calling 911 emergency services) as part of the incident response. 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 by section 71 of the Workers Compensation Act 	N/A	Nov 14/24	N/A	Info only



9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
		<ul style="list-style-type: none"> 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. 				

10. NEW and OTHER BUSINESS :								
Item#	Priority	Date	Discussion and/or Action Items	Assigned To	Date to be Completed	Status		
NB-2024/12/04-76	E	04-Dec-24	<p><u>Preparing for Extreme Winter Weather at UBC</u> As per the Snow Policy, if UBC is subject to extreme winter weather conditions, the Deputy Vice-Chancellor of each campus or his/her delegate may decide to cancel or reschedule classes and/or curtail non-essential services. You are advised to regularly check the following website: https://www.ubc.ca/ in the event of extreme weather. Download the UBC Safe Vancouver app and turn on your push notifications to receive immediate information and updates that are impacting the entire campus — e.g. weather advisories, class cancellations, etc. The mobile safety app is available for download on the iOS/Apple Store for iPhone or Google Play Store for Android.</p> <p>Facilities' Municipal Services and Custodial Service teams provides ice prevention and snow removal services on the Vancouver Campus. Visit the website to see a map that identifies priority roads, sidewalks and pathways that crews will work towards when dealing with an ice or snow event. If you see any areas that need attention, please contact the Facilities Service Centre at 604-822-2173.</p>	N/A	N/A	Info Only		
NB-2024/12/04-75	E	04-Dec-24	<p><u>Annual Seasonal Shutdown and Holiday Tips</u> Before leaving for this holiday season, help save energy and keep valuables safe by taking some simple actions:</p> <table border="1" data-bbox="667 1349 1455 1416"> <tr> <td>Seasonal Shutdown Tips from Sustainability</td> <td>Holiday Tips from Campus Security</td> </tr> </table>	Seasonal Shutdown Tips from Sustainability	Holiday Tips from Campus Security	N/A	N/A	Info Only
Seasonal Shutdown Tips from Sustainability	Holiday Tips from Campus Security							



10. NEW and OTHER BUSINESS :							
Item#	Priority	Date	Discussion and/or Action Items		Assigned To	Date to be Completed	Status
			Switching off electronics	Closing and locking office and exterior building doors & windows			
			Turning off the lights	Turning off office lights and electronic equipment			
			Unplugging small appliances	Locking away portable equipment, tools, laptops and any external data devices			
			Closing windows and blinds	Closing blinds and curtains			
			Reporting any air or water leaks	Locking valuable personal property out of sight or taking it home			
			Shutting fume hood sashes	Ensuring all your data devices are encrypted for security			
			Shutting down non-essential lab equipment	Protecting your building and office keys at all times to prevent risk to your workspace.			
NB-2024/12/04-74	E	04-Dec-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.		N/A	N/A	Info Only
			JOHSC Training		LST Training		
			Part 2a	Part 2b	Part 2a	Part 2b	
			January 13th 9:00am – 11:00am	January 16th 1:00pm – 3:00pm	December 10th 10:00am – 11:30am	December 12th 1:00pm – 2:30pm	
					February 18th 10:00am – 11:30am	February 20th 1:00pm – 2:30pm	

*NB – New Business



11. NEXT MEETING	
Date:	Jan 15th, 2025
Time:	2:00 PM
Location:	CCP R-RM CPDE Custodial Boardroom

12. MEETING ADJOURNED	
Time:	2:58pm

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)