



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Faculty of Land and Food Systems

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

Date: December 5, 2024

Time: 11:00 am
Location: Zoom Meeting

AGENDA:

<ol style="list-style-type: none"> 1. Roll Call 2. Determination of Quorum 3. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes 4. Additional Agenda Items, Review Actionable Items from Local Safety Team (LST) Minutes & Approval of Agenda 5. Review Centralized Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents <ul style="list-style-type: none"> • Monthly Incident List & Statistical Summary Report 	<ol style="list-style-type: none"> 6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers) 7. Review Education and Training 8. Ongoing Business – Status of Action Items 9. JOHSC Formal Recommendation Letters &Regulatory Inspections 10. New and Other Business 11. Next Meeting 12. Meeting Adjournment
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1. Agenda (3-5 days before, main points on the email)
2. Training (focus on training rather than fixing issues after the fact, ex: if we notice problems that occur repeatedly – like researchers not knowing how to use PPE, have someone talk at a community meeting or add to general training for LFS, maybe an LFS refresher for people to click through for updates, no need to submit a certificate)
3. Off topic (acknowledge what they are bringing up and offer to add at the end of the meeting or next meeting)
4. Action items (try not to have ongoing columns, have specific dates, note other people [outside of meeting] that can cover a task)
5. Preamble (beginning of meeting, no need go in detail)
6. Action items and discussion (going to each person asking by name, none cannot be an answer, can be a general comment, can be positive or negative).



1. ROLL CALL

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

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

* (A) – Alternate member

2. DETERMINATION OF QUORUM

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



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

3. APPROVAL OF PREVIOUS JOHSC MEETING MINUTES

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

- Move to adopt minutes. Moved by: AB Seconded by: BW
- (List amendments to minutes)

Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

- (List additional agenda items)

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

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

No actionable items noted

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

1 new CAIRS reports

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



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
Item # (Use CAIRS Incident ID # and Incident Date)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
<i>E.g. 119975-19/09/13</i>		<i>Enter any information relevant to the incident/accident, actions to be taken by the JOHSC, recommendations etc.</i>			
134942-24/08/08	B	<i>The visiting researcher got bitten by a rat during the training session at CCM. The researcher was wearing the required PPE. The rats were deemed to be not dangerous to humans, so only the wound was washed and bandage was applied. No other steps were taken. The researcher was getting trained when this incident occurred. The rat was attracted to the scent of materials on the gloves perhaps, as the rat became okay after the gloves were replaced. Bring in animal care workers JOHSC co-chair Gord to provide more support. PL tried to contact the prof, but hasn't heard back yet. PL to forward to animal care workers JOHSC.</i>	PL/AJ	October 3, 2024	IP
136094-24/11/13	B	<i>I arrived at the FNH building at 10:30 a.m. I was accompanied by a friend from the Neuroscience department at UBC. We had planned to go to the library together, as I wanted to check out some books. But before heading to the library I wanted to keep my belongings in the NFH building and also check on my samples in the lab. I escorted my friend to the reading room at the ground floor. I took the fire exit staircase next to the reading room to go to FNH 290 to check on my samples. I would have spent almost 20 minutes there and I took the same staircase to come back down to the reading room to go the library next. While I was almost 2-3 flights remaining from the ground level, my foot slipped on a flight of stairs and bent inwards. I fell with my full weight on my bent foot. I felt a sharp pain in my foot and ankle and when I was able to gather myself together, I crawled back and sat on a flight of stairs. I realised that I wouldn't be able to walk myself so I called my friend on the cellphone who was in the reading room. She came and helped me get back on one foot and took me to the reading room. We called our other friend who carried me to the cab and escorted me to the UBC Emergency Hospital. PL to inspect the staircase for any slippery surfaces or lighting issues etc.</i>	PL	January 3, 2025	N
136190-24/12/03	B	<i>Staff was arriving at the MCM building on a bicycle with their dog whose leash was tied to the handle bar. The dog pulled away suddenly causing them to fall from the bicycle on their left side. Staff sustained scratches on their right hand, left pinky and left knee feels sore. They were wearing a helmet at the time and it protected their head during the fall. No headaches or soreness at the time of this</i>	ES	January 9, 2025	N



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

		report. <u>Corrective actions:</u> Advised staff not to have pet tied to handle bars and if absolutely necessary, to be attentive to possible lunges by said pet.			
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6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers). Distribute inspection checklist(s) and report(s) for meeting and use this table to record discussion and new recommendation(s)

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

6. REVIEW OF WORKPLACE SAFETY INSPECTIONS – Specific Items

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

* GI – General Inspection

7. REVIEW EDUCATION AND TRAINING

(General discussion, confirm all training is up-to-date, etc. For all actionable items please list below).



7. REVIEW EDUCATION AND TRAINING					
Item # (ED-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
<i>E.g.</i> ED-19/09/19-01		<i>New members are required to complete Part 1 & Part 2 of fundamentals training within 6 months of joining the committee, record the status of training until completed.</i>			
ED-24/11/07-01	E	SL, PL, XF, AJ, ES all attended the Safety Day 2024.	AJ	December 5, 2024	C

8. ONGOING BUSINESS – Status of Action Items					
Original Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
<i>E.g.</i> ED-19/03/19-01	E	<i>Add any additional relevant information pertaining to the status of this item – keep most recent information on top. If long list of details, older less pertinent information can be removed as it will have already been recorded in previous minutes.</i>			
NB-24/02/01-03	E	LF, PL, Anna B sent an updated BERP template SRS. Dairy and FBIC will be coming in soon. Conversation about including the BERP First Aid, working alone policies, and animal care services will be included. Some farm workers had their First Aid training and are willing to get recertified. JL to give names of people to take the training to AJ, and can get them certified. SK mentioned that updates about changes in SRS First Aid have not been finalized, but said that she can update us when more information is available. AB completed the UBC Farm BERP. Working with Dustin on the first aid at the UBC Farm. Will have to complete ourselves, since SRS does not have records. AJ will have to visit the site to complete the BERP. JL and AJ have been working on the First Aid Assessment level, will have to confirm the level, then forward to Justin for review.	PL, AJ	May 2, 2024	IP

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



9. Round Table Updates (ongoing):

Location	Representative	
MCML	Andy Jeffries	Discussed MCML being open after hours for students.
MCML	Andy Black	New graduate students being trained and working at the farm.
FNH	Patrick Leung	
DIETETICS	Xinyan Fan	
UBC FARM	Anna Brooks	Preparing for winter break.
DAIRY	Julia Lomb	Working on BERP
FBIC	Miki Goda	

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

Item # (use Recommendation or Report #)	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status
E.g.: CODE-REC-2017-01		<p><i>For all JOHSC Formal Recommendation Letters and Regulatory Inspections (Provincial Regulators including but not limited to WorkSafeBC, and Federal Regulators including but not limited to Transport Canada). Note ALL Regulatory Inspections, even if issued to another department. Make sure to refer to any applicable incident, investigations or other related occurrences by item #. DO NOT MOVE OUT OF THIS SECTION – this section is to be used to ensure employer is responding within 21 calendar days. Once correspondence is complete item can be removed.</i></p> <p><i>NOTE: Item# that correspondence pertains to should remain in the “Ongoing Business” and updated with any additional information until fully resolved.</i></p>				
E.g.:		<p><i>WorkSafeBC or Regulatory Correspondence: Provide a very brief summary and indicate any communication or corrective</i></p>				



10. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
IR-2019-08-08- #201913063011A		<i>actions for the JOHSC. E.g. WorkSafeBC confirmed an Employer Incident Investigation Report was received as required. No action required of the JOHSC.</i>				
IR- 2024/08/30 #20241819505 1A	E	<p>Description: On August 27, 2024, a WorkSafeBC Officer conducted an inspection at the UBC Pharmaceutical Sciences Building following a workplace incident involving exposure due to a spill of mercaptoethanol.</p> <ul style="list-style-type: none"> o The incident occurred after contaminated wipes were improperly disposed of in regular garbage handled by custodial staff. The lab manager had recently left, and newer students using the space were not fully aware of the safety protocols, resulting in improper use of the chemical outside of a fume hood and in a lab with inactive ventilation. o With input from the Pharmaceutical Sciences JOHSC, final corrective actions included updating and reviewing SOPs for handling 2-mercaptoethanol, ensuring that it is clear the chemical must only be used in a fume hood, and providing task-specific training to all lab members. The Custodial JOHSC will also review the incident report and provide any final recommendations. o There were zero (0) orders issued to the University. <ul style="list-style-type: none"> • JOHSC/LST General Learnings/Discussion Points: <ul style="list-style-type: none"> o <u>Workers who handle hazardous substances must be trained on safe handling, labeling, and storage practices. Safety Data Sheets (SDSs) should be accessible, and workers must be informed of the potential risks associated with these substances.</u> 	PL	October 3, 2024	November 7, 2024	IP



10. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
		<p><u>o Employers must ensure that proper procedures are in place to manage chemical spills, including prompt clean-up and hazard communication. Access to spill kits and relevant personal protective equipment (PPE) should be readily available.</u></p> <p>o Encourage everyone to report incidents and near misses into CAIRS within 48 hours of the occurrence so that a preliminary investigation can be completed within 48 hours as required by section 71 of the Workers Compensation Act</p> <p>o Reminder that incident investigations require a site visit that must be completed within 30 days, and include a detailed description of incident, unsafe conditions, contributors, causes, corrective actions, and the name of the participating worker representative.</p> <p>PL to send out a message to PI's about having spill kits in their labs and reviewing the contents.</p>				
IR-2024/09/12 #20241882310 6A	E	<p>Description: On September 12, 2024, a WorkSafeBC Officer conducted an inspection in response to a bullying and harassment complaint at UBC.</p> <p>o The employer provided evidence detailing how the complaint was addressed, and the file has been closed.</p> <p>o There were zero (0) orders issued to the University.</p> <ul style="list-style-type: none"> • JOHSC/LST General Learnings/Discussion Points: Employers are required to have clear policies in place to prevent, address, and investigate bullying and harassment complaints. Workers should be encouraged to report incidents promptly. 	AJ/LF	October 3, 2024	November 7, 2024	C



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



10. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
		<ul style="list-style-type: none"> o There were zero (0) orders issued to the University. • JOHSC/LST General Learnings/Discussion Points: <ul style="list-style-type: none"> o The employer is responsible for ensuring the health and safety of all workers and for complying with the OHS provisions and the Regulation. This includes providing information, instruction, training, and supervision to ensure the health and safety of workers and others at the workplace. o Employers must ensure that scaffolds used by workers are safe and meet regulatory requirements. o Workers must take reasonable care to ensure their own health and safety and that of others who may be affected by their actions. They must follow established safe work procedures as required by the Regulation. o Workers assembling scaffolds must be trained and supervised properly to ensure safety standards are met. o Supervisors must have knowledge of their general duties and how to implement them. A lack of knowledge regarding legal responsibilities can place workers at risk of injury. Supervisors must ensure compliance with the regulatory requirements found in the Act and Regulation. o When a worker reports an unsafe condition or act, it must be investigated immediately, and corrective actions must be taken without delay. 				
	E	Description: On March 25, 2024, a WorkSafeBC Officer conducted a follow-up inspection at the AMS Student	AJ	October 3, 2024	November 7, 2025	C



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

<p>IR-2024/09/25 #202416973032 C</p>		<p>Nest in response to a previously reported unsafe condition involving scaffold safety.</p> <ul style="list-style-type: none">o On August 28, 2024, the initial order, issued under OHSR 3.10, was rescinded due to an appeal from the employer. The Review Division decision #R0323889 supported the employer's appeal, and no further action is required regarding this order.o There were zero (0) orders issued to the University.• JOHSC/LST General Learnings/Discussion Points:<ul style="list-style-type: none">o Workers have the right to refuse work they reasonably believe to be unsafe. They should immediately inform their supervisor, who is then required to investigate the concern promptly and remedy it if feasible.o Employers are obligated to take corrective actions and implement preventative measures upon the report of unsafe conditions, including the removal of non-compliant scaffolds from service until compliance is verified.o A supervisor or employer representative must document any refusal of unsafe work, referring to the Refusal of Unsafe Work Investigation Report for guidance. Additionally, should an employer be in the midst of resolving a work refusal, a written notice must be issued to any worker assigned to or permitted to perform the work in question using the aforementioned investigation report.o For comprehensive details on the process of refusing unsafe work, including steps to take and				
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10. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
		documentation requirements, please visit the UBC Safety & Risk Services website at Refusal of Unsafe Work.				
<p>IR-2024/10/25 #202413986130A AND IR #202413986145A</p>	E	<p>Description:</p> <ul style="list-style-type: none"> o 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. o 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. o The employer is required to submit a Notice of Compliance report by December 18, 2024. • JOHSC/LST General Learnings/Discussion Points: <ul style="list-style-type: none"> o 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. o Employers must ensure the health and safety of all workers by taking necessary steps to minimize or eliminate workplace bullying and harassment. Complaints related to bullying and harassment must be thoroughly investigated and documented. Appropriate corrective actions must be taken to prevent recurrence. o All workers should contact their administrative head of unit, Union/Association representative, or Human Resources Advisor, as they lead these investigations and provide necessary guidance throughout the process. 	AJ	December 5, 2024	January 3, 2025	N



10. 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. 				
IR-2024/11/01 #202413986141A	E	<p>Description: 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.</p> <ul style="list-style-type: none"> ○ 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. • JOHSC/LST General Learnings/Discussion Points: <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 	AJ	December 5, 2024	January 3, 2025	N



10. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
		<p>Advisor, as they lead these investigations and provide necessary guidance throughout the process.</p> <ul style="list-style-type: none"> o Employers should provide ongoing training and education to ensure that workers understand their rights and responsibilities regarding workplace bullying and harassment. o It is important to maintain confidentiality throughout the investigation process, and employers should offer support services (EFAP) to workers who are involved in or affected by harassment complaints. o Refer to Bullying and Harassment for information on bullying and harassment. 				
IR-2024/11/14 #202416709086A	E	<p>Description:</p> <ul style="list-style-type: none"> o 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. o The worker received first aid and was transported to the hospital. o 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"> o 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. o 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. 	AJ	December 5, 2024	January 3, 2025	N



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

		<ul style="list-style-type: none"> o Encourage everyone to report incidents and near misses into CAIRS within 48 hours of the occurrence so that a preliminary investigation can be completed within 48 hours as required by section 71 of the Workers Compensation Act o Reminder that incident investigations require a site visit that must be completed within 30 days, and include a detailed description of incident, unsafe conditions, contributors, causes, corrective actions, and the name of the participating worker representative. 				
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*REC – Recommendation Letter *IR – WorkSafeBC Regulatory Inspection

11. NEW & OTHER BUSINESS

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
E.g.: NB-19/09/19-01		<i>For new items that are not currently in “ongoing business”. Enter any relevant information regarding this item, actions to be taken, etc. If this item is not completed within the meeting, it will be moved to “Ongoing Business” for the following meeting</i>			
NB-5/12/24-01	E	<p>Preparing for Extreme Winter Weather at UBC</p> <p>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</p>	LF	January 9, 2025	N



11. NEW & OTHER BUSINESS															
		<p>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>													
NB-5/12/24-02	E	<p>Annual Seasonal Shutdown and Holiday Tips Before leaving for this holiday season, help save energy and keep valuables safe by taking some simple actions:</p> <table border="1"> <thead> <tr> <th>Seasonal Shutdown Tips from Sustainability</th> <th>Holiday Tips from Campus Security</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> Switching off electronics </td> <td> <ul style="list-style-type: none"> Closing and locking office and exterior building doors & windows </td> </tr> <tr> <td> <ul style="list-style-type: none"> Turning off the lights </td> <td> <ul style="list-style-type: none"> Turning off office lights and electronic equipment </td> </tr> <tr> <td> <ul style="list-style-type: none"> Unplugging small appliances </td> <td> <ul style="list-style-type: none"> Locking away portable equipment, tools, laptops and any external data devices </td> </tr> <tr> <td> <ul style="list-style-type: none"> Closing windows and blinds </td> <td> <ul style="list-style-type: none"> Closing blinds and curtains </td> </tr> </tbody> </table>	Seasonal Shutdown Tips from Sustainability	Holiday Tips from Campus Security	<ul style="list-style-type: none"> Switching off electronics 	<ul style="list-style-type: none"> Closing and locking office and exterior building doors & windows 	<ul style="list-style-type: none"> Turning off the lights 	<ul style="list-style-type: none"> Turning off office lights and electronic equipment 	<ul style="list-style-type: none"> Unplugging small appliances 	<ul style="list-style-type: none"> Locking away portable equipment, tools, laptops and any external data devices 	<ul style="list-style-type: none"> Closing windows and blinds 	<ul style="list-style-type: none"> Closing blinds and curtains 	LF	January 9, 2025	N
Seasonal Shutdown Tips from Sustainability	Holiday Tips from Campus Security														
<ul style="list-style-type: none"> Switching off electronics 	<ul style="list-style-type: none"> Closing and locking office and exterior building doors & windows 														
<ul style="list-style-type: none"> Turning off the lights 	<ul style="list-style-type: none"> Turning off office lights and electronic equipment 														
<ul style="list-style-type: none"> Unplugging small appliances 	<ul style="list-style-type: none"> Locking away portable equipment, tools, laptops and any external data devices 														
<ul style="list-style-type: none"> Closing windows and blinds 	<ul style="list-style-type: none"> Closing blinds and curtains 														



11. NEW & OTHER BUSINESS					
		<ul style="list-style-type: none"> Reporting any air or water leaks 	<ul style="list-style-type: none"> Locking valuable personal property out of sight or taking it home 		
		<ul style="list-style-type: none"> Shutting fume hood sashes 	<ul style="list-style-type: none"> Ensuring all your data devices are encrypted for security 		
		<ul style="list-style-type: none"> Shutting down non-essential lab equipment 	<ul style="list-style-type: none"> Protecting your building and office keys at all times to prevent risk to your workspace. 		

*NB – New Business.

1. NEXT MEETING	
Date:	January 2, 2025
Time:	11:00 AM
Location:	Zoom Meeting

2. MEETING ADJOURNED	
Time:	11:50 AM

LEGEND

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



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

- Responsible VP
- Responsible Managing Director/Dean
- All JOHSC members
- Internal Communications Person
- Safety & Risk Services ubcsafety.committee@ubc.ca
- Posted on any Safety Bulletin Boards (if applicable)