



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee:	UBC Facilities (Building Operations) Trades	Worker Co-Chair:	Mike Laing (chair)
	Joint Occupational Health & Safety Committee	Employer Co-Chair:	Sean McGregor (co-chair)
December 10th, 2024		Time:	1:00 pm – 3:15 pm
		Location:	USB Room 1020 and Zoom Teleconference

AGENDA:

<ol style="list-style-type: none"> 1. Roll Call 2. Determination of Quorum 3. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes 4. Additional Agenda Items, Review Actionable Items from Local Safety Team (LST) Minutes & Approval of Agenda 5. Review Central Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents <ul style="list-style-type: none"> • Monthly Incident List & Statistical Summary Report • Accident/Incident Further Follow-up on Listed Incidents 	<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 Recommendation Letters (Correspondence) 10. New and Other Business 11. Follow-up Business – Status of Closed Items 12. Next Meeting 13. Meeting Adjournment
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1. ROLL CALL					
Worker Representatives	Association /Union	Work Location	Present	Regrets	Absent
Riccardo Palumbo	CUPE 116	Architectural Trades – Bricklayer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tim Harper	CUPE 116	Construction Office - Trades	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lester Leonor (alternate)	CUPE 116	Construction Office - Trades	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sean Brown (co-chair alternate)	CUPE 116	Electrical Trades – Electrician	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Benjamin Scott	CUPE 116	Electrical Trades – Electrician	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mark Roberts (alternate)	CUPE 116	Electrical Trades – Electrician	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Conor Hourigan	IUOE 115	Mechanical Trades – Mechanical Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



Sean Roe	CUPE 116	Mechanical Trades – Plumbers/Steamfitters	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thomas Takaki (alternate)	CUPE 116	Mechanical Trades – Plumbers/Steamfitters	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michael Laing (co-chair)	CUPE 116	Mechanical Trades - Sheetmetal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Kernachan (alternate)	CUPE 116	Mechanical Trades - Sheetmetal	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Employer Representatives	Work Location	Present	Regrets	Absent
Kevin Morris	Construction Office Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frank Crudo (co-chair alternate)	Senior Manager, Architectural	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mike Paley	P&P Manager, Electrical Trades	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sean McGregor (co-chair)	P&P Manager, Mechanical Operations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jason Wright (alternate)	Senior Manager, Mechanical	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lee McCormick (alternate)	P&P Manager, Mechanical Operations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Denise Pearce (alternate)	Director, Trades	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Jessica Dadwal (alternate)	Construction Office Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Resources/Guests	Work Location	Present	Regrets	Absent
Lori Takenaka	SRS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ellen Grande	Clerical (minute taker)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rosanna Ma	SRS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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?

** 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.*

Yes

No



3. APPROVAL OF PREVIOUS JOHSC MEETING MINUTES		
<i>(Statement to indicate minutes of previous meeting have been read & acknowledged and to record any corrections to it)</i>		
<ul style="list-style-type: none"> Move to adopt minutes. Moved by: <u>Mike Paley</u> Seconded by: <u>Ben Scott</u> List amendments to minutes: 		
<ul style="list-style-type: none"> Are the minutes approved? 	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA		
(List additional agenda items)		
<ul style="list-style-type: none"> Co-Chair Monthly Email from SRS 		
<i>Place actionable items under Accident/Incident Investigation, Safety Inspections, Correspondence, New Business etc. as applicable and assign proper item # for further discussion/action.</i>		
<input checked="" type="checkbox"/> No actionable items noted		
Is the agenda approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

5. REVIEW CENTRAL ACCIDENT/INCIDENT REPORTING SYSTEM						
<i>Attach inspection checklist(s) and report(s) to these meeting minutes and use this table to record discussion and new recommendation(s)-17</i>						
Item # (Use CAIRS Incident ID #)	Priority	Date	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
136033	B	2024-11-07	<ul style="list-style-type: none"> Investigation completed. No further actions. Item complete Root cause was information not getting to all workers. Share all findings and recommendations with parties involved. Communication: - Email... communication should be sent using 			C



5. REVIEW CENTRAL ACCIDENT/INCIDENT REPORTING SYSTEM						
			<p>current mailing lists that reach all crews. - Special circumstance notifications should be communicated through crew talks, newsletter, or local displays throughout the shops. - Temporary signage to change access should match current signage detailed in the existing rooftop access policy/procedure I-B-06 DL Roof Top Access. Methods of controlling access to the roof: - A physical barrier using cones with caution tape or a plastic chain would better identify a change in access/safety condition. Card reader access to the rooftop could be disabled. - UBC Security could be posted at the roof access point or monitor the security system for roof access attempts.</p> <p>Description: Workers accessed the LSC rooftop to perform work on a strobic fan. Roof access was supposed to be restricted at that time due to some planned venting. Workers were unaware of the restriction and didn't notice temporary paper stating to not access the roof.</p>			
136039	B	2024-11-12	<ul style="list-style-type: none">Incident discussed and the JOHSC has agreed that portable ladder's top two rungs do not need to be painted/labeled, but instead, crew talk about ladder safety. The JOHSC will review the I-C-04 Portable Ladder document (added under New Business). No further actions. Incident closed. <p>Description: Employee was working on a ladder and fell approximately 6 feet. The Employee hit the back of their head when they hit the ground and landed on their back and hands. Although it was noted that there was a loose cross bar on the ladder, it does not appear to have contributed to the incident. The employee was discovered by the CCM Staff who heard the crash, and they were covered with a blanket and given an ice pack for their shoulder. UBC First Aid was called and attended. 911 was also called and first aid attended until the fire department and ambulance arrived. The ambulance took the employee to VGH hospital for further assessment.</p> <p>Root Cause: The employee used a ladder that belonged to the facility group and was not their own equipment, as well as not the being the right size for the work that was being carried out. This resulted in the</p>			C



5. REVIEW CENTRAL ACCIDENT/INCIDENT REPORTING SYSTEM					
			<p>employee working in an unsafe position on the ladder for the work they were there to do. Measurements from ceiling opening to the 2nd step = 87"; 3rd step = 75.5"; and 4th step = 64".</p> <p>Corrective Actions: Not Complete Corrective Action 1 Corrective Action Identified: WorkSafe BC Injury Prevention Officer attended the site and asked that the ladder be placed out of commission due to a loose cross bar. The manager at the facility removed the ladder and had it repaired. An 8-foot ladder was also then brought out to the site to complete the unfinished task. Estimated Completion Date: 2024-11-12 Final Actions Taken: Correction was made at the time of the request. Date Completed: 2024-11-12 Corrective Action 2 Corrective Action Identified: Create a crew talk that speaks to the importance of using the right equipment or tool for the job. Remind the crew that the equipment choice and setup are key to avoiding accidents. If there is a constant need for this type of ladder work we can look at purchasing a set of platform ladders of various heights that will can be used to eliminate the risk of falling due to improper size of ladder. Estimated Completion Date: 2024-12-03 Corrective Action 3 Corrective Action Identified: Crew talk and review the Portable Ladder Policy I-C-4 with the crew, and the employee when they return to work. Pay particular attention and remind all of the pre-use procedures found in Section 3 of the policy. Estimated Completion Date: 2024-12-02 Corrective Action 4 Corrective Action Identified: Remind all with a crew talk item that speaks to securing assistance when requiring it. If the employee had</p>		



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			<p>requested assistance they could have had the right size of ladder brought to the site and had a second person to help hold the ladder steady while working at the roof access.</p> <p>Estimated Completion Date: 2024-12-02</p> <p>Corrective Action 5</p> <p>Corrective Action Identified: Employer and Worker Reps to jointly bring the following suggested practice to the Trade JOHS Committee for review and support, whereby the various trades teams have all their portable ladder steps labeled, or painted, for higher visibility to the crews, as to which steps should not be used when working from the ladder. The safety reps will also bring Policy I-C-4 Portable Ladders to the JOHS Committee for a committee review, and if a major issue is found with the policy, have it reviewed and re-issued by SRS.</p> <p>Estimated Completion Date: 2024-12-10</p> <p>Corrective Action 6</p> <p>Corrective Action Identified: Create a new practice that has our weekly Incident Information Accident Type Details Report Quality vehicle inspection amended to include ladder/equipment inspections for those vehicles that have that additional equipment included.</p> <p>Estimated Completion Date: 2025-01-07</p>			
136110	B	2024-11-21	<p>Investigation complete. Corrective actions worker to be mindful of when crossing the road as drivers can be unpredictable. Incident discussed. No further actions. Incident closed.</p> <p>Description: Worker was hit/almost hit by car. Worker tried to get out of the car's path. Strained knee as a result.</p>			C
136138 (136146)	B	2024-10-08	<ul style="list-style-type: none"> Corrective Action to submit SR to get more suitable access to the smoke detector. In progress. <p>Description: Worker was crawling under raised floor to access a smoke detector. Felt a pain in right shoulder/back</p>	Mike Paley	2025-01	IP
136151	B	2024-11-26	<p>Description: Worker had parked on the sidewalk on the East side of the Chan Centre. When the worker was backing out, the worker missed the</p>			C



5. REVIEW CENTRAL ACCIDENT/INCIDENT REPORTING SYSTEM						
			<p>bollard which contacted the driver's door. The worker did not use cones to mark the vehicle.</p> <p>Root Cause: Root cause was not using cones to mark parking location.</p> <p>Corrective Actions:</p> <p>All Actions Complete</p> <p>Corrective Action 1</p> <p>Corrective Action Identified: Discuss parking procedures with worker.</p> <p>Estimated Completion Date: 2024-11-26</p> <p>Final Actions Taken: Discussed procedural requirements to use cones when parking in non-standard locations.</p> <p>Date Completed: 2024-11-26</p>			

5a. REVIEW CENTRAL ACCIDENT/INCIDENT STATISTICS Quarterly and Annually	
JANUARY 2024 Annual Statistics	
<p>Did JOHSC members identify any trends?</p> <p>Noted Top incident contributing factor: Limited Space Trend similar to previous year 2022</p> <p>Top accident type: Motor Vehicle Accident; Top time loss injury type: Back Strain and other strains</p> <p>Did JOHSC members make any recommendations?</p>	<p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p>
April 1 st 2024 Quarterly Statistics	
<p>Did JOHSC members identify any trends?</p> <p>Year to date incidents is down with fewer vehicle accidents.</p> <p>Did JOHSC members make any recommendations?</p>	<p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p>
July 1 st 2024 Quarterly Statistics	
<p>Did JOHSC members identify any trends?</p> <p>Refrigeration (small crew) 3 incidents. Ergonomics</p>	<p><input checked="" type="checkbox"/></p>



Did JOHSC members make any recommendations?	<input type="checkbox"/>
October 1 ST 2024 Quarterly Statistics	
<p>Did JOHSC members identify any trends? limited space, planning, and complacency The topic of how to combat complacency in the workplace was discussed. It appears some workers are too comfortable with the job and they have stopped looking for potential hazards and/or failing to wear proper PPE.</p> <p>Did JOHSC members make any recommendations? It was suggested that the safety mindset should be implemented at the Head level, so that the Head can properly inform their respective workers on safe work procedures.</p>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Jan 1 ST 2025 Quarterly Statistics	
<p>Did JOHSC members identify any trends?</p> <p>Did JOHSC members make any recommendations?</p>	<input type="checkbox"/> <input type="checkbox"/>

6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
<i>Attach inspection checklist(s) and report(s) to these meeting minutes and use this table to record discussion and new recommendation(s)-17</i>					
Item # (Use Inspection #)	Priority	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status
GI-Paint-111	B	<ul style="list-style-type: none"> Fire suppression system is past due for inspection. Kevin sent email to Travis Simpson to schedule. He was advised scheduled for Dec 12th. 	Kevin Morris	2025-01	N
GI-Carp-110	B	<ul style="list-style-type: none"> Vehicle 308 had out dated fire extinguisher. Advised to take vehicle to garage as they have spare recertified extinguisher to exchange. Vehicle 308 had untidy cab with multiple items stored on seat and dash. Inspection was crew talked to explain the risk of projectiles in cab while driving. 	Kevin Morris/ Tim Harper	2025-01	N



6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
GI-Carp-109	B	<ul style="list-style-type: none"> Overhead lights burnt out at north and south end of shop. SR 338758 submitted to Utilities 	Kevin Morris/ Tim Harper	2025-01	N
GI-Carp-108	B	<ul style="list-style-type: none"> New fixture installed. Inspection closed. Various overhead lights are burnt out above panel saw, above east side of shop, and above belt sander. SR 239903.02 submitted. In progress. 			C
GI-Paint-107	B	<ul style="list-style-type: none"> Before installing a new shelving unit for the film rolls, a glazer's workstation needs to be relocated. In progress. A new shelving unit to be built. In the meantime, crew was advised to be extra cautious when retrieving film rolls. In progress. Find better solution for film rolls stored on high shelf as it is awkward to reach. 	Frank Crudo	2025-01	IP
GI-Carp-55	B	<ul style="list-style-type: none"> Subcommittee met and will forward findings next month for review and feedback. Meeting scheduled in the next couple of weeks to address the regulatory requirements with the original worker groups. In progress. The committee discussed Stores' SOP "Aerial Lifts and Mobile Platforms for Rent". Further clarity is required on the refresher training frequency (regulatory requirement or best practice). Supervisors should be responsible for ensuring the worker has adequate training, not Stores. Sean and Mike will follow up with Paul Harris. In progress. Sean McGregor will follow-up with Paul Harris. To date standardization of "inspection process" is almost complete. Working committee will meet Thursday, Aug 22nd, to further discuss Maintenance Planning and the new Lift Harness Flow Chart. They will share their recommendations next month with the JOHSC committee. Paul Harris, Stores Manager, attended the JOHSC Trades meeting to discuss the proposed Lift Harness Flow Chart. Other discussion points included: 	Sean McGregor/ Mike Paley	2025-01	IP



6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)

		<ul style="list-style-type: none">○ A new Deficiency Process flow chart will highlight non-bookable, out of service lifts.○ A working committee will be tasked with further Planon processes and feedback. A crew member from Utilities will also be invited.○ Ideally, non-asset harness to be QR coded for standardization. This requires co-operation from EWS.● New Stores proposal for inspection maintenance was discussed. After reviewing the Stores Inspection Flow Chart, the committee noted that safety harnesses will be standardized with QCR codes. Additional items to be discussed as follows:<ol style="list-style-type: none">1. Notification of when inspection is due.2. Stores to notify both crew and/or individual of inspections.3. Stores to promote up-coming inspections4. Committee to use SharePoint JOHSC Calendar as a reminder5. Lift rental review of compliance. No action yet.6. Kevin Morris sent Stores a list of inventories to maintain and log maintenance activity. Further discussion is required between Stores, Frank Crudo and Kevin Morris.● The committee feels that the responsibility for inspections, maintenance, and adding assets to Planon resides with Stores. The committee will discuss further with Denise Pearce and Jenniffer Sheel before putting a recommendation to write a 21-day letter to John Metras. Additional consideration as follows:<ol style="list-style-type: none">1. Serious omission of tools2. 48 missing manuals and inspections3. Inspection reminders not being sent out4. Harnesses require asset tags and last inspection date5. Job aids6. Stores to manage record keeping.			
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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)

	<ul style="list-style-type: none">• The responsibility for inspection, maintenance, and adding assets to Planon resides with Stores. No update. In progress.• On-going. Committee will review again in March.• The responsibility for inspection, maintenance, and adding assets to Planon resides with Stores. In progress.• Kevin and Frank are still in discussion with Paul. In progress.• Kevin and Frank have not yet sent the asset data list to stores. In progress.• Kevin and Frank held a meeting with Paul Harris, Stores, prior to the JOHSC meeting. During the meeting, it was identified that certain asset information has not been entered into Planon. It was agreed that Stores will take responsibility for maintenance after the information has been properly entered into Planon. To facilitate this process, Kevin and Frank will provide equipment information to Stores. In progress.• Kevin Morris has sent Stores a list of inventories to maintain and log maintenance activity. In progress.• Accurate asset list for machinery is been created for Planon. In progress.• After reading I-C-03 Tool Management Policy, the responsibility for the inspection/ maintenance of the large shop machinery resides with stores. Kevin will facilitate the transfer of this over to Stores to handle. In progress.• Kevin Morris suggested Stores to take on a bigger role to maintain the equipment. This issue will also be addressed in the 21-day recommendation letter.• Formal process in progress.• Kevin Morris is speaking with Maintenance Planning for implementing inspection reports in Planon. In progress.• Working group determining who is responsible for maintaining what equipment. In progress.			
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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)					
		<ul style="list-style-type: none"> Kevin Morris met with Safety Rep. He also received inspections sheets that indicate the frequency and who maintains equipment from consultant. In progress. maintenance and Inspection logs are a work in progress. Management and Heads to complete. 			

GI- General Inspection

6a. REVIEW TRACKINGWORKPLACE INSPECTIONS						
	CREW 12	CREW 21	CREW 22/S/31/S	CREW 23	CREW 25	FOLLOW UP
July 2024	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
August 2024	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
September 2024	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
October 2024	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
November 2024	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
December 2024	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

6b. IDENTIFY ON-GOING WORKSPACE INSPECTION TRENDS	
<ul style="list-style-type: none"> n/a 	

7. REVIEW EDUCATION AND TRAINING					
(General discussion, confirm all training is up-to -date, etc. For all actionable items please list below)					
Item # (ED-yr/mm/dd-01)	Priority	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status
E.g. ED-17/09/19-01		Enter any information relevant to required training, upcoming renewal of training, new member training, etc.			



7. REVIEW EDUCATION AND TRAINING						
<i>On-Going</i>	A	<i>MEMBERS TO ADVISE COMMITTEE OF ANY ADDITIONAL TRAINING THAT COUNTS TOWARDS THEIR 8 HOURS INSTRUCTION</i>		All	Reminder	E
ED-2024-03-12-03	B	<p><i>JOHSC and LST Training</i></p> <p>New dates have been released for JOHSC and LST training. You can register for JOHSC training here, and LST training here.</p>		All	Info	E
		JOHSC Training				
		Part 2a	Part 2b			
		January 13 th 9:00am – 11:00am	January 16 th 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
<i>E.g.</i> NB-17/04/11-811	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 will have already been recorded in previous minutes</i>			
NB-2024-11-12-91	D	<p><i>Annual Respirator Fit Testing</i></p> <ul style="list-style-type: none"> 2024-12-10: Information disseminated. Item closed. 2024-11-12: Please remind your crews who requires the use of respirators to sign up for a respirator fit test session. Appointment times are available for November and December. To register for an appointment, staff must have completed the online educational module through WPL. 			C



8. ONGOING BUSINESS – Status of Action Items					
NB-2024-11-12-90	B	<p><i>Safety Signage Inadequate</i></p> <ul style="list-style-type: none"> 2024-12-10: Information only. Please see CAIRS report incident 136033. Item closed. 2024-11-12: Worker accessed Life Sciences rooftop several times during the day before noticing signage that stated “ammonia venting”. The indistinct paper sign went unnoticed by several workers. The committee recommended a better procedure be implemented with adequate signage or safety cones. This is a cleared rooftop meaning that no respirator usage is normally required for access even when fume hoods in the building are in use. No exposure concerns resulted from this. This was a “near miss” incident. 			C
NB-2024-10-08-83	B	<p><i>Safety Training Records</i></p> <ul style="list-style-type: none"> Although Kevin was advised that safety training records are entered when clerical receives the sign in sheets, clerical has advised that the records are not entered until certification cards are received. There is a time lag. Deb Capps is working on a solution. Mike Paley was advised by Deb Capps that April Wong enters training records into Planon when she receives the certification cards. There is a time lag. In progress. 2024-10-08: Kevin Morris wondered how fast the safety training records will show up on Workday after workers complete courses. (e.g., does Clerical update it on the day of, the week of, etc.). 	Kevin Morris	2025-01	IP
NB-2024-10-08-82	B	<p><i>Hearing Protection</i></p> <ul style="list-style-type: none"> 2024-12-10: Kevin Morris will collect names of all workers who want hearing protection. The vendor will come to campus when a minimum of 25 employees have signed up. In progress. 	Kevin Morris	2025-01	IP



8. ONGOING BUSINESS – Status of Action Items					
		<ul style="list-style-type: none"> 2024-11-12: Mike Laing forwarded information to Kevin. Mark Roberts to contact Kevin Morris regarding interest in hearing protection for electricians. In progress. 2024-10-08: Workers are requesting custom molded hearing protection for on the job. Mike Laing to forward vendor (audiologist) contact information to Kevin Morris. Note workers can use their health spending account for prescribed hearing protections. 			
NB-2024-09-10-74	B	<p><i>Review of Annual JOHSC Goals</i></p> <ul style="list-style-type: none"> 2024-12-10: Goals <ul style="list-style-type: none"> Shop Noise Testing: Scheduled for next week. Injury Reduction Planning: Bump caps ordered. 2024-11-12: Each goal updated as follows: <ul style="list-style-type: none"> Injury Reduction Planning: stocking of bump caps. -Sean McGregor to speak with Stores New Shed Lighting: bigger project – to date it is a holding pattern Shop Noise Testing – SRS organizing. 2024-10-08: Shed lighting will require engineer and seismic consultations. Critical areas will be prioritized. To help with injury reduction Sean McGregor brought in 2 samples of bump caps that the committee assessed. Sean will ask Stores to stock items. Lastly, shop noise testing is in progress. 2024-09-10: Sean McGregor spoke to the committee regarding injury reduction. He asked for feedback from the group and indicated that he and Mike Laing have begun reviewing the following: <ul style="list-style-type: none"> New Trade Shed Lighting Injury Reduction Planning Shop Noise Testing in Carpentry (0053), Metal (0003F) and Plumber/Steamfitter/Millwright (0003A) 	Sean McGregor / Mike Laing	2025-01	IP



8. ONGOING BUSINESS – Status of Action Items					
NB 2024-09-10-73	B	<p><i>SharePoint Calendar</i></p> <ul style="list-style-type: none"> • Information only. Item closed. • 2024-11-12: The SharePoint calendar is underutilized, so the committee agreed to crew talk. The calendar is a great central source for resources and topics. Clerk to send out SharePoint link to all members. https://rms.share.ubc.ca/safetycmtes/BOPT/SitePages/Home.aspx • 2024-10-11: Sean McGregor added new safety videos to the SharePoint calendar. In progress. • 2024-09-10: Mike Paley feels that the SharePoint Calendar is being under-used. Committee discussed several suggestions, i.e., QCR messaging, for improvement. Committee will take away and give further feedback next month. 			C
NB-2024-06-11-62	B	<p><i>Silica Exposure Control Plan</i></p> <ul style="list-style-type: none"> • 2024-12-10: Replacement filters in stock. All trade shops will take an inventory count of their HEPA filtered vacuums to ensure that vacuums are available for all workers who require the equipment for their jobs. No update on the final plan for Silica Exposure control. In progress. • 2024-11-12: Stores is still out of replacement filters. Sean McGregor will contact Paul Harris to discuss the lack of stock. In progress. • 2024-10-11: Inventory count still in progress. Mike Laing commented that Stores is presently out of filter replacements. • 2024-09-10: All trade shops will take an inventory count of their HEPA filtered vacuums to ensure that vacuums are available for all workers who require the equipment for their jobs. • 2024-08-09: Committee reviewed the Silica Exposure Control Plan and SWPs. Committee suggested that” Grinding Concrete SWP” be developed. SRS to review. In progress. • 2024-07-09: On-going. • 2024-06-11: An awareness course for the Silica Exposure Control Plan will be made available in September. Committee to review the following: 	Lori Takenaka/ All	2025-01	IP



8. ONGOING BUSINESS – Status of Action Items					
		<ul style="list-style-type: none"> ○ Level 2 Assessment ○ Silica Exposure Control Plan ○ Silica SWP – Cutting into Concrete ○ Silica SWP – Drilling into Concrete ○ Silica – Jackhammering into Concrete <p>The Silica documents are also saved in the Shared drive: S:\PoliciesAndProcedures\HealthSafety\SafetyProcedures\Silica.</p>			
NB-2024-12-12-30	B	<p><i>Henry Angus Rooftop – Cell Phone Antennae Lockout SWP</i></p> <ul style="list-style-type: none"> ● 2024-12-10: Unit reviewed and calibrated. No issues observed in safe zone. Procedural draft will be written up. In progress. ● 2024-11-12: No update. In progress. ● 2024-10-08: Unit tested at site and it works. The exposure limit will need to be reviewed. In progress. ● 2024-09-10: SWP is in draft form. Signage will be posted showing hazard areas. RF meter has arrived and site visit will take place to test the unit. Invitation will be sent to working group to see if they would like to join. Ongoing. ● 2024-08-13: RF meter purchased. Once it's arrived, it will be tested on the Henry Angus rooftop. Training on the use of RF meter and SWP is being discussed. Training may encompass all potential hazards while working on the roof. In progress. ● 2024-07-09: After a meeting with TELUS and Student Housing, the install of the control box will be on the 9th floor and TELUS will provide drawings that will be posted so workers know the hazard zones. SWP being finalized. Tech guidelines will also be updated to ensure carriers adhere to same requirements moving forward as part of permitting process. In progress. <ul style="list-style-type: none"> ● 2024-06-11: In progress. ● 2024-05-14: In progress. 	Lori Takenaka	2025-01	IP



8. ONGOING BUSINESS – Status of Action Items

		<ul style="list-style-type: none">• 2024-04-09: WSBC is in the process of reviewing our UBC safe work procedure. In progress.• 2024-03-12: Lori Takenaka has had further conversations with TELUS & WSBC and will provide information to the committee next month. In progress.• 2024-02-13: Feedback from working group was provided back to SRS and TELUS (e.g., location of control box on 9th floor, use of RF meter, does control box constitute effective lockout). TELUS met with UBC Electrical specialists to review lockout requirements. SRS will need to have further discussions with TELUS and WSBC to look at how to verify lockout is effective (e.g., RF meter). Review in April.• 2024-01-09: Discuss next month. In progress.• 2023-12-12: TELUS is wanting to upgrade antennae on Henry Angus rooftop. The question was raised as to what to do for lock-out on the rooftop if staff need to access into the fenced off areas. TELUS is under Federal legislation and current protocol is to call their 24/7 dispatch to turn off the antennae remotely. SRS engaged with TELUS to inform them that UBC is under Provincial legislation (Occupational Health and Safety Regulation Part 10 and that a physical lockout point is required. TELUS has now developed a proposed safe work procedure and SRS will incorporate that into a lockout procedure for UBC Staff. Lori asked if anyone wants to be on a working group to review the lockout procedure. Frank Crudo, Sean Brown, Mark Roberts and Conor Hourigan volunteered. Lori will connect with them once the draft lockout procedure is complete. Proposed timeline is Jan 2024.			
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9. JOHSC RECOMMENDATION LETTERS & WORKSAFEBC CORRESPONDENCE						
Item # (Use Recommendation #)	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status
		<p><i>For all JOHSC Recommendation Letters (correspondence) 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. NOTE: Item # that correspondence pertains to should remain in the “Ongoing Business” and updated with any additional information until fully resolved.</i></p>				
		<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. <p>JOHSC/LST General Learnings/Discussion Points:</p> <p>Employers are required to have clear policies in place to prevent, address, and investigate bullying and harassment complaints. Workers should be encouraged to report incidents promptly.</p> <ul style="list-style-type: none"> o Employers must ensure the health and safety of all workers by taking necessary steps to minimize or eliminate workplace bullying and harassment. Complaints related to bullying and harassment must be thoroughly investigated and documented. Appropriate corrective actions must be taken to prevent recurrence. 				



9. JOHSC RECOMMENDATION LETTERS & WORKSAFEBC CORRESPONDENCE						
		<ul style="list-style-type: none">○ 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.○ 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.				
		<p><i>Description:</i></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><i>JOHSC/LST General Learnings/Discussion Points:</i></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.				



9. JOHSC RECOMMENDATION LETTERS & WORKSAFEBC CORRESPONDENCE

		<ul style="list-style-type: none">○ 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.○ 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.				
		<p><i>Description:</i></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><i>JOHSC/LST General Learnings/Discussion Points:</i></p>				



9. JOHSC RECOMMENDATION LETTERS & WORKSAFEBC CORRESPONDENCE

		<p>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.</p> <ul style="list-style-type: none"> 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. 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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10. NEW & OTHER BUSINESS

General discussion items (list actionable items below)

Item # (NB-yy/mm/dd-01)	Priority	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
E.g.: NB-17/09/19-01	C	<p>For new items that are not currently in "ongoing business".</p> <p>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 following meeting</p>			



NB-2024-12-10-99	B	<p><i>Annual Tool Re-Certification</i></p> <p>2024-12-10: The committee discussed the annual re-certification of shop tools, specifically, winches. Kevin Morris added that he had Manufacturing Safety Alliance come to their shop and provide recommendations for safe guarding equipment. He asked if there are other groups interested in becoming a member as they provide a range of services (i.e. create lockout procedures).</p>	Sean McGregor/ Kevin Morris	2025-01	N
NB-2024-12-10-98	B	<p><i>USB Traffic Pattern</i></p> <ul style="list-style-type: none">2024-12-10: It was suggested to have large directional arrows painted in the yard as many vehicles are travelling in the wrong direction through the gates.	Tim Harper	2025-01	N
NB 2024-12-10-97	B	<p><i>IB-06 Roof Top Signage</i></p> <ul style="list-style-type: none">2024-12-10: Mike Paley has been in communication with Stephen Lee regarding rooftop signage. He was advised that I-B-06 will be reviewed and may no longer use green signage for cleared rooftops.	All	Info Only	E
NB 2024-12-10-96	B	<p><i>AED Installation</i></p> <ul style="list-style-type: none">2024-12-10: Naloxone kits are being installed in alarmed cabinets in company with AEDs at various location.	Kevin Morris	2025-01	N
NB 2024-12-10-95	B	<p><i>N95 Respirators Available at Stores</i></p> <ul style="list-style-type: none">2024-12-10: The Dantec N95 respirator model has been removed from stores due to its low pass rate. However, the Moldex and 3M N95s remain available at Stores.	Rosanna Ma	Info Only	E
NB 2024-12-10-94	B	<p><i>Platform Ladders</i></p> <ul style="list-style-type: none">2024-12-10: Frank Crudo will crew talk the option of using platform ladders due to recent CAIRS accident. Committee also discussed about reviewing the existing I-C-04 Portable Ladder document. In progress.	Frank Crudo	2025-01	N



NB 2024-12-10-93	B	Annual Seasonal Shutdown and Holiday Tips Before leaving for this holiday season, help save energy and keep valuables safe by taking some simple actions:		All	Info Only	E
		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 			
		<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



11. FOLLOW-UP BUSINESS – Status of Action Items					
<i>Original Item #</i>	<i>Priority</i>	<i>Action Plan (Actions Taken/Need to be taken)</i>	<i>Assigned To</i>	<i>Follow up: Date Pending</i>	<i>Status</i>
n/a					

PRIORITY:			
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

12. NEXT MEETING	
Date:	January 14th, 2025
Time:	1:00 – 3:15 pm
Location:	Conference Room 1020

13. MEETING ADJOURNED	
Time:	2:25

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

- Responsible VP
- Responsible Managing Director/Dean
- All JOHSC members
- CUPE 116 and IUOE115
- Safety and Risk Services – ubcsafety.committee@ubc.ca