



## Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Faculty of Arts

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

Date: December 17, 2025

Time: 9:30am  
Location: Via Zoom

### AGENDA:

<ol style="list-style-type: none"> <li>1. Roll Call</li> <li>2. Determination of Quorum</li> <li>3. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes</li> <li>4. Additional Agenda Items, Review Actionable Items from Local Safety Team (LST) Minutes &amp; Approval of Agenda</li> <li>5. Review Centralized Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents <ul style="list-style-type: none"> <li>• Monthly Incident List &amp; Statistical Summary Report</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)</li> <li>7. Review Education and Training</li> <li>8. Ongoing Business – Status of Action Items</li> <li>9. JOHSC Formal Recommendation Letters &amp; Regulatory Inspections</li> <li>10. New and Other Business</li> <li>11. Next Meeting</li> <li>12. Meeting Adjournment</li> </ol>
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*We would like to acknowledge that UBC's Vancouver Point Grey campus is situated on the traditional, ancestral, unceded territory of the xwməθkwəžəm (Musqueam people). I would also like to acknowledge that you are joining us today from many places, near and far, and acknowledge the traditional owners and caretakers of those lands.*



**1. ROLL CALL**

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

Employer Representatives	Work Location	Present	Regrets	Absent
Andrea Tuele	AHVA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vi Addams	IONA Buiding	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Nick Smolinski – Alternate	Buchanan C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mauray Toutloff – Alternate	MOA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Steven Dreger – Alternate	Chan Center	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Resources/Guests	Work Location	Present	Regrets	Absent
Kate Melkert	SRS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brannen Bell	Arts Facilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anan Policzer	Arts Facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\* (A) – Alternate member

**2. DETERMINATION OF QUORUM**

- a. A minimum of 4 members;



<p>b. Worker representatives (faculty and staff workers who do not exercise managerial functions) and employer representatives (management workers who exercise managerial functions);</p> <p>c. At least half of the members must be worker representatives;</p>		
<p>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></p>	<p>Yes <input checked="" type="checkbox"/></p>	<p>No <input type="checkbox"/></p>

### 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: Nick Seconded by: Andrew
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<p>Are the minutes approved?</p>	<p>Yes <input checked="" type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
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### 4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

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

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

- No actionable items noted

<p>Is the agenda approved?</p>	<p>Yes <input checked="" type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
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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)*



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
<p><b>135973</b> <b>2024.10.23</b> <b>AHVA</b> <b>Audain Art Centre</b></p>		<p>A windstorm was impacting both north and south entrance doors. Dolly veered into exterior architectural glass panel and struck it causing breakage.  <b>Root Cause:</b> The worker was operating a dolly alone when the dolly and load required (2) people to operate safely. The dolly has somewhat sharp metal corners. On a very small grade the dolly veered into an exterior architectural glass panel and struck it causing breakage.  <b>Corrective Action 1</b>  <b>Corrective Action Identified:</b> The dolly requires an SOP that clearly articulates a minimum (2) person operation.  <b>Estimated Completion Date:</b> 2024-10-25  <b>Final Actions Taken:</b> Manager communicated individually and as a groups to all area staff that the SOP requires a (2) person operation of this dolly. Date Completed: 2024-11-01  <b>Corrective Action 2</b>  <b>Corrective Action Identified:</b> The dolly requires installation of rubber or plastic bumpers at on each of the metal corners (4).  <b>Estimated Completion Date:</b> 2024-12-13  <b>Final Actions Taken:</b> Materials sourced and dolly updated with bumpers</p> <ul style="list-style-type: none"> <li>• Corrective actions done and dolly has rubber and plastic bumpers installed.</li> <li>• Instructions given to unit regarding how to fill in CAIRS reports as there have been issues with reports submitted.</li> <li>• Kate - SRS will look into issue</li> <li>• Andrea will send in a note to Himani re: CAIRS issue</li> </ul>			C
<p><b>136118(136014)</b> <b>2024.10.23</b> <b>Arts Dean's Office</b> <b>Buchanan Buidling</b> <b>Block D</b></p>		<p>This incident is the result of a recent flood at the worksite (September 6) During the flood, water had seeped into these four cabinets. Three of the cabinets had paper records on the bottom shelf which got wet and were subsequently sitting, wet and enclosed, for the 6 weeks of the renovation work. Worker discovered evidence of mould on October 23. Worker (wearing gloves and mask) did carefully remove and separate the affected paper matter</p>			C



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:				
		<p>into plastic bags. The worker documented the items and generated an initial written report which was shared on November 7. These items with the cabinets were later consolidated, caution signed and secured in D011 where they would not be disturbed until further inspection and consideration of next steps (additional clean up/ disposal)</p> <p><b>Root Cause:</b> The incident and mould growth is the result of area flooding that had occurred due to a sprinkler discharge in September. The cabinets in question and their unknowingly wet contents were stowed away for a period during which visual evidence of mould developed and was later observed on some of the paper content. The cabinets are identified as all metal and not an ideal substrate to support mould growth. NO visible mould was observed on any of the metal cabinet surfaces. The affected paper items are limited and were secured/sealed in plastic.</p> <p><b>All Corrective Actions Complete Corrective Action Identified:</b> the Arts Safety office will review the site and the bagged material. These are to be consolidated to the secure room D011 until further actions are confirmed. Facilities Manager and Occupational Hygiene to be contacted to confirm additional actions, clean up and safe disposal. UBC to organize clean up (as to safe protocols) and secure disposal also considering safe handling.</p> <p><b>Estimated Completion Date:</b> 2024-11-29</p> <p><b>Final Actions Taken:</b> Arts Safety, FM and UBC Occupational Hygiene team was connected together November 8 to review and confirm next steps. Items were consolidated in storage area, secured and signed until appropriate safe clean up (with safe procedure) and disposal could be confirmed. UBC confirmed clean up plan and that secure disposal would be arranged. Hygiene reviewed material and the site on November 15. No additional concerns. Awaiting next steps - safe clean up to be completed of cabinets and safe and secure disposal of affected paper material.</p> <p><b>Date Completed:</b> 2024-11-22</p>		
<p><b>136102(135955)</b> <b>2024.10.23</b> <b>Sociology</b> <b>Woodward Library</b></p>		<p>Due to outside construction the worker entered Woodward IRC building at the main entrance to get from central campus to parking in front of the UBC hospital. There was a short flight of stairs (5-6). The worker reported that there was no railing to hold on to. As a result the worker turned slightly to their right and put both hands on the wall. The worker subsequently tripped on the stairs noting this was perhaps due to the unusual risers. The worker fell heavily to</p>		C



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
		<p>their left, over the remaining steps to the floor below. The worker reported that they had severely damaged their leg, knee and the back of both hands. They reported that they are severely bruised in part due to the medication they are taking. They worker added that the lack of hand railings makes the stairs dangerous.</p> <p><b>Root Cause:</b> There was no handrail on this staircase.</p> <p><b>All Corrective Actions Complete</b></p> <p><b>Corrective Action 1</b></p> <p><b>Corrective Action Identified:</b> Facilities Manager contacted to investigate Estimated Completion Date: 2024-10-31</p> <p><b>Final Actions Taken:</b> Facilities Manager went to site to investigate and responded to say a handrail will be installed.</p> <p><b>Date Completed:</b> 2024-10-31</p> <p><b>Corrective Action 2</b></p> <p><b>Corrective Action Identified:</b> Contact Facilities Manager to request added signage denoting pathway around the building which is accessible between the construction site and IRC building</p> <p><b>Estimated Completion Date:</b> 2024-11-22 <b>Final Actions Taken:</b> Message sent to Facilities Manager</p> <p><b>Date Completed:</b> 2024-11-22</p>			
<p><b>136153(136141)</b> <b>2024.11.25</b> <b>AHVA</b> <b>Frederic Lasserre</b> <b>Building</b></p>		<p>Worker used the toilet paper dispenser, the dispenser cover fell open, hit and scratched their hand with a minor abrasion. This is a repeat incident.</p> <p><b>Root Cause:</b> The toilet paper dispenser was either left unsecured or is worn out (old equipment). Worker used the dispenser in a standard fashion, the dispenser fell open and resulted in a minor abrasion to the employee.</p> <p><b>All Corrective Actions Complete</b></p> <p><b>Corrective Action Identified:</b> Contact Facilities Manager to report repeat incident, lack of hygiene, and continued presence of unhygienic couch in this facility.</p> <p><b>Estimated Completion Date:</b> 2024-11-26</p> <p><b>Final Actions Taken:</b> Facilities Manager, Patrick Wong responded that the incident would be passed on to custodial. We checked facility on November 27, dispensers were secure and washrooms were clean at 9:00 am.</p> <p><b>Date Completed:</b> 2024-11-27</p> <p><b>All JOHSC/LST Additional Items Complete</b></p>			C



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
		<p><b>JOHSC/LST Item:</b> AHVA LST - add the cost to remove the unhygienic couch in this facility to another job scheduled for November 27 at the LASR building.</p> <p><b>JOHSC or LST Membership:</b> AHVA LST</p> <p><b>Estimated Completion Date:</b> 2024-11-27</p> <p><b>Final Actions Taken:</b> TC contacted the move crew and placed a maintenance request to add this on to a previously scheduled job.</p> <p><b>Date Completed:</b> 2024-11-27</p> <p>Couch has been removed</p> <p>Andrea will send us notes regarding toilet dispenser issue and Nick will follow up with FM Patrick Wong</p>			
<p><b>136212</b> <b>2024.12.04</b> <b>History</b> <b>Buchanan Tower</b></p>		<p>The person leaned back on one of the foldable tables and were holding the edges of the table. At around 12:30pm, under the weight of the person, the table lock disengaged and folded into itself a few inches, which trapped the person's right-hand ring finger in-between one of the folding mechanisms, crushing it. The person then moved to the nearby lounge room where two colleagues helped bandage the wound and call security. Campus Security arrived at around 12:45pm where they drove the injured person to UBC Hospital Urgent Care, accompanied by one of their colleagues. The hospital performed tests, assisted with wound and was referred to a specialist at VGH.</p> <p><b>Root Cause:</b> Operational failure in safety procedure - people should not be leaning nor sitting on tables. Mechanical failure - the table, upon inspection, seems a bit wobblier than other tables. Unsure if this was the case before the accident.</p> <p><b>Corrective Action 1</b></p> <p><b>Corrective Action Identified:</b> Mark out potentially defective table so people are aware of it potentially folding in on itself. Estimated Completion Date: 2024-12-09</p> <p><b>Corrective Action 2</b></p> <p><b>Corrective Action Identified:</b> Put up reminders for the department to respect the safety policy regarding sitting/lounging on tables.</p> <p><b>Estimated Completion Date:</b> 2024-12-09</p> <p><b>JOHSC/LST Item:</b> Contact Building Support to check to see if table needs replacing.</p> <p><b>JOHSC or LST Membership:</b> Buchanan Tower LST</p> <p><b>Estimated Completion Date:</b> 2024-12-09</p>			C



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
		<ul style="list-style-type: none"> <li>Send out reminder on proper procedures with regards to tables</li> <li>Send pictures to Andrew (Chan) of tables</li> </ul>			
12.17.2024		<ul style="list-style-type: none"> <li>CAIRS – Issue with student (non worker) injuries from Theatre not showing up in Cair</li> <li>Kate - Not a requirement for JOHSC to review student injuries</li> <li>Nick - Student reports do not have department in CAIRS when submitting</li> </ul>			

6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
Distribute inspection checklist(s) and report(s) for meeting and use this table to record discussion and new recommendation(s)					
<input type="checkbox"/> No actionable items noted					
Item # (Use Inspection #)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
IR202413986130A IR202413986145A IR202413986141A		<p><b>OCTOBER 25, 2024 – IR #202413986130A AND IR #202413986145A</b></p> <ul style="list-style-type: none"> <li><b>Description:</b> <ul style="list-style-type: none"> <li>On October 25, 2024, WorkSafeBC Issued an Inspection Report confirming that the employer has effective processes to investigate B&amp;H. However, on November 15, 2024, a WorkSafeBC managerial review was conducted and an order was issued requiring a full B&amp;H investigation for a historical file.</li> <li>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.</li> <li>The employer is required to submit a Notice of Compliance report by December 18, 2024.</li> </ul> </li> </ul> <p><b>2) NOVEMBER 1, 2024 – IR #202413986141A</b></p> <ul style="list-style-type: none"> <li><b>Description:</b></li> </ul>			C





6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
		<ul style="list-style-type: none"> <li>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.</li> <li>WorkSafeBC confirmed that the employer followed the intent of the Workers Compensation Act and conducted an effective investigation.</li> <li>There were zero (0) orders issued to the University.</li> </ul> <p><b>JOHSC/LST General Learnings/Discussion Points:</b> <b>WorkSafeBC Inspection Report Summary</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> <li>Employers should provide ongoing training and education to ensure that workers understand their rights and responsibilities regarding workplace bullying and harassment.</li> <li>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.</li> <li>Refer to Bullying and Harassment for information on bullying and harassment.</li> </ul>			
		<p><b>NOVEMBER 14, 2024 – IR #202416709086A</b></p> <ul style="list-style-type: none"> <li><b>Description:</b></li> </ul>			C



6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
		<ul style="list-style-type: none"> <li>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.</li> <li>The worker received first aid and was transported to the hospital.</li> <li>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.</li> </ul> <p><b>JOHSC/LST General Learnings/Discussion Points:</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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</li> <li>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.</li> </ul>			

\* 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																
ED 2024.12.17		<p>JOHSC Training New dates have been released for JOHSC and LST training. You can register for JOHSC training <a href="#">here</a>, and LST training <a href="#">here</a>.</p> <table border="1"> <thead> <tr> <th colspan="2">JOHSC Training</th> <th colspan="2">LST Training</th> </tr> <tr> <th>Part 2a</th> <th>Part 2b</th> <th>Part 2a</th> <th>Part 2b</th> </tr> </thead> <tbody> <tr> <td>January 13<sup>th</sup> 9:00am – 11:00am</td> <td>January 16<sup>th</sup> 1:00pm – 3:00pm</td> <td>December 10<sup>th</sup> 10:00am – 11:30am</td> <td>December 12<sup>th</sup> 1:00pm – 2:30pm</td> </tr> <tr> <td></td> <td></td> <td>February 18<sup>th</sup> 10:00am – 11:30am</td> <td>February 20<sup>th</sup> 1:00pm – 2:30pm</td> </tr> </tbody> </table>	JOHSC Training		LST Training		Part 2a	Part 2b	Part 2a	Part 2b	January 13 <sup>th</sup> 9:00am – 11:00am	January 16 <sup>th</sup> 1:00pm – 3:00pm	December 10 <sup>th</sup> 10:00am – 11:30am	December 12 <sup>th</sup> 1:00pm – 2:30pm			February 18 <sup>th</sup> 10:00am – 11:30am	February 20 <sup>th</sup> 1:00pm – 2:30pm			C
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\* ED – Education and Training

8. ONGOING BUSINESS – Status of Action Items					
Original Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
OB-01 135259(135254) 2024.10.01 ANTH- Anthropology Crosswalk leading to ANSO/MOA from Rose Garden		<p>Worker was coming to crosswalk between Rose Garden Parkade and MOA/ANSO. And a heavy construction vehicle failed to stop and drove past worker nearly missing them. Worker reported being quite shaken by the incident in that moment due to close call and the excessive vehicle speed. It should be noted that currently the crosswalk does not have any markers painted on the road due to recent road work completed in the summer months. Worker reported construction vehicle proceeded turning into campus near Allard Hall. Worker reported safety concerns re: lack crosswalk marking, pedestrian crossing controls and the excessive vehicle speed.</p> <p>Root Cause: Due to recent road work over summer, crosswalk markings have not been painted in. Although crosswalk is signed it has no pedestrian lighting controls or flashing ambers. Combined with weather conditions and poor lightning, the lack of visible safety markings and/or other pedestrian safety controls the incident occurred when driver, who was reported driving at high speed, failed to observe worker crossing.</p> <p>All Corrective Actions Complete Corrective Action Identified:</p>	Nick		IP



8. ONGOING BUSINESS – Status of Action Items				
		<p>Contact UBC Operations and confirm jurisdiction (municipal?) for this stretch of road and the unfinished crosswalk. Request immediate completion of crosswalk safety markings. Inform UBC Operations and or office with jurisdiction about ongoing pedestrian safety concerns for this high usage crossing on campus. Communicate this area is a safety risk for the campus community. It should also be noted that this area of campus is unique where workers, students, and visitors cross from the main campus (calmed traffic environment) to and an outer reach of campus academic, operational and public event facilities through a very high traffic and "public" roadway. Estimated Completion Date: 2024-10-11</p> <p>Final Actions Taken: Safety Advisor communicated this incident and the ongoing pedestrian safety concerns along with the need for their improvement to UBC Operations who in turn confirmed that the Ministry of Transportation and Infrastructure has jurisdiction both with the work that requires completion and the overall stretch of road. UBC Operations did confirm they can advocate for improvements and updated that the Ministry confirmed their plan is to complete the crosswalk painting the week of October 1, 2024. Date Completed: 2024-10-02</p> <p>JOHSC/LST Item 1 JOHSC/LST Item: LST: continue to report and record incidents or near misses with the crosswalk in meeting minutes and in CAIRS when applicable. JOHSC or LST Membership: ANSO LST MOA LST Estimated Completion Date: 2024-11-28 JOHSC/LST Item 2 JOHSC/LST Item: This concern is on the Arts JOHSC radar already. Compile any standing reports or LST minutes that detail concerns around this crosswalk. Consider if additional study around crosswalk user numbers would help as hard data that could be used to effect change and is this feasible, who should take lead, etc. JOHSC or LST Membership: Arts JOHSC Estimated Completion Date: 2024-10-31</p> <p>-Crossing lines have now been painted. Art Safety will put safety cones? -Crosswalk issues; not enough markings, ambers or pedestrian controls and low visibility. Other crosswalks towards MOA and Green College do have</p>		



8. ONGOING BUSINESS – Status of Action Items					
		<p>these. This crosswalk has the most pedestrians crossing daily. Are we able to get numbers?</p> <ul style="list-style-type: none"> <li>-Nick wrote to Krista Faulkner. Road is under Ministry of Transportation. All information has been communicated and she can advocate for us. Nick will keep in contact with Krista and provide updates when received</li> <li>-do we need to do recommendation letter to involve the Dean?</li> <li>-Will follow up in couple of months re: improvements</li> <li>-Have ask LST's and units to report any issues</li> <li>- Andrew will contact RCMP to ask if set up a speed check etc.</li> </ul>			
OB-01 continued ANTH- Anthropology Crosswalk leading to ANSO/MOA from Rose Garden		<p>Near miss of pedestrian in cross walk by a fast-moving Toyota grey van with red license plate. Root Cause: Vehicle driver failing to notice pedestrian in cross walk, could be improved with better signage including flashing lights. No injuries, near miss.</p> <p><b>Corrective Action Identified:</b> <b>No corrective actions taken.</b></p> <p><b>JOHSC/LST Item:</b> Please report the need for flashing crosswalk sign to be installed at the crosswalk location between the Rose Garden Parkade and the Anthropology and Sociology Building.</p> <ul style="list-style-type: none"> <li>- Municipal area, SRS is trying to track this for our records.</li> <li>- Encouraging units to put in reports.</li> <li>- No lights just marked crosswalk.</li> <li>- Discussion has been had with SRS and at the moment only 2 CAIRS reports submitted.</li> <li>- Arts JOHSC can issue a 21-day Formal Recommendation Letter to the Dean requesting assistance.</li> <li>- Suggestion would be to invite Christa Faulkner, Transportation Engineer, Campus &amp; Community Planning to next Arts JOHSC meeting to discuss and see if the issue can be dealt with before sending formal letter to the Dean.</li> <li>-ANSO can also be brought in as they are experiencing most issues but other departments are as well, (MOA)</li> <li>-Nick reached out to Krista and is awaiting response</li> <li>-Work happening on road repair at southwest marine?</li> </ul>	Nick		



8. ONGOING BUSINESS – Status of Action Items					
		<ul style="list-style-type: none"> <li>Nick will inquire as to what the work is and will follow up with UBC again about starting some conversation. In the meantime, he has asked all units that use the cross walk to continue to report and near miss or traffic safety incident so that we have this on record.</li> <li>No updates re: RCMP have been contacted to see if they can assist with speed control and other factors regarding vehicle patterns on the stretch of road.</li> <li>Andrew reached out, there has been some push back. RCMP are discussing/investigating what to do about this area.</li> <li>Nick will connect with Christa Faulkner</li> <li>Will try to do a count in January to see pedestrian traffic</li> </ul>			
OB-02 2024-02-23 De-escalation Training		<p><b>De-escalation training</b></p> <ul style="list-style-type: none"> <li>Units in Arts have inquired for their grad students.</li> <li>Nick reviewing what UBC options there are for this.</li> <li>Units are reaching out about this training. Nick has reached out to our vendor to see what we can offer in the Fall.</li> <li>We have reached out to LSTs about their experiences and interest in training.</li> <li>Update August 20: Compiled LST responses and reached out to vendor to connect and explore potential dates</li> <li>Nick and Vicky met with Suzanne at Proactive Resolutions on September 6. Additional info to come.</li> <li>Proactive resolutions sent some material which we need to review. Training may need to wait until early 2025 considering other priorities and resources.</li> <li>On hold at the moment</li> <li>Arts Safety is also meeting with a UBC resource on November 26.</li> <li>Arts Safety met with Anjali with regards to additional resources their office offers in this regard.</li> </ul>	Nick		C



8. ONGOING BUSINESS – Status of Action Items					
<p>OB-03 2024.04.18 Wayfinding</p>		<p><b>Challenges with Wayfinding in Buchanan Complex - individuals with accessibility needs.</b></p> <ul style="list-style-type: none"> <li>• Translink pilot project has been completed. Results not reported as data being analyzed. No update yet.</li> <li>• Kate will reach out to Center for Workplace Accessibility</li> <li>• Arts Safety has reached out to Workplace Accessibility, no response yet.</li> <li>• No response yet</li> </ul> <p>- No updates available - Nick to connect with Brannen Some signs have been updated Will follow up in March</p>	<p>Brannen</p>	<p>March</p>	<p>IP</p>
<p>OB-04 2024.05.21 Jack Bell</p>		<p>Issues with construction being done at Jack Bell. There have been multiple issues with the project at Jack Bell. Some past issues have been blocked fire escapes, without warning, or notices inside; dropping building materials off the roof without exclusion zones, fencing, or ground crew to ward off people walking on open sidewalks below) in the past year.</p> <p>It appears that similar an issue has occurred recently at the Jack Bell building, where construction debris (panels of 3' x 4' (?) drywall or plywood) were being tossed out a 3<sup>rd</sup> or 4<sup>th</sup> story window to the ground below. While there was fencing blocking the front stairs where the construction bin was located, any breeze could have taken the panels off course and outside the fencing, into an active walkway.</p> <p>- Andrea-Requests not being met to keep debris contained. - Area has observant workers advising if debris intense. - There is no scaffolding or protection around building. - West exit sometimes is closed due to construction. - Last week, debris was hitting window of washroom. - Question: Is damage being caused? - Plywood was going to be added to windows. - Demo work is almost complete.</p>			<p>IP</p>



<b>8. ONGOING BUSINESS – Status of Action Items</b>					
		<ul style="list-style-type: none"> <li>- Concerns are damage to building and near misses.</li> <li>- Arts should continue to report to SRS. Awareness around issues being raised and discussion needs to be had with PM's.</li> <li>- Follow thru is not being done.</li> <li>- Project needs to understand how construction is affecting programs.</li> <li>- Compounding issue is also Sauder expansion.</li>   <li>- Nick: Lack of engagement around accessibility</li> <li>- Issues at ASC. All accessible ramps were suddenly removed.</li> <li>- ASC is an open and operational building and is surrounded by projects</li> <li>- Two years ago, a person in mobile chair attempted to cross road and chair tipped over.</li> <li>- Project responds but does not take a lead or take on oversight of maintaining accessibility at the site unless we report issues.</li> <li>- FM and FP mentioned there is an opportunity at board meetings re: ongoing issues to be put forward.</li> <li>- Project Groups are not responding to needs of active Departments.</li> <li>- UBC should consider to develop a guide to what to consider as key features during period of construction or site management.</li> <li>- Accessibility is important and a campus mandate.</li> <li>-Follow up after meeting with PM on June 19, follow up discussion at July JOHSC meeting</li> <li>-Paul Nakagawa to be added to conversation</li> <li>-meeting with PM, will discuss signage</li> <li>-no new issues on site as of Sept 16. Meeting with PM on Sept 17.</li>   <li>Update: New meeting upcoming on October 17. This will include Arts and PMs to review failing communication strategies and the outlook/impact of both the Jack Bell Project and the Sauder Expansion which is ramping up.</li> <li>- No update</li> <li>- Construction and activity has been going on.</li> <li>- Trees being cut down but not notified as to when. Classes where ongoing and people were upset because of noise and disturbance.</li> <li>- upcoming meeting on October 17<sup>th</sup></li> <li>- Properties Trust would like all discussions to be down through FM.</li> </ul>			





8. ONGOING BUSINESS – Status of Action Items					
		<p>- will try to establish an informal route of communications. Discussing to be had at meeting.</p> <p>- any issues please contact Brannen and he will help</p> <ul style="list-style-type: none"> <li>• No updates</li> <li>• Andrea may get requests regarding moving due to noise</li> <li>• Construction noise is heard loudly in DSS</li> <li>• Decibels can be checked. Brannen has a decibel level monitor that can be used</li> <li>• Trees will be removed beside DSS and move building site closer. Sound will now be louder due to this.</li> <li>• Signage and lights added. Accessibility is difficult. Will follow up during meeting.</li> <li>• Sound hoarding suggested by Andrew and will be brought up at meeting</li> </ul>			
OB-05 2024.10.15 Brock Commons South		<p>Occupants concerns about strong new materials scents in the building being followed up on.</p> <p>Nick had met with Sonam Uppal (occupational hygienist) and the managers of one of the unit on August 22 to review and discuss how we can move forward. Nick reached out to UBC PT PM to get information on LEED Gold details and materials so as to provide some clear information to occupants about what this means and the type of materials that were used in the building in order to ease concerns – we are awaiting this information.</p> <p>Update: Nick is awaiting an update from UBC properties trust which is still outstanding but will reach out to units to set up an initial meeting with or without the update. Follow up email sent again on October 11.</p> <p>PT provided a whole database of materials info which Nick is sifting through and will report back to the LST which is about to have an initial meeting in December. See section above.</p> <ul style="list-style-type: none"> <li>• Discussed and at LST meeting re: materials and Gold LEEDs status and steps taken by contractor to ensure safety</li> </ul>			C



8. ONGOING BUSINESS – Status of Action Items					
<p>OB-06 2024.10.15 Geography</p>		<p><b>Geography Heater Issue</b>            -burning smell coming from radiator enclosed in wood cabinet with grill.            -burn marks on wood, potential for fire            - The cabinet was the result of a UBC project not sure if local or extrenal contractor. UBC may need to consider communication of heater specs in the future as apprentaly Geo staff raised concerns at the time.            - Geography following up to see if any other offices have these in there offices.            - Arts will send out messaging regarding heaters through JOHSC to all units in Arts. Check your heater clearances please.            - CAIRS 135864(135846) submitted/Arts safety assisted with the process            - apparently this was a faulty relay that was underfit for the level of current fed to it by the breaker. The relay has plastic casing and part of it melted when it received a higher current than it could handle. This melted plastic is the source of the chemical plastic smell that staff reported            - geography reported concerns about heaters like this being a common model - How can we push to have all heaters of this type replaced with properly designed ones? What steps should I take to make this happen? This seems to be a real safety risk in addition to being a money sink from all of the parts and labor that electricians put into fixing them.</p> <ul style="list-style-type: none"> <li>• Nick will follow up with Patrick with regards to looking at relays on heaters and options.</li> <li>• JOHSC to approach FM</li> </ul>			<p>IP</p>
<p>OB-07 Transportation of Dangerous Goods 2024.10.15</p>		<p>Transportation of Dangerous Goods            -anyone who is ordering is responsible            -reminder of taking training through WPL            - Nick will follow up with Peggy</p> <p>- MOA completed Oct TDG Survey – thanks Mauray            - SRS Chem Safety will connect with Arts Safety and look at a visit to survey other Arts areas that might qualify moving forward</p> <p>-Nick will follow up with Janet and Peggy and more details will follow</p>	<p>Nick</p>	<p>January</p>	<p>IP</p>



**8. ONGOING BUSINESS – Status of Action Items**

<p>OB-08 2024.10.15 Fire Drills</p>		<p>BERP in Aud X and Fire Drills in mutli unit buildings - who is responsible for planning Fire Drill? Arts should coordinate. - ARTS JOHSC to develop Fire Drill calendar? - Arts Safety office can't be the only actioning office for JOHSC. Our portfolios are getting swamped. JOHSC needs to have more of a support plan. Assistance from members will be needed. Brannnen - suggestion for Fire Drills communication to be done through Building Ops - Better communication regarding Fire Wardens and internal building communications - Create a sub-committee (Andrea, Silva, Andrew, Nick and Vicky) - will set up meeting of sub-committee</p>	<p>Nick</p>	<p>January</p>	<p>IP</p>
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\* ED – Education and Training \* GI – General Inspection \*NB – New Business

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

Item # (use Recommendation or Report #)	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status

\* REC – Recommendation Letter \*IR – WorkSafeBC Regulatory Inspection

**10. NEW & OTHER BUSINESS**

<ul style="list-style-type: none"> <li>• General discussion items (list actionable items below)</li> <li>•</li> </ul>					
Item # (NB-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
NB-01 2024.12.17		Preparing for Extreme Winter Weather at UBC			C



10. NEW & OTHER BUSINESS																				
		<p>As per the <u>Snow Policy</u>, 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: <a href="https://www.ubc.ca/">https://www.ubc.ca/</a> in the event of extreme weather. Download the <u>UBC Safe Vancouver app</u> 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 <u>iOS/Apple Store</u> for iPhone or <u>Google Play Store</u> for Android.</p> <p>Facilities' Municipal Services and Custodial Service teams provides <u>ice prevention and snow removal services</u> 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 <u>Facilities Service Centre</u> at 604-822-2173.</p>																		
NB-02 2024.12.17		<p><b>Annual Seasonal Shutdown and Holiday Tips</b> Before leaving for this holiday season, help save energy and keep valuables safe by taking some simple actions:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Seasonal Shutdown Tips from Sustainability</th> <th style="text-align: center;">Holiday Tips from Campus Security</th> </tr> </thead> <tbody> <tr> <td>• Switching off electronics</td> <td>• Closing and locking office and exterior building doors &amp; windows</td> </tr> <tr> <td>• Turning off the lights</td> <td>• Turning off office lights and electronic equipment</td> </tr> <tr> <td>• Unplugging small appliances</td> <td>• Locking away portable equipment, tools, laptops and any external data devices</td> </tr> <tr> <td>• Closing windows and blinds</td> <td>• Closing blinds and curtains</td> </tr> <tr> <td>• Reporting any air or water leaks</td> <td>• Locking valuable personal property out of sight or taking it home</td> </tr> <tr> <td>• Shutting fume hood sashes</td> <td>• Ensuring all your data devices are encrypted for security</td> </tr> <tr> <td>• Shutting down non-essential lab equipment</td> <td>• Protecting your building and office keys at all times to prevent risk to your workspace.</td> </tr> </tbody> </table>	Seasonal Shutdown Tips from Sustainability	Holiday Tips from Campus Security	• 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.		C
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NB-03 2024.12.17		Terms of Reference needs to be reviewed and approved for 2024-2025		January IP																



**10. NEW & OTHER BUSINESS**

Terms of Reference					
NB-04 2024.12.17		Andrew – Chan Center Performance Inspection Review – Found UBC projects for Exterior lighting Outdoor lighting, front of house, in line for funding for fiscal year 2026 Generator failed, a contractor came and it has been fixed Muster location to be changed for Old Auditorium – to inform Paul Nakagawa, then send new location change to Records EKP maps are to be updated Nick will review with Andrew in January		January	IP
NB-05 2024.12.17		Arts Safety Website: is ther any value, should it become a JOHSC resource? - Nick			
NB-06 2024.12.17 AHVA		Lasserre – signage at parkade still says closed and there has been a gate added. To follow up with Patrick as this also affects Music Department. No updates have been given yet to know what the plan is for parkade. There is an exit that is still blocked off. Need clarity from parking access and Patrick. Access is needed for Laserre. Theatre and Film also use Parkade			
NB-07 2024.12.17 AHVA		Andrea - Some fire extinguishers not updated. Email James Belevance			
NB-08 2024.12.17 ASC		ASC running extended hours until December 21 <sup>st</sup> . Building will be open until midnight. 1030pm and midnight will be when security checks RCMP has started to walk around Chan.			
NB-09 2024.12.17		Kate will be leaving us and will be working with Facilities. Paul will be joining us in February			

\*NB – New Business

**11. NEXT MEETING**

Date:	2025.01.21
Time:	10 – 11:30
Location:	zoom



## 12. MEETING ADJOURNED

Time:	10:55am
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### 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](mailto:ubcsafety.committee@ubc.ca)
- Posted on any Safety Bulletin Boards (if applicable)