



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee:	UBC Facilities (Building Operations) Trades	Worker Co-Chair:	Mike Laing (co-chair)
	Joint Occupational Health & Safety Committee	Employer Co-Chair:	Sean McGregor (chair)
January 14 th , 2025		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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lester Leonor (alternate)	CUPE 116	Construction Office - Trades	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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
Rosanna Ma	SRS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ellen Grande	Clerical (minute taker)	<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

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

• Move to adopt minutes. Moved by: Mike Laing Seconded by: Kevin Morris

• List amendments to minutes:
Item NB 2025-12-10-97 should read **Naloxone kits are being installed in alarmed cabinets in company with AEDs at various location.**

• 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)

- Co-Chair Monthly Email from SRS
- JOHSC Membership Re-Election Time
- I-B-28 Facilities Hazard Identification & Assessment Program
- Western Conference on Safety
- Terms of Reference (ToR)

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 CENTRAL ACCIDENT/INCIDENT REPORTING SYSTEM

Attach inspection checklist(s) and report(s) to these meeting minutes and use this table to record discussion and new recommendation(s)-17

Item # (Use CAIRS Incident ID #)	Prior ity	Date	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
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5. REVIEW CENTRAL ACCIDENT/INCIDENT REPORTING SYSTEM					
136283 (136303)	B	2024-12-20	<ul style="list-style-type: none">• Incident discussed. No further actions. Incident closed. <p>Description: The worker was performing a generator test on a temporarily connected generator (as the buildings generator was offline for repairs). The worker started the test from the transfer switch and once the generator started the generator. Once the electrical load transferred to the generator the worker started to leave the electrical room. They walked by an electrical junction box that was installed for the temporary generator. When they were beside the box there was a bang and a flash and sparks came out of the junction box and struck the worker on the left leg on the inner upper thigh. The worker left the electrical room and left the building and contacted their supervisor.</p> <p>Root Cause: The root cause of this incident was due to the generator electrical wiring connectors not adequately taped (insulated) and the connections placed in a junction box that didn't have enough room to hold these wires, nor was the junction box sealed properly.</p> <p>Corrective Actions: Not Complete</p> <p>Corrective Action 1 Corrective Action Identified: The wiring needed to be better insulated by adding more electrical tape to the connections and the wiring needed to be moved out of the junction box as it was too tightly packed. Estimated Completion Date: 2024-12-19</p> <p>Final Actions Taken: The wires were taken out of the junction box and extra electrical tape was added to the connectors that caused the arc flash. Date Completed: 2024-12-19</p> <p>Corrective Action 2 Corrective Action Identified: Trinity Power Attended site and review their installation, and will be providing UBC with an incident report. Estimated Completion Date: 2024-12-31</p> <p>Corrective Action 3 Corrective Action Identified: Extra length of cables should be carefully stored out of the pathway, because if the wires were kicked the connectors may have moved around in the junction box leading to the arc flash. Estimated Completion Date: 2024-12-19</p> <p>Final Actions Taken: The temporary wiring will be removed on Monday</p>		C



5. REVIEW CENTRAL ACCIDENT/INCIDENT REPORTING SYSTEM						
			<p>December 23rd, so not much can be done here, but in the future temporary wiring should be secured and stored safely out of the way so it cannot be kicked or moved around.</p> <p>Date Completed: 2024-12-20</p>			
136273 (136275)	B	2024-12-18	<ul style="list-style-type: none"> Incident discussed. No further actions. Incident closed. <p>Description: The worker was working in the LSC B2 interstitial space which required climbing under ventilation ducts. The worker bumped the top part of the head on the corner of the stainless duct work, resulting in a minor laceration. The worker was not wearing head protection at the time.</p> <p>Root Cause: Root cause was PPE was not used.</p> <p>Corrective Actions: All Actions Complete Corrective Action 1 Corrective Action Identified: Remind worker to bring correct PPE for accessing the space. Estimated Completion Date: 2024-12-31 Final Actions Taken: Reviewed need for correct PPE for the space and discussed PPE options available in stores. Date Completed: 2024-12-18</p>			C
136205	B	2024-12-03	<ul style="list-style-type: none"> Incident discussed. Additional corrective action: to contact Municipal regarding pickup and disposal of hazard waste. Item closed. <p>Description: Workers were cleaning out the office and looked into a box containing mercury containing devices that needed to be recycled. That's when it was noticed that a few pin head sized pieces of mercury were loose. The box was moved outside to a hazardous waste storage area. The area was checked for other loose mercury but none was detected.</p> <p>Root Cause: Root cause was lack of waste stream support. Leading to unsafe practices.</p> <p>Corrective Actions: Not Complete Corrective Action 1 Corrective Action Identified: Create internal SWP for mercury storage and recycling Estimated Completion Date: 2025-04-30</p>			C



5. REVIEW CENTRAL ACCIDENT/INCIDENT REPORTING SYSTEM					
136138 (136146)	B	2024-10-08	<ul style="list-style-type: none"> For the next smoke detection cycle there will be an alternative access panel installed. Incident closed. 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>		C

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



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.	
Jan 1 ST 2025 Quarterly Statistics	
Did JOHSC members identify any trends? January’s review of Statistics showed that the highest number of incidents was over-exertion primarily involving back and/or head. Contributing factors are poor planning, limited space, and awkward load/procedures not followed. Did JOHSC members make any recommendations? Committee will review shop stats and make recommendations next month.	<input checked="" 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)

Attach inspection checklist(s) and report(s) to these meeting minutes and use this table to record discussion and new recommendation(s)-17

Item # (Use Inspection #)	Priority	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status
GI-Paint-113	B	<ul style="list-style-type: none">The exhaust fan in back room 0065A may not be working. SR submitted WO 344679 to Millwrights to check out the fan.	Kevin Morris	2025-02	N
GI-Paint-112	B	<ul style="list-style-type: none">One light out in the paint shop near room 0065. SR submitted WO 346795 to Utilities	Kevin Morris	2025-02	N
GI-Paint-111	B	<ul style="list-style-type: none">Inspection of system complete. Inspection closed.Fire suppression system is past due for inspection. Kevin sent email to Travis Simpson to schedule. He was advised scheduled for Dec 12th.			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)					
GI-Carp-110	B	<ul style="list-style-type: none"> • Kevin Morris to follow up. In progress. • 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	2025-02	IP
GI-Carp-109	B	<ul style="list-style-type: none"> • Burnt out lights have been replaced. Inspection closed. • Overhead lights burnt out at north and south end of shop. SR 338758 submitted to Utilities 			C
GI-Paint-107	B	<ul style="list-style-type: none"> • SR has been submitted to move the water faucet to allow for shelving. In progress. • 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	2025-02	IP
GI-Carp-55	B	<ul style="list-style-type: none"> • Subcommittee met and will follow-up with Paul Harris as to the progress of the SOP'S. In progress. • 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. 	Sean McGregor	2025-02	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">• 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:<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 tools			
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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)

		<ol style="list-style-type: none">2. 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. <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.			
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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 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. 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. 			
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GI- General Inspection

6a. REVIEW TRACKINGWORKPLACE INSPECTIONS

	CREW 12	CREW 21	CREW 22/S/31/S	CREW 23	CREW 25	FOLLOW UP
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"/>	
January 2025	<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 	
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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



7. REVIEW EDUCATION AND TRAINING					
<i>E.g. ED-17/09/19-01</i>		<i>Enter any information relevant to required training, upcoming renewal of training, new member training, etc.</i>			
<i>On-Going</i>	A	MEMBERS TO ADVISE COMMITTEE OF ANY ADDITIONAL TRAINING THAT COUNTS TOWARDS THEIR 8 HOURS INSTRUCTION	All	Reminder	E
ED-2025-01-14-06		<p><i>Additional 8 hours of Occupational Health and Safety (OHS) Training</i></p> <ul style="list-style-type: none"> 2025-10-14: Committee discussed the approval of sending 3 members for 1 day, rather than 2 employees for the 2-day attendance. Members interested in attending to advise Sean McGregor. In progress. <p>All JOHSC members are entitled to an additional 8 hours of OHS training. Below are a few upcoming local and virtual conferences or seminars. Registration and costs associated will be the responsibility of your department.</p> <ul style="list-style-type: none"> Western Conference on Safety (in-person) on April 14-15 at the Hyatt Regency Vancouver. Early bird registration ends on March 13, 2025. Employers' Advisers Seminars (in-person or virtual): The Employers' Advisers Office In-Person and Virtual Training Schedule for January-March 2025 has now been posted for registration. <p>Note - Just a reminder that these 8 hours of training is in addition to the regular Continuing Medical Education (CME)/Continuing Professional Development (CPD) time that you may use from your employment.</p> <p>Facilities Leadership Team approved 2 members from each of the 5 Facilities JOHSCs to attend the Western Conference on Safety 2025. It is preferred that 1 employer rep and 1 worker rep attend, with priority given to those who are interested and never been before to ensure different people attend each year.</p>	All	2025-02	IP



7. REVIEW EDUCATION AND TRAINING											
ED-2025-01-14-05		<p><i>Terms of Reference (ToR)</i></p> <ul style="list-style-type: none"> 2025-10-14- Sean McGregor will be responsible for reviewing the Terms of Reference and will share the completed draft with the committee next month. In progress. <p>Terms of Reference (ToR) should be updated and ready for the new members to review and approve at the start of the April meeting.</p>	Sean McGregor	2025-02	N						
ED-2025-01-14-04	B	<p><i>JOHSC Membership Re-Election Time</i></p> <ul style="list-style-type: none"> 2025-01-14: Members of the committee are appointed for a period of 2 years from the date the JOHSC came into effect. This includes employer representatives, worker representatives and co-chair representatives. Re-elections will need to take place with updated representation attending the April 2025 JOHSC meeting. Further discussion next month. In progress. 	All	2025-02	N						
ED-2024-03-12-03	B	<p><i>JOHSC 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> <table border="1" data-bbox="562 1015 1470 1172"> <thead> <tr> <th colspan="2">JOHSC Training</th> </tr> <tr> <th>Part 2a</th> <th>Part 2b</th> </tr> </thead> <tbody> <tr> <td>January 13th 9:00am – 11:00am</td> <td>January 16th 1:00pm – 3:00pm</td> </tr> </tbody> </table>	JOHSC Training		Part 2a	Part 2b	January 13 th 9:00am – 11:00am	January 16 th 1:00pm – 3:00pm	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. NB-17/04/11-811</i>	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-2024-12-10-99	B	<p><i>Annual Tool Re-Certification</i></p> <ul style="list-style-type: none"> 2025-01-14: Kevin Morris discussed the benefits of becoming a member of the Manufacturing Safety Alliance (MSA). To date, premium for enrollment is being discussed. 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). 	Kevin Morris	2025-02	IP
NB-2024-12-10-98	B	<p><i>USB Traffic Pattern</i></p> <ul style="list-style-type: none"> 2025-01-14: SR has been submitted for the work in the USB yard. Ben Scott also suggested that hashmarks should be painted near the garage parking. Sean McGregor will contact Rishi Purohit. In progress. 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. 	Ben Scott/ Sean McGregor	2025-02	IP
NB 2024-12-10-96	B	<p><i>AED Installation</i></p> <ul style="list-style-type: none"> 2025-01-14: Installations are in progress. 2024-12-10: Naloxone kits are being installed in alarmed cabinets in company with AEDs at various location. 	Kevin Morris	2025-02	IP
NB 2024-12-10-94	B	<p><i>Platform Ladders</i></p> <ul style="list-style-type: none"> 2025-01-14: Frank Crudo will be reviewing the old ladder policy, IC.04. He will share the draft next month with the committee. In addition, the 	Frank Crudo	2025-02	IP



8. ONGOING BUSINESS – Status of Action Items					
		<p>committee discussed the use of platform ladders. Workers gave mixed review on usage, however the committee agreed there are two benefits of using the platform ladders as follows:</p> <ol style="list-style-type: none"> 1. two rungs have been removed, making it impossible for employees to stand on it reducing falls. 2. don't need to turn body to get closer to work area <p>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.</p>			
NB-2024-10-08-83	B	<p><i>Safety Training Records</i></p> <ul style="list-style-type: none"> • 2025-01-14: No update to date. In progress. • 2024-12-10: 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. • 2024-11-12: 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	2025-02	IP
NB-2024-10-08-82	B	<p><i>Hearing Protection</i></p> <ul style="list-style-type: none"> • 2025-01-14: A Qualtrics survey is being created to gather information of workers wishing to acquire hearing protection. In progress. • 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	2025-02	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"> 2025-01-14: Goals <ul style="list-style-type: none"> Task Specific Noise Testing completed for Sheetmetal. On-going for remaining Trade Crews Bumps caps will be stocked this month at Stores. 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"> <i>New Trade Shed Lighting</i> <i>Injury Reduction Planning</i> 	Rosanna Ma	2025-02	IP



8. ONGOING BUSINESS – Status of Action Items					
		- Shop Noise Testing in Carpentry (0053), Metal (0003F) and Plumber/Steamfitter/Millwright (0003A)			
NB-2024-06-11-62	B	<p><i>Silica Exposure Control Plan</i></p> <ul style="list-style-type: none"> • 2025-01-14: Waiting for the completion of the campus wide Silica Exposure Control Plan to be completed before going forward. In progress. • 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: <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 	Rosanna Ma	2025-02	IP



8. ONGOING BUSINESS – Status of Action Items					
		The Silica documents are also saved in the Shared drive: S:\PoliciesAndProcedures\HealthSafety\SafetyProcedures\Silica .			
NB-2024-12-12-30	B	<p><i>Henry Angus Rooftop – Cell Phone Antennae Lockout SWP</i></p> <ul style="list-style-type: none"> • 2025-01-14: Waiting for lockbox (control box) to be installed prior to testing the procedures and completing the draft SWP. In progress. • 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. • 2024-06-11: In progress. • 2024-05-14: In progress. • 2024-04-09: WSBC is in the process of reviewing our UBC safe work procedure. In progress. 	Rosanna Ma	2025-02	IP



8. ONGOING BUSINESS – Status of Action Items						
		<ul style="list-style-type: none"> 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. 				

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
		<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</i>				



9. JOHSC RECOMMENDATION LETTERS & WORKSAFEBC CORRESPONDENCE						
		<p><i>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>WSBC- 202416709097A</p>	B	<p><i>Description:</i> This Inspection Report documents the receipt and acceptance of the employer's full incident investigation report (EIIR) relating to an incident which occurred on November 12, when a worker fell from a ladder while addressing a ceiling water leak.</p> <ul style="list-style-type: none"> o There were zero (0) orders issued to the University. <p><i>JOHSC/LST General Learnings/Discussion Points:</i> 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. In addition, confirm the height of the ladder is appropriate for the task.</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. 	All	2024-12-13	n/a	n/a



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-2025-01-08-128	B	<p><i>Parking Cones</i></p> <ul style="list-style-type: none"> It has been observed on campus that workers are failing to use the parking cones. Committee to advise Heads to crew talk. Note that the Fleet Policy will be updated. 	All	Info Only	E
NB-2025-01-08-127	B	<p><i>Annual Hearing Testing</i></p> <ul style="list-style-type: none"> Annual Hearing Test will be taking place in February for workers that require a hearing test as part of the Hearing Conservation Program. Your supervisor will be provided with the booking information to schedule staff based on the noise surveys completed to determine which employees require annual hearing testing. 	All	Info Only	E
NB-2025-01-08-126	B	<p><i>I-B-28 Facilities Hazard Identification & Assessment Program</i></p> <ul style="list-style-type: none"> 2024-01-14: SRS have incorporated the JOHSC’s feedback and this document (attached) is now finalized and has been approved by John Metras. I-B-28 is a critical document that contains templates for Facilities to identify and assess hazards. Level 1 Job Safety Reviews (JSRs) are living documents that continue to be updated at the shop level. It is also saved on the BOPS Shared Drive and we are working on having it made available on the Facilities Policies & Guidelines webpage. Please review and share with your respective areas/ 	All	Info Only	E



NB 2025-01-14-102	B	<p><i>Bell Let's Talk – Mental Health</i></p> <p>January 22, 2025 is Bell Let's Talk Day which raises funds for mental health initiatives and aims to reduce the stigma around mental illness. You can find more about this day and how you can contribute at Bell Let's Talk.</p> <p>Each year, 1 in 5 Canadians faces a personal mental health challenge. At UBC, we're dedicated to providing support. Faculty and staff can access a range of mental health resources at UBC Health and Wellbeing. For additional educational opportunities, explore our mental health-related courses at UBC Workplace Learning. Together, we can foster a healthier, more supportive community.</p>	All	Info Only	E
NB 2025-01-14-101	B	<p><i>UBC Alert testing on January 17 – are you in the loop?</i></p> <p>UBC Alert will be sending out a test notification to UBC Vancouver students, faculty, and staff via a phone call and text message on Friday, January 17, 2025.</p> <p>UBC Alert is the university's mass notification system used to send alerts in urgent situations that pose an immediate safety or security risk to the community.</p> <p>To ensure you are receiving notifications, make sure your mobile number is up to date on Workday.</p> <p>The UBC Alert system works in tandem with UBC Safe App in Vancouver, and a push notification will also be sent through the app during the test. Download the app and turn on push notifications to receive important updates for safety and security risks.</p> <p>Learn more about UBC Alert and UBC Safe App.</p>	All	Info Only	E
NB 2025-01-14-100	B	<p><i>Engineering Control Survey</i></p> <p>Safety & Risk Services is gathering information on the range and apparent condition of engineering controls available within research and teaching spaces on Point Grey campus. Starting in January, SRS Assistants will be touring lab spaces to record the location, condition</p>	All	Info Only	E



		<p>and type of vented equipment – including (but not limited to) fume hoods, solvent cabinets, custom enclosures and Nederman arms connected into ducting. This will be done by visual observation and photos – there will be no interruptions to experimental work nor questions to answer. What we learn will be used to establish a record of engineering controls requiring HVAC connection, inform the triage of building level upgrades and repairs to HVAC systems supporting fume hoods and local area ventilation, and revise HVAC shutdown procedures to maximize occupant and operational safety.</p> <p>We anticipate very brief (~10 min) laboratory visits. Prior to the visit, department personnel will be contacted to confirm scheduling and indicate any rooms with relevant equipment that might be overlooked. We are also asking that clear signage be posted on entry doors to any space where entry is likely to compromise the experiment due to light sensitivity.</p> <p>For any questions regarding this survey, contact research.safety@ubc.ca.</p>			
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*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:	February 11th, 2025
Time:	1:00 – 3:15 pm
Location:	Conference Room 1020

13. MEETING ADJOURNED	
Time:	2:21

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