



Custodial Services Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Custodial Services Joint Occupational Health & Safety Committee	Worker Chair: Conor Cregg-Guinan (co-chair) Employer Co-Chair: Felinor Adriano (chair)
Date: January 15th, 2025	Time: 2:00 p.m. Location: CCP R-RM CPDE Gardenia Room

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 Formal Recommendation Letters & Regulatory Inspections 10. New and Other Business 11. Next Meeting 12. Meeting Adjournment
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Minutes Recorded by: Shirley Tseng

Distributed: February 19, 2025

1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Efren Arriescado	CUPE 116	Custodial Service Worker	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Felinor Adriano (co-chair)	CUPE 116	Custodial Service Worker	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Juanito Flores	CUPE 116	Utility Worker	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kuldeep Malli (co-chair alternate)	CUPE 116	Custodial Head Service Worker	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Manjit Sound	CUPE 116	Custodial Head Service Worker	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sarabjit Kaur Jaswal	CUPE 116	Custodial Service Worker	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sean Pardek	CUPE 116	Custodial Scheduler/Trainer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employer Representatives	Work Location		Present	Regrets	Absent
Conor Cregg-Guinan (co-chair alternate)	Operations Manager		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Sequeira (co-chair)	Team Manager		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA		
4 A. REVIEW ACTIONABLE ITEMS FROM LST MINUTES (if applicable)		
<p>Place actionable items under Accident/Incident Investigation, Safety Inspections, Correspondence, New Business etc. as applicable and assign proper item # for further discussion/action.</p> <p><input checked="" type="checkbox"/> No actionable items noted</p>		
Is the agenda approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
See attached incident report:						
<ul style="list-style-type: none"> Monthly Incident List & Statistical Summary Report (For any <u>general</u> CAIRS information that requires discussion or action, please record under "New Business" e.g. make note of trends etc. Any incident specific items and follow up requests are to be listed below) 						
(* See Legend at end for Priority and Status Codes)						
Item # (Use CAIRS Incident ID #)	Priority	Accident Type	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
136163	E	Time Loss	<ul style="list-style-type: none"> Corrective action change: The worker was provided with the dumpster propping tool and 2-tep ladder can be used as well. Item complete. Conor is currently following up on the matter regarding the dumpster propping tool and will provide more details. <p>Description: Custodian wheeled out the garbage in the access cart to the dumpster located in the back of the building to dump it. Tried using the dumpster arm on the side of the dumpster to open the lid but it wasn't working properly. Worker tried to open the lid but wasn't able to reach it. Next to the bin, there was a cement block and worker stepped on it in order to open the lid. The worker's foot slipped but managed to regain balance but the right ankle got twisted. Worker opened the bin, dumped the garbage and went back to</p>	CCG	Jan/25	C N



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

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			<p>do the rest of the tasks and completed the shift. Worker felt ok, went home after shift but the following morning (Saturday) noticed that the right ankle was swollen and wasn't able to put the full weight on it. On Monday worker called in sick and stayed home for the past 3 days. Once worker returns to work, we will provide an update.</p> <p>Root Cause:</p> <ul style="list-style-type: none"> - Dumpster arm not working properly and lid too high to reach - Dumpster area too dark with uneven ground around the dumpster <p>Corrective Actions: All Actions Complete</p> <p>Corrective Action 1</p> <ul style="list-style-type: none"> • Corrective Action Identified: <ul style="list-style-type: none"> - Repair the dumpster arm - Illuminate the area better or place dumpster elsewhere, with better access • Estimated Completion Date: 2024-11-29 • Final Actions Taken: <ul style="list-style-type: none"> - Dumpster arm repaired in meantime - Look for a more suitable area for the dumpster • Date Completed: 2024-11-27 			
136150	E	Time Loss	<ul style="list-style-type: none"> • To be incorporated in crew talks. Item complete. 			C



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			<ul style="list-style-type: none"> Sean to check with Edward Ganal, Custodial Scheduler, to include “Take 5” regularly in crew talk. <p>Description: Custodian picked up box of tissue paper, did carry box out of JR, custodian was carrying box on chin level, upon exiting JR custodian was proceeding to take stairs on ground level, while doing so, custodian tripped over small wooden pallet with some kind of water pump on it, please see attachment. As result custodian tripped with left foot over wooden pallet parked on left side hallway hallway. Custodian felt pain in left ankle, had difficulty walking. Reported this incident to Assistant HSW, UBC First Aid was called. Ice pack was administrated, no visible swell or skin laceration. Just in case UBC First Aid put an elastic bandage around left foot ankle just to make left ankle more stable, custodian is commuting to work and back by bus UBC First Aid dropped our custodian on bus loop, custodian left work area at 8:30 pm.</p> <p>Root Cause: It appears that holding box with tissue paper on chin level caused vision obstruction. Secondary cause was wooden pallet with some kind pump on it left on hallway, instead being parked in Mech.Room # 002.</p> <p>Corrective Actions: Not Complete</p> <p>Corrective Action 1</p> <ul style="list-style-type: none"> Corrective Action Identified: Have discussion with employee, remind to carry a load on hip level so the vision is not obstructed. 	SP	Jan/25	N



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Item # (Use CAIRS Incident ID #)	Priority	Accident Type	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
			<ul style="list-style-type: none"> Estimated Completion Date: 2024-12-06 <p>Corrective Action 2</p> <ul style="list-style-type: none"> Corrective Action Identified: Communicate to Zone FM of Hugh Dempster Building and request the removal or changing the location of wooden pallet. Estimated Completion Date: 2024-11-28 Final Actions Taken: Communicated to FM for Hugh Dempster building to inform building users/ admin immediately remove wooden pallet from hallway floor causing this injury and being a potential for another. Date Completed: 2024-11-28 			
136046	E	Medical Treatment	<ul style="list-style-type: none"> DS talked to the worker. Item complete. The incident occurred while the staff was grabbing garbage from the cart. The worker was unfamiliar with the cart, as it was not their usual one. The blade was positioned downward and improperly stored on the cart. David to follow up with evening shift. <p>Description: Note: This incident occurred on Thursday, August 29 at 10:40 am but was mistakenly not submitted on CAIRS, and is being documented now. - Employee was in the process of retrieving an empty bag of garbage from the middle shelf of their Janitor Cart, when the inside of their right forearm came into contact with a sharp end of a scrapper blade that was incorrectly stored on the janitor cart, resulting in a light laceration wound that was approximately 2 inches long.</p>	DS	Jan/25	C N



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

Item # (Use CAIRS Incident ID #)	Priority	Accident Type	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
135334	E	Incident Only	<ul style="list-style-type: none"> • Item complete. • In progress. • Item reviewed. SP to follow up with the supervisor and update the report. <p>Description: employee was vacuuming floor in Library on 3rd floor, regular library set up: book shelves, tables, chairs to study, while vacuuming employee walk on to square display cube hanging on wall, due to the fact that display cube is mounted slightly above our employee's height also while vacuuming employee was in stooped position, as result employees top of the head hit bottom corner of the display cube had sustain minor cut on top of employee's head. Fact that this is new employ, when this incident happen, employee was scared never the less shared this with another employee this is when HSW, Safety Rep. and UBC First Aid was notified and consequently I was notified. I visited this area, waited until UBC First Aid arrival, employee was OK, minor bleeding, this was cleaned up by UBC First Aid Attendant, ice pack was given to use as needed. Employee return to work no time loss.</p> <p>Employee reported to work next day Oct 11/2024, worked full 7.5 hours, no issue with having difficulties performing cleaning tasks.</p> <p>Root Cause: the root cause is: possible personal distraction from students walking around, somehow affected employee's awareness of surroundings leading to this incident.</p> <p>Corrective Actions: All Actions Complete Corrective Action 1</p>	SP	Jan/25	C IP
				SP	Dec/24	N



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Item # (Use CAIRS Incident ID #)	Priority	Accident Type	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
			<ul style="list-style-type: none"> • Corrective Action Identified: discussion with employee about awareness of surroundings in work area. Share this incident with manager of this facility to seek if there is chance to relocate this display cube or change design so there are no sharp edges. • Estimated Completion Date: 2024-10-11 • Final Actions Taken: Did remind employee about importance of surroundings that work is performed. • Date Completed: 2024-10-11 <p>JOHSC/LST Additional Actions:</p> <p>JOHSC/LST Item 1 Item:</p> <p>Final Actions Taken: WILL RETURN TO CONTINUE</p>			

5a. REVIEW CENTRAL ACCIDENT/INCIDENT STATISTICS Quarterly and Annually

JANUARY 2025 Annual Statistics	
<p>Did JOHSC members identify any trends? in 2024, there are a total of 43 incidents – 5 healthcare, 13 time losses and 7 incidents. The statistics are fairly comparable to 2023 which had 28 incidents – 5 healthcare and 16 time losses. Top incident contributing factor in 2024: Over exertion versus to year 2023: fall, other service miscellaneous items and over exertion in ranking.</p> <p>Did JOHSC members make any recommendations?</p>	<p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p>



6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)						
<i>Distribute inspection checklist(s) and report(s) for meeting and use this table to record discussion and new recommendation(s)</i>						
<input checked="" type="checkbox"/> No actionable items noted						
Item #	Priority	Date	Discussion/Comments/Recommendations	Assigned To	Follow up: Date	Status
			No issues in December 2024 Inspections			

* GI- General Inspection

7. REVIEW EDUCATION AND TRAINING					
<i>(General discussion, confirm all training is up-to -date, etc. For all actionable items please list below)</i>					
Item # (ED-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
ED-2025/01/15-01	C	<p>8 hours of Occupational Health and Safety (OHS) Training 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><i>Note - Just a reminder that this 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.</i></p>	All	Feb/25	N
ED-2024/02/14-03	C	<p>8 hours Safety Training in 2024</p> <ul style="list-style-type: none"> Item complete for 2024. 			C



7. REVIEW EDUCATION AND TRAINING					
		<ul style="list-style-type: none"> • DS, KM and SJ attended UBC Safety Day on October 16th, 2024. • In progress. • Emergency Preparedness Training will be held on Aug. 28. • No update. • No update. • FA and EA shared what they had learned from the conference. • FA and EA to attend Western Conference. • FA and EA to attend Western Conference. • To record what and when members take safety courses either in person or online 	All	Jan/25	IP
			All	Oct/24	IP
			All	Sep/24	IP
			All	Aug/24	IP
			All	Jul/24	IP
			All	Jun/24	IP
			All	May/24	IP
			All	Apr/24	IP
			All	Mar/24	N

* ED – Education and Training

8. ONGOING BUSINESS – Status of Action Items						
Item #	Priority	Date	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
NB-2024/06/12-37	E	15-Jan-25	<u>Job Safety Review</u> In progress.	DS	Feb/25	IP
		04-Dec-24	DS to finalize the document.	DS	Jan/25	IP
		13-Nov-24	DS to distribute to the committee for review in December meeting.	DS	Dec/24	IP
		09-Oct-24	There are two documents that need to be reviewed, one for Utility Workers and one for Building Service Workers. Utilities workers’ review done. Need JOHSC co-chairs’ sign off.	DS	Nov/24	IP
		11-Sep-24	LT to distribute for review.	LT	Oct/24	IP
		14-Aug-24	LT to confirm if JSR was distributed.	LT	Sep/24	IP
		10-Jul-24	LT will send out the content of the Safe Work Procedure. The committee will review the procedures accordingly.	LT	Aug/24	IP
		12-Jun-24	CCG to send out updated one after reviewing with KM.	CCG	Jul/24	N
NB-2024/04/10-23	E	15-Jan-25	<u>Lunch Bag Stored in Janitorial Rooms</u> Eating Surfaces & Storage Risk Assessment was completed by SRS and reviewed at the meeting. The safety concern is when food is stored with the chemical and dirty water in custodial rooms. Therefore, food may be potentially contaminated. 3 types of custodial rooms were reviewed (large, medium, small) along with a regular storage room. Assessment indicated that custodial rooms do not meet the clean	CCG	Feb/25	IP



8. ONGOING BUSINESS – Status of Action Items

			eating area criteria for food and beverage, which means preparing or ingesting food and beverages inside custodial rooms are not allowed. However, food and beverages can be stored in custodial rooms as long as they are in a container within a secondary containment (e.g. lockers, backpack, bag, cabinet). Assessment also indicated that for regular storage rooms, preparing, ingesting or storing food and beverages and are permitted. The report will be distributed to the committee for discussions at next meeting.			
		04-Dec-24	No update.	CCG	Jan/25	IP
		13-Nov-24	No update.	CCG	Dec/24	IP
		09-Oct-24	CCG received the report from SRS and sent out a preliminary report for review and to update at next meeting.	CCG	Nov/24	IP
		11-Sep-24	SRS to coordinate with CCG	CCG	Oct/24	IP
		14-Aug-24	Site visits were conducted by SRS but SRS needs to clarify some questions with CCG to finalize the report.	CCG	Sep/24	IP
			Pending report from SRS.			
		10-Jul-24	Review done with Rosanna Ma from SRS on some janitorial rooms. CCG	CCG	Aug/24	IP
		12-Jun-24	to update at next meeting once the report is done by Rosanna Ma.	CCG	Jul/24	IP
			LT sent out info to CCG for review and discuss in upcoming meetings.			
			Under regulation, if there are chemical and biological contaminants			
		08-May-24	being generated in workplace, any food item should not be stored	LT	Jun/24	IP
		10-Apr-24	inside. LT to send out more info for further discussion at next meeting.	LT	May/24	N

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

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

Item # (use Recommendation #)	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status
IR 202416709097A	E	Description: ○ 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	N/A	Dec 13/24	N/A	Info only



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

		<p>a worker fell from a ladder while addressing a ceiling water leak.</p> <ul style="list-style-type: none"> There were zero (0) orders issued to the University. <p>JOHSC/LST General Learnings/Discussion Points:</p> <ul style="list-style-type: none"> Employers must ensure that all ladders used in the workplace are regularly inspected and maintained to prevent equipment failures. Damaged or faulty ladders must be removed from service immediately. In addition, confirm the height of the ladder is appropriate for the task. As a reminder, any workplace incident that has caused a serious or life-threatening injury, had the potential for serious injury, plus all other immediately reportable incidents, must be reported to Campus Security at 604-822-2222 (after calling 911 emergency services) as part of the incident response. Encourage everyone to report incidents and near misses into CAIRS within 48 hours of the occurrence so that a preliminary investigation can be completed within 48 hours as required by section 71 of the Workers Compensation Act 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 and OTHER BUSINESS :

Item#	Priority	Date	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
NB-2025/01/15-11	E	15-Jan-25	<u>JOHSC Members Update</u> Effective January 15, 2025, MS confirmed electronically to withdraw from this committee. His name to be removed from February minutes.	N/A	N/A	Info Only
NB-2025/01/15-10	E	15-Jan-25	<u>JOHSC Membership Re-Election Time</u> Every 2 years, new memberships to be elected by April 2025 and new worker and employer chairs to be elected by members. The committee can promote JOHSC early to recruit new members.	ALL	Apr/25	N



10. NEW and OTHER BUSINESS :																		
Item#	Priority	Date	Discussion and/or Action Items	Assigned To	Date to be Completed	Status												
NB-2025/01/15-09	E	15-Jan-25	<p><u>Western Conference on Safety</u> The Facilities Leadership Team approved 2 members from each of the 5 Facilities JOHSCs to attend the <u>Western Conference on Safety 2025</u>, which is taking place on April 14 & 15, 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> <p>The program schedule with session descriptions can be found in the link https://wcs.pacificsafetycenter.com/wcs-program/.</p> <p>Those attending will need to send completed <u>registration forms</u> to Kate Melkert at kate.melkert@ubc.ca or drop it off in our USB office in Room 78 no later than <u>Friday, February 28th</u> to ensure spots are available.</p>	N/A	N/A	Info Only												
NB-2025/01/15-08	E	15-Jan-25	<p><u>SRS Resource Update</u> Kate Melkert will be the SRS resource for Custodial JOHSC starting in February 2025 meeting.</p>	N/A	N/A	Info Only												
NB-2025/01/15-07	E	15-Jan-25	<p><u>I-B-28 Facilities Hazard Identification & Assessment Program</u> We have incorporated the JOHSC's feedback and this document 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 <u>BOPS Shared Drive</u> and we are working on having it made available on the <u>Facilities Policies & Guidelines</u> webpage. Please review and share with your respective areas.</p>	N/A	N/A	Info Only												
NB-2025/01/15-06	E	15-Jan-25	<p><u>Monthly Building Inspection Schedule 2025</u> DS to send out the schedule and meeting invites to be sent out by ST as reminders</p>	DS/ST	Feb/25	N												
NB-2025/01/15-05	E	15-Jan-25	<p><u>JOHSC and LST Training</u> New dates have been released for JOHSC and LST training. You can register for JOHSC training here, and LST training here.</p>	N/A	N/A	Info Only												
			<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 13th</td> <td>January 16th</td> <td>February 18th</td> <td>February 20th</td> </tr> </tbody> </table>				JOHSC Training		LST Training		Part 2a	Part 2b	Part 2a	Part 2b	January 13 th	January 16 th	February 18 th	February 20 th
			JOHSC Training				LST Training											
			Part 2a				Part 2b	Part 2a	Part 2b									
January 13 th	January 16 th	February 18 th	February 20 th															



10. NEW and OTHER BUSINESS :									
Item#	Priority	Date	Discussion and/or Action Items				Assigned To	Date to be Completed	Status
			9:00am – 11:00am	1:00pm – 3:00pm	10:00am – 11:30am	1:00pm – 2:30pm			
NB- 2025/01/15-04	E	15-Jan-25	<p>Additional 8 hours of Occupational Health and Safety (OHS) Training 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><i>Note - Just a reminder that this 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.</i></p>				N/A	N/A	Info Only
NB- 2025/01/15-03	E	15-Jan-25	<p><u>Bell Let’s Talk – Mental Health</u> 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>				N/A	N/A	Info Only



10. NEW and OTHER BUSINESS :						
Item#	Priority	Date	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
NB-2025/01/15-02	E	15-Jan-25	<p><u>UBC Alert testing on January 17 – are you in the loop?</u> 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>	N/A	N/A	Info Only
NB-2025/01/15-01	E	15-Jan-25	<p><u>Engineering Control Survey</u> 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 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</p>	N/A	N/A	Info Only



10. NEW and OTHER BUSINESS :						
Item#	Priority	Date	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
			<p>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>			

*NB – New Business

11. NEXT MEETING	
Date:	February 19th, 2025
Time:	2:00 PM
Location:	CCP R-RM CPDE Gardenia Room

12. MEETING ADJOURNED	
Time:	2:52pm

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

****Building Inspection Schedule 2025****

2025 JOHSC Annual General Inspection Schedule				
Month	Employer Rep	Worker Rep	Status	Comments



January 16-31	David Sequeira	Kuldeep Malli	Scheduled	Same shift & sign-in office
February 20-28	Conor Cregg-Guinan	Sarabjit Jaswal	Scheduled	Same shift & assigned work area
March 20-31	Denise Tang	Jaunito Flores	Scheduled	Same shift & sign-in office
April 17-30	Sean Pardek	Felinor Adriano	Scheduled	Same Shift but, different sign-in office
May 22-30	(E/S Employer Rep)	(E/S Employee Rep)	Scheduled	Same shift & sign-in office
June 19-30	David Sequeira	Kuldeep Malli	Scheduled	Same shift & sign-in office
July 17-31	Conor Cregg-Guinan	Jaunito Flores	Scheduled	Same shift & assigned work area
August 21-31	Denise Tang	Sarabjit Jaswal	Scheduled	Same shift & assigned work area
September 18-30	Sean Pardek	Felinor Adriano	Scheduled	Same Shift but, different sign-in office
October 16-31	David Sequeira	Kuldeep Malli	Scheduled	Same shift & sign-in office
November 20-30	Conor Cregg-Guinan	Jaunito Flores	Scheduled	Same shift & assigned work area
December 4-24	Denise Tang	Sarabjit Jaswal	Scheduled	Same shift & assigned work area

Monthly Distribution and Posting of Meeting Minutes (Required):

- Responsible VP
- Responsible Managing Director/Dean
- All JOHSC members
- Internal Communications Person
- Posted on any Safety Bulletin Boards
- Risk Management Services for posting on UBC JOHSC website
(Email to: ubcsafety.committee@ubc.ca)