



## Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Faculty of Arts

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

Date: Tuesday January 21, 2025

Time: 10:00am  
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>
---	--

*We would like to acknowledge that UBC's Vancouver Point Grey campus is situated on the traditional, ancestral, unceded territory of the xwməθkwəzəm (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"/>
Vicky Alexandrakis	CUPE 2950	Buchanan C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jennie Ramstad	CUPE 2950	Buchanan Tower	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ryan Murcar	CUPE 2950	Frederic Wood Theatre	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Karun Karki	UBCFA	School of Social Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Silva Kraal	CUPE 2950	Buchanan A (Dean's Office)	<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"/>	<input type="checkbox"/>

Employer Representatives	Work Location	Present	Regrets	Absent
Andrea Tuele	AHVA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nick Smolinski – Alternate	Buchanan C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Steven Dreger – Alternate	Buchanan D	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mauray Toutloff - Alternate	MOA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vi Addams	Buchanan Tower	<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"/>	<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"/>
Ana Policzer	Arts Facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

\* (A) – Alternate member

2. DETERMINATION OF QUORUM		
a. A minimum of 4 members; b. Worker representatives (faculty and staff workers who do not exercise managerial functions) and employer representatives (management workers who exercise managerial functions); c. At least half of the members must be worker representatives;		
Is there quorum for this meeting	Yes	No



* 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
---	-------------------------------------	--------------------------

**3. APPROVAL OF PREVIOUS JOHSC MEETING MINUTES**

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

- Move to adopt minutes. Moved by: Jennie Seconded by: Silva
- 

Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
---------------------------	--	--------------------------------

**4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA**

- 
- 

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

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

No actionable items noted

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

**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
136309 (136300) 2024.12.21 Faculty of Arts Motor Vehicle Accident		<p>The worker started their day working from home and left to go meet a colleague to work together. The worker was standing at a crosswalk on the way to Lougheed station from their place, and they were crossing the crosswalk when it turned into a pedestrian green light. Then the car turning right didn't stop and rushed and hit them. After that, they fell to the ground and couldn't get up. Bystanders called 911 and an ambulance came and loaded them up and went to the hospital.</p> <p><b>Root Cause:</b> The driver's (perpetrator's) negligence</p> <p><b>Corrective Action Identified:</b> No corrective actions can be determined. Incident involved a motor vehicle.</p> <p><b>Final Actions Taken:</b> No corrective actions can be taken as this incident was due to a motor vehicle.</p> <ul style="list-style-type: none"> <li>- If injured at home should be reported</li> <li>- will speak to admins to discuss scenario and duty to report.</li> <li>- Reportable because worker was on the clock and transported via ambulance</li> <li>- Will follow up on corrective actions</li> <li>- Recommendations in Cairns can be made by JOHSC if necessary</li> </ul>			C
136315(136323) 2025.01.03 AHVA DSS		<p>Organizing room for start of term, Worker and I were placing shelves in a shelving rack. Worker suddenly gasped in pain and said their back was tweaked. We stopped work. I asked if the worker should sit down and offered first aid. The worker declined said they would be alright. It was an old injury that resurfaced in the action of placing shelves. I offered the worker first aid again and if going to ER was a good idea but the worker declined again. I offered fresh water which the worker accepted.</p> <p><b>Root Cause:</b> Old injury resurfaced with repetitive motion</p> <p><b>All Corrective Actions Complete</b></p> <p><b>Corrective Action Identified:</b> Stopped work immediately to take care of worker, offer first aid (declined) reassessed environment. Area is safe to proceed work.</p> <p><b>Date Completed:</b> 2025-01-03</p> <p>Classrooms needed to be changed due to construction being done at Jack Bell.</p>			C



**5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:**

<p>136339 2025.01.05 AHVA Wesbrook Building</p>		<p>Bright overhead lighting generated severe headaches in faculty member who had to be hospitalized  <b>Root Cause:</b> Overhead lighting is extremely bright and suspected to be a key contributing factor in this incident.  <b>Corrective Action Identified:</b> - evaluating and changing lighting - recommend affected worker follows through with a lighting assessment with the UBC ergo office to address this. Provide contact            -Ergo assessment done and corrective actions will be done</p>			<p>C</p>
<p>136368 2025.01.15 POLI War Memorial Gym</p>		<p>Staff was helping set up for game day and moving a stand of chairs with a coworker. The stand of chairs kept moving when the staff stopped walking and their legs got stuck under the stand. Removing their legs from the stand, when staff got up they felt lightheaded and experienced a sudden black out for 30 seconds to a minute. After sitting for 5 minutes, staff resumed work. After a while, they applied an ice pack to legs to relieve pain. Experienced lightheadedness and fever thenight of event.            - This ended up being Athletics and Recreation so not Arts. Nick changed the CAIRS to reflect this</p>			<p>C</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)**

*Distribute inspection checklist(s) and report(s) for meeting and use this table to record discussion and new recommendation(s)*

No actionable items noted

Item # (Use Inspection #)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
<p>IR#202416709097A 2024.12.13</p>		<p>DECEMBER 13, 2024 – IR #202416709097A            Description:  <ul style="list-style-type: none"> <li>This Inspection Report documents the receipt and acceptance of the employer's full incident investigation report (EIIR) relating to an incident</li> </ul> </p>			<p>C</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)**

		<p>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"> <li>• There were zero (0) orders issued to the University.</li> <li>• JOHSC/LST General Learnings/Discussion Points:             <ul style="list-style-type: none"> <li>o Employers must ensure that all ladders used in the workplace are regularly inspected and maintained to prevent equipment failures. Damaged or faulty ladders must be removed from service immediately. In addition, confirm the height of the ladder is appropriate for the task.</li> </ul> </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)

Item # (ED-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
----------------------------	----------	---	-------------	----------------------------	--------



7. REVIEW EDUCATION AND TRAINING																	
ED 2025.01.21		<u>Western Conference on Safety</u> (in-person) on April 14-15 at the Hyatt Regency Vancouver. Early bird registration ends on March 13, 2025.			C												
ED 2025.01.21		<u>Employers' Advisers Seminars</u> (in-person or virtual): The Employers' Advisers Office In-Person and Virtual Training Schedule for January-March 2025 has now been posted for registration.			C												
ED 2025.01.21		<p><b>JOHSC Training</b> 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>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	February 18 <sup>th</sup> 10:00am – 11:30am	February 20 <sup>th</sup> 1:00pm – 2:30pm			C
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	February 18 <sup>th</sup> 10:00am – 11:30am	February 20 <sup>th</sup> 1:00pm – 2:30pm														

\* 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 ANTH- Anthropology Crosswalk leading to ANSO/MOA from Rose Garden		<p><b>Ongoing Crosswalk Safety at Marine Drive</b> Arts JOHSC is pursuing a 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 Arts 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> </ul>	Nick	February	In progress and on going



8. ONGOING BUSINESS – Status of Action Items					
		<ul style="list-style-type: none"> <li>-Work happening on road repair at southwest marine?</li> <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 reconnect with Christa Faulkner</li> <li>- Will try to do a count in January to see pedestrian traffic</li> <li>- Arts Safety to do some pedestrian counts in January</li> </ul>			
OB-02 2024.04.18 Wayfinding		<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> <ul style="list-style-type: none"> <li>- No updates available</li> <li>- Nick to connect with Brannen               <ul style="list-style-type: none"> <li>- Some signs have been updated</li> </ul> </li> </ul>	Brannen	March	IP
OB-03 2024.05.21 Jack Bell + Sauder Expansion		<p>Issues with construction being done at Jack Bell and the Sauder Expansion construction projects which fully surround BCB and DSS building which support ongoing classes in classrooms, performance spaces, workshops, digital labs, studios and staff and faculty offices</p> <p>Ongoing and Past Issues:</p> <ul style="list-style-type: none"> <li>• blocked fire escapes, without warning, or notices inside</li> <li>• 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.</li> </ul>			





8. ONGOING BUSINESS – Status of Action Items					
		<ul style="list-style-type: none"> <li>• Dust accumulation</li> <li>• Accessible entrances, ramps and routes blocked</li> <li>• Excessive noise and vibrations</li> <li>• Significant landscaping changes not being communicated, coordinated or scheduled with affected units – resulting in significant class disturbance</li> <li>• Units having to move operations and classes to adjust for ongoing disturbance</li> </ul> <p>Meetings regularly with Admins and PM’s to help mitigate concerns and process</p> <ul style="list-style-type: none"> <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> <li>- will try to establish an informal route of communications. Discussing to be had at meeting.</li> <li>- any issues please contact Brannen and he will help               <ul style="list-style-type: none"> <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> <li>• Andrea following up with Properties Trust with regards to noise. Many classes have been moved.</li> <li>• Many reports of inappropriate conversations by site workers. Site managers will be spoken to by PMs to address this with site crews</li> </ul> </li> </ul>			
OB-04		<b>Geography Heater Issue</b>			IP



8. ONGOING BUSINESS – Status of Action Items					
2024.10.15 Geography		<p>-burning smell coming from radiator enclosed in wood cabinet with grill.</p> <p>-burn marks on wood, potential for fire</p> <p>- 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.</p> <p>- Geography following up to see if any other offices have these in there offices.</p> <p>- Arts will send out messaging regarding heaters through JOHSC to all units in Arts. Check your heater clearances please.</p> <p>- CAIRS 135864(135846) submitted/Arts safety assisted with the process</p> <p>- 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</p> <p>- 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> <li>• Nick reached out to FM in this regard and is awaiting response</li> </ul>			
OB-05 Transportation of Dangerous Goods 2024.10.15		<p>Transportation of Dangerous Goods</p> <p>-anyone who is ordering is responsible</p> <p>-reminder of taking training through WPL</p> <p>- Nick will follow up with Peggy</p> <p>- MOA completed Oct TDG Survey – thanks Mauray</p> <p>- 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>	Nick	February	IP
OB-06 2024.10.15		<p>BERP in Aud X and Fire Drills in mutli unit buildings</p> <p>- who is responsible for planning Fire Drill? Arts should coordinate.</p>	Nick		IP



8. ONGOING BUSINESS – Status of Action Items					
Fire Drills		<ul style="list-style-type: none"> <li>- ARTS JOHSC to develop Fire Drill calendar?</li> <li>- 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.</li> <li>Brannnen - suggestion for Fire Drills communication to be done through Building Ops</li> <li>- Better communication regarding Fire Wardens and internal building communications</li> <li>- Create a sub-committee (Andrea, Silva, Andrew, Nick and Vicky) - will set up meeting of sub-committee</li> <li>- Nick and Vicky are collecting data on which building in Arts qualify as multi unit/faculty and will start to plot a plan forward with committee.</li> </ul>			
OB-7 2024.12.17 Terms of Reference		<p>Terms of Reference needs to be reviewed and approved for 2024-2025</p> <ul style="list-style-type: none"> <li>- CUPE's are responsible to provide members to JOHSC. Suggestion to make them aware.</li> <li>- Best to make Dean aware in March with regards to doing a "call out"</li> <li>- Change in document that JOHSC committee can approve new members. Terms of Reference for 2024-2025 has been Approved</li> </ul>			C
OB-08 2024.12.17 Chan Center		<p>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</p> <ul style="list-style-type: none"> <li>- Changes will be sent to Nick and then to Records</li> </ul>	Nick Andrew		IP
OB-09 2024.12.17 AHVA		<p>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</p>			IP



8. ONGOING BUSINESS – Status of Action Items						
		is still blocked off. Need clarity from parking access and Patrick. Access is needed for Laserre. Theatre and Film also use Parkade - Issue to be brought up to FM Patrick Wong				
OB-10 2024.12.17 AHVA Fire Extinguishers		Andrea - Some fire extinguishers not updated. Email James Belevance - Andrea will follow up with James Belevance				IP

\* 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 2025.01.21 Engineering Control Survey		<b>Engineering Control Survey</b> 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			C	



10. NEW & OTHER BUSINESS					
		<p>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 <a href="mailto:research.safety@ubc.ca">research.safety@ubc.ca</a></p>			
NB-02 2025.01.21 UBC Alert Testing		<p><b>UBC Alert testing on January 17 – are you in the loop?</b> <u>UBC Alert</u> 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 <u>up to date on Workday</u>.</p> <p>The UBC Alert system works in tandem with <u>UBC Safe App</u> in Vancouver, and a push notification will also be sent through the app during the test. <u>Download the app</u> and turn on push notifications to receive important updates for safety and security risks.</p> <p>Learn more about <u>UBC Alert</u> and <u>UBC Safe App</u>.</p>			C



10. NEW & OTHER BUSINESS					
NB-03 2025.01.21		<p><b>Bell Let's Talk – Mental Health</b> 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 <a href="#">Bell Let's Talk</a>.</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 <a href="#">UBC Health and Wellbeing</a>. For additional educational opportunities, explore our mental health-related courses at <a href="#">UBC Workplace Learning</a>. Together, we can foster a healthier, more supportive community.</p> <p>Smoke at DSS</p>			C
NB-04 2025.01.21		Nick discussed request from Applied Sciences to collaborate with other JOHSC's with regards to sharing issues that happen at Workshops. Arts JOHSC is in favor of collaborating. More details to follow on how it will all work.	Nick		IP
NB-04 2025.01.16 DSS		Smell and smoky haze coming from Utility room. Evacuation of building. Fire department responded. Room 105 washroom ballast? Accident investigation done. Didn't seem smoke came from that area. Clear given to return to building. Area still had an order at 4pm. Next day smelled very mild. Unsure where it is coming from. Immediately reported. Nick called SRS.	Nick		IP

\*NB – New Business

11. NEXT MEETING	
Date:	Tuesday February 18, 2025
Time:	10:00am
Location:	Via Zoom



**12. MEETING ADJOURNED**

Time:	11:15am
-------	---------

**LEGEND**

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