



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee:	UBC Facilities (Building Operations) Trades	Worker Co-Chair:	Ben Scott (co-chair)
	Joint Occupational Health & Safety Committee	Employer Co-Chair:	Sean McGregor (chair)
Date:	February 11 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
--	--

1. ROLL CALL					
Worker Representatives	Association /Union	Work Location	Present	Regrets	Absent
Riccardo Palumbo	CUPE 116	Architectural Trades – Bricklayer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tim Harper	CUPE 116	Construction Office - Trades	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lester Leonor (alternate)	CUPE 116	Construction Office - Trades	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sean Brown (co-chair alternate)	CUPE 116	Electrical Trades – Electrician	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Benjamin Scott	CUPE 116	Electrical Trades – Electrician	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mark Roberts (alternate)	CUPE 116	Electrical Trades – Electrician	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Conor Hourigan	IUOE 115	Mechanical Trades – Mechanical Maintenance	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mike Paley	P&P Manager, Electrical Trades	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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	Clerk, UBC Facilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. DETERMINATION OF QUORUM

- a. A minimum of 4 members;
- b. Worker representatives (faculty and staff workers who do not exercise managerial functions) and employer representatives (management workers who exercise managerial functions);
- c. At least half of the members must be worker representatives;

Is there quorum for this meeting?

** If quorum is not met, the meeting does not qualify as a monthly meeting. The monthly meeting will need to be rescheduled within the same month.*

Yes

No



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

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

5. REVIEW CENTRAL ACCIDENT/INCIDENT REPORTING SYSTEM						
<i>Attach inspection checklist(s) and report(s) to these meeting minutes and use this table to record discussion and new recommendation(s)-17</i>						
Item # (Use CAIRS Incident ID #)	Priority	Date	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
136333	B	2025-01-09	<ul style="list-style-type: none"> Incident discussed. No further action. Incident closed. Driver had been reversing the vehicle to leave parking stall and contacted an adjacent private vehicle. One of the faculty members happened to be outside to share the owner's details.			C



5. REVIEW CENTRAL ACCIDENT/INCIDENT REPORTING SYSTEM					
			<p>Root Cause: Worker did not use the reversing camera and only relied on the side mirrors when pulling out of the parking stall.</p> <p>All Corrective Actions Complete</p> <p>Corrective Action Identified: Crew Safety Meeting: Reviewing vehicle operator responsibilities and safe driving practices. Backing into stalls, reporting incidents, etc.</p> <p>Estimated Completion Date: 2025-01-22</p> <p>Final Actions Taken: Done</p> <p>Date Completed: 2025-01-22</p>		
136424 (136432)	B	2025-01-21	<ul style="list-style-type: none"> • Incident discussed. No further actions. Incident closed. <p>Employee was working from on a ladder and when they stepped off the first step, they rolled their ankle. Employee states that they felt a sharp pain in his left ankle and then it went away. They were not carrying anything heavy when they stepped down from the ladder. The employees stated that there were no witnesses, and that they did not notice any swelling immediately, but when he returned to the zone office and removed his work boots he noticed some discomfort. The left ankle became worse in the morning and once he reported to work he went to first aid.</p> <p>Root Cause: Employee was distracted enough to not realize the distance from the last step of the ladder and caused them to roll their ankle when stepping off.</p> <p>All Corrective Actions Complete</p> <p>Corrective Action 1</p> <p>Corrective Action Identified: Remind employee, and crew talk the need to stretch and limber up before engaging in physical movements that will require strength, balance and agility to undertake. Ensure to emphasize this when using a ladder.</p> <p>Estimated Completion Date: 2025-01-28</p> <p>Final Actions Taken: Crew Talked</p> <p>Date Completed: 2025-01-28</p> <p>Corrective Action 2</p> <p>Corrective Action Identified: Crew talk the need to ensure when working from a ladder it is stable and level, in order to avoid any chance of this type of injury happening while stepping off the ladder.</p> <p>Estimated Completion Date: 2025-01-28</p>		C



5. REVIEW CENTRAL ACCIDENT/INCIDENT REPORTING SYSTEM						
			<p>Final Actions Taken: Crew talked Date Completed: 2025-01-28</p>			
136433	B	2025-01-23	<ul style="list-style-type: none"> The use of insulated gloves could have prevented shock. Incident discussed. No further action. Incident closed. <p>Worker was troubleshooting an MCC bucket. Worker's hand touched an exposed fuse block while troubleshooting on the terminal block. Worker felt a tingle in the right index finger but no lasting pain. Root Cause: root cause was appropriate PPE not used. All Corrective Actions Complete Corrective Action Identified: Discuss with worker the need to use the appropriate PPE for the task. Estimated Completion Date: 2025-01-31 Final Actions Taken: Discussed PPE that could have prevented the shock and should have been used. Also discussed as part of a larger conversation to address electrical safety. Date Completed: 2025-01-23</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	
<p>Did JOHSC members identify any trends? limited space, planning, and complacency The topic of how to combat complacency in the workplace was discussed. It appears some workers are too comfortable with the job and they have stopped looking for potential hazards and/or failing to wear proper PPE.</p> <p>Did JOHSC members make any recommendations? It was suggested that the safety mindset should be implemented at the Head level, so that the Head can properly inform their respective workers on safe work procedures.</p>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Jan 1 ST 2025 Quarterly Statistics	
<p>Did JOHSC members identify any trends? 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.</p> <p>Did JOHSC members make any recommendations? Trades to start carrying bump caps either in their van or to the job site. Reminder that supervisors have the responsibility to remind staff of hazards. Suggestion made to positively reinforce worker to wear required PPE. Architectural and Paint Shop doing a review and will advise of their recommendations next month. It was mentioned that Architectural Stats had no injuries for the year.</p>	<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)					
<i>Attach inspection checklist(s) and report(s) to these meeting minutes and use this table to record discussion and new recommendation(s)-17</i>					
Item # (Use Inspection #)	Priority	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status



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-Carpentry-115	B	<ul style="list-style-type: none"> There is a low hanging vacuum pipe by the South-East work benches of the shop that has potential to cause a head injury or damage tall materials being moved. Its height is approx. 7 ft. above the floor. Recommended action is to cap the end of the vacuum pipe, to seal the sharp edges. This would not be a safety issue, as it's no longer connected to any machinery for dust extraction. Alternatively wrapping the edge of the pipe with hazard/caution tape to highlight potential hazard. It was advised that the pipe has been wrapped with tape. Inspection closed. 			C
GI-Metal-114	B	<ul style="list-style-type: none"> Inspection noted tires on trucks should be rated for mud and snow as many trucks have gotten stuck in the snow this year. Crew advised to check tire tread when doing their vehicle inspections. It was noted that the Garage is replacing the all-season for all-weather (snow flake) tires when replacement is required. Assuming the replacement happens over the next few years, all vehicles should have new tires 			C
GI-Paint-113	B	<ul style="list-style-type: none"> Fan was replaced. Inspection closed. The exhaust fan in back room 0065A may not be working. SR submitted WO 344679 to Millwrights to check out the fan. 			C
GI-Paint-112	B	<ul style="list-style-type: none"> Utilities replaced light. Inspection closed. One light out in the paint shop near room 0065. SR submitted WO 346795 to Utilities 			C
GI-Carp-110	B	<ul style="list-style-type: none"> Fire extinguisher has been replaced. Inspection closed. 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. 			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-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	2025-03	IP
GI-Carp-55	B	<ul style="list-style-type: none"> • Committee acknowledged receipt of the new SR-002.01 Management of Aerial Lifts and Mobile Work Platforms Procedure and STR-001.01 Maintenance Management of Safety Harnesses procedure. Committee discussed. No further actions. Item closed. • 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. • 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. 			C



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

		<ul style="list-style-type: none">• 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 tools2. 48 missing manuals and inspections3. Inspection reminders not being sent out4. Harnesses require asset tags and last inspection date			
--	--	--	--	--	--



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>5. Job aids</p> <p>6. Stores to manage record keeping.</p> <ul style="list-style-type: none">• The responsibility for inspection, maintenance, and adding assets to Planon resides with Stores. No update. In progress.• On-going. Committee will review again in March.• The responsibility for inspection, maintenance, and adding assets to Planon resides with Stores. In progress.• Kevin and Frank are still in discussion with Paul. In progress.• Kevin and Frank have not yet sent the asset data list to stores. In progress.• Kevin and Frank held a meeting with Paul Harris, Stores, prior to the JOHSC meeting. During the meeting, it was identified that certain asset information has not been entered into Planon. It was agreed that Stores will take responsibility for maintenance after the information has been properly entered into Planon. To facilitate this process, Kevin and Frank will provide equipment information to Stores. In progress.• Kevin Morris has sent Stores a list of inventories to maintain and log maintenance activity. In progress.• Accurate asset list for machinery is been created for Planon. In progress.• After reading I-C-03 Tool Management Policy, the responsibility for the inspection/ maintenance of the large shop machinery resides with stores. Kevin will facilitate the transfer of this over to Stores to handle. In progress.• Kevin Morris suggested Stores to take on a bigger role to maintain the equipment. This issue will also be addressed in the 21-day recommendation letter.• Formal process in progress.• Kevin Morris is speaking with Maintenance Planning for implementing inspection reports in Planon. In progress.			



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 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. 			
--	--	---	--	--	--

GI- General Inspection

6a. REVIEW TRACKING WORKPLACE 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"/>	
February 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"> light replacements 	
--	--

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.</i> ED-17/09/19-01		<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	B	<p><i>Additional 8 hours of Occupational Health and Safety (OHS) Training</i></p> <ul style="list-style-type: none"> 2025-02-11: Mark Roberts and Tom Takaki expressed interest in going. New registration deadline is February 28th, 2025. Those attending will need to send completed registration forms 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. 2025-01-14: 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>	All	2025-03	IP



7. REVIEW EDUCATION AND TRAINING											
		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.									
ED-2025-01-14-05	B	<p><i>Terms of Reference (ToR)</i></p> <ul style="list-style-type: none"> 2025-02-11: In progress. 2025-01-14: Sean McGregor will be responsible for reviewing the Terms of Reference and will share the completed draft with the committee next month. In progress. Terms of Reference (ToR) should be updated and ready for the new members to review and approve at the start of the April meeting. 	Sean McGregor	2025-03	IP						
ED-2025-01-14-04	B	<p><i>JOHSC Membership Re-Election Time</i></p> <ul style="list-style-type: none"> 2025-02-11: Electrical Shop is in the process of electing new worker representatives. In progress. 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 1230 1470 1388"> <thead> <tr> <th colspan="2">JOHSC Training</th> </tr> <tr> <th>Part 2a</th> <th>Part 2b</th> </tr> </thead> <tbody> <tr> <td>March 11th 10:00 am – 12:00 pm</td> <td>March 14th 1:00 pm – 3:00 pm</td> </tr> </tbody> </table>	JOHSC Training		Part 2a	Part 2b	March 11 th 10:00 am – 12:00 pm	March 14 th 1:00 pm – 3:00 pm	All	Info	E
JOHSC Training											
Part 2a	Part 2b										
March 11 th 10:00 am – 12:00 pm	March 14 th 1:00 pm – 3:00 pm										

* ED – Education and Training



8. ONGOING BUSINESS – Status of Action Items					
Original Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
<i>E.g.</i> NB-17/04/11-811	E	<i>Add any additional relevant information pertaining to the status of this item – keep most recent information on top. If long list of details, older less pertinent information can be removed as will have already been recorded in previous minutes</i>			
NB-2024-12-10-99	B	<p><i>Annual Tool Re-Certification</i></p> <ul style="list-style-type: none"> 2025-02-11: Submitted payroll documentation to MSA waiting for cost of membership. In progress. 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	2025-03	IP
NB-2024-12-10-98	B	<p><i>USB Traffic Pattern</i></p> <ul style="list-style-type: none"> 2025-02-11: Committee discussed vehicle bumper overhang, which is affecting site lines along Lower Mall. Recommendation to install car stopper-barrier to prevent vehicles backing up too far. Line painting will be done when weather improves. In progress. 	Ben Scott/ Sean McGregor	2025-03	IP



8. ONGOING BUSINESS – Status of Action Items					
		<ul style="list-style-type: none"> 025-01-14: 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. 			
NB 2024-12-10-96	B	<p><i>AED Installation</i></p> <p>2025-02-11: In alignment with UBC's Overdose Prevention and Response Program, the Construction Office will be installing new Naloxone kits across campus next to existing Automated External Defibrillator (AED) starting this week.</p> <p>The work is anticipated to be completed by end of February. The work will include:</p> <ul style="list-style-type: none"> Minor alterations to existing AED signage. Installing the new Naloxone kits. Installing new instructional signage. <p>For more information about the naloxone kits, please visit the Campus Security website. For questions regarding the installation, please reach out to Kevin Morris (kevin.morris@ubc.ca)</p> <ul style="list-style-type: none"> 2025-01-14: Installations in progress. 2024-12-10: Naloxone kits are being installed in alarmed cabinets in company with AEDs at various location. 	Kevin Morris	2025-03	IP
NB 2024-12-10-94	B	<p><i>Platform Ladders</i></p> <ul style="list-style-type: none"> 2025-02-11: SRS will assist with updating I-C-04. In progress. 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 committee discussed the use of platform ladders. Workers gave mixed 	Rosanna Ma	2025-03	IP



8. ONGOING BUSINESS – Status of Action Items					
		<p>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"> • 2025-02-11: Clerks have been cross-trained, so that records can be updated in a timely manner. No further action. Item closed. • 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.). 			C
NB-2024-10-08-82	B	<p><i>Hearing Protection</i></p> <ul style="list-style-type: none"> • 2025-02-11: In progress. • 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	2025-03	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"> 2025-02-11: Scheduling in progress for Sheetmetal. Sean McGregor will advise Rosanna on volunteers from mechanical and plumbing shop. 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: 	Rosanna Ma	2025-03	IP



8. ONGOING BUSINESS – Status of Action Items					
		<ul style="list-style-type: none"> - <i>New Trade Shed Lighting</i> - <i>Injury Reduction Planning</i> - <i>Shop Noise Testing in Carpentry (0053), Metal (0003F) and Plumber/Steamfitter/Millwright (0003A)</i> - 			
NB-2024-06-11-62A	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 	Rosanna Ma	2025-03	IP



8. ONGOING BUSINESS – Status of Action Items					
		<ul style="list-style-type: none"> ○ Silica – Jackhammering into Concrete <p>The Silica documents are also saved in the Shared drive: S:\PoliciesAndProcedures\HealthSafety\SafetyProcedures\Silica.</p>			
NB-2024-06-11-62B	B	<p><i>Hepa-Vac Equipment</i></p> <ul style="list-style-type: none"> ● 2025-02-11: Although Stores carry vacuums, Kevin Morris is sourcing new vacuum systems for the construction office. The equipment will have an “H” rating for vacuuming hazardous substances, such as silica, lead, and asbestos. 	Kevin Morris	2025-03	N
NB-2024-12-12-30	B	<p><i>Henry Angus Rooftop – Cell Phone Antennae Lockout SWP</i></p> <ul style="list-style-type: none"> ● 2025-02-11: In progress. ● 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 	Rosanna Ma	2025-03	IP



8. ONGOING BUSINESS – Status of Action Items

		<p>adhere to same requirements moving forward as part of permitting process. In progress.</p> <ul style="list-style-type: none">• 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.• 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
		<p><i>For all JOHSC Recommendation Letters (correspondence) make sure to refer to any applicable incident, investigations or other related occurrences by item #. DO NOT MOVE OUT OF THIS SECTION – this section is to be used to ensure employer is responding within 21 calendar days. Once correspondence is complete item can be removed. NOTE: Item # that correspondence pertains to should remain in the “Ongoing Business” and updated with any additional information until fully resolved.</i></p>				
WSBC-202516973017A	B	<p><i>Description:</i></p> <ul style="list-style-type: none"> o Inspection Report – WSBC Accepts Full Investigation Report (UBC Facilities) o WSBC Accepts Full Investigation Report related to an incident which occurred on Dec 19, 2024 (posted on Dec 24, 2024). Worker was checking the building generator and received a shock to their lower leg. Worker attended the hospital for further medical assessment. Zero (0) orders were issued to the University. <p><i>JOHSC/LST General Learnings/Discussion Points:</i></p> <ul style="list-style-type: none"> o Contractors working in UBC spaces must abide by UBC health and safety rules and processes. UBC staff who witness an unsafe act or condition must report it immediately. Call Campus Security @ 604-822-2222. 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 	All	2024-12-13	n/a	n/a



9. JOHSC RECOMMENDATION LETTERS & WORKSAFEBC CORRESPONDENCE

		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				
--	--	--	--	--	--	--

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	For new items that are not currently in “ongoing business”. 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			
NB-2025-02-11-133	B	<i>Scaffolding Policy and SWP</i> <ul style="list-style-type: none"> 2025-02-11: Scaffolding Working Group has updated and finalized the I-C-02 Scaffolding Policy and is available on the Facilities Policies & Guidelines webpage. The Working Group is working on finalizing the Scaffolding Safe Work procedure (SWP) and <u>is looking for feedback/input from the JOHSCs</u>. Documents were sent to the JOHSC members on Jan. 20, 2025. Please review the SWP and provide feedback to Jenniffer Sheel (jen.sheel@ubc.ca) by <u>Friday, February 28th</u>. 	All	2025-02-28	N
NB-2025-02-11-132	B	<i>Removal of Substrate</i> <ul style="list-style-type: none"> 2025-02-11: If workers have concerns of what type of material is underneath a substrate when doing demolition, they should contact their Head. Also, a good reference is the Job Safety Review, which will list safe removal methods. If information is not on the JSR, worker is encouraged to give feedback at the next JSR review. 	Riccardo Palumbo	Info Only	E



NB-2025-02-11-131	B	<p><i>Snow Arrival</i></p> <p>The forecast says that snow is on the way! For information on ice prevention, snow removal and links to campus notifications and protocols visit the UBC Facilities website.</p>	All	Info Only	E
NB-2025-02-11-130	B	<p><i>UBC Ergonomics Team</i></p> <p>The UBC Ergonomics Team is looking for dedicated staff members who are interested in learning more about ergonomics and becoming an Office Ergo Rep in their department. Ergonomics can play a key role in improving staff wellbeing, health, and safety. Office Ergo Reps are trained in simple workstation set-ups, signs and symptoms of injuries from poor ergonomics, and strategies to reduce musculoskeletal injuries—all to help ensure your colleagues feel comfortable and supported in their workspaces!</p> <p>Upcoming Training Sessions</p> <p>Choose from one of our upcoming training dates:</p> <ul style="list-style-type: none">• Thursday February 20th, 9am-12pm• Tuesday February 25th, 9am-12pm <p>Sign up now through the Office Ergo Rep Canvas Course! Once you have enrolled, please make sure to review the Welcome & Program Training and Requirements section before selecting a timeslot. Once you have registered in a timeslot, no further action is required at this time</p> <p>Why become an Office Ergo Rep?</p> <ul style="list-style-type: none">• Gain valuable expertise in ergonomics• Play a vital role in promoting wellbeing, increasing productivity, and preventing injuries• Help colleagues feel more comfortable and supported at work• Build leadership skills and make an impact in your department	All	Info Only	E



		<p>What's involved?</p> <ul style="list-style-type: none">• Training: Attend a 3-hour, in-person training course. We will equip you with the practical skills, knowledge, and tools to assist your colleagues with basic ergonomic needs.• Ongoing support: No quizzes or assignments—just the satisfaction of helping others. Plus, our ergonomics team will always be there to back you up with complex cases or questions. <p>Questions? If you would like more information, feel free to reach out to us at ergonomics.info@ubc.ca</p>			
NB-2025-02-11-129	B	<p><i>UBC Sexual Misconduct Policy</i></p> <p>UBC has updated its Sexual Misconduct Policy and has launched new training for all faculty and staff to ensure everyone understands UBC's expectations under the revised policy.</p> <p>A new mandatory training course has been created for faculty and staff. The new course, called Preventing and Responding to Sexual Misconduct, will take approximately 15-20 minutes to complete. It is accessible through Workplace Learning (WPL) and will educate all faculty and staff on the policy, including how to support a workplace free from sexual violence and how to respond to disclosures of sexual violence in a trauma-informed way.</p> <p>Please encourage your teams to complete the training by February 28. Faculty and staff who have not completed the training by that date will receive reminder notifications via Workday until they have done so.</p> <ul style="list-style-type: none">• Find out more about UBC's revised Sexual Misconduct Policy	All	Info Only	E



		<ul style="list-style-type: none"> To complete the training, visit Preventing and Responding to Sexual Misconduct <p>Learners are encouraged to complete the training in an environment that feels safe for them and to reach out to the Sexual Violence Prevention and Response Office (Vancouver or Okanagan) for support as needed.</p>			
--	--	---	--	--	--

*NB – New Business

11. FOLLOW-UP BUSINESS – Status of Action Items					
Original Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
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:	March 11th, 2025
Time:	1:00 – 3:15 pm
Location:	Conference Room 1020



13. MEETING ADJOURNED

Time:	2:23
-------	------

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

- Responsible Managing Director – John Metras
- Responsible Director – Denise Pearce and Nikii Hoglund
- All JOHSC members
- CUPE 116 and IUOE115
- Safety and Risk Services – ubcsafety.committee@ubc.ca