



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: UBC Building Operations Municipal Joint Occupational Health & Safety Committee

Worker Co-Chair: n/a
Employer Co-Chair: Rishi Purohit

November 12th, 2025

Time: 12:30 p.m. – 3:00 p.m.
Location: Room 1020

AGENDA:

1. Roll Call	6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)
2. Determination of Quorum	6a. Tracking Workplace Safety Inspections
3. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes	7. Review Education and Training
4. Additional Agenda Items, Review Actionable Items from Local Safety Team (LST) Minutes & Approval of Agenda	8. Ongoing Business – Status of Action Items
5. Review Central Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents	9. JOHSC Recommendation Letters (Correspondence)
5a. Quarterly Statistics	10. New and Other Business
	11. Follow Up Business
	12. Next Meeting
	13. Meeting Adjournment

1. ROLL CALL

Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Davis Roy (co-chair)	CUPE 116	Soft Landscape	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Jonah Peters (ALT)	CUPE 116	Soft Landscape	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sebastian Yep (ALT)	CUPE 116	Soft Landscape	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dayrit Cabutihan	CUPE 116	Waste Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diosdado Pelobello (ALT)	CUPE 116	Waste Management	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Barry Jones (ALT)	CUPE 116	Municipal Street Operations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Julio Hernandez (co-chair ALT)	CUPE 116	Municipal Street Operations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ayoub Tennoune	CUPE 116	Municipal Moving Crew	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



Jag Khella	CUPE 116	Stores	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Issac Poku (ALT)	CUPE 116	Stores	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Andy Russell	CUPE 116	Garage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dillon Duckworth (ALT)	CUPE 116	Garage	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Employer Representatives	Work Location		Present	Regrets	Absent
Tamas Weidner	Manager, Municipal Waste Management		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Calvin Cheung	Manager, Municipal, Labor Division		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dale Low	Manager, Municipal Soft Landscape		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Jenniffer Sheel (ALT)	Director, Municipal Services		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Paul Harris (co-chair ALT)	Manager, Stores		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Rishi Purohit (co-chair)	Fleet and Asset Manager		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/Guests	Work Location		Present	Regrets	Absent
Wendy Lam	Clerical (Minutes Taker)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rosanna Ma	SRS		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Paul Gill	SRS		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. DETERMINATION OF QUORUM

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

Is there quorum for this meeting?

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

Yes

No

3. APPROVAL OF PREVIOUS JOHSC MEETING MINUTES

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

Move to adopt minutes.

Moved by: Andy Russell

Seconded by: Sebastian Yep

List amendments to minutes:

Are the minutes approved?

Yes

No



4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

- Co-Chair Monthly Email from SRS
- JOHSC Annual Evaluation Review

4A. 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"/>
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5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

See attached incident report:

Monthly Incident List & Statistical Summary Report (make note of trends etc. For any general CAIRS information that requires discussion or action, please record under "New Business". 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	Date	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
138102	B	10-09-25	<ul style="list-style-type: none"> • Crew talk was held to remind staff to report all incidents and injuries that affect work. Staff were also reminded to stay aware of their surroundings. Incident discussed and closed. <p>Description: Incident happened before shift. Worker was getting off of bus to come to work, the bus door started to shut and struck worker on big toe, causing soreness and bruising. Pain got worse throughout the day, but got better in the days following.</p> <p>Root Cause: Automatic Door shutting</p>			C
138121	B	10-10-25	<ul style="list-style-type: none"> • Corrective Action Identified 1: Review and reinforce three-point contact procedures when entering or exiting vehicles. Final Actions Taken: discussed with worker on 2025-11-06 • Corrective Action Identified 2: Inspect the recycling truck's passenger-side steps and handholds for wear, damage, or improper placement that 			C



			<p>could contribute to a missed step. Final Actions Taken: No damage and or wear could be identified, steps and handles are in good working condition and are present on 2025-11-06. Incident discussed and closed.</p> <p>Description: At approximately 2:45 p.m., the employee was exiting the recycling truck from the passenger side. The vehicle is equipped with two steps for operators to use when exiting; however, the employee missed the second step with their right foot and stepped directly onto the ground. This resulted in a strain to the right ankle.</p> <p>The employee was wearing appropriate footwear at the time. The ground surface was level, and no trip hazards were present. The employee continued working but experienced increasing pain. At approximately 4:45 p.m., they attended first aid and were advised to seek medical attention. The employee went home following the incident and will schedule a medical appointment.</p> <p>Root Cause: Worker was getting out of a vehicles that has two steps, worker misjudged and missed a step.</p>			
138142	B	10-15-25	<ul style="list-style-type: none"> • Corrective Action Identified 1: Worker placed on modified/light duties as per medical advice until full recovery. Final Actions Taken: Worker performed light duties until back recovered. Date Completed: 2025-10-20. • Corrective Action Identified 2: Meet with UBC Furniture Re-Use It administrators to discuss options for improved storage planning. Specifically, explore the feasibility of storing large or heavy furniture items on the main floor of the building rather than upper levels, as the building does not have an elevator. This would help eliminate the need for manual carrying of heavy items. Date to be Completed: 2025-11-14. In progress. <p>Description: An employee was working with a partner to move a desk up three flights of stairs in a building without an elevator. Each worker was positioned at one end of the desk. While lifting and maneuvering the desk upstairs, the worker on the upper end felt pain in the lower left side of their back. The worker reported the incident to their supervisor and continued to work for the remainder of the day. The following morning, the worker experienced continued discomfort in the lower back and attended first aid, where they were advised to visit UBC Hospital. At the hospital, the worker was advised to refrain from lifting until the pain subsides. The worker has</p>	Tamas Weidner	2025-12	N



			<p>continued to work on lighter duties and will resume regular tasks once fully recovered.</p> <p>Root Cause: Manual handling of heavy furniture up multiple flights of stairs without the use of mechanical aids significantly increased the risk of back strain. Inadequate task planning — the move was performed manually rather than assessing alternate methods (e.g., disassembling the desk, using lifting equipment, or more personnel).</p>			
138150	B	10-17-25	<ul style="list-style-type: none"> • Incident discussed. No further actions. Incident closed. <p>Description: Worker was walking around tree and accidentally stepped in a hole created by roots that was covered in debris. As falling hit calve on another root.</p> <p>Root Cause: working on uneven surface</p> <p>Corrective Actions: Not Complete Corrective Action 1 Corrective Action Identified: Remind crew to be more aware of surroundings and foot placement Estimated Completion Date: 2025-11-12</p>			C
138207	B	10-22-25	<ul style="list-style-type: none"> • As it is currently leaf-blowing season, staff were reminded in the Soft Landscape safety meeting to use the waist belt, take breaks as needed, and stay mindful of their physical condition. Incident discussed and closed. <p>Description: Worker was operating leaf blower and developed a sore back/neck</p> <p>Root Cause: Pre-existing condition exasperated by routine work</p>			C

5a. REVIEW CENTRAL ACCIDENT/INCIDENT STATISTICS Quarterly and Annually	
July 2025 Annual Statistics	
<p>Did JOHSC members identify any trends?</p> <ul style="list-style-type: none"> • Top accident types with most medical treatment and time loss: Repetitive motion and overexertion • Top injury types with most medical treatment and time loss: Other Strains and back strain <p>Ongoing trend of musculoskeletal injuries (MSIs). A number of incident-only motor vehicle accidents and rubbed, abraded, sharp contact accident types</p>	<input checked="" type="checkbox"/>



Did JOHSC members make any recommendations? There has been an increase in workplace injuries during May and June, which corresponds with the onboarding of new employees. Emphasize safety training for all new hires to reinforce safe practices and reduce the risk of injury.	<input checked="" type="checkbox"/>
Oct 2025 Annual Statistics	
Did JOHSC members identify any trends? Sizeable gap between the number of incident-only and medical treatment incidents which demonstrates a positive reporting culture.	<input checked="" type="checkbox"/>
Did JOHSC members make any recommendations? Continued crew talks	<input checked="" type="checkbox"/>

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

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

No actionable items noted

Item # (Use Inspection #)	Priority	Action Plan (Actions Taken/Need to be taken) Description of Hazard: <i>(specific location and/or equipment, nature of hazard)</i>	Assigned To	Follow up: Date Pending	Status
Garage 391	B	<ul style="list-style-type: none"> Nov 2025: Fire Extinguisher inspection due November 22nd, 2025. Rishi to email Scott Runquist, Project Coordinator - Architectural, for updates. 	Andy Russell	2025-12	N
Header Hse-390	B	<ul style="list-style-type: none"> Nov 2025: Hot water has been restored. Item closed. Oct 2025: Heating and hot water not working because of BRDF Fire 			C
Header Hse-389	B	<ul style="list-style-type: none"> Nov 2025: Continue to monitor. Oct 2025: Warehouse materials are being stored at Nursery, currently no issue but will need to be watched 	Dale Low	2025-12	IP
Stores- 388	B	<ul style="list-style-type: none"> Nov 2025: In progress. Rishi to follow up with Paul. Oct 2025: The cable has been temporarily repaired but currently remains lying on the floor. Recommend installing a wall-mounted hook to secure the cable above floor level and prevent potential trip hazards or damage. Electricians to assess and advise on the procurement and installation of a replacement cable. In progress. 	Jag Khella	2025-12	IP



		<ul style="list-style-type: none"> Sept 2025: Charging cable for hand truck is frayed with exposed wires. Recommend contacting Electrician. SR submitted for repair. Temporary repair was done right away and a new cable is on order. 			
SCW-387	B	<ul style="list-style-type: none"> Nov 2025: Cleanup is done. Item closed. Oct 2025: On going Sept 2025: South Campus Warehouse needs housekeeping. Clean-up dirt and garbage. 			C
Seacan-359	B	<ul style="list-style-type: none"> Nov 2025: Plan in place, and the work is expected to be completed within Dec. Oct 2025: Dale Low has reviewed the pre-remediation report, and a mold removal company has been contacted. In progress. Sept 2025: Pre-remediation report has been completed and forwarded to Dale Low and the Project Manager. In progress. Aug 2025: VOHS Consulting is preparing a pre-remediation report for the 8 Seacans. The report is expected to be done before September. In progress. Jul 2025: Dale Low will follow-up with Project Manager. In progress. Jun 2025: Ildar Altynbaev, Project Manager 1 – Construction Office, will take over this project. In progress. May 2025: Items in existing seacans will be temporarily relocated to the Green Shed. Existing seacans will be replaced with new Seacans. Asked supervisors to express required shelving. Apr 2025: In progress. Mar 2025: After discussion with the crew and committee it was suggested that items in the Seacan be moved to a drier location, i.e. Green Shed, with regular 6-month inspection schedule for mold. In progress. Feb 2025: Dale Low proposing to replace the existing seacans instead of remediating. They will then install new shelving units as required for storage. In progress. Jan 2025: In progress. Dec 2024: Consultants identified mold in all Seacan. Dale is awaiting a response from a remediation company regarding mold removal. Nov 2024: Consultant did assessment of the Seacan waiting for results. In 	Dale Low	2025-12	IP



	<p>progress.</p> <ul style="list-style-type: none"> • Oct 2024: Dale Low and Dayu Song working on a request for service. In progress. • Sept 2024: Dale is exploring the possibility to have a contractor and submitting Wos in the system. • Aug 2024: In progress. • Jul 2024: Funding from “Unplanned Renewal Fund”. In progress. • Jun 2024: Funding approved for this project. In progress. • May 2024: SRS visited the site and provided Dale with a mold assessment quote from the consultant. In progress. • Apr 2024: In progress. • Mar 2024: In progress. • Feb 2024: Possible solutions being discussed are silica gel desiccants to remove moisture from the air or dehumidifier. In progress. • Jan 2024: In progress. • Dec 2023: High levels of humidity in Seacan. Jonah to research possible solutions. 			
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6a. REVIEW TRACKING WORKPLACE INSPECTIONS						
	MRF/Compost/SCW	SOS/Warehouse	Soft Landscape	Garage	Stores/Shed 7	FOLLOW UP
July 2025	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
August 2025	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
September 2025	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
October 2025	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
November 2025	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	



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				
ED-2025-08-13-24	B	<p><i>JOHSC Training</i></p> <table border="1"> <thead> <tr> <th>Part 2a</th> <th>Part 2b</th> </tr> </thead> <tbody> <tr> <td>n/a</td> <td>n/a-</td> </tr> </tbody> </table> <ul style="list-style-type: none"> Currently, there are no sessions scheduled for Part 2 of either the JOHSC or LST training. You can register for JOHSC training part 1 here, and LST training part 1 here. 	Part 2a	Part 2b	n/a	n/a-	All	Info	E
Part 2a	Part 2b								
n/a	n/a-								
ED-2025-06-11-23	B	<p><i>New member – Sebastian Yep</i></p> <ul style="list-style-type: none"> 2025-11-12: In progress. 2025-06-11: Sebastian Yep is the new worker alternate for soft landscape. Sebastian needs to complete Part 1 and Part 2a and 2b JOHSC Safety Training by December 2025. 	Sebastian Yep	2025-12	IP				
ED-2025-04-09-20	B	<p><i>New member – Diosdado Pelobello</i></p> <ul style="list-style-type: none"> 2025-11-12: Diosdado has completed Part 2. Item closed. 2025-06-11: Diosdado completed Part 1. 2025-04-09: Diosdado Pelobello is the new worker alternate for Waste Management He has till October 2025 to complete Part 1 and Part 2a and 2b. 			C				
ED-2025-03-12-15	B	<p><i>New member – Ayoub Tennoune</i></p> <ul style="list-style-type: none"> 2025-04-09: Ayoub has completed Part 1 of JOHSC training. 2025-03-12: Ayoub Tennoune is the new worker rep for Municipal Moving Crew. He has till September 2025 to complete Part 1 and Part 2a and 2b. 	Ayoub Tennoune	2025-12	IP				



8.ON GOING BUSINESS – Status of Action Items					
Original Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
NB-2025-10-22-170	B	<p><i>Vehicle Refresher Course</i></p> <ul style="list-style-type: none"> 2025-11-12: Online training modules are available. Rishi to share the list with committee members. Staff who require training can contact Rishi for enrolment. The committee agreed to use this as a corrective action for vehicle-related incidents. 2025-10-22: Due to minor vehicle accidents in the CAIRS report, it was suggested to discuss the implementation of a vehicle refresher course. 	Rishi Purohit	2025-12	IP
NB-2025-10-22-169	B	<p><i>Portable Ladder Program Draft Version</i></p> <ul style="list-style-type: none"> 2025-11-12: No major feedback received. Rishi to follow up with Paul regarding feedback from Stores. 2025-10-22: The Portable Ladder Program will be reviewed again next month, as most committee members have not yet read it in full. 	Rishi Purohit	2025-12	IP
NB-2024-08-14-103	B	<p><i>Additional Safety Review of Statistics</i></p> <ul style="list-style-type: none"> 2025-11-12: No update. 2025-10-22: In progress. 2025-09-15: Calvin Cheung is setting up a meeting with the respective members to discuss. In progress. 2025-08-13: Calvin Cheung has shared the results with leadership only. Next, he will review the findings with the crew and the Committee. In progress. 2025-07-09: Calvin Cheung is still in the process of gathering results from the Municipal Crew Safety Survey. He is expected to share his findings next month. 2025-06-11: The municipal crew safety survey will be completed for the remaining teams by the end of June. Calvin to update the team with the survey results and safety statistics. 2025-05-14: Calvin to schedule a meeting next week to review a survey. 2025-04-09: Additional Safety Review of Statistic will be reported next month. In progress. 2025-03-12: In progress. 2025-02-12: Meeting to be scheduled between managers and worker reps. In progress. 2025-01-08: January’s review of Statistics showed that incident only 	Calvin Cheung	2025-12	IP



8.ON GOING BUSINESS – Status of Action Items					
		<p>decreased, time loss increased, and medical treatment increased compared to the last two years.</p> <ul style="list-style-type: none"> ○ Top Accident Types (most time loss incidents): Over-exertion (consistent with last year), followed by struck by. ○ Top Injury Types: Other strains and laceration ○ Too Body Part injured: Back ○ Top 3 contributing factors: Awkward Load, Repetitive Motion, and Heavy Load – Lift <p>MSI is a common theme over the past few years. Members noticed that the highest number of “incident only” reports was motor vehicle accident under accident type. Committee acknowledges that new employee had limited experience driving and expressed that new employee orientation should be reviewed to ensure effectiveness. Rishi Purohit suggested that new employees complete an on-line orientation course. This suggested expanded to a refresher course for all employee. A working group will take this off-line. Rishi Purohit will forward the on-line training course to Calvin Cheung.</p> <ul style="list-style-type: none"> ● 2025-11-13: To be reviewed in January after the CAIRS yearly statistics are generated. In progress. ● 2024-10-09: The committee will gather information and write a preliminary report. Review in the New Year. In progress. ● 2024-09-19: Calvin will review the safety record for Municipal and gather information from the crews. Review in Jan 2025. <p>2024-08-14: To improve Municipal’s safety record, Jenniffer Sheel, would like to see a deeper dive as to what is contributing to the increase of injuries. She has asked the committee on feedback and suggestions on how to improve absenteeism, policies, work practices, and culture. Jenniffer also asked whether every job needs a pre-viewing or pre-inspection. Lastly, the need for more statistics such as time of day, vacation schedule, work-loads, worker’s age, older or new employees could be valuable information that CAIRS does not supply.</p>			
NB-2024-06-12-96	B	<p><i>Job Safety Review</i></p> <ul style="list-style-type: none"> ● 2025-11-12: In progress. ● 2025-10-22: In progress. ● 2025-09-15: In progress. ● 2025-08-13: In progress. 	Dale Low	2025-12	IP



8.ON GOING BUSINESS – Status of Action Items

	<ul style="list-style-type: none">● 2025-07-09: Dale Low is currently updating the Job Safety Review. In progress.● 2025-06-11: Dale sent the draft to Rosanna. Rosanna to discuss comments with Dale. In progress.● 2025-05-14: Dale is working on updating the JSR. In progress.● 2025-04-12: Soft Landscape’s JSR pending review. In progress.● 2025-03-12: Soft Landscape to complete JSR. In progress.● 2025-02-12: Calvin Cheung confirmed the SOS JSR has been completed. Soft Landscape is still outstanding. In progress.● 2025-01-08: Soft Landscape and SOS JSRs in progress. SRS confirmed that the historically referenced I-A-06 policy under the working alone row is not applicable. Rosanna to return reviewed and edited JSRs. In progress.● 2024-12-09: Soft Landscape and SOS are pending. SRS had followed up but is still waiting for confirmation about the I-A policy referenced.● 2024-11-13: Stores, Garage, and Wasteman have completed their Job Safety Reviews. Soft Landscape and SOS are pending. SRS waiting for confirmation about the referenced I-A policies in the JSRs before returning the JSRs for finalization. In progress.● 2024-10-09: Stores JSR is being reviewed. Other SOSs in progress.● 2024-09-19: Rosanna to resend the JSRs to SOS.● 2024-08-14: The following crews must update JSRs and send to SRS.<ul style="list-style-type: none">○ Stores○ Soft Landscape○ SOS○ Wasteman – completed & sent to SRS○ Garage – completed & sent to SRS● 2024-07-10: The following crews must update JSRs and send to SRS.<ul style="list-style-type: none">○ Stores○ Soft Landscape○ SOS○ Wasteman○ Garage● 2024-06-12: Rosanna will send the updated Job Safety Review (JSR) document to managers. Managers are suggested to discuss the document with their teams and update the JSR before the next meeting.			
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9. JOHSC RECOMMENDATION LETTERS & WORKSAFEBC (CORRESPONDENCE)						
Recommendation #	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status
<i>E.g.:</i> CODE-REC-2017-01		<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>				
WSBC- 202516973108A	B	<p>Description:</p> <p>On September 25, 2025, a WorkSafeBC Prevention Officer spoke with the employer over the phone regarding a workplace medical emergency.</p> <ul style="list-style-type: none"> o The worker involved received first aid and was transported to the hospital by First Responders. o The employer is completing both a preliminary and full incident investigation report in accordance with sections 71 and 72 of the Workers Compensation Act. o There were zero (0) orders issued to the University. <p>JOHSC/LST General Learnings/Discussion Points:</p> <p>Under the Workers Compensation Act, the following incidents are considered Immediately Reportable incidents. These incidents must be immediately reported to WorkSafeBC:</p> <ul style="list-style-type: none"> ▪ Serious injuries (e.g., major fractures, amputations, serious burns, chemical exposure, heat or cold stress) ▪ Fatalities or incidents with the potential for fatal outcomes ▪ Structural failures or collapses (e.g., buildings, cranes, excavations) ▪ Major hazardous substance releases ▪ Fires or explosions with risk of serious harm ▪ Blasting incidents resulting in injury ▪ Transport of a worker to hospital by First Responders 	All	10-01-2025	n/a	n/a



		<ul style="list-style-type: none"> o Since the worker was transported to hospital by First Responders, it met the requirements to be an immediately reportable incident o Any immediately reportable incident must be reported to Campus Security at 604-822-2222 immediately after contacting 911 emergency services. o If you are unsure whether an incident meets the threshold, report it to Campus Security immediately so appropriate response and escalation can occur. o Encourage everyone to report incidents and near misses into CAIRS within 48 hours of the occurrence so that a preliminary investigation can be completed within 48 hours as required by section 71 of the Workers Compensation Act. o Reminder that incident investigations require a site visit that must be completed within 30 days, and include a detailed description of incident, unsafe conditions, contributors, causes, corrective actions, and the name of the participating worker representative. 				
<p>WSBC- 202521452051A</p>	<p>B</p>	<p><i>Description:</i> This Inspection Report documents the receipt and acceptance of the employer’s full incident investigation report (EIR) relating to an incident that occurred on August 26, 2025, where a worker fell from a scooter after the front wheel struck a floor grate.</p> <ul style="list-style-type: none"> o There were zero (0) orders issued to the University. <p><i>JOHSC/LST General Learnings/Discussion Points:</i></p> <ul style="list-style-type: none"> o Encourage everyone to report incidents and near misses into CAIRS within 48 hours of the occurrence so that a preliminary investigation can be completed within 48 hours as required by section 71 of the Workers Compensation Act o Reminder that incident investigations require a site visit that must be completed within 30 days, and include a detailed description of incident, unsafe conditions, contributors, causes, 	<p>All</p>	<p>10-06-2025</p>	<p>n/a</p>	<p>n/a</p>



		<p>corrective actions, and the name of the participating worker representative.</p> <ul style="list-style-type: none"> o Promote awareness of hazards such as uneven surfaces, grates, or transitions between flooring types when using powered or personal mobility devices on campus. 				
<p>WSBC- 202519654073A</p>	B	<p><i>Description:</i></p> <ul style="list-style-type: none"> o On October 3, 2025, a WorkSafeBC Prevention Officer spoke with the employer over the phone regarding an incident where a worker was injured after slipping and falling outside the Indian Residential School History and Dialogue Centre. o The worker was transported by First Responders to the hospital for further assessment and treatment. o The employer has completed the preliminary incident investigation and will complete the full incident investigation report (EIIR) within 30 days of the incident. o There were zero (0) orders issued to the University. <p><i>JOHSC/LST General Learnings/Discussion Points:</i></p> <ul style="list-style-type: none"> o Under the Workers Compensation Act, the following incidents are considered Immediately Reportable incidents. These incidents must be immediately reported to WorkSafeBC: <ul style="list-style-type: none"> ▪ Serious injuries (e.g., major fractures, amputations, serious burns, chemical exposure, heat or cold stress) ▪ Fatalities or incidents with the potential for fatal outcomes ▪ Structural failures or collapses (e.g., buildings, cranes, excavations) ▪ Major hazardous substance releases ▪ Fires or explosions with risk of serious harm ▪ Blasting incidents resulting in injury ▪ Transport of a worker to hospital by First Responders o Since the worker was transported to hospital by First Responders, it met the requirements to be an immediately reportable incident 	All	10-06-2025	n/a	n/a



		<ul style="list-style-type: none"> o Any immediately reportable incident must be reported to Campus Security at 604-822-2222 immediately after contacting 911 emergency services. o If you are unsure whether an incident meets the threshold, report it to Campus Security immediately so appropriate response and escalation can occur. o Encourage everyone to report incidents and near misses into CAIRS within 48 hours of the occurrence so that a preliminary investigation can be completed within 48 hours as required by section 71 of the Workers Compensation Act o Reminder that incident investigations require a site visit that must be completed within 30 days, and include a detailed description of incident, unsafe conditions, contributors, causes, corrective actions, and the name of the participating worker representative. 				
<p style="text-align: center;">WSBC- 202516973110A</p>	<p style="text-align: center;">B</p>	<p>Description:</p> <ul style="list-style-type: none"> o On October 6, 2025, a WorkSafeBC Prevention Officer spoke with the employer over the phone regarding a workplace medical emergency that occurred on October 3, 2025. A worker lost consciousness due to a medical event. The worker involved received first aid and was transported to the hospital by First Responders. o The employer has completed the preliminary incident investigation and will complete the full incident investigation report (EIRR) within 30 days of the incident. o There were zero (0) orders issued to the University. <p>JOHSC/LST General Learnings/Discussion Points:</p> <ul style="list-style-type: none"> o Under the Workers Compensation Act, the following incidents are considered Immediately Reportable incidents. These incidents must be immediately reported to WorkSafeBC: <ul style="list-style-type: none"> ▪ Serious injuries (e.g., major fractures, amputations, serious burns, chemical exposure, heat or cold stress) ▪ Fatalities or incidents with the potential for fatal outcomes 	<p style="text-align: center;">All</p>	<p style="text-align: center;">10-07-2025</p>	<p style="text-align: center;">n/a</p>	<p style="text-align: center;">n/a</p>



		<ul style="list-style-type: none"> ▪ Structural failures or collapses (e.g., buildings, cranes, excavations) ▪ Major hazardous substance releases ▪ Fires or explosions with risk of serious harm ▪ Blasting incidents resulting in injury ▪ Transport of a worker to hospital by First Responders ○ Since the worker was transported to hospital by First Responders, it met the requirements to be an immediately reportable incident ○ Any immediately reportable incident must be reported to Campus Security at 604-822-2222 immediately after contacting 911 emergency services. ○ If you are unsure whether an incident meets the threshold, report it to Campus Security immediately so appropriate response and escalation can occur. ○ Encourage everyone to report incidents and near misses into <u>CAIRS</u> within 48 hours of the occurrence so that a preliminary investigation can be completed within 48 hours as required by <u>section 71 of the Workers Compensation Act</u> ○ 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 				
<p style="text-align: center;">WSBC- 202516973114A</p>	<p style="text-align: center;">B</p>	<p><i>Description:</i></p> <ul style="list-style-type: none"> ○ On October 15, 2025, a WorkSafeBC Prevention Officer spoke with the employer over the phone regarding a workplace medical emergency. ○ The worker involved was transported to the hospital by First Responders. ○ The employer is completing both a preliminary and full incident investigation report in accordance with sections 71 and 72 of the Workers Compensation Act. ○ There were zero (0) orders issued to the University. 	<p style="text-align: center;">All</p>	<p style="text-align: center;">10-20-2025</p>	<p style="text-align: center;">n/a</p>	<p style="text-align: center;">n/a</p>



		<p><i>JOHSC/LST General Learnings/Discussion Points:</i></p> <ul style="list-style-type: none">○ Under the Workers Compensation Act, the following incidents are considered Immediately Reportable incidents. These incidents must be immediately reported to WorkSafeBC:<ul style="list-style-type: none">▪ Serious injuries (e.g., major fractures, amputations, serious burns, chemical exposure, heat or cold stress)▪ Fatalities or incidents with the potential for fatal outcomes▪ Structural failures or collapses (e.g., buildings, cranes, excavations)▪ Major hazardous substance releases Fires or explosions with risk of serious harm▪ Blasting incidents resulting in injury▪ Transport of a worker to hospital by First Responders○ Since the worker was transported to hospital by First Responders, it met the requirements to be an immediately reportable incident○ Any immediately reportable incident must be reported to Campus Security at 604-822-2222 immediately after contacting 911 emergency services.○ If you are unsure whether an incident meets the threshold, report it to Campus Security immediately so appropriate response and escalation can occur.○ 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				
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		worker representative				
WSBC-202516973118A	B	<p><i>Description:</i></p> <ul style="list-style-type: none"> ○ This Inspection Report documents the receipt and acceptance of the employer’s full incident investigation report (EIRR) relating to a workplace medical emergency that occurred on September 25, 2025. ○ The worker involved received first aid and was transported to the hospital by First Responders. ○ There were zero (0) orders issued to the University. <p><i>JOHSC/LST General Learnings/Discussion Points:</i></p> <ul style="list-style-type: none"> ○ Under the Workers Compensation Act, the following incidents are considered Immediately Reportable incidents. These incidents must be immediately reported to WorkSafeBC: <ul style="list-style-type: none"> ▪ Serious injuries (e.g., major fractures, amputations, serious burns, chemical exposure, heat or cold stress) ▪ Fatalities or incidents with the potential for fatal outcomes ▪ Structural failures or collapses (e.g., buildings, cranes, excavations) ▪ Major hazardous substance releases ▪ Fires or explosions with risk of serious harm ▪ Blasting incidents resulting in injury ▪ Transport of a worker to hospital by First Responders ○ Since the worker was transported to hospital by First Responders, it met the requirements to be an immediately reportable incident ○ Any immediately reportable incident must be reported to Campus Security at 604-822-2222 immediately after contacting 911 emergency services. ○ If you are unsure whether an incident meets the threshold, report it to Campus Security immediately so appropriate 	All	10-27-2025	n/a	n/a



		<p>response and escalation can occur.</p> <ul style="list-style-type: none"> o Encourage everyone to report incidents and near misses into CAIRS within 48 hours of the occurrence so that a preliminary investigation can be completed within 48 hours as required by section 71 of the Workers Compensation Act o Reminder that incident investigations require a site visit that must be completed within 30 days, and include a detailed description of incident, unsafe conditions, contributors, causes, corrective actions, and the name of the participating worker representative. o Promote awareness of hazards such as uneven surfaces, grates, or transitions between flooring types when using powered or personal mobility devices on campus. 				
202413986145B	B	<p><i>Description:</i></p> <ul style="list-style-type: none"> o On October 21, 2025, a WorkSafeBC Officer conducted a documentation review in response to a complaint of bullying and harassment (BHQ No. 62126). o The review confirmed that the employer’s bullying and harassment policies, procedures, and training materials met WorkSafeBC requirements at the time of inspection. o A full investigation into the specific complaint was completed by the employer. The Officer confirmed that the investigation followed fair, impartial, and thorough procedures. o One (1) order was issued related to ensuring reasonable steps are taken to prevent or minimize bullying and harassment in the workplace. The order has since been complied with. <p><i>JOHSC/LST General Learnings/Discussion Points:</i></p> <ul style="list-style-type: none"> o Supervisors must ensure the health and safety of all workers by taking necessary steps to minimize or eliminate 	All	10-21-2025	n/a	n/a



		<p>workplace bullying and harassment. Complaints must be thoroughly investigated and documented, with appropriate corrective actions taken to prevent recurrence</p> <ul style="list-style-type: none"> o All workers should contact their administrative head of unit, Union/Association representative, or Human Resources Advisor, as they lead these investigations and provide necessary guidance throughout the process o Supervisors should provide ongoing training and education to ensure workers understand their rights and responsibilities regarding workplace bullying and harassment o It is important to maintain confidentiality throughout the investigation process. Supervisors should offer support services (EFAP) to workers who are involved in or affected by harassment complaints o Refer to Bullying and Harassment for information on bullying and harassment 				
202516973116A	B	<p><i>Description:</i></p> <ul style="list-style-type: none"> • On October 21 and 22, 2025, a WorkSafeBC Officer issued an inspection report in response to an incident at the Bioenergy Research and Demonstration facility, where a fire occurred in an in-line filter connected to a co-generation engine on campus. The resulting smoke triggered the building fire alarm and prompted an evacuation. o The local fire department responded to the scene. No workers were injured or at risk during the incident. o The equipment involved was taken out of service and will remain offline until deemed safe by a qualified person. o There were zero (0) orders issued to the University. <p><i>JOHSC/LST General Learnings/Discussion Points:</i></p> <ul style="list-style-type: none"> o Under the Workers Compensation Act, the following incidents are considered Immediately Reportable incidents. These incidents must be immediately reported to WorkSafeBC: 	All	10-27-2025	n/a	n/a



	<ul style="list-style-type: none"> • Serious injuries (e.g., major fractures, amputations, burns, chemical exposure, heat or cold stress) • Fatalities or incidents with the potential for fatal outcomes • Structural failures or collapses (e.g., buildings, cranes, excavations) • Major hazardous substance releases • Fires or explosions with risk of serious harm • Blasting incidents resulting in injury • Transport of a worker to hospital by First Responders <ul style="list-style-type: none"> o Since there was a fire with the potential for harm, it met the requirements to be an immediately reportable incident o Any immediately reportable incident must be reported to Campus Security at 604-822-2222 immediately after contacting 911 emergency services. o If you are unsure whether an incident meets the threshold, report it to Campus Security immediately so appropriate response and escalation can occur. o Ensure equipment such as engines and generators are included in regular inspection and preventative maintenance schedules. o Review your area’s emergency evacuation procedures and confirm that all staff are familiar with muster points and response expectations. 				
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* REC – Recommendation Letter

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
NB-2025-11-12-178	B	JOHSC Annual Evaluation Review <ul style="list-style-type: none"> • 2025-11-12: The evaluation only considers whether the committee is supported by employees to complete inspections, not whether the inspections are actually completed on time. The committee also 	Rishi	2025-12	N



		suggested changes to the sections/parts. Rishi to follow up with Paul Wong, Advisor, Education Programs & Planning, regarding these suggestions and review the score and how it was determined.			
NB-2025-11-12-177	B	<p>Initial Feedback: Transport Canada Inspections of Dangerous Goods Sites On October 16th, Transport Canada inspected Dangerous Goods activities at the Life Sciences Centre on UBC Point Grey Campus. Over a 2-hour period, the inspector questioned laboratory and shipping/receiving staff, observed a demonstration of preparation of a mock shipment, reviewed shipping records and TDG training certificates.</p> <p>Learn about the outcomes and how to best prepare for a Transport Canada inspection in the attached Communications Brief.</p>	All	n/a	E
NB-2025-11-12-176	B	<p>Preparing for Extreme Fall and Winter Weather at UBC Beginning in November and continuing through February, we experience our highest incidence of time-loss injuries related to slips, trips and falls. Please avoid taking unpaved or side routes that may not be cleared. Stick to treated and designated pathways whenever possible, and report any hazards you observe.</p> <p>UBC's Snow Policy allows the Deputy Vice-Chancellor (or their delegate) to cancel or reschedule classes and curtail non-essential services during extreme weather. For the latest updates, visit ubc.ca and download the UBC Safe Vancouver app to receive real-time alerts, including class cancellations and weather advisories.</p> <p>Facilities' Municipal Services and Custodial Services teams provide ice prevention and snow removal on the Vancouver campus. A priority map is available to show which roads, sidewalks, and pathways crews will focus on during snow and ice events. If you notice an area that needs immediate attention, contact the Facilities Service Centre at 604-822-2173.</p>	All	n/a	E
NB-2025-11-12-175	B	<p>Daylight Savings Ends A reminder that daylight savings ends on November 2 at 2:00 am. To help you feel safe when the sun goes down, have a look at the following UBC-V campus information and resources:</p> <ul style="list-style-type: none"> • Travel with colleagues or friends 	All	n/a	E



		<ul style="list-style-type: none"> • Contact the AMS Safewalk Program (operates from 8pm-2am) • Contact Campus Security to accompany you across campus after 2am • Know the location of UBC Blue Phones (download the UBC Safe App for quick access to this) • Use the Translink Community Shuttle • Use main pathways and avoid short cuts • Report malfunctioning/burnt out lights to Building Operation Service Centre • Dial 911 if you need emergency assistance 			
NB-2025-11-12-174	B	<p>December JOHSC meeting</p> <ul style="list-style-type: none"> • The next meeting has been rescheduled to Dec 17th at LMRS 122. <p>The end of the year is slowly approaching. Since it is mandatory to have a JOHSC meeting every month, please consider if the December meeting needs to be rescheduled to maintain quorum because of vacations and the holiday season.</p>	All	n/a	E
NB-2025-11-12-173	B	<p>Two upcoming webinars in celebration of International Day of Persons with Disabilities.</p> <p>Join the Centre for Workplace Accessibility and the Equity and Inclusion Office in celebrating International Day of Persons with Disabilities on Wednesday, December 3. International Day of Persons with Disabilities aims to promote an understanding of disability issues and mobilize support for the dignity, rights and well-being of persons with disabilities. It also seeks to increase awareness of the benefit of integrating and celebrating persons with disabilities in every aspect of political, social, economic and cultural life.</p> <p>Two upcoming workshops are being hosted:</p> <ul style="list-style-type: none"> • Event 1. AttentionMD: Bridging the Gap between ADHD & Medical Residency • Event 2. Academic Ableism and its Alternatives • Event accessibility. Both events will have CART (real-time captioning) and ASL. See online for more information about accessibility for these events. 	All	n/a	E



		Please contact workplace.accessibility@ubc.ca if you have difficulties registering for either event.			
NB-2025-11-12-172		<p>Protect Yourself This Flu Season</p> <p>The UBC Pharmacists Clinic is offering free influenza and COVID-19 vaccinations to eligible BC residents through the provincial Get Vaccinated system. Additional vaccines such as MMR, tetanus, and pneumococcal pneumonia will also be available.</p> <p>Clinic dates and times:</p> <ul style="list-style-type: none"> Wednesday, November 5, 2025 (9:00 am to 12:00 pm) Wednesday, November 12, 2025 (1:00 pm to 4:00 pm) <p>Location: Pharmaceutical Sciences Building, 2nd floor, 2405 Wesbrook Mall</p> <p>Appointments must be booked through the Get Vaccinated system. When booking, select:</p> <p>Vancouver – UBC Pharmacists Clinic – Wesbrook Mall</p> <p>For more information, visit the Influenza Immunization Program website.</p>	All	n/a	E

11. FOLLOW-UP BUSINESS

General discussion items (list actionable items below)

Item # (NB-yy/mm/dd-01)	Priority	Discussion and/or Action Items	Assigned To	Follow-up Date	Status
NB-2025-06-11-151	B	<p><i>BRDF Reoccurrence of Excess Dust</i></p> <ul style="list-style-type: none"> 2025-11-12: EWS confirmed that the current control practice remains in place. They are working with consultants on a possible solution and plan to add a water spray to the unloading system. Follow-up scheduled for January. 2025-09-15: Due to BRDF’s slow progress in addressing the excess dust issue—which continues to impact both personal and job site safety—this item will remain on the Follow-Up Business items and will be reviewed quarterly until a permanent solution is implemented. 2025-08-13: It is difficult to verify whether control measures are in place, as BRDF is currently shut down. Calvin will follow up once the facility reopens. 	Calvin Cheung	2026-01	IP



		<ul style="list-style-type: none"> 2025-07-09: Last July, BRDF implemented control measures (e.g. labourer every Wednesday to clean up) to minimize dust build up. As BRDF continues to await a permanent solution to the excess dust issue, Calvin Cheung will follow-up to confirm if the controls are still in place or if there are other new interim measures. In progress. 2025-06-11: There is reoccurrence of excess dust around BRDF. Calvin to follow up with EWS. 			
NB-2024-01-10-74	B	<p><i>Facilities Landscape's Tree Falling Procedures</i></p> <ul style="list-style-type: none"> 2025-08-13: WSBC is continuing efforts to update their tree falling procedures but is encountering challenges. The committee will revisit the matter in six months, February 2026, to assess progress. 2025-06-11: Follow up in next month. 2025-02-12: No update. On-going. Review in 3 months. 2024-11-13: Worksafe BC will not be offering a training program, so how are employees to gain certification. At this time, committee is at a stalemate. Review again in 2025. 2024-10-09: In progress. Review again in 2025. 2024-09-19: Dale to follow up with WorkSafeBC. 2024-04-10: Dale is working with WorkSafeBC on this matter. Review again September, 2024. 2024-03-13: Dropping trees to the ground is prohibited without trained personnel, but finding such individuals in BC is challenging. Dale is working with WorkSafeBC on this matter. 2024-02-14: In progress. 2024-01-10: Dale Low is preparing a draft for Landscape Tree Falling Procedure. One of the concerns is tree falling from the ground and training that is required. 	Dale Low	2026-02	IP
GI-HEADER-218	B	<p><i>Emergency Washing Facility</i></p> <ul style="list-style-type: none"> 2025-10-22: Tentative construction will start December 2025. Revisit item again in March 2026. 2025-04-09: Potential option to install emergency washing facilities at South Campus Warehouse where a car washing facility will be built. Review in October. 2025-02-12: Other options are still being determined. On-going. Review in again in April. 2024-12-09: Dale has reached out to Bang Dang and washing facility 	Dale Low	2026-03	IP



		<p>cannot be coming out from their facility. Other options to be determined.</p> <ul style="list-style-type: none">• 2024-11-13: SRS advised Emergency washing facilities would be a better term as both an eye wash and emergency shower station are needed based on the pesticides and herbicides that they use. No budget approval for 2024. Consider moving the Facility to a different location. Review again in April.• 2024-08-14: Item will be revisited in November 2024.• 2024-04-10: Continue exploring other options. In progress.• 2024-03-13: Funding request has been denied. Continue exploring for other options.• 2024-01-10: Item will be revisited in April 2024• 2023-11-08: Will be discussed in January 2024.• 2023-10-11: No update. In progress.• 2023-09-06: Funding has been requested for project. In progress.• 2023-08-09: Jenniffer Sheel and Dale Low are exploring other options. In progress.• 2023-07-12: Dale Low is exploring other options to reduce cost of installing an eyewash station. In progress.• 2023-06-14: Quote of 200K was given to complete project. Review is necessary. In progress.• 2023-05-23: Dale to check with chemical disposal site nearby.• 2023-04-12: It has been discovered that the water pressure is not sufficient to install an eye wash station in the shop. Dale will explore alternate options, such as moving to a new location or reducing the use of chemical mixing. Temporary eye wash station may also be considered as an interim solution. In progress.• 2023-03-08: The construction of an eye wash station in the shop has been approved for the trades to undertake. In progress.• 2023-01-11: Dale Low has received quote for the job. Review in March. In progress.• <i>Note: the minutes have been condensed. For information prior to 2023 please refer to Jun 14/23 minutes.</i>			
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12. NEXT MEETING	
Date:	December 17, 2025
Time:	12:30 PM
Location:	USB Room 1020 or Zoom

13. MEETING ADJOURNED	
Time:	1:57 p.m.

PRIORITY		STATUS	
A	Critical/Life-threatening/high-probability	N	New
B	Urgent/moderate probability of re-occurrences	R	Repeat
C	Important/low-probability of re-occurrences	C	Complete
D	Reminders	IP	In-Progress
E	Information	RF	Referred Forward

Monthly Distribution and Posting of Approved Meeting Minutes (required)

- Responsible Managing Director – John Metras
- Responsible Director – Jenniffer Sheel
- Municipal JOHSC members
- SRS Resource – [Rosanna Ma](#); cc: [Lori Takenaka](#)