



Joint Occupational Health & Safety Committee Meeting Minutes

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

Worker Chair: Davis Roy
Employer Co-Chair: Rishi Purohit

December 17th, 2025

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

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 5a. Quarterly Statistics 6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers) 	<ol style="list-style-type: none"> 6a. Tracking Workplace Safety Inspections 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 12. WorkSafe BC Correspondence 13. Next Meeting 14. Meeting Adjournment
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1. ROLL CALL

Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Davis Roy (co-chair)	CUPE 116	Soft Landscape	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dale Low	Manager, Municipal Soft Landscape		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jennifer Sheel (ALT)	Director, Municipal Services		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Paul Harris (co-chair ALT)	Manager, Stores		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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
Ellen Grande	Clerical (Minutes Taker)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rosanna Ma	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? <i>* 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.</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

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>		
Move to adopt minutes.	Moved by: Davis Roy	Seconded by: Paul Harris
List amendments to minutes:		
Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>



4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

- Co-Chair Monthly Email from SRS
- JOHSC Trades USB Sidewalk near Mailroom

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
138452	B	2025-11-25	<p>Incident discussed. Recommendations: If the mobile bin tipper needs to be move support assistance is recommended. A broken wheel was identified, and replacement is scheduled to be completed this week. Incident closed.</p> <p>Description: Two employees were moving a mobile bin tipper together. One of the wheels on the tipper was stuck and not functioning properly, causing the unit to require significantly more effort to push and pull. During this pushing/pulling motion, one employee experienced a tweak in the lower back. The employee believes this may be a re-aggravation of a previous workplace injury. The worker called in sick for the following days and reported the injury to the employer two days after the incident. The employee has been advised to seek medical attention before returning to work.</p>			C



138369	B	2025-11-18	<ul style="list-style-type: none">Incident discussed. No further actions. Incident closed. <p>Description: Worker was cleaning stump grinder with compressed air and got sawdust in their eye. Employee was wearing mesh face shield and glasses while doing the work. Immediately after incident employee used mobile eyewash station to flush eye. Following day, worker still had dryness in eye, reported to first aid and transported to hospital.</p> <p>Root Cause: Blowing compressed air into tight space. Possible that a different pair of glasses could have prevented this</p> <p>Corrective Actions: Not Complete Corrective Action 1 Corrective Action Identified: Remind crews about different types of safety glasses available. Estimated Completion Date: 2025-11-24</p>			C
138400	B	2025-11-20	<ul style="list-style-type: none">Incident discussed. A further recommendation includes an assessment by Workplace HR Ergonomics. Dale Low has reached out to initiate this process. Incident closed. <p>Description: Employee was using a backpack leaf blower, task involves walking forwards, backwards and diagonally to blow leaves into a pile. Worker was working on slippery grass slope, while walking backwards employee slipped causing a strain to their left knee.</p> <p>Root Cause: wearing heavy piece of equipment while working on a slope.</p> <p>Corrective Actions: Not Complete Corrective Action 1 Corrective Action Identified: pay attention while working on slopes, take breaks as necessary. Estimated Completion Date: 2025-12-10</p>			C
138461	B	2025-11-28	<ul style="list-style-type: none">Incident discussed. Recommendation: If heavy work is required, assistance should be sought. In this situation, the use of an overhead crane is recommended to safely handle the load. Incident closed. <p>Description: While team members were performing upfitting work on a Ford ETransit, team member was unloading a pallet. During the task, the team member bent over and coughed simultaneously, which caused a sudden tightening and pain in the lower back.</p>			C



			Root Cause: Team member experienced an involuntary cough while working in an awkward, bent-over position, resulting in a sudden tightening pain in the lower back.			
138142	B	10-15-25	<ul style="list-style-type: none"> • Further investigation of International House found that the building is essentially condemned for public use and is currently used only for the storage of unwanted furniture. The Labour Shop has the mechanical means to move and store heavy furniture upstairs for the client. Should any further incidents occur, the procedure will be reassessed. • 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. <p>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> <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 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>			C



5a. REVIEW CENTRAL ACCIDENT/INCIDENT STATISTICS Quarterly and Annually	
JULY 2025 Annual Statistics	
Did JOHSC members identify any trends? <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 • Ongoing trend of musculoskeletal injuries (MSIs). • A number of incident-only motor vehicle accidents and rubbed, abraded, sharp contact accident types 	<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"/>
OCTOBER 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"/>
JANUARY 2026 Annual Statistics	
Did JOHSC members identify any trends?	<input type="checkbox"/>
Did JOHSC members make any recommendations?	<input type="checkbox"/>

6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)	
Attach inspection checklist(s) and report(s) to these meeting minutes and use this table to record discussion and new recommendation(s)	
<input type="checkbox"/> 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
Stores-392	B	<ul style="list-style-type: none"> Dec 2025: Dec 10th found a water leak coming from a domestic hotwater line that was 20 feet high. Contacted steamfitters and plumbers and created WO. Plumbers attended and did a temp repair using a lift. Repair was completed the next day. Inspection closed. 			C
Garage-391	B	<ul style="list-style-type: none"> Dec 2025: Fire Extinguisher has been updated. Inspection closed. Nov 2025: Fire Extinguisher inspection due November 22nd, 2025. Rishi to email Scott Runquist, Project Coordinator - Architectural, for updates. 			C
Header-Hse-389	B	<ul style="list-style-type: none"> Dec 2025: No current issues to date. Inspection closed. Nov 2025: Continue to monitor. Oct 2025: Warehouse materials are being stored at Nursery, currently no issue but will need to be watched 			C
Stores-388	B	<ul style="list-style-type: none"> Dec 2025. The cable lying on the floor has been heat-shrunked and enclosed in plastic, and it is now functioning properly with no further issues. Inspection closed. 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. 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. 			C
Seacan-359	B	<ul style="list-style-type: none"> Dec 2025: Mold remediation has been completed on the seacans, followed by pressure washing. Incident closed. Nov 2025: Plan in place, and the work is expected to be completed within December. 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 			C



		<p>Dale Low and the Project Manager. In progress.</p> <ul style="list-style-type: none">• 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 progress.• 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.			
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	<ul style="list-style-type: none"> 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
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"/>	
December 2025	<input checked="" type="checkbox"/>	<input 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				



7. REVIEW EDUCATION AND TRAINING					
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-2025-11-12-178	B	<p><i>JOHSC Annual Evaluation Review</i></p> <ul style="list-style-type: none"> 2025-12-17: Rishi Purohit and Rosanna Ma have reviewed the SRS evaluation. The SRS recommendation is to develop new goals for the coming year. 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 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. 	Rishi Purohit	2026-02	IP
NB-2025-10-22-170	B	<p><i>Vehicle Refresher Course</i></p> <ul style="list-style-type: none"> 2025-12-17: Rishi Purohit discussed the ARI training courses with the committee. The list is comprehensive, with most courses ranging from 15 to 45 minutes, depending on requirements, covering topics from forklift training to driving without due caution. Rishi will forward the list to all committee members. Item closed. 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	2026-01	IP



8. ON GOING BUSINESS – Status of Action Items					
NB-2025-10-22-169	B	<p><i>Portable Ladder Program Draft Version</i></p> <ul style="list-style-type: none"> 2025-12-17: Paul Harris raised a concern that some ordered ladders are not compliant (e.g., ladder grades and material). However, SRS explained that the Portable Ladder Program does not mandate specific ladder types; rather, it provides guidelines and procedures for the safe use and effective selection, maintenance, and use of portable ladders. This document aids supervisors and managers in determining, based on a risk/hazard assessment, the appropriate ladder selection for the job. Item closed. 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. 			C
NB-2024-08-14-103	B	<p><i>Additional Safety Review of Statistics</i></p> <ul style="list-style-type: none"> 2025-12-17: Calvin Cheung has scheduled a meeting in December with the respective Managers of Municipal to discuss. In progress. 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 decreased, time loss increased, and medical treatment increased compared to the last two years. 	Calvin Cheung	2026-01	IP



8. ON GOING BUSINESS – Status of Action Items					
		<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"> ● 2025-12-17: SRS advised the committee that Job Safety Reviews are done annually. Soft Landscaping is currently being updated. In progress. ● 2025-11-12: In progress. ● 2025-10-22: In progress. ● 2025-09-15: In progress. ● 2025-08-13: In progress. 	Dale Low	2026-01	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

Recommendation #	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status

* 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-2025-12-17-185	B	<p><i>Powered Air Purifying Respirator (PAPR) Demonstration</i></p> <ul style="list-style-type: none"> 2025-12-17: Stores will be bringing in a representative from 3M to demonstrate the use and care of the PAPR on January 6, between 10:30 am and 11:30 am. If anyone is interested in attending, please contact Paul Harris. 	All	n/a	E
NB-2025-12-17-184	B	<p><i>Poorly Planned Sidewalk</i></p> <ul style="list-style-type: none"> 2025-12-17: The sidewalk on Lower Mall near the USB mail area ends abruptly without a designated continuation. JOHSC trades have raised this issue with Calvin for review and have proposed that his team install a pole with signage to indicate that the sidewalk is closed, directing pedestrians to cross at the intersection. 	Calvin Cheung	2026-01	N
NB-2025-12-17-183	B	<p><i>Grinding Concrete Silica SWP</i></p> <ul style="list-style-type: none"> The Grinding Concrete Silica Safe Work Procedure (SWP) may only be applicable to certain groups within Municipal (e.g., Calvin/Dale), but as requested by the JOHSC, Rosanna Ma will also forward the draft version to the rest of the members for any feedback that they may have. 	Rosanna Ma	2026-01	N
NB-2025-12-17-182	B	<p><i>No Drainage at Lower Mall Crosswalk</i></p> <ul style="list-style-type: none"> 2025-12-17: Water is pooling on the sidewalk between West Park and UBC at the lower section of Lower Mall Road. The water is not draining properly, possibly due to recent work in the area. Rishi Purohit will 	Rishi Purohit	2026-01	N



		contact FM and attend a site visit with Jag Khella to review the issue.			
NB-2025-12-17-181	B	<p><i>WorkSafeBC Renews UBC’s JOHSC Variation</i></p> <p>We’re pleased to share that WorkSafeBC has approved UBC’s renewal application for the Joint Occupational Health & Safety Committee (JOHSC) variation. This variation allows UBC to continue using the JOHSC structure designed specifically for the size and complexity of the Point Grey campus.</p> <p>WorkSafeBC first requested a new committee model in 2017, noting that one committee could not adequately support such a large and diverse workplace. UBC developed the current multi-committee structure, which has been renewed on a regular basis ever since.</p> <p><i>How JOHSCs Support the Renewal</i></p> <p>Each renewal depends on the strong participation and documentation maintained by our JOHSCs, including:</p> <ul style="list-style-type: none"> • Annual committee evaluations • Monthly meeting records • Confirmation that all workers are represented • Up-to-date Terms of Reference • Posted committee member information and recent meeting minutes <p>Union confirmation supporting the continuation of the variation.</p> <p><i>What’s Next</i></p> <p>The newly approved variation is valid until November 14, 2029 (extended to five years) unless cancelled by WorkSafeBC.</p> <p>Thank you to all JOHSC members and partners for your ongoing commitment to health and safety at UBC, you play a central role in the success of this renewal.</p>	All	n/a	E
NB-2025-12-17-180	B	<p><i>Orange Folder: Supporting Faculty and Staff in Distress</i></p> <p>The Orange Folder is a mental health support tool designed to help UBC faculty and staff respond to colleagues who may be experiencing a mental</p>	All	n/a	E



		<p>health crisis or emergency. There are now two versions available:</p> <ul style="list-style-type: none"> • Orange Folder (2-page guide) — A quick-reference guide with key steps and emergency contacts • Comprehensive Orange Folder (5-page version) — Includes additional guidance for managers, supervisors, and front-line staff <p>Both versions are attached to this email. These resources outline how to recognize signs of distress, respond with care, and connect individuals to appropriate support.</p> <p>For questions on Orange Folder, please contact hr.healthwellbeing@ubc.ca</p> <p>For broader mental health resources, visit Faculty and Staff Mental Health Resources.</p>																			
<p>NB-2025-12-17-179</p>	<p>B</p>	<p>Annual Seasonal Shutdown and Holiday Tips Before leaving for this holiday season, help save energy and keep valuables safe by taking some simple actions:</p> <table border="1" data-bbox="562 833 1430 1308"> <thead> <tr> <th data-bbox="562 833 861 889">Seasonal Shutdown Tips from Sustainability</th> <th data-bbox="861 833 1430 889">Holiday Tips from Campus Security</th> </tr> </thead> <tbody> <tr> <td data-bbox="562 889 861 946"> <ul style="list-style-type: none"> • Switching off electronics </td> <td data-bbox="861 889 1430 946"> <ul style="list-style-type: none"> • Closing and locking office and exterior building doors & windows </td> </tr> <tr> <td data-bbox="562 946 861 1003"> <ul style="list-style-type: none"> • Turning off the lights </td> <td data-bbox="861 946 1430 1003"> <ul style="list-style-type: none"> • Turning off office lights and electronic equipment </td> </tr> <tr> <td data-bbox="562 1003 861 1060"> <ul style="list-style-type: none"> • Unplugging small appliances </td> <td data-bbox="861 1003 1430 1060"> <ul style="list-style-type: none"> • Locking away portable equipment, tools, laptops and any external data devices </td> </tr> <tr> <td data-bbox="562 1060 861 1117"> <ul style="list-style-type: none"> • Closing windows and blinds </td> <td data-bbox="861 1060 1430 1117"> <ul style="list-style-type: none"> • Closing blinds and curtains </td> </tr> <tr> <td data-bbox="562 1117 861 1174"> <ul style="list-style-type: none"> • Reporting any air or water leaks </td> <td data-bbox="861 1117 1430 1174"> <ul style="list-style-type: none"> • Locking valuable personal property out of sight or taking it home </td> </tr> <tr> <td data-bbox="562 1174 861 1230"> <ul style="list-style-type: none"> • Shutting fume hood sashes </td> <td data-bbox="861 1174 1430 1230"> <ul style="list-style-type: none"> • Ensuring all your data devices are encrypted for security </td> </tr> <tr> <td data-bbox="562 1230 861 1308"> <ul style="list-style-type: none"> • Shutting down non-essential lab equipment </td> <td data-bbox="861 1230 1430 1308"> <ul style="list-style-type: none"> • Protecting your building and office keys at all times to prevent risk to your workspace. </td> </tr> </tbody> </table>	Seasonal Shutdown Tips from Sustainability	Holiday Tips from Campus Security	<ul style="list-style-type: none"> • Switching off electronics 	<ul style="list-style-type: none"> • Closing and locking office and exterior building doors & windows 	<ul style="list-style-type: none"> • Turning off the lights 	<ul style="list-style-type: none"> • Turning off office lights and electronic equipment 	<ul style="list-style-type: none"> • Unplugging small appliances 	<ul style="list-style-type: none"> • Locking away portable equipment, tools, laptops and any external data devices 	<ul style="list-style-type: none"> • Closing windows and blinds 	<ul style="list-style-type: none"> • Closing blinds and curtains 	<ul style="list-style-type: none"> • Reporting any air or water leaks 	<ul style="list-style-type: none"> • Locking valuable personal property out of sight or taking it home 	<ul style="list-style-type: none"> • Shutting fume hood sashes 	<ul style="list-style-type: none"> • Ensuring all your data devices are encrypted for security 	<ul style="list-style-type: none"> • Shutting down non-essential lab equipment 	<ul style="list-style-type: none"> • Protecting your building and office keys at all times to prevent risk to your workspace. 	<p>All</p>	<p>n/a</p>	<p>E</p>
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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. 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. 	Calvin Cheung	2026-01	IP
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. 	Dale Low	2026-02	IP



		<ul style="list-style-type: none"> • 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. 			
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 cannot be coming out from their facility. Other options to be determined. • 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. 	Dale Low	2026-03	IP



	<p>In progress.</p> <ul style="list-style-type: none"> • 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. WorkSafe BC Correspondence

1) NOVEMBER 3, 2025 - #202519654995A

- **Description:**

- This Inspection Report documents the receipt and acceptance of the employer’s full incident investigation report (EIRR) relating to an incident that occurred on October 3, 2025, where a worker was injured after slipping and falling outside the Indian Residential School History and Dialogue Centre.
- There were zero (0) orders issued to the University.

- **JOHSC/LST General Learnings/Discussion Points:**

- 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 full 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.

2) NOVEMBER 5, 2025 – IR #202517748993A

- **Description:**



- On November 5, 2025, a WorkSafeBC Officer attended Acadia Park Highrise in response to an incident involving a release of carbon monoxide and a full building evacuation.
- No injuries were reported, though two workers sought precautionary medical attention.
- The two on-site boilers were shut down, locked out, pending inspection and repair by a qualified contractor.
- There were zero (0) orders issued to the University
- **JOHSC/LST General Learnings/Discussion Points:**
 - Under the Workers Compensation Act, the following incidents are considered Immediately Reportable incidents. These incidents must be immediately reported to WorkSafeBC:
 - 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 there was a release of a hazardous substance (carbon monoxide) resulting in a building evacuation, 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 the appropriate response and escalation can occur.
 - Review your area's emergency evacuation procedures and confirm that all staff are familiar with muster points and response expectations.

3. [NOVEMBER 10, 2025 – IR #202516973123A](#)

- **Description:**
 - On November 7, 2025, a WorkSafeBC Prevention Officer spoke with the employer over the phone regarding a workplace medical emergency.
 - The worker was transported by First Responders to the hospital for further assessment and treatment.
 - 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.



- **JOHSC/LST General Learnings/Discussion Points:**
 - See discussion points in item (2).
 - Since the worker was transported to hospital by First Responders, it met the requirements to be an immediately reportable incident.

4) [NOVEMBER 14, 2025 - #202516973119A](#)

- **Description:**
 - A WorkSafeBC Prevention Officer reviewed UBC's request to renew its variation under Section 32(1)(a) of the Workers Compensation Act, allowing 23 JOHSCs to operate at the Vancouver (Point Grey) campus.
 - The Officer approved the renewal, confirming that all legislative requirements were met, including meeting frequency, annual evaluations, union support, and committee representation.
 - There were zero (0) orders issued to the University.
- **JOHSC/LST General Learnings/Discussion Points:**
 - This variation confirms that complex workplaces can operate multiple JOHSCs under one workplace designation, provided regulatory requirements are consistently met.
 - Committees must complete annual evaluations, meet monthly, and ensure Terms of Reference are current.
 - Ensure JOHSC member names, meeting minutes, and Terms of Reference are posted in SharePoint.
 - Ensure committee membership reflects all operational areas, particularly when workers are distributed across multiple locations.

5) [NOVEMBER 18, 2025 - #202517748986A](#)

- **Description:**
 - This Inspection Report documents the receipt and acceptance of the employer's preliminary incident investigation report relating to an incident involving a release of carbon monoxide and a full building evacuation.
 - The employer is completing the full incident investigation report in accordance with section 72 of the Workers Compensation Act.
 - There were zero (0) orders issued to the University.
- **JOHSC/LST General Learnings/Discussion Points:**
 - See discussion points in item (1).

6) [NOVEMBER 21, 2025 – IR #202516973127A](#)

- **Description:**
 - This Inspection Report documents the receipt and acceptance of the employer's full incident investigation report (EIRR) relating to an incident that occurred on October 14, 2025 where a worker experienced a medical event and was transported to hospital by First Responders.



- There were zero (0) orders issued to the University.
- **JOHSC/LST General Learnings/Discussion Points:**
 - See discussion points in item (1).

7) [NOVEMBER 24, 2025 – IR #202516973128A](#)

- **Description:**
 - This Inspection Report documents the receipt and acceptance of the employer’s full incident investigation report (EIIR) relating to an incident that occurred on October 21, 2025 where a fire occurred in an in-line filter connected to a co-generation engine on campus.
 - There were zero (0) orders issued to the University.
- **JOHSC/LST General Learnings/Discussion Points:**
 - See discussion points in item (1).

8) [NOVEMBER 25, 2025 – IR #202516973129A](#)

- **Description:**
 - This Inspection Report documents the receipt and acceptance of the employer’s full incident investigation report (EIIR) relating to an incident that occurred on October 4, 2025, where a worker experienced a medical event and was transported to hospital by First Responders.
 - There were zero (0) orders issued to the University.
- **JOHSC/LST General Learnings/Discussion Points:**
 - See discussion points in item (1).

12. NEXT MEETING	
Date:	January 14th, 2025
Time:	12:30 PM
Location:	USB Room 1020 or Zoom



13. MEETING ADJOURNED	
Time:	2:21 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](#)