



## Joint Occupational Health & Safety Committee Meeting Minutes

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

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

January 14th, 2026

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

### AGENDA:

<ol style="list-style-type: none"> <li>1. Roll Call</li> <li>2. Determination of Quorum</li> <li>3. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes</li> <li>4. Additional Agenda Items, Review Actionable Items from Local Safety Team (LST) Minutes &amp; Approval of Agenda</li> <li>5. Review Central Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents</li> <li>5a. Quarterly Statistics</li> <li>6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)</li> </ol>	<ol style="list-style-type: none"> <li>6a. Tracking Workplace Safety Inspections</li> <li>7. Review Education and Training</li> <li>8. Ongoing Business – Status of Action Items</li> <li>9. JOHSC Recommendation Letters (Correspondence)</li> <li>10. New and Other Business</li> <li>11. Follow Up Business</li> <li>12. WorkSafe BC Correspondence</li> <li>13. Next Meeting</li> <li>14. Meeting Adjournment</li> </ol>
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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 checked="" type="checkbox"/>	<input 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"/>
Ron Wannamaker	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"/>
Pedro Perdomo	CUPE 116	Waste Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Issac Poku (ALT)	CUPE 116	Stores	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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"/>
<b>Employer Representatives</b>	<b>Work Location</b>		<b>Present</b>	<b>Regrets</b>	<b>Absent</b>
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 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"/>
<b>Resources/Guests</b>	<b>Work Location</b>		<b>Present</b>	<b>Regrets</b>	<b>Absent</b>
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?

*\* 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: Rishi Purohit

List amendments to minutes:



Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>
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**4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA**

- Co-Chair Monthly Email from SRS

**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
MONTHLY BEST PRACTICE	C	2026		Crew Talk	Monthly Tip	E
145228	B	2025-12-23	<ul style="list-style-type: none"> <li>Investigation required.</li> </ul> <b>Description:</b> Team member was working at tire machine and while attempting to install tire, installation bar slipped and hit the forehead.	Rishi Purohit	2026-02	N
145095	B	2026-12-02	<ul style="list-style-type: none"> <li>Worker has left UBC employment. In progress.</li> </ul> <b>Description:</b> Employee has sore wrist that has been getting worse over time	Dale Low	2026-02	N
145196	B	2026-12-15	<ul style="list-style-type: none"> <li>Incident discussed. No further actions. Incident closed.</li> </ul> <b>Description:</b> While performing maintenance and cleaning of the HVAC system on an animal care truck, a team member was exposed to airborne			C



			<p>contaminants, including bacteria, dust particles, and sawdust. The exposure occurred during the cleaning process when debris became airborne.</p> <p><b>Root Cause:</b> Required personal protective equipment (PPE) was not worn while performing the task. Following completion of the work, residual particulates were not properly cleaned from the work area. Additionally, coveralls were not changed after the task was completed.</p> <p><b>Corrective Actions:</b> <b>All Actions Complete</b> <b>Corrective Action 1</b> <b>Corrective Action Identified:</b> Remind workers about the following:</p> <ul style="list-style-type: none"><li>- Use an antibacterial spray.</li><li>- Use proper PPE, including a respirator, sealed goggles, and a Tyvek suit.</li><li>- Change the coverall after completing the task.</li></ul> <p><b>Estimated Completion Date:</b> 2025-12-16 <b>Final Actions Taken:</b> Yes, moving forward the necessary corrective will be taken. <b>Date Completed:</b> 2025-12-16</p>			
145185	B	2026-12-12	<ul style="list-style-type: none"><li>• <b>Root cause:</b> Employee was not aware of the requirement of wearing eye protection during glass waste handling activities, particularly when tipping or compressing bagged materials that may release air and particulates. <b>Corrective Actions:</b> Reinforce the requirement to wear appropriate eye protection (e.g., safety glasses with side shields or goggles) when handling or tipping glass waste. Remind staff to maintain head and body positioning that keeps the face away from the opening of containers when tipping waste. Further discussed with worker and head that eye protection is required for such tasks and to ensure PPE is worn. No further actions. Incident closed.</li></ul> <p><b>Description:</b> At approximately 11:55 a.m., an employee was collecting glass waste at Old Chemistry. While tipping a pail containing bagged glass waste into the Haul-All, the employee placed the pail down and heard a loud popping/puffing noise. Immediately after, the employee felt as though something entered the right eye. At 12:06 p.m., the employee contacted their supervisor to report the incident and advised that they were proceeding to First Aid to have the eye assessed. The employee's eyes were</p>			C



			assessed and no foreign material was found. It was determined that the employee may have flushed the eye earlier while at First Aid.			
145174	B	2026-12-11	<ul style="list-style-type: none"> <li>Root cause: A foreign particle became airborne during rebar handling and entered the worker's eye due to insufficient eye protection at the time of the task. Corrective Actions: Reinforce mandatory use of appropriate eye protection (e.g., safety glasses with side shields or goggles) when handling rebar or performing tasks with potential for airborne debris. Review PPE availability on site to ensure suitable eye protection is readily accessible. No further actions. Incident closed.</li> </ul> <p><b>Description:</b> At approximately 8:30 AM, the worker was picking up rebar and placing it into the backhoe bucket when a small airborne particle or piece entered their right eye. worker immediately attended First Aid, where staff attempted to flush the eye for approximately 20 minutes. The worker continued to experience discomfort and vision issues. At approximately 9:30 AM, they reported the situation to me and stated that they were going to the hospital based on the First Aid attendant's recommendation. At UBC Urgent Care, medical staff assessed them and determined that they had a corneal scratch, which is causing temporary vision impairment. They advised that it will take time to heal.</p> <p><b>Root Cause:</b> A foreign particle became airborne during rebar handling and entered the worker's eye due to insufficient eye protection at the time of the task.</p>			C
145119	B	2026-12-03	<p><b>Description:</b> A worker was conducting a visual inspection of several dumpsters stored at the facility. While attempting to walk between two dumpsters positioned a few feet apart, the worker's mid-back made contact with a chain attached to one of the units. The protruding chain eye struck the worker's back, causing a small bruise and some pain.</p> <p>The worker reported the incident to first aid. After assessment, first aid cleared the worker to return to work with full duties.</p> <p><b>Root Cause:</b> The root cause of the incident was inadequate clearance between stored dumpsters, which required the worker to navigate a narrow space where contact with protruding hardware (the chain and chain eye) was possible.</p> <p><b>Corrective Actions:</b> <b>All Actions Complete</b></p>			C



		<p><b>Corrective Action 1</b>  <b>Corrective Action Identified:</b> Increase Clearance Between Dumpsters          Ensure dumpsters stored on-site are spaced with adequate clearance to allow safe passage and prevent workers from needing to navigate tight gaps.  <b>Estimated Completion Date:</b> 2025-12-05  <b>Final Actions Taken:</b> Dumpster got repositioned to allow for more clearance  <b>Date Completed:</b> 2025-12-05</p>			
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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"> <li>• Top accident types with most medical treatment and time loss: Repetitive motion and overexertion</li> <li>• Top injury types with most medical treatment and time loss: Other Strains and back strain</li> <li>• Ongoing trend of musculoskeletal injuries (MSIs).</li> <li>• A number of incident-only motor vehicle accidents and rubbed, abraded, sharp contact accident types</li> </ul>	<input checked="" type="checkbox"/>
<p>Did JOHSC members make any recommendations?</p> <p>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.</p>	<input checked="" type="checkbox"/>
OCTOBER 2025 Annual Statistics	
<p>Did JOHSC members identify any trends?</p> <p>Sizeable gap between the number of incident-only and medical treatment incidents which demonstrates a positive reporting culture.</p>	<input checked="" type="checkbox"/>
<p>Did JOHSC members make any recommendations?</p> <p>Continued crew talks</p>	<input checked="" type="checkbox"/>
JANUARY 2026 Annual Statistics	
<p>Did JOHSC members identify any trends?</p> <p>The committee observed increased reporting of minor incidents, which it believes may help identify risks early and prevent major accidents.</p>	<input checked="" type="checkbox"/>



Did JOHSC members make any recommendations? <b>JOHSC members recommended the use of improved eye protection, the distribution of a stretching video link, and the implementation of a new refresher course for vehicle training.</b>	<input checked="" type="checkbox"/>
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**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
Stores-392	B	<ul style="list-style-type: none"> <li>Jan 2026: Uneven pavement on loading dock parking lot that makes it difficult maneuvering forklift while unloading trucks. SOS will visit site. In progress.</li> </ul>	Issac Poku/ Calvin Cheung	2026-02	IP

**6a. REVIEW TRACKING WORKPLACE INSPECTIONS**

	MRF/Compost/ SCW	SOS/Warehouse	Soft Landscape	Garage	Stores/Shed 7	FOLLOW UP
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"/>	
January 2026	<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
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7. REVIEW EDUCATION AND TRAINING											
ED-2026-01-13-27	C	<p><i>Western Conference on Safety</i></p> <ul style="list-style-type: none"> <li>2026-01-14: The Facilities Leadership Team has approved 2 members from each of the 5 Facilities JOHSCs to attend the <a href="#">Western Conference on Safety</a>, which is taking place on April 20 &amp; 21, 2026. It is preferred that 1 employer rep and 1 worker rep attend, with priority given to those who are interested and never been before to ensure different people attend each year.</li> </ul> <p>The program schedule with session descriptions can be found in the link above.</p> <p>Those attending will need to send completed <a href="#">registration forms</a> to Kate Melkert at <a href="mailto:kate.melkert@ubc.ca">kate.melkert@ubc.ca</a> or drop it off in our USB office in Room 78 no later than <b>Friday, February 27<sup>th</sup></b> to ensure spots are available.</p> <p>Should you have any questions, feel free to reach out to your SRS JOHSC resource, Kate or Rosanna.</p>	All	Info	E						
ED-2026-01-13-26	B	<p><i>Returning member – Petro Perdomo</i></p> <ul style="list-style-type: none"> <li>2026-01-14: Petro Perdomo has returned as Wasteman worker rep. Need confirmation whether he completed Part 1 and Part 2a and 2b.</li> </ul>	Petro Perdomo	2026-02	IP						
ED-2026-01-13-25	B	<p><i>New member – Ron Wannamaker</i></p> <ul style="list-style-type: none"> <li>2026-01-14: Ron Wannamaker is the new worker alternate for SOS. Ron needs to complete Part 1 and Part 2a and 2b JOHSC Safety Training within six months.</li> </ul>	Ron Wannamaker	2026-02	N						
ED-2026-01-13-24	B	<p><i>JOHSC Training</i></p> <table border="1" data-bbox="562 1026 1362 1208"> <thead> <tr> <th>Part 2a</th> <th>Part 2b</th> </tr> </thead> <tbody> <tr> <td>February 10 1:00-3:00pm</td> <td>February 12 1:00-3:00pm</td> </tr> <tr> <td>February 25 10:00am-12:00pm</td> <td>February 27 10:00am-12:00pm</td> </tr> </tbody> </table>	Part 2a	Part 2b	February 10 1:00-3:00pm	February 12 1:00-3:00pm	February 25 10:00am-12:00pm	February 27 10:00am-12:00pm	All	Info	E
Part 2a	Part 2b										
February 10 1:00-3:00pm	February 12 1:00-3:00pm										
February 25 10:00am-12:00pm	February 27 10:00am-12:00pm										
ED-2025-06-11-23	B	<p><i>New member – Sebastian Yep</i></p> <ul style="list-style-type: none"> <li>2025-11-12: In progress.</li> <li>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.</li> </ul>	Sebastian Yep	2026-02	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"> <li>2025-04-09: Ayoub has completed Part 1 of JOHSC training.</li> <li>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.</li> </ul>	Ayoub Tennoune	2026-02	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"> <li>2026-01-14: The review committee identified several JOHSC goals to enhance the effectiveness of the safety culture:               <ol style="list-style-type: none"> <li>Each month, after reviewing CAIRS incidents, a safety tip will be selected and discussed during the crew talk.</li> <li>Committee members who are unable to attend a scheduled meeting will notify the committee and send their regrets in advance.</li> <li>Safety training for new members will be completed in a timely manner, not exceeding six (6) months.</li> <li>Promote a strong safety culture by implementing safety courses for workers, such as safe driving training.</li> </ol> </li> <li>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.</li> <li>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 &amp; Planning, regarding these suggestions and review the score and how it was determined.</li> </ul>	Rishi Purohit/ All	2026-02	IP
NB-2025-12-17-184	B	<p><i>Poorly Planned Sidewalk</i></p> <ul style="list-style-type: none"> <li>2026-01-14: Calvin Cheung has advised Lee McCormick that the Municipal Team will initiate the process to install a concrete barrier immediately before</li> </ul>	Calvin Cheung	2026-02	IP



8. ON GOING BUSINESS – Status of Action Items					
		<p>the sidewalk letdown, along with a sign indicating “Sidewalk Ends Here.”</p> <ul style="list-style-type: none"> <li>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.</li> </ul>			
NB-2025-12-17-183	B	<p><i>Grinding Concrete Silica SWP</i></p> <ul style="list-style-type: none"> <li><b>2026-01-14: Rosanna Ma has forwarded the SWP to Calvin Cheung for review and feedback. In progress.</b></li> <li>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.</li> </ul>	Rosanna Ma/ Calvin Cheung	2026-02	IP
NB-2025-12-17-182	B	<p><i>No Drainage at Lower Mall Crosswalk</i></p> <ul style="list-style-type: none"> <li><b>2026-01-14: After reviewing the site, it was determined that the drain was clogged with leaves. The drain has since been cleared, and no further action is required. Item complete.</b></li> <li>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 contact FM and attend a site visit with Jag Khella to review the issue.</li> </ul>			C
NB-2024-08-14-103	B	<p><i>Additional Safety Review of Statistics</i></p> <ul style="list-style-type: none"> <li><b>2026-01-14: The meeting to review the Additional Safety Statistics will reconvene in February for further discussion.</b></li> <li>2025-12-17: Calvin Cheung has scheduled a meeting in December with the respective Managers of Municipal to discuss. In progress.</li> <li>2025-11-12: No update.</li> <li>2025-10-22: In progress.</li> <li>2025-09-15: Calvin Cheung is setting up a meeting with the respective members to discuss. In progress.</li> <li>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.</li> <li>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.</li> <li>2025-06-11: The municipal crew safety survey will be completed for the</li> </ul>	Calvin Cheung	2026-02	IP



8. ON GOING BUSINESS – Status of Action Items

	<p>remaining teams by the end of June. Calvin to update the team with the survey results and safety statistics.</p> <ul style="list-style-type: none"> <li>• 2025-05-14: Calvin to schedule a meeting next week to review a survey.</li> <li>• 2025-04-09: Additional Safety Review of Statistic will be reported next month. In progress.</li> <li>• 2025-03-12: In progress.</li> <li>• 2025-02-12: Meeting to be scheduled between managers and worker reps. In progress.</li> <li>• 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. <ul style="list-style-type: none"> <li>○ Top Accident Types (most time loss incidents): Over-exertion (consistent with last year), followed by struck by.</li> <li>○ Top Injury Types: Other strains and laceration</li> <li>○ Too Body Part injured: Back</li> <li>○ Top 3 contributing factors: Awkward Load, Repetitive Motion, and Heavy Load – Lift</li> </ul> </li> </ul> <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"> <li>• 2025-11-13: To be reviewed in January after the CAIRS yearly statistics are generated. In progress.</li> <li>• 2024-10-09: The committee will gather information and write a preliminary report. Review in the New Year. In progress.</li> <li>• 2024-09-19: Calvin will review the safety record for Municipal and gather information from the crews. Review in Jan 2025.</li> </ul> <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</p>			
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8. ON GOING BUSINESS – Status of Action Items

		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.			
NB-2024-06-12-96	B	<p><i>Job Safety Review</i></p> <ul style="list-style-type: none"> <li>● 2026-01-14: On going.</li> <li>● 2025-12-17: SRS advised the committee that Job Safety Reviews are done annually. Soft Landscaping is currently being updated. In progress.</li> <li>● 2025-11-12: In progress.</li> <li>● 2025-10-22: In progress.</li> <li>● 2025-09-15: In progress.</li> <li>● 2025-08-13: In progress.</li> <li>● 2025-07-09: Dale Low is currently updating the Job Safety Review. In progress.</li> <li>● 2025-06-11: Dale sent the draft to Rosanna. Rosanna to discuss comments with Dale. In progress.</li> <li>● 2025-05-14: Dale is working on updating the JSR. In progress.</li> <li>● 2025-04-12: Soft Landscape’s JSR pending review. In progress.</li> <li>● 2025-03-12: Soft Landscape to complete JSR. In progress.</li> <li>● 2025-02-12: Calvin Cheung confirmed the SOS JSR has been completed. Soft Landscape is still outstanding. In progress.</li> <li>● 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.</li> <li>● 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.</li> <li>● 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.</li> <li>● 2024-10-09: Stores JSR is being reviewed. Other SOSs in progress.</li> <li>● 2024-09-19: Rosanna to resend the JSRs to SOS.</li> <li>● 2024-08-14: The following crews must update JSRs and send to SRS. <ul style="list-style-type: none"> <li>○ Stores</li> <li>○ Soft Landscape</li> <li>○ SOS</li> </ul> </li> </ul>	Dale Low	2026-02	IP



**8. ON GOING BUSINESS – Status of Action Items**

		<ul style="list-style-type: none"> <li>○ Wasteman – completed &amp; sent to SRS</li> <li>○ Garage – completed &amp; sent to SRS</li> <li>● 2024-07-10: The following crews must update JSRs and send to SRS.               <ul style="list-style-type: none"> <li>○ Stores</li> <li>○ Soft Landscape</li> <li>○ SOS</li> <li>○ Wasteman</li> <li>○ Garage</li> </ul> </li> <li>● 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.</li> </ul>			
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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-2026-01-14-191	B	<p><i>Review of Crew Specific Stats</i></p> <ul style="list-style-type: none"> <li>● 2026-01-14: Rosanna Ma, SRS, sent crew-specific safety statistics to managers and worker representatives, requesting they review the information and bring their feedback to the next Municipal JOHSC meeting.</li> </ul>	ALL	2026-02	N
NB-2026-01-14-190	B	<p><i>2026 Annual Job Safety Review</i></p> <ul style="list-style-type: none"> <li>● 2026-01-14: Each crew will be responsible for completing the 2026 Annual Job Safety Review (JSR) to identify potential hazards and the</li> </ul>	ALL	2026-02	N



		<b>necessary control measures. The JSR is intended to identify hazards and recommend the safest way to perform the job.</b>			
NB-2026-01-14-189	B	<p><b>New Health &amp; Safety Associate</b> We're pleased to welcome Alex Chin to Safety &amp; Risk Services as the new Health &amp; Safety Associate! Alex is a graduate of both the UBC Kinesiology Program and the BCIT Occupational Health &amp; Safety Program. She brings experience as an Environmental Health &amp; Safety consultant, where she supported large institutional clients including Metro Vancouver, Simon Fraser University, and Kwantlen Polytechnic University in developing and implementing comprehensive health and safety programs.</p> <p>At UBC, Alex will be supporting the JOHSCs and LSTs, including delivering committee training and serving as a key point of contact for safety-related guidance.</p>			
NB-2026-01-14-188	B	<p><b>Bell Let's Talk – Mental Health</b> January 21, 2026 is Bell Let's Talk Day which raises funds for mental health initiatives and aims to reduce the stigma around mental illness. You can find more about this day and how you can contribute at <a href="#">Bell Let's Talk</a>.</p> <p>Each year, 1 in 5 Canadians faces a personal mental health challenge. At UBC, we're dedicated to providing support. Faculty and staff can access a range of mental health resources at <a href="#">UBC Health and Wellbeing</a>.</p> <p>For additional educational opportunities, explore our mental health-related courses at <a href="#">UBC Workplace Learning</a>. Together, we can foster a healthier, more supportive community.</p>	All	n/a	E
NB-2026-01-14-187	B	<p><b>New Exposure Control Plan – Working to address the Risks of Mold at UBC Worksites</b> Exposure control plans (ECP) provide a 'blue print' for the program and its component parts by describing the hazard and associated the health risks, as well as the controls used to mitigate those risks. The new Draft Mold Exposure Control Plan (ECP) aims to provide clear guidance in the event mold is suspected or found at your workplace.</p>	All	n/a	E



		<p>Prior to its publication, SRS is seeking input from the UBC community to verify that the content is both inclusive and reflective of mold risks at our varied worksites. Your feedback will help ensure the content of this document includes the information you need to stay safe at work.</p> <p>To share your comments, please complete this <a href="#">Qualtrics survey</a> by February 20<sup>th</sup>, 2026. The Mold Exposure Control Plan can be found using the link on the first page of the survey.</p>			
NB-2026-01-14-186	B	<p><b>Bi-Annual General Building Exterior Checklist</b></p> <p>As we move into the darker months of the year, it’s a good time to review ex <a href="#">Checklist</a> (Section C), found in the General Inspection &amp; Report Template, su walkways, building security, and general exterior maintenance.</p> <p>This checklist is typically completed in January and June to help identify any For any questions, please contact <a href="mailto:safety.risk@ubc.ca">safety.risk@ubc.ca</a>.</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"> <li>2026-01-14: Revisit in March 2026.</li> <li>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.</li> <li>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.</li> <li>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</li> </ul>	Calvin Cheung	2026-03	IP



		<p>facility reopens.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 2025-06-11: There is reoccurrence of excess dust around BRDF. Calvin to follow up with EWS.</li> </ul>			
NB-2024-01-10-74	B	<p><i>Facilities Landscape's Tree Falling Procedures</i></p> <ul style="list-style-type: none"> <li>• <b>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.</b></li> <li>• 2025-06-11: Follow up in next month.</li> <li>• 2025-02-12: No update. On-going. Review in 3 months.</li> <li>• 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.</li> <li>• 2024-10-09: In progress. Review again in 2025.</li> <li>• 2024-09-19: Dale to follow up with WorkSafeBC.</li> <li>• 2024-04-10: Dale is working with WorkSafeBC on this matter. Review again September, 2024.</li> <li>• 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.</li> <li>• 2024-02-14: In progress.</li> <li>• 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.</li> </ul>	Dale Low	2026-02	IP
GI-HEADER-218	B	<p><i>Emergency Washing Facility</i></p> <ul style="list-style-type: none"> <li>• <b>2026-01-14: Project has been approved. No further safety concerns. Item closed.</b></li> <li>• 2025-10-22: Tentative construction will start December 2025. Revisit item again in March 2026.</li> <li>• 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.</li> </ul>			C



	<ul style="list-style-type: none"><li>• 2025-02-12: Other options are still being determined. On-going. Review in again in April.</li><li>• 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.</li><li>• 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.</li><li>• 2024-08-14: Item will be revisited in November 2024.</li><li>• 2024-04-10: Continue exploring other options. In progress.</li><li>• 2024-03-13: Funding request has been denied. Continue exploring for other options.</li><li>• 2024-01-10: Item will be revisited in April 2024</li><li>• 2023-11-08: Will be discussed in January 2024.</li><li>• 2023-10-11: No update. In progress.</li><li>• 2023-09-06: Funding has been requested for project. In progress.</li><li>• 2023-08-09: Jenniffer Sheel and Dale Low are exploring other options. In progress.</li><li>• 2023-07-12: Dale Low is exploring other options to reduce cost of installing an eyewash station. In progress.</li><li>• 2023-06-14: Quote of 200K was given to complete project. Review is necessary. In progress.</li><li>• 2023-05-23: Dale to check with chemical disposal site nearby.</li><li>• 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.</li><li>• 2023-03-08: The construction of an eye wash station in the shop has been approved for the trades to undertake. In progress.</li><li>• 2023-01-11: Dale Low has received quote for the job. Review in March. In progress.</li></ul>			
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		<ul style="list-style-type: none"> <li>Note: the minutes have been condensed. For information prior to 2023 please refer to Jun 14/23 minutes.</li> </ul>			
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## 12. WorkSafe BC Correspondence

### 1) DECEMBER 4, 2025 - #202516973989A

- Description:
  - On December 4, 2025, a WorkSafeBC Prevention Officer spoke with the employer over the phone regarding an incident where a worker tripped and fell while crossing the street.
  - 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:
  - 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 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. This applies to both on-campus and off-campus UBC locations, as contacting Campus Security activates the on-call Safety & Risk Services resource, who initiates the immediate reporting to WorkSafeBC.
  - If you are unsure whether an incident meets the threshold, report it to Campus Security immediately so the appropriate response and escalation can occur.



Date:	February 11th, 2025
Time:	12:30 PM
Location:	USB Room 1020 or Zoom

**13. MEETING ADJOURNED**

Time:	2.35 p.m.
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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](#)