In the event of a medical emergency, please contact 911 and then 2-4444 (First Aid). First aid should be able to respond quickly and care for the injured worker within their scope while waiting for emergency services such as an ambulance.

If an accident or incident occurs that is immediately reportable, please also contact Risk Management Services at 2-2029 from your UBC land line or 604-822-2029 from a mobile device. On weekends and after hours contact Campus Security (2-2222 from your UBC land line or 604-822-2222 from a mobile device) and ask them to contact the RMS pager.
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Organization of the Course

The course is designed to have a facilitated delivery method, which includes approximately 8 hours of training.

This guide is designed to provide supplemental information for the activities in the Participant Workbook. However, all activities can be completed from the information provided during training. Learning will be offered both online (Part 1 Only) and in a traditional classroom setting.

The “Pre-learning self-assessment” found in the Workbook will help to determine participants’ training priorities and help you set your training goals.

Introduction

Thank you for taking on the responsibility of being a Joint Occupational Health & Safety Committee (JOHSC) representative! Your selection for this position shows the trust that your colleagues have in you and in your commitment to helping everyone stay healthy and safe while at work.

Feeling that you have to live up to the trust and expectations of others can be a little intimidating. However, the good news is that you are not all on your own. The University of British Columbia has the Risk Management Services (RMS) department that is dedicated to ensuring the health, safety and environmental responsibilities of the University are met. Risk Management Services is providing an RMS resource that will be assigned to each JOHSC to assist your JOHSC with interpreting regulations and recommendations to control hazards in your department.

UBC Risk Management Services developed this Joint Occupational Health and Safety Committee Fundamentals course in line with WorkSafeBC’s course to meet the requirements of section 3.27 of the Occupational Health and Safety Regulation (enacted as of April 3, 2017). The Joint Occupational Health and Safety Committee Fundamentals course was designed to help you gain some of the knowledge and skills you need to be successful.

Even if you already know what’s involved in being a JOHSC representative, this course will provide a helpful refresher.
Learning Outcomes

The following learning outcomes are based on the requirements set out in section 3.27 of the OHS Regulation.

Upon completing the Joint Occupational Health and Safety Committee Fundamentals course, participants should be able to:

1. Explain the purposes of the Act, Regulation, and Guidelines
2. Summarize the duties and functions of a joint committee
3. Explain the joint committee role in incident investigations
4. Differentiate between types of inspections
5. Apply procedures regarding the right to refuse unsafe work to given situations
6. Summarize educational requirements for joint committee members (section 135 of the Act and section 3.27 of the Regulation)
7. Explain the prohibition against discriminatory action (section 150 of the Act)
8. Identify when an employer is required to consult with the joint committee
9. Differentiate between the roles of the Committee Co-chairs and committee members
10. Explain the purpose of a joint committee’s terms of reference (rule of procedure)
11. Apply policies and procedures outlined in joint committee rules of procedure
12. Plan appropriate regular activities for a joint committee
13. Explain the purpose of analyzing minutes from joint committee meetings
14. Create appropriate committee recommendations (informal and formal)
15. List the traits of an effective joint committee and explain the purpose of conducting an evaluation of the joint committee’s effectiveness
Your keys to success

To be an effective JOHSC representative, you will need to:

1. Be aware of the legal requirements related to workplace safety
2. Recognize the extent and limits of your role as a JOHSC representative
3. Be aware of the resources available to assist you in carrying out your job as a JOHSC representative
4. Find appropriate and practical solutions to health and safety issues
5. Have good interpersonal communication skills, and an ability to work collaboratively and constructively with others in your workplace – your co-workers, supervisors, and your employer
6. Be committed to following up on ideas and safety concerns
7. Be organized and able to track progress on “to do” items

We will look at all of these items in this course.

While the regulatory requirements for Joint Occupational Health and Safety Committees apply to all industries and workplaces in B.C. (except those under federal jurisdiction), it is understood that training needs and priorities will differ from one industry and organization to another.

The material covered in the JOHSC Fundamentals Training predominantly focuses on the WorkSafeBC regulations and requirements. However it is important to be aware that at UBC WorkSafeBC is not the only governing body that you may have to consider.

Some other governing bodies that JOHSCs should be aware of are:

- Transport Canada (transportation of dangerous goods)
- Technical Safety BC
- Office of the Fire Commissioner
- Public Health Agency of Canada
- Canadian Food Inspection Agency
- And more

In addition, UBC has an Occupational and Research Health and Safety Policy that must be considered.

**UBC’s Occupational and Research Health and Safety Policy #7**

Policy #7 can be found at: [https://universitycounsel.ubc.ca/policies/index/](https://universitycounsel.ubc.ca/policies/index/)

Let’s focus on a few pieces in particular:
The University of British Columbia
Board of Governors

Policy No.: 7
Approval Date: December 4, 2018
Last Revision: N/A
Responsible Executive(s):
Vice-President, Finance & Operations
Vice-President, Research & Innovation

Title: Occupational and Research Health and Safety

Background & Purposes:
UBC must comply with occupational health and safety legislation, as well as various regulatory requirements applicable to the safe and lawful use of Hazardous Materials and Wastes in UBC Activities, including Biological Materials, Radiation Sources, and Chemical Materials. Accordingly, this Policy aims to:

- articulate UBC’s commitment to provide healthy and safe workplace, teaching, and research environments for UBC Members; and
- identify responsibilities and standards required of UBC, acting through its Administrative Heads of Unit, UBC departments, Supervisors (including Principal Investigators), and UBC Members involved in the use and disposal of Hazardous Materials and Wastes in UBC’s workplace, teaching, and research environments.

Related Policies:
- Policy #3 (Discrimination and Harassment)
- Policy #6 (Environmental Protection Compliance)
- Policy #8 (Disaster Management)
- Policy #12 (Pest Control)
- Policy #14 (Response to At-Risk Behaviour)
- Policy #87 (Research)
- Policy #131 (Sexual Assault and Other Sexual Misconduct)

Defined terms are capitalized in this Policy and Procedures.

1. SCOPE OF THE POLICY

1.1 This Policy applies to UBC Members, acting in their UBC capacity, when engaged in activities (collectively, “UBC Activities”):

1.1.1 on UBC’s campuses;
1.1.2 under the administrative control of UBC;
1.1.3 utilizing UBC’s facilities or equipment;
1.1.4 supported by Research Funds processed or secured through UBC; or
1.1.5 authorized under licenses issued to UBC and involving Biological Materials or Radiation Sources.

2. GENERAL POLICY

2.1 UBC aims to eliminate unnecessary risks, injuries, and occupational diseases, from UBC's workplace, teaching, and research environments.

2.2 UBC accepts Applicable Standards as minimum standards and may establish and enforce more stringent standards, as it deems appropriate for UBC Members.

2.3 Each UBC Member who engages in or is responsible for a UBC Activity involving Hazardous Materials and Wastes must:

   2.3.1 Comply with this Policy and the Procedures;

   2.3.2 Understand the Occupational Health and Safety Program, the Biosafety Program, the Radiation Safety Program, and the Chemical Safety Program, prior to carrying out or supervising any UBC Activities; and

   2.3.3 Procure, handle, store, transport, and dispose of Hazardous Materials and Wastes in a manner that harms neither the environment nor living beings.

2.4 Each UBC Member engaged in UBC Activities involving, or potentially involving, Hazardous Materials and Wastes should endeavour to:

   2.4.1 Substitute less harmful materials for those that are known to be Hazardous Materials and Wastes prior to the time of acquisition; and

   2.4.2 Acquire or purchase Hazardous Materials and Wastes in sufficiently small quantities to minimize the period of storage at or by UBC.
B. OCCUPATIONAL HEALTH AND SAFETY PROCEDURES

Approved: December 4, 2018

Pursuant to Policy #1: Administration of Policies, “Procedures may be amended by the President, provided the new procedures conform to the approved policy. Such amendments are reported at the next meeting of the Board of Governors.” Note: the most recent procedures may be reviewed at http://universitycounsel.ubc.ca/policies/index/.

B1. SCOPE OF THE OCCUPATIONAL HEALTH AND SAFETY PROCEDURES

B1.1 These Occupational Health and Safety Procedures apply to UBC Activities.

B2. OCCUPATIONAL HEALTH AND SAFETY PROGRAM

B2.1 UBC has developed and will maintain the Occupational Health and Safety Program. Each of the Responsible Executive(s) is responsible for the operation of the Occupational Health and Safety Program within their Areas of Responsibility. However, direct oversight of particular aspects of the Occupational Health and Safety Program may be delegated by the Responsible Executive(s) to another Administrative Head of Unit, as appropriate.

B3. JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEES

B3.1 The Joint Occupational Health and Safety Committees under the Occupational Health and Safety Program are mandated to advise, assist, and make recommendations to the applicable Administrative Head of Unit to improve occupational health, safety, and personal security within their Area of Responsibility.

B3.2 Each Joint Occupational Health and Safety Committee must:

B3.2.1 develop terms of reference specific to its duties and functions as prescribed under the Workers Compensation Act;

B3.2.2 at a minimum meet monthly; and

B3.2.3 monitor UBC Activities for compliance with Applicable Standards and other UBC policies, procedures, restructures, directives, and guidelines.

B4. LOCAL SAFETY TEAMS

B4.1 The Local Safety Teams under the Occupational Health and Safety Program are mandated to provide operational support for health and safety at UBC by: (i) identifying and recommending corrective measures regarding unsafe working conditions; (ii) conducting inspections, incident/accident investigations; and (iii) recommending health and safety initiatives to a UBC specific site, faculty, department, or unit.

B4.2 Each Local Safety Team shall develop terms of reference to be approved by the applicable Administrative Head of Unit for their Area of Responsibility.
B5. OCCUPATIONAL HEALTH AND SAFETY PROGRAM ADVISORS

B5.1 The Occupational Health and Safety Program Advisor is responsible for providing the necessary resource materials and guidance (e.g., templates, check lists, best practices) to UBC specific site, faculties, departments, or units to support them in developing and maintaining the Occupational Health and Safety Program. Additional Local Safety Program Advisor positions may be established with responsibility to distribute the necessary resource materials and guidance to site-specific areas within a UBC faculty, department, or unit.

Download the Full Policy from: https://universitycounsel.ubc.ca/policies/index/

Complete Activity 1: Specifically UBC
The Workers Compensation Act and the Occupational Health and Safety (OHS) Regulation are the rules that workers and employers must follow. To support the Act and Regulation, WorkSafeBC creates policies and guidelines that explain legislation in great detail. You can access all of this material in various ways. The best way to make sure you have the most current information is to use:

- The mobile app (available for iOS or Android)
- The online (searchable) version at www.worksafebc.com

Using the OHS Regulation Mobile App:

The app is available for iOS and Android. Visit worksafebc.com, or download directly from the iTunes or Google Play app sites. Once you have installed it on your device, select Settings > Check for Updates to ensure you have the most up-to-date information.

The OHS Regulation mobile app lets you download OHS law and policy documents to your mobile device so you can find information even when you don’t have access to cell or internet service.

You can save your most-used sections in a Favourites list. Select the Bookmark button on any of the contents pages to add that section to your Favourites.

Searching Online at www.worksafebc.com

When you visit the searchable OHS Regulation page at worksafebc.com, you can find what you are looking for in different ways:

- Use the Law and Policy contents page, and choose sections based on the information you require. Information there is organized according to commonly used categories such as equipment type (e.g., section 8 for personal protective equipment) or industry type (e.g. section 28 for agriculture).

- Use the keyword search if you’re not sure which document contains the information you’re looking for.
The Act, the Regulation, and the JOHSC

The Workers Compensation Act and the Occupational Health and Safety Regulation contain legal requirements that must be met by all workplaces under the jurisdiction of WorkSafeBC. As a JOHSC representative, you are not required to memorize these documents. However, it will be helpful to be aware of the topics covered in the Act and Regulation. More importantly, you should know how to access the Act and Regulation when you need specific information.

The Workers Compensation Act

Workers compensation law in British Columbia is set by the Workers Compensation Act (Act) and its related regulations.

The Act addresses matters such as:

- Assisting injured or disabled workers and their dependents
- Assessing employers and collecting funds to operate WorkSafeBC
- The rights and responsibilities of employers and workers with respect to occupational health and safety
- Setting and enforcing occupational health and safety regulations and standards
- Inspecting workplaces, issuing orders, and imposing penalties

The Act outlines a number of items pertaining to JOHSCs and worker representatives such as the formation of joint committees, duties and functions, procedures, and employer obligations to support the JOHSC (see Appendix A: Regulatory Excerpts). The prohibition against discriminatory action is also established in the Workers Compensation Act and can be found in Part 3, Division 6, sections 150 through 153.

The Occupational Health and Safety Regulation

The purpose of the Regulation is to:

- Promote occupational health and safety and to protect workers and other persons present at workplaces from work-related risks to their health, safety and wellbeing.
- Outline the legal requirements that must be met by all workplaces.
- Provide a foundation upon which to build an effective health and safety program.
The regulation is comprised of 34 Parts and divided into 3 main categories:

**Core Requirements, Parts 1 - 4**

The Core Requirements apply to all workplaces, and include:

- **Part 1** - provides definitions of words used in the Regulation that have specific meanings.
- **Part 2** - provides a description of how the regulation is applied.
- **Part 3** - outlines the right and responsibilities of the employer, supervisor and worker as well as elements of a health and safety program, including such things as investigations and reports, workplace inspections, the right to refuse unsafe work, and first aid.
- **Part 4** - provides general requirements for such aspects of workplace safety as building and equipment safety, emergency preparedness, preventing violence, working alone, ergonomics, illumination, indoor air quality, smoking, lunchrooms, and the joint occupational health and safety committee.

**General Hazard Requirements, Parts 5 - 19**

- **Parts 5 - 19** outline general hazard requirements that are found in a number of workplaces, often higher-hazard operations such as safe use of chemicals; confined space entry procedures; guarding of machinery and use of mobile equipment.

**Industry / Activity Specific Requirements, Parts 20-34**

- Parts 20 - 34 outline requirements that apply to specific industries such as forestry, laboratory-related work, oil and gas or to specific hazardous activities such as blasting, diving, firefighting, and evacuation and rescue.

There are several sections of the Regulation that mandate the employer’s duty to consult with a JOHSC or JOHSC representatives, and when documentation must be made available to the joint committee or worker representative (see Appendix A: Regulatory excerpts).

**OHS Policies and Guidelines**

- The Prevention Manual contains policies with respect to matters under Part 3 of the Act and the Regulation.
- Many parts of the Act and Regulation have associated guidelines, which are used to help interpret and apply the Act and Regulation.

*Complete Activity 2: Knowing the Rules*
JOHSC Roles and Responsibilities

To further improve occupational health and safety in the workplace here at UBC for both the employer and the workers, UBC has worked with WorkSafeBC to develop a number of JOHSCs across campus.

As a result, UBC has approximately 24 JOHSCs overseeing occupational health and safety in the workplace across various locations, each reporting up to a corresponding Vice President.

Each JOHSC is responsible for:

1. Promoting safe work practices
2. Assisting in creating a safe and healthy workplace through
3. Inspections
4. Investigations
5. Inquiries
6. Recommending actions to improve the effectiveness of the OHS program
7. Promoting compliance with the Workers Compensation Act and the Regulation

Membership of a Joint Committee

A joint committee for a workplace must be established in accordance with the following:

- It must have at least four members or, if a greater number of members is required by regulation, that greater number;
- It must consist of worker representatives and employer representatives;
- At least half of the members must be worker representatives;
- It must have two co-chairs, one selected by the worker representatives and the other selected by the employer representatives (section 127 of the Act).

The membership particulars of your joint committee can be found in the Terms of Reference, also known as the Rules of Procedure.

Complete Activity 3: Duty to Consult
Complete Activity 4: Role Awareness
Refusing Unsafe Work: A Four-Step Process

The Regulation outlines that workers have four key rights:

1. The Right to Know…the hazards of their assigned work.
2. The Right to Participate…in carrying out their assigned work.
3. The Right to Refuse…if they have reasonable cause to believe that the work is unsafe.
4. The Right to No Discrimination (Prohibition of Discrimination)…should they refuse unsafe work.

If a worker has reasonable cause to believe that carrying out a work process or operating any tool, appliance or equipment would create an undue hazard to the health and safety of any person, they can refuse to participate in the unsafe work by following the process detailed below.

Procedure for reporting an unsafe condition:

1. The worker must immediately report the unsafe condition to a supervisor or employer.
2. The supervisor or employer must investigate the matter and fix it, if possible. If the supervisor / employer decides the worker’s concern is not valid, report back to the worker.

If the worker still views the work as unsafe after a supervisor or employer has said it is safe to perform a job or task:

3. The supervisor or employer must investigate the problem and ensure any unsafe condition is fixed in the presence of the worker and a worker representative of the joint committee or a worker chosen by the worker’s trade union. If there is not joint committee or representing trade union at the workplace, the worker who first reported the unsafe condition can choose to have another worker present for the investigation.

If the worker still views the work as unsafe:

4. The worker and the supervisor or employer must contact WorkSafeBC. A prevention officer will then investigate and take steps to find a workable solution.

Complete Activity 5: Responding to Concerns
Resolving Workplace Issues

Remember that under the Regulation sections 3.9 – 3.11, unsafe or harmful conditions found during workplace inspections must be fixed without delay. Also, when workers see an unsafe condition they must report it as soon as possible to their supervisor or employer who must investigate and make sure that corrective action is taken.

When these steps are followed, most issues will not reach the JOHSC. As a result, the JOHSC should only be dealing with:

- Outstanding issues that have been reported but not corrected
- Issues identified during committee meetings (e.g., analysis of first aid statistics)
- Issues identified during committee inspections

When the committee has discussed the issue and decided upon the course of action it wants to take, the JOHSC can make either an informal or formal recommendation:

**Informal recommendations:**
When the issue can be dealt with by a member of the committee (usually an employer representative) without further consultation or approval needed. Informal recommendations and the action taken should be documented in your JOHSC minutes.

**Formal recommendations:**
When the issue cannot be dealt with by the JOHSC directly then the co-chairs, with help from the JOHSC, will write a recommendation to the employer.

Formal recommendations are usually required when issues involve:

- Purchases or allocation of funds
- New or revised workplace policies or procedures
- Training or orientation programs for employees
- Changes to equipment or workspace layouts
- Follow up on earlier approved actions that have not been implemented
- Review or agreement needed from other departments or locations
Effective Formal Recommendations

An effective recommendation includes:

- A concise, clear, and complete description of the issue, with background and regulatory reference as applicable
- More than one option if available, and the pros and cons of each
- A suggested timeline

Recommendations should also be:

- Directly related to health and safety in the workplace
- Doable – reasonable solutions to the problem
- Complete – the employer should not need any additional information to make a decision
Hierarchy of Controls

Once someone has identified a hazard, what’s next?

The answer is to take whatever practical and reasonable steps are needed to minimize the risk to workers. If a worker cannot deal with the hazard immediately, the hazard should be promptly reported to your supervisor.

Often there is more than one way to deal with the hazard and control the risk. However, not all controls are equally easy to implement or equally effective.

Historically, the hierarchy of controls has been used as a means of determining how to implement feasible and effective control solutions.

The idea behind the hierarchy of controls is that the control methods at the top of the graphic (see below) are potentially more effective and protective than those at the bottom. Following this hierarchy normally leads to the implementation of inherently safer systems, where the risk of illness or injury has been substantially reduced.

As JOHSC representatives you could be regularly asked to analyze hazardous situations. Using the hierarchy of controls you will be able to provide reasonable and effective recommendations to control or eliminate a hazard. Recognize that finding the best solution will depend on many factors unique to your workplace, such as:

- Level of risk
- Number of employees involved
- Cost or availability of controls
- Whether the controls will affect other work processes
Elimination and Substitution Controls

The most effective safety measures are the ones that eliminate hazards or substitute (replace) a hazard with something less hazardous or harmful. An example of elimination is obtaining mechanical lifting aids (hoists, pallet jacks) to eliminate the need for lifting heavy materials manually. An example of a substitution is replacing petroleum-based products that are flammable and irritate the skin and respiratory system with water-based products.

Engineering Controls

Engineering controls are highly effective in controlling existing hazards in the workplace because they are designed to remove the hazard at the source, before it comes in contact with the worker (e.g., local exhaust ventilation). Engineering controls include the way equipment or materials in the workplace are used, designed, or arranged or the use of equipment. For example, the nozzles of diesel pumps are larger than the nozzles of the gas pumps. This design makes it impossible for anyone to accidentally put diesel fuel into a gas tank. Initially, the cost of engineering controls can be higher than administrative controls or PPE, but over the longer term, operating costs are often lower. If the process is still at the design or development stage, engineering controls may be inexpensive and simple to implement.

Administrative Controls

Administrative controls include awareness tools (e.g., signs), job rotation, training, and safe work procedures. While training and procedures are necessary, there are often gaps between what training or procedures say should happen, and how tasks are actually performed. Reasons for these gaps include: workers may change how they conduct a task in response to poorly maintained equipment or to increase efficiency; sometimes training and procedures are outdated or do not accurately reflect the physical demands of a job. Administrative controls rely on worker performance to be effective. For example, a sign in order to be effective requires a worker to notice, correctly interpret, and comply with the sign.

PPE

Personal protective equipment, such as hard hats, high visibility clothing and respirators while important are known as the last line of defense. For example, a traffic control person wearing PPE should help drivers see them; however, PPE will provide them with limited, if any, protection if a driver fails to stop due to impairment or vehicle malfunction. Personal protective equipment relies on the worker’s behavior to be effective. For example, in order for a respirator to be effective the worker must properly wear their respirator, use the appropriate cartridges and maintain (e.g., clean) their respirator.

Complete Activity 6: Hierarchy of Controls
Complete Activity 7: Formal Recommendations
Conducting a JOHSC Meeting

Many of us know examples of committees that do not work well; meetings that drag on, no actions are agreed upon, committee members do not take part in discussions or are discouraged from doing so, or personal differences that make it difficult to focus on the business at hand.

To work well, JOHSCs rely on having members who:

- Understand their responsibilities and roles
- Have an understanding of the Workers Compensation Act and Regulation as well as collective agreement languages
- Have taken the JOHSC Fundamentals Course within six months after becoming a JOHSC member
- Know how to conduct an incident investigation and regular workplace inspections

As part of our JOHSC committee member training, it is important that we have an understanding of the JOHSC meetings standard agenda, roles of the members in meetings, elements of conducting an effective JOHSC meeting, as well as effective communication skills.

The purpose of the JOHSC meeting is provide a positive participation and cooperation by both employer and worker representatives as they work together to promote health and safety in the workplace.

Roles & Responsibilities of Safety Meeting Members

The co-chairs’ major responsibilities are to:

- Control meeting
- Maintain an unbiased view point
- Review previous meeting reports and materials (minutes)
- Prepare the agenda
- Record the committee activities
- Circulate and post the meeting reports
- Send out meeting notices
- Prepare recommendation(s) and forward to the employer for a response
- Prepare all correspondence
During the meeting JOHSC employer and worker representatives are expected to:

- Contribute to the meeting
- Identify issues
- Set meeting goals

Committee representatives have a number of important tasks outside of the regular meeting as well:

- Ensure work areas are inspected for health and safety hazards
- Ensure accidents/ incidents are reported and investigated
- Investigate complaints or refusals to work due to real or perceived hazards

Elements of an Effective JOHSC Meeting

1. Terms of Reference (Rules of Procedure)
2. Agenda
3. Committee Co-chairs
4. Employer and Worker Representatives
5. Minute Taker/ Recorder (JOHSC Administrator)
6. Documentation
7. Follow Up
The Standard JOHSC Meeting Agenda

1. Roll call
2. Determination of Quorum
3. Approval of Previous JOHSC Meeting Minutes
4. Additional Agenda Items, review Actionable Items from Local Safety Team (LST) Minutes (if applicable) & Approval of Agenda
6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)
7. Review Education & Training
8. Ongoing Business – Status of Action Items
9. JOHSC Recommendation Letters (Correspondence)
10. New and Other Business
11. Next Meeting
12. Meeting Adjournment

Meeting Minutes

Meeting minutes provide a permanent record of proceedings, a historical record and inform the employer and workers of decisions and actions that have been recommended. They should be brief and factual and indicate what action is required, who is responsible and by when it is to be completed.

Meeting minutes must be:

- Provided to the employer
- Kept for at least 2 years from the date of the committee meeting
- Readily accessible to the committee, workers of the employer, and WorkSafeBC Officers
- Posted for the three most recent meetings so that the workers can be kept informed
Thinking about potential health and safety hazards in your workplace is another important part of your role as a JOHSC worker or employer representative. Recognizing the hazards associated with operation of industrial machinery, facilities, or processes is usually straightforward. However, hazards can be less obvious and no matter how low-risk your workplace might seem, hazards still exist. For example:

• Slips, trips, and falls can occur in any setting where rain or snow could accumulate, where spills might occur, or where obstacles can be left in a pathway.

• Many workplaces contain a storage or feature that is accessible only with a step-stool or ladder. Injuries can happen if workers fall or if objects fall on them from a height.

• Airborne contaminants (e.g., dust, mould, or asbestos) can exist unnoticed in many areas, becoming a potentially dangerous health threat when disturbed.

• Temperature extremes and other weather conditions can certainly prove hazardous when someone is working outdoors.

• Office work has its own hazards. For example, poor posture, prolonged sitting, and repetitive movement can all lead to injuries.

When it comes to identifying hazards in your workplace, your best sources of information are often your co-workers and their supervisors. Building trust and keeping your lines of communication open will allow you to learn about many concerns. Inspections focus on prevention. An inspection is intended to spot potential problems before they result in an incident (i.e., a near-miss or actual harm). As we have learned earlier in the course, our employer has a duty to consult with the Joint committee worker representatives on workplace inspections. To be effective, inspections should happen regularly and look at a broad range of situations where possible risk to workers might exist.

Inspections help to identify:

• Potential problems that were not anticipated during design or task analysis

• Equipment deficiencies

• Effects of changes in processes or materials

• Inadequacies in remedial actions

By conducting inspections, hazards can be identified and corrected, which in turn prevent incidents / accidents and improve operations.
Types of Inspections

Informal

- Daily inspections of personal work area
- May not be as effective as personnel may not be objective enough due to familiarity/complacency of the area

Equipment

- Pre-use inspection of tools, vehicles, machinery and equipment
- Must follow the manufacturer’s recommendations
- Allows for Safe Work Procedures to be developed and adjusted accordingly

Special

- The OHS Regulation requires a special inspection after a malfunction or accident to ensure that work does not resume until it is safe to do so
- In response to a reported condition/incident or by a WorkSafeBC Prevention Officer
- RMS along with the area supervisor will conduct the inspection

Regular

- Regular planned inspections must be done at intervals that will prevent the development of unsafe working conditions
- Regular inspections are conducted by a team comprised of the JOHSC members
- The team is required to complete an inspection report which is to be sent to the area supervisory staff and JOHSC for review

When hazards are noted during inspections and inspection report must be created. The inspection report will include: a description of the hazard, a priority level, recommended corrective actions, a person responsible for the action, a target date, and a completion date. Follow-up must be done to ensure the implementation of recommendations.
Five Key Elements of an Effective Workplace Inspection Program

1. Develop standards
   - Inspection schedule
   - Inspection Checklist(s)
   - Review previous inspection reports
   - Obtain required tools, materials and equipment

2. Inspect
   - Follow a planned route
   - Draw attention to immediate dangers
   - Observe equipment/ work practices
   - Ask questions

3. Correct unsafe conditions or acts
   - Correcting a hazard usually requires both temporary and permanent actions
     - Temporary corrections allow immediate hazards to be controlled in the short term (i.e. rope off area, post signs, remove from service, lock out, clean up).
     - Permanent corrections focus on correcting underlying causes of the hazard for a long term solution. These corrections tend to be more complex, time consuming, and costly (i.e., provide training, implement policy and procedure, replace equipment, improve storage, improve environment, provide PPE)
   - Correct the hazard if you are able to

4. Document
   - Record all hazards identified with a hazard rating
   - List corrective actions for each hazard
   - Assign responsibility and a timeline for completion for corrective actions
   - Provide the inspection report to those who have the authority to implement recommendations (e.g., area supervisor or manager) including the JOHSC

5. Follow-up
   - The JOHSC is responsible for reviewing inspection reports, discussing and documenting outstanding items, reviewing the progress of recommendations to ensure completion and effectiveness
Knowing What to Inspect

When conducting an inspection, there are four key areas to look at:

1. **People and Processes**
   - Placement of items
   - Ergonomic factors
   - Work procedures
   - Personal Protective Equipment

2. **Equipment**
   - Condition
   - Fire prevention and control
   - Guards and safety devices
   - Ergonomic factors
   - Fire evacuation

3. **Materials**
   - Hazards
   - WHMIS
   - Training for safe use
   - Emergency procedures

4. **Environment**
   - Housekeeping
   - Lighting
   - Ventilation
   - Noise
   - Vibration
Inspection Checklists

UBC RMS has developed an inspection checklist and report template that outlines the most common areas of focus for a workplace safety inspection. The Inspection Checklist and Report template can be found on the Safety Committee website (http://safetycommittees.ubc.ca/) under JOHSC Resources.

The inspection checklist and report template will guide the process of regular workplace health and safety inspections. The UBC inspection checklist template is a guideline only, outlining the most common areas of focus for a workplace safety inspection. Every workplace will have its own needs for routine inspections of facilities, equipment, and work practices. Thus, you can download the Inspection Checklist and Report templates and add additional inspection items to the template for your specific work area.

NOTE: these general safety inspections do not replace the regular pre-use and scheduled maintenance inspections required for certain types of tools and equipment.

Complete Activity 8: Conducting An Inspection
Accident / Incident Investigations and Reporting

Definitions

**Accident**
- Unplanned, unwanted event
- Disrupts the orderly flow of the work process
- Involves the motion of people, objects, or substances

**Incident**
- Includes an accident or other occurrence
- Resulted in or had the potential for causing an injury or occupational disease
- “Close-call” or “near-miss”

An accident/incident investigation is the account and analysis of an incident, based on the information gathered by a thorough examination of all the factors involved.

The employer has a legal duty to conduct investigations for particular types of incidents, in accordance with the Act, Regulation and policies (WCA, Part 3, Division 10). These include any incident that involves the following:
- A serious injury to or the death of a worker
- An injury requiring medical treatment
- A minor injury or no injury, but that had potential to cause serious injury (near miss)
- A major structural failure or collapse of a building, bridge, tower, crane, hoist, temporary construction support system or excavation
- A fire or explosion with potential for causing serious injury
- A blasting accident causing personal injury
- A major release of hazardous substances
- A diving incident that causes death, injury or decompression sickness requiring treatment

The Act sets out the employer’s responsibility to investigate incidents and prepare investigation reports. A preliminary investigation must be completed within 48 hours, and a full investigation within 30 days of the incident. Both investigations are to be entered into UBC’s Centralized Accident/Incident Reporting System (CAIRS). The worker representative will need to be involved in the investigation and review the report.
The intent of accident/incident investigations is to prevent incidents from reoccurring. Identifying and eliminating all contributing factors is crucial to prevent the reoccurrence of similar incidents. Further, accident/incident investigations must be conducted in a fair and neutral manner to ensure that all facts are gathered and blame is not implied.

**Reporting Incidents to WorkSafeBC**

Risk Management Services (RMS) will notify WorkSafeBC of immediately reportable incidents on behalf of the employer. Please contact RMS if any of the following immediately reportable incidents occur:

- Serious injury to or death of a worker
- Any injury that can reasonably be expected at the time of the incident to endanger life or cause permanent injury
- Includes traumatic injuries such as fractures of arms or legs, major cuts, burns and crush injuries
- Major structural failure or collapse of a structure, equipment, construction support system, or excavation
- Major release of hazardous substance
  - Refers to the quantity and nature of the release as well as the extent of its risk to worker health
- Fire or explosion that had potential for serious injury
- Blasting incident resulting in injury, or a dangerous incident involving explosives, whether or not there is personal injury
Key Roles and Responsibilities of Accident / Incident Investigations and Reporting

Person Involved / Affected

• Report incident to Supervisor and first aid if necessary
• File CAIRS report (Form 6A – Worker’s Report of Injury or Occupational Disease to Employer)

Employer Representatives (Supervisor, Manager, Principal Investigator)

• Notify RMS of immediately reportable incidents
• Conduct preliminary investigation to identify any unsafe conditions, acts or procedures that significantly contributed to the incident
• Undertake a full investigation to determine the cause(s) of the incident
• Identify and implement corrective actions necessary to prevent the reoccurrence of similar incidents
• Ensure the incident investigation was carried out by persons knowledgeable about the type of work involved
• Ensure the incident investigation includes an employer representative and a worker representative from the respective safety committee
• Prepare and submit required reports into CAIRS

Worker Safety Representative

• Participate in the investigation
• Assist with gathering and analyzing information
• Review the corrective actions and incident report prior to submitting into CAIRS

Joint Occupational Health and Safety Committee

• Investigate, review reports, and follow up to ensure corrective actions are effective and complete

Note: A field tool and CAIRS Guide are available for assistance.

Risk Management Services / Safety Resource

• Assist as required
• Notify WorkSafeBC of immediately reportable incidents on behalf of the employer
Incident Investigations

UBC Injury Process

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Conducting an Effective Accident / Incident Investigation

Two-Step Investigation Process

1. Preliminary investigation
   - Secure the area. Work is stopped until corrective actions are implemented to ensure that work can be continued safely.
   - Identify immediate corrective actions (include those taken to provide first aid, contain/remove the hazard and secure the scene – these usually address the direct causes and sometimes the root cause)
   - Complete all sections of CAIRS
   - Complete within 48 hours of the occurrence of the incident

2. Full investigation
   - Determine the root causes, and corrective actions to prevent reoccurrence
   - Update the root causes of the incident and your recommended corrective actions
   - Complete the full investigation report within 30 days of the incident
A Six Step Response to an Incident

1. Respond immediately
   • Eliminate any clear and present hazards, and make the area safe for anyone responding to or investigating the incident
   • Care for anyone injured and provide appropriate first aid and transportation
   • Secure the incident scene
     • Remember not to disturb the scene except to attend to anyone who was killed or injured; prevent further injuries or death; protect property that is endangered as a result of the incident; comply with specific directions from RMS or a WorkSafeBC officer
   • Notify the proper authorities as required
   • Do not disturb the scene until the appropriate authority allows you to do so

2. Gather information
   • It is critical to survey the scene as soon as possible after the incident, because it provides you with a feel for the environment at the time the incident occurred
   • Photographs can be extremely valuable for recording the scene as you found it and as a reference tool for witness interviews. Also, photographs record the relative positions and measurements of all objects and materials associated with an incident.
   • Use objective information from interviews, documentation, observation and analysis of equipment.
   • Collect information regarding the following:
     • People (both those directly and indirectly involved and witnesses)
     • Equipment and / or materials
     • Environment
     • The process (work procedures, instruction, training and other safety records)

3. Establish the sequence of events
   • A sequence of events is the chronology of actions or decisions leading up to, and possibly occurring after, an incident. A sequence of events will help you decide what questions to ask in order to identify unsafe conditions, acts or procedures that contributed to the incident. The answers will lead you to the cause(s) of the incident.
   • You may want to include relevant activities and events that followed the incident, such as first aid.

Key points to keep in mind when developing a sequence of events:
   • An event is one action and something that is known or believed to have happened.
   • Include the date and time of each activity or event (if known) and organize the activities/events earliest to latest
4. Analyze the sequence of events

- Identify any unsafe conditions, acts and/or procedures in order to determine the cause(s) of the incident.

- When analyzing the sequence of events, try to determine why each event occurred, and whether something should have happened, but didn’t. Start with the first event in the sequence and consider each event following, in the order that it happened.

- Ask WHY repeatedly until you identify the unsafe conditions, acts or procedures that contributed to the incident, and how they came to be. AVOID stopping your analysis because you came across personal factors such as ‘the worker was complacent’, ‘they need to be more careful’, ‘the supervisor was not paying attention’, or ‘the worker didn’t follow procedures’. Stopping the analysis when you arrive at a personal factor will lessen your opportunity to improve safety in your workplace. Often when you identify a personal factor you’ll need to ask at least one more ‘why’ to determine the root cause(s).

- For serious accidents/incidents RMS will conduct an in-depth analysis of the causes and underlying factors.

5. Determine and implement corrective actions

- During the interim period between the preliminary and full investigations, you must take all actions reasonably necessary to address the unsafe conditions, acts and procedures that contributed to the incident.

- The GOAL is to ensure work can be continued safely during the period between incident and conclusion of the full investigation.

- Interim corrective actions must remain in place until you have done either of the following:
  - Undertaken any further corrective action identified in the full investigation
  - Determined interim corrective actions is enough to prevent similar incidents from reoccurrence

Implementing corrective actions and following up are the most important steps in the incident investigation process. Assign responsibility to implement the corrective action(s) within an appropriate time period. If the recommendations are ineffective, then you will need to return to the analysis and identify alternative solutions for reducing the hazard and risk. The JOHSC can play a vital role in monitoring the effectiveness of corrective actions.
6. Write and submit reports

• Depending on the nature of the incident, you may need to prepare more than one of the following reports:
  • Preliminary incident investigation report
  • Preliminary corrective action report
  • Full incident investigation report
  • Corrective action report that follows the full report

• Your incident investigation reports should provide readers with as much – if not more – detailed information than they would have obtained if they had witnessed the incident themselves.

Determining the Root Causes of an Accident / Incident

Consider ‘WHY?’ Analysis Approach:

1. Write down and describe the incident.
2. Ask why the incident happened and write the answer down below the problem.
3. If the answer you provide doesn’t identify the root cause of the incident, ask ‘why?’ again
4. Keep asking ‘why?’ until the incident’s root cause of the identified.

Reporting Timelines

<table>
<thead>
<tr>
<th>Report Type</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preliminary Investigation</td>
<td>Complete within 48 hours of incident</td>
</tr>
<tr>
<td>Interim Corrective Actions</td>
<td>As soon as possible</td>
</tr>
<tr>
<td>Full Investigation</td>
<td>Complete within 30 days of incident</td>
</tr>
<tr>
<td>Full Corrective Actions</td>
<td>As soon as possible</td>
</tr>
</tbody>
</table>

Complete Activity 9: Incident Investigation
Central Accident Incident Reporting System (CAIRS)

CAIRS is a central repository for all accident and incident reports that occur at any UBC worksite. It can be used to provide accident and incident statistics and identify trends.

CAIRS can be found on the Risk Management Services website at www.rms.ubc.ca and accessed with a CWL.

All incidents and accidents involving a worker must be reported to their supervisor. Supervisors are responsible to investigate prior to entering their preliminary investigation report and corresponding corrective actions into CAIRS.

It is important to note that CAIRS does not notify individuals who are assigned to implement corrective actions. Formal communication between the investigative team and those assigned is required to ensure implementation and completion.

**Complete Activity 10: Incident Report Review**

Investigation and Reporting Overview Required by WorkSafeBC