AGENDA:

1. Roll Call
2. Determination of Quorum
3. Review & Approval of Previous JOHSC Meeting Minutes
4. Additional Agenda Items & Approval of Agenda
5. Review CAIRS Accidents/Incidents
   - 127046-20/11/18 – Chemical spill in lab
6. Workplace Safety Inspections
   - None
7. Education and Training
   - ED-PharmSci-21/01/19
8. Ongoing Business – Status of Action Items
   - None
9. Formal Recommendation Letters & Regulatory Inspections
   - None
10. New and Other Business
    - NB-PharmSci-21/02/16-01
    - NB-PharmSci-21/02/16-02
    - NB-PharmSci-21/02/16-03
    - NB-PharmSci-21/02/16-04
    - NB-PharmSci-21/02/16-05
    - NB-PharmSci-21/02/16-06
    - NB-PharmSci-21/02/16-07
    - NB-PharmSci-21/02/16-08
    - NB-PharmSci-21/02/16-09
11. Next Meeting
12. Meeting Adjournment

1. ROLL CALL

<table>
<thead>
<tr>
<th>Worker Representatives</th>
<th>Association/Union</th>
<th>Work Location</th>
<th>Present</th>
<th>Regrets</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tony Seet</td>
<td>Faculty Association</td>
<td>Pharm Sci Academic</td>
<td>☑️</td>
<td>☐️</td>
<td>☐️</td>
</tr>
<tr>
<td>Karla Williams</td>
<td>Faculty Association</td>
<td>Pharm Sci Research</td>
<td>☐️</td>
<td>☐️</td>
<td>☐️</td>
</tr>
<tr>
<td>Adrian Ziemczonek</td>
<td>Faculty Association</td>
<td>Pharmacists Clinic</td>
<td>☐️</td>
<td>☐️</td>
<td>☐️</td>
</tr>
<tr>
<td>Ankita Sanawar (on leave)</td>
<td>CUPE 2950</td>
<td>Human Resources</td>
<td>☐️</td>
<td>☑️</td>
<td>☐️</td>
</tr>
<tr>
<td>Rojina Tamrakar</td>
<td>CUPE 2950</td>
<td>Human Resources</td>
<td>☑️</td>
<td>☐️</td>
<td>☐️</td>
</tr>
<tr>
<td>Irina Trouchenko</td>
<td>CUPE 2950</td>
<td>Office of the Dean</td>
<td>☑️</td>
<td>☐️</td>
<td>☐️</td>
</tr>
<tr>
<td>Louis Lin</td>
<td>CUPE 2278</td>
<td>Graduate &amp; Postdoctoral Studies</td>
<td>☐️</td>
<td>☐️</td>
<td>☐️</td>
</tr>
<tr>
<td>Maryam Ranjbar Ekbatan</td>
<td>CUPE 2278</td>
<td>Graduate &amp; Postdoctoral Studies</td>
<td>☐️</td>
<td>☑️</td>
<td>☐️</td>
</tr>
<tr>
<td>Jonathan Van Drunen</td>
<td>CUPE 116</td>
<td>Facilities &amp; Operations</td>
<td>☑️</td>
<td>☐️</td>
<td>☐️</td>
</tr>
</tbody>
</table>
### 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? Yes ☑ No ☐

### 3. REVIEW AND APPROVAL OF PREVIOUS JOHSC MEETING MINUTES

Minutes reviewed by members, no corrections.

- Move to adopt minutes. Moved by: Irina Trouchenko Seconded by: Litsa Blanis

Are the minutes approved? Yes ☑ No ☐
4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

- Move to adopt agenda. Moved by: Irina Trouchenko Seconded by: Linda Herbert

<table>
<thead>
<tr>
<th>Is the agenda approved?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
</tr>
</tbody>
</table>

5. REVIEW CAIRS ACCIDENTS/INCIDENTS:

See attached CAIRS report for incidents reviewed.

<table>
<thead>
<tr>
<th>Item #</th>
<th>Priority</th>
<th>Action Plan (Actions Taken/Need to be taken)</th>
<th>Assigned To</th>
<th>Follow up: Date Pending</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>127046-20/11/18</td>
<td>C</td>
<td>A lab user punctured a plastic stock bottle of sodium azide solid with their thumb when attempting to seal the bottle closed, resulting in a small spill of the material onto the bench and floor. They received assistance from a colleague to clean up the chemical spill, using a spill kit and following recommended protocols; appropriate PPE was worn by both lab users. The damaged stock bottle was emptied into labelled new vials, and all materials that were in contact with the chemical were treated according to the MSDS protocols. The lab user experienced a moderate headache later in the day but no other injuries, no ill-effects were noted the following day. The root cause was determined to be the old chemical bottle which had become brittle and compromised; the lab user should not be held at fault for the incident. JOHSC members recommended that the lab members should check all chemical bottles and storage to identify older containers, in order to avoid similar future incidents. This can be an ongoing process for the lab as part of an inventory review; and chemicals should be transferred to new vessels if any damage is noticed. All follow-up actions completed by lab members, no further actions required.</td>
<td>-</td>
<td>-</td>
<td>C</td>
</tr>
</tbody>
</table>

6. REVIEW OF WORKPLACE SAFETY INSPECTIONS

None
### 6. REVIEW OF WORKPLACE SAFETY INSPECTIONS

<table>
<thead>
<tr>
<th>Item #</th>
<th>Priority</th>
<th>Action Plan (Actions Taken/Need to be taken)</th>
<th>Assigned To</th>
<th>Follow up: Date Pending</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* GI – General Inspection

### 7. REVIEW EDUCATION AND TRAINING

<table>
<thead>
<tr>
<th>Item #</th>
<th>Priority</th>
<th>Action Plan (Actions Taken/Need to be taken)</th>
<th>Assigned To</th>
<th>Follow up: Date Pending</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ED-PharmSci-21/01/19</td>
<td>D</td>
<td>Irina Trouchenko and Rojina Tamrakar joined the JOHSC effective December 8, 2020 and are required to complete the mandatory JOHSC Fundamentals training by June 8, 2021. Both Irina and Rojina have started the online training course and aim to have it completed soon. Reminder that members have 6 months to complete the training from the time that they join the JOHSC.</td>
<td>Irina Trouchenko, Rojina Tamrakar</td>
<td>March 16, 2021</td>
<td>IP</td>
</tr>
</tbody>
</table>

* ED – Education and Training

### 8. ONGOING BUSINESS – Status of Action Items

<table>
<thead>
<tr>
<th>Original Item #</th>
<th>Priority</th>
<th>Action Plan (Actions Taken/Need to be taken)</th>
<th>Assigned To</th>
<th>Follow up: Date Pending</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* ED – Education and Training  
* GI – General Inspection  
* NB – New Business

### 9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)

<table>
<thead>
<tr>
<th>Item #</th>
<th>Priority</th>
<th>Discussion and/or Action Items</th>
<th>Assigned To</th>
<th>Date of Issue</th>
<th>Date to be Completed</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* REC – Recommendation Letter  
* IR – WorkSafeBC Regulatory Inspection
## 10. NEW & OTHER BUSINESS

<table>
<thead>
<tr>
<th>Item #</th>
<th>Priority</th>
<th>Action Plan (Actions Taken/Need to be taken)</th>
<th>Assigned To</th>
<th>Date to be Completed</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>NB-PharmSci-21/02/16-01</td>
<td>C</td>
<td>January 28 was Bell Let’s Talk Day, which raises funds for mental health initiatives and aims to reduce the stigma around mental illness. Particularly during these challenging times when more people are experiencing isolation, it is important for us to reach out to our colleagues, be kind, and try to help each other and ourselves. In any given year, 1 in 5 people in Canada will personally experience a mental health problem or illness. UBC President Santa Ono speaks about mental health in a recent video. UBC HR has mental health resources available to support faculty and staff (<a href="https://hr.ubc.ca/health-and-wellbeing">https://hr.ubc.ca/health-and-wellbeing</a>).</td>
<td>-</td>
<td>-</td>
<td>C</td>
</tr>
<tr>
<td>NB-PharmSci-21/02/16-02</td>
<td>C</td>
<td>In-person exam review sessions for E2P PharmD students will be scheduled starting in March. These sessions are for students who have requested to review their December 2020 exams, and reviews cannot be done online for exam security reasons. Students will be grouped into cohorts of up to 25 students and only one cohort will be scheduled per day. There will also be a group of students who are permitted to write their online exam inside the Pharm Sci building, as they are scheduled to be on-site for their injection training module. The schedule is still being developed; once the dates are confirmed, the details will be forwarded to JOHSC members for review.</td>
<td>-</td>
<td>-</td>
<td>C</td>
</tr>
<tr>
<td>NB-PharmSci-21/02/16-03</td>
<td>C</td>
<td>The Pharmacists Clinic has made a modification to their stage 2 safety plan, starting February 16. The change increases the frequency of staff working in the clinic, from 3 days/week to 5 days/week, maintaining the maximum capacity at 10 people total. The modification was needed to allow a licensed pharmacist on-site to supervise the medical office</td>
<td>-</td>
<td>-</td>
<td>C</td>
</tr>
</tbody>
</table>
### 10. NEW & OTHER BUSINESS

<table>
<thead>
<tr>
<th>NB-PharmSci-21/02/16-04</th>
<th>C</th>
<th>assistants supporting the primary care clinical pharmacists in the field. The 7 clinic pharmacists will come on-site on a rotating schedule, with one week rotations.</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td></td>
<td>The Pharm Sci JOHSC welcomes Greg Nygren from Summit Brooke Construction as an ex-officio member of the committee. Summit Brooke is working on multiple simultaneous renovation projects at the Pharm Sci Building, and many areas of the building are currently active construction zones. Contractors have been trained on the building COVID-19 safety guidelines, and Greg is supervising on-site to ensure that safety protocols are being followed. The construction site office and first aid room are on the 3rd floor. Any concerns about construction activity can be forwarded to the JOHSC and Greg for review and action.</td>
</tr>
<tr>
<td>-</td>
<td>-</td>
<td>C</td>
</tr>
<tr>
<td>NB-PharmSci-21/02/16-05</td>
<td>C</td>
<td>The annual building fire drill was cancelled in 2020 due to the pandemic. UBC SRS directed facilities managers not to hold fire drills amid concerns about congregating with COVID-19 restrictions in place, and also to avoid putting undue stress on the Vancouver Fire and Rescue Services. Last summer there was low occupancy in the Pharm Sci building due to lockdown restrictions, however the resumption of research activity has since raised the occupancy level of the building. There are also a number of new personnel working on-site who have never participated in a building evacuation. With the active construction work taking place at the building, there is always the possibility of an alarm being inadvertently triggered – it would be helpful to have a fire drill exercise to ensure that all current building users understand safe evacuation procedures. There has not been any updated guidance from SRS regarding the resumption of fire drills in 2021. JOHSC members expressed a strong preference for holding a fire drill if possible, in some modified format to still allow COVID-19 protocols to be observed. Instead of building-wide</td>
</tr>
</tbody>
</table>
### 10. NEW & OTHER BUSINESS

| NB-PharmSci-21/02/16-06 | E | The Pharm Sci Local Safety Team meetings have been scheduled to resume in February 2021, and the LSTs will continue to meet regularly to review and discuss local safety issues. New co-chairs have been appointed as follows:
- Pharm Sci Research Floors Local Safety Team: Brent Page, Jamal Kurtu
- Pharm Sci Teaching Floors Local Safety Team: Lia Hughes, Jamal Kurtu | - | - | C |

| NB-PharmSci-21/02/16-07 | E | February is Move UBC month, to reduce the time spent sitting and increase overall health and wellbeing. There are a wide range of activities/events on campus at various times of the day, and also things that people can do while working from home. More details can be found at [https://wellbeing.ubc.ca/wellbeing-campaigns-and-initiatives/move-ubc/make-your-move](https://wellbeing.ubc.ca/wellbeing-campaigns-and-initiatives/move-ubc/make-your-move) | - | - | C |

| NB-PharmSci-21/02/16-08 | E | On February 24, everyone is encouraged to wear pink to show support for an end to bullying and harassment in our communities. UBC strives to provide a safe, respectful, and productive environment for all members of the campus community; the [UBC Respectful Environment Statement](https://www.ubc.ca/sustainability/research-and-education/ubc-respectful-environment-statement) outlines UBC’s principles about creating a respectful environment for all. Visit [https://www.pinkshirtday.ca/](https://www.pinkshirtday.ca/) for more information. | - | - | C |

| NB-PharmSci-21/02/16-09 | E | The BC COVID-19 dashboard provides a general overview of COVID-19 data in BC for those who are interested in seeing the statistics. It is a good informational tool to keep up-to-date on the current situation in | - | - | C |
10. NEW & OTHER BUSINESS
the province; for more details, go the the Dashboard link.

*NB – New Business

11. NEXT MEETING
Date: March 16, 2021
Time: 12:00-1:00 p.m.
Location: Videoconference

12. MEETING ADJOURNED
Time: 12:51 p.m.

LEGEND

<table>
<thead>
<tr>
<th>PRIORITY</th>
<th>STATUS</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>N</td>
<td>Critical/Life threatening/high probability</td>
</tr>
<tr>
<td>B</td>
<td>R</td>
<td>Urgent/moderate probability of re-occurrence</td>
</tr>
<tr>
<td>C</td>
<td>C</td>
<td>Important/low probability of re-occurrence</td>
</tr>
<tr>
<td>D</td>
<td>IP</td>
<td>Reminders</td>
</tr>
<tr>
<td>E</td>
<td>RF</td>
<td>Information</td>
</tr>
</tbody>
</table>

Monthly Distribution and Posting of Approved Meeting Minutes (Required):
- Responsible VP
- Responsible Managing Director/Dean
- All JOHSC members
- Internal Communications Person
- Safety & Risk Services ubcsafety.committee@ubc.ca
- Posted on any Safety Bulletin Boards (if applicable)