Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Faculty of Science - JOHSC
Worker Co-Chair: Kate Blackburn
Employer Co-Chair: Glenn Sammis
Date: Thursday March 11, 2021
Time: 11:30 am
Location: Zoom

AGENDA:

1. Roll Call
2. Determination of Quorum
3. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes
4. Additional Agenda Items, Review Actionable Items from Local Safety Team (LST) Minutes & Approval of Agenda
5. Review Centralized Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents
   i. Monthly Incident List
   ii. Previous Month’s incidents:
6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)
   i. Microbiology has completed one inspection for 2020
   ii. IR#202117752008A – WORKSAFEBC FORESTRY HIGH RISK STRATEGY (reducing injuries in hand falling trees), key points:
7. Review Education and Training
   i. Craig JOHSC training due August 2021
8. Ongoing Business – Status of Action Items
   i. CAIRS Education Campaign Posters - Glenn
   ii. RF: New CUPE 2278 member – Glenn/Brett
   iii. Checking for completeness of Courses/COVID course – Glenn to report back on discussion with Paul N.
9. JOHSC Formal Recommendation Letters & Regulatory Inspections – nothing for discussion
10. New and Other Business
    i. Field safety and harassment – Brett
    ii. Reminder to create 1 meter of working space in front of electrical panels
    iii. The BC Centre for Disease Control recommends the use of non-medical masks when people travel together in the same vehicles.
    iv. Transport Canada has notified SRS of their intention to conduct “Zoom” inspections of UBC locations that ship or receive Dangerous Goods
    v. Daylight Savings Time starts Sunday March 14 at 2:00am
11. Website – Any updates to Faculty of Science safety website?
12. Next Meeting: Thursday April 8, 2021
13. 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>Tim Morgan</td>
<td>M&amp;P</td>
<td>Dept. EOAS</td>
<td>✓</td>
<td>☐</td>
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</tr>
<tr>
<td>Harry Brumer</td>
<td>Faculty</td>
<td>Michael Smith Laboratories</td>
<td>☐</td>
<td>✓</td>
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<tr>
<td>Brett Couch</td>
<td>Faculty</td>
<td>Dept. of Botany</td>
<td>✓</td>
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<tr>
<td>Karen Reid</td>
<td>M&amp;P</td>
<td>Michael Smith Laboratories</td>
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<tr>
<td>Kate Blackburn</td>
<td>CUPE 2950</td>
<td>Faculty of Science</td>
<td>✓</td>
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<tr>
<td>Christopher Stinson</td>
<td>CUPE 116</td>
<td>Beaty Biodiversity Museum</td>
<td>✓</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Izabelle Janzen</td>
<td>CUPE 2278</td>
<td>Dept. of Computer Science</td>
<td>✓</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Lauren Portner</td>
<td>NUT</td>
<td>Oceans and Fisheries</td>
<td>✓</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Koon Ming Lau</td>
<td>M&amp;P</td>
<td>Dept. Computer Sciences</td>
<td>✓</td>
<td>☐</td>
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<tr>
<td>Mladen Bumbulovic</td>
<td>M&amp;P</td>
<td>Physics &amp; Astronomy</td>
<td>✓</td>
<td>☐</td>
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<tr>
<td>Brendan Fisher</td>
<td>CUPE 116</td>
<td>Botanical Gardens</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Agnes Fisher</td>
<td>CUPE 2950</td>
<td>SCOP</td>
<td>✓</td>
<td>☐</td>
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<td>Tammy Tromba</td>
<td>CUPE 2950</td>
<td>Zoology</td>
<td>☐</td>
<td>☐</td>
<td>✓</td>
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<tr>
<td>Craig Kornak</td>
<td>CUPE 2950</td>
<td>M&amp;I</td>
<td>✓</td>
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<tr>
<td>Gareth O’Sullivan</td>
<td>M&amp;P</td>
<td>Math</td>
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<td>✓</td>
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**Employer Representatives**

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<thead>
<tr>
<th>Worker Representatives</th>
<th>Work Location</th>
<th>Present</th>
<th>Regrets</th>
<th>Absent</th>
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<tbody>
<tr>
<td>Glenn Sammis</td>
<td>Dept. of Chemistry</td>
<td>✓</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Janie McCallum</td>
<td>Faculty of Science</td>
<td>✓</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Ray McNichol</td>
<td>Dean’s office</td>
<td>☐</td>
<td>☐</td>
<td>✓</td>
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<tr>
<td>Renee Haggart</td>
<td>Dept. EOAS</td>
<td>✓</td>
<td>☐</td>
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**Resources/Guests**

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<tr>
<th>Worker Representatives</th>
<th>Work Location</th>
<th>Present</th>
<th>Regrets</th>
<th>Absent</th>
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<tbody>
<tr>
<td>Sharlene Eivemark</td>
<td>Safety and Risk Services</td>
<td>☐</td>
<td>✓</td>
<td>☐</td>
</tr>
<tr>
<td>Jillian Turner</td>
<td>Microbiology and Immunology</td>
<td>✓</td>
<td>☐</td>
<td>☐</td>
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</tbody>
</table>

### 1A. CORE GROUP ATTENDANCE

- Faculty (2) – no
- M&P (2) – yes
- Employer Reps (2-3) – yes

* (A) – Alternate member
## 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;

<table>
<thead>
<tr>
<th>Is there quorum for this meeting</th>
<th>Yes ✓</th>
<th>No ☐</th>
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*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.*

## 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: Craig Seconded by: Renee

<table>
<thead>
<tr>
<th>Are the minutes approved?</th>
<th>Yes ✓</th>
<th>No ☐</th>
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## 4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

- Discuss how to determine departmental general inspection completeness

### 4 A. 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

<table>
<thead>
<tr>
<th>Is the agenda approved?</th>
<th>Yes ✓</th>
<th>No ☐</th>
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</thead>
</table>

## 5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

See attached incident report:

- Monthly Incident List & Statistical Summary Report (For any general CAIRS information that requires discussion or action, please record under “New Business” e.g. make note of trends etc. Any incident-specific items and follow up requests are to be listed below)
5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

(* See Legend at end for Priority and Status Codes)

<table>
<thead>
<tr>
<th>Item # (Use CAIRS Incident ID # and Incident Date)</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>127335 (127349) 2021-01-22</td>
<td>C</td>
<td>• Reporting through CAIRS is not the same as reporting to WCB (Chris to follow up with his contact to ensure this info is clear.) • Forwarded to appropriate JOHSC</td>
<td>n/a</td>
<td>n/a</td>
<td>C</td>
</tr>
</tbody>
</table>

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

Distribute inspection checklist(s) and report(s) for meeting and use this table to record discussion and new recommendation(s)

☑ No actionable items noted

<table>
<thead>
<tr>
<th>Item # (Use Inspection #)</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>Nothing for discussion</td>
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<td></td>
</tr>
</tbody>
</table>

Annual General Inspection Tracking

<table>
<thead>
<tr>
<th>Department</th>
<th>Notes</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aquatic Ecosystems Research Laboratory (AERL)</td>
<td></td>
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<tr>
<td>Beaty Biodiversity Museum</td>
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<tr>
<td>Botanical Garden &amp; Centre for Plant Research</td>
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<tr>
<td>Botany</td>
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<tr>
<td>Chemistry</td>
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<tr>
<td>Computer Science</td>
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<tr>
<td>Earth Ocean and Atmospheric Science</td>
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</tbody>
</table>
6. **REVIEW OF WORKPLACE SAFETY INSPECTIONS** (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)

<table>
<thead>
<tr>
<th>Department</th>
<th>Details</th>
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<tbody>
<tr>
<td>Michael Smith Labs</td>
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<tr>
<td>Microbiology and Immunology</td>
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<tr>
<td>Physics and Astronomy</td>
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<tr>
<td>Zoology</td>
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</table>

* GI – General Inspection

7. **REVIEW EDUCATION AND TRAINING**

(General discussion, confirm all training is up-to-date, etc. For all actionable items please list below)

<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-21/03/11-01</td>
<td>C</td>
<td>Craig to complete training by August</td>
<td>Craig</td>
<td>2021-08-01</td>
<td>IP</td>
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<tr>
<td></td>
<td></td>
<td>• New members are required to complete Part 1 &amp; Part 2 of fundamentals training within 6 months of joining the committee</td>
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</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>127263-2021-01-27</td>
<td>C</td>
<td>• No new information – Glenn to follow up with SRS/Paul Gill to ensure report is investigated</td>
<td>Glenn</td>
<td>2021-04-11</td>
<td>IP</td>
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<td></td>
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<td>• Not enough information will review after Faculty of Medicine has updated the report</td>
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<td>Solution from Bradford machine got in student’s eye when their plate they were going to use bumped the machine.</td>
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<tr>
<td>NB-19/03/14-01</td>
<td>B</td>
<td><strong>New WHMIS Labelling</strong></td>
<td>Glenn</td>
<td>2021-12-31</td>
<td>RF</td>
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</tbody>
</table>
## 8. ONGOING BUSINESS – Status of Action Items

- 2021 update Labels: still no solution, manufacturers will not provide new labels but will supply printers etc. Have not found a good DIY solution. To follow up again when labs are more open.
- 2021 update amnesty: amnesty went well Chemistry is going to repeat and will coordinate with any other interested departments. Brett to check with Botany and Zoology. Closing further amnesty discussion or will create a new item#.

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- Labels are not holding up. Having trouble finding an alternative. It is a massive undertaking to switch over the labels. Suppliers won’t supply new labels.
- Amnesty Update: going well receiving lots of product. Suggest doing this yearly. MSL shared that they first notified the department in case anyone wanted the product before disposal. Thanks SRS!
- In December SRS and Chemistry are doing an amnesty for getting rid of old chemicals.
- **Chemistry has tried the new labels and Glenn will review and see how they are holding up in a few months and report back**
- will update at September meeting
- will update at August meeting
- working on proposal for compliance, still needs to go through another round of review, Glenn to provide update in July meeting
- **DO NOT COVER UP EXISTING WORK LABEL**
- Glenn getting confirmation and will send out approval
- Chemistry looking into getting new small hazard stickers to replace old. Suggest a 10% replacement plan each year.
- Glenn confirmed that you are NOT to cover up old labels
- Glenn to come up with proposal with chemistry’s plan for compliance
- Glenn discussed with Chem. Manager for clarification, at this point don’t need to cover up current label.
### 8. ONGOING BUSINESS – Status of Action Items

- Step 1: Glenn to meet with Bruce Anderson to discuss options on this, Step 2: send a recommendation letter
- The suggested procedure is to use an Avery label and cover up existing manufacturer label, this will cover up essential information, as well Avery labels are not very durable and will over time wear off, manufacturers will not send updated labels.
- WHMIS 2015 – per RMS all labels now need to be WHMIS 2015 compliant, start with frequently used and make plan for remaining chemicals.

<table>
<thead>
<tr>
<th>NB-19/08/08-04</th>
<th>E</th>
<th>Website – CAIRS how-to/ CAIRS education campaign</th>
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<tbody>
<tr>
<td></td>
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<td>Update 2021:</td>
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<td>• Glenn to circulate education posters</td>
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<td>• Glenn received posters from Paul and will edit and email at the end of the month</td>
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<td>• After discussions with Helen, creating a one size fits all cheat sheet is difficult. The biggest issue we face is getting the reports entered within 48 hours (and investigated in 30 days). Suggest an education campaign around this would be more effective.</td>
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<tr>
<td></td>
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<td>• Also discussed some barriers:</td>
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<tr>
<td></td>
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<td>o the report is a lot of work for simple injuries i.e. cut from can. This has been brought to SRS and Glenn will mention to Paul N.</td>
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<tr>
<td></td>
<td></td>
<td>o reports are done infrequently and you need to relearn each time. Recommend having one CAIRS expert in the department to field all questions and help enter.</td>
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<td></td>
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<td>o Constant education and reminders are needed for students and supervisors. Suggest poster/stickers from SRS, can combine with First Aid # info, and stick up in labs and on safety kits. Campus security could also give out cards at each incident they attend with the next steps. Glenn to discuss with Paul N.</td>
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</table>

Glenn 2021-04-11 IP
## 8. ONGOING BUSINESS – Status of Action Items

<table>
<thead>
<tr>
<th>Status of Action Items</th>
<th>Responsible</th>
<th>Date</th>
<th>Priority</th>
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<tbody>
<tr>
<td>---</td>
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<tr>
<td>• Still a work in progress</td>
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<tr>
<td>Helen from Chemistry to create a CAIRS how-to for the website, 1 pager/CAIRS for dummies</td>
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<td>-----</td>
<td>Glenn</td>
<td>2021-12-31</td>
<td>RF</td>
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<tr>
<td>NB-19/10-09-01</td>
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<tr>
<td>• Staff being injured during office/building moves</td>
<td>Glenn</td>
<td>2021-12-31</td>
<td>RF</td>
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<td>• Glenn to work with SRS on the alert system with Campus and Community Planning</td>
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<td>• Open to ideas for future department moves</td>
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<td>• What should trigger this – building ops when movers are scheduled?</td>
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<td>• Campus Planning? Glenn to bring up at next meeting of department heads</td>
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<tr>
<td>• Could UBC ergonomics become involved before these moves happen to review best practice with the groups?</td>
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<td>Have had a few staff members injured while packing/unpacking their offices in moves, these moves have movers to physically move the boxes from room/building to room/building but they are not involved with packing</td>
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<td>NB-20/03/12-03</td>
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<tr>
<td>• New JOHSC member from CUPE 2278</td>
<td>Glenn and Brett</td>
<td>2021-04-11</td>
<td>IP</td>
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<tr>
<td>• Please submit any grad student ideas you have</td>
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<tr>
<td>• Brett to follow up with contact</td>
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<tr>
<td>• Update 2021: have yet to ever hear back from union. Everyone please think of volunteers in your department and send to Glenn. Will get final approval from union once member is selected.</td>
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<td>• RF until UBC is more operational</td>
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<td>• Would like to recruit a new member from CUPE 2278, so far have not heard back from union.</td>
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<td>For reference see NB-19/02/14-04</td>
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<td>NB-20/03/12-05</td>
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<tr>
<td>• Discussed JOHSC Annual Evaluation (goals to be separated out as needed)</td>
<td>Glenn</td>
<td>2021-12-31</td>
<td>RF</td>
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<tr>
<td>• Reviewed goals (as set by SRS) for committee</td>
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### 8. ONGOING BUSINESS – Status of Action Items

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<table>
<thead>
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<tbody>
<tr>
<td>a.</td>
<td>Not all work is begun with a documented risk assessment – working on this from last year and have shared examples from other departments on the website that can be modified.</td>
<td></td>
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<tr>
<td>b.</td>
<td>Training documentation not consistent – Glenn collecting what other departments have and will share with group. Will work with depts. To increase i.e. Microbiology and Immunology see NB-20/03-12-06</td>
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<tr>
<td>c.</td>
<td><strong>Support new LSTs – planning to work with Physics and Microbiology. Postponed until UBC is open again</strong></td>
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<td>d.</td>
<td>Improve paper trail and minutes – document each complete inspection per group and formalize the reporting. See NB-20/04/09-04</td>
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<td></td>
<td>• Jill to work with SRS contact on Minute improvements</td>
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<td></td>
<td>Overall, we are doing well and have improved from last year</td>
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<tbody>
<tr>
<td><strong>General inspections 2020</strong></td>
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<tr>
<td>a.</td>
<td>M&amp;I has now submitted an inspection and Craig to submit any notes to Glenn. Going forward we are working on a project to summarize all areas that each LST is responsible to inspect (to be a new action item see NB-21/03/11-02)</td>
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<td></td>
<td>• M&amp;I – Kate to follow up</td>
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<tr>
<td></td>
<td>• Botany/Zoology – Lab inspections have started to come in</td>
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<td></td>
<td>• General Inspections have now been submitted for each department except for Microbiology. Kate to follow-up.</td>
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<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>Courses/COVID course</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a.</td>
<td>Courses are saved to Workday, Jill forwarded info to the committee on how to access</td>
<td></td>
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<tr>
<td></td>
<td>• Glenn to follow up with Paul N.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• In the case of the COVID course – Who is monitoring for completeness at a department level? Supervisors should be monitoring students and lab staff, but who checks faculty? Tim has</td>
<td></td>
</tr>
</tbody>
</table>

**NB-21/01/14-02**

- C

**NB-21/01/14-03**

- E
8. **ONGOING BUSINESS – Status of Action Items**

<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>
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<tr>
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<td></td>
<td>completed by hand for EAOS, Botany your certificate needs to be submitted, wondering if there is a report that can be run in Workday? Glenn to discuss this with Paul N. The old SRS Training platform, Moodle, has been decommissioned, all courses are available on <a href="https://wpl.ubc.ca/">https://wpl.ubc.ca/</a> Records should have been transferred to Workday if they were not you are required to retake the course. See Teela’s email attachment for how to verify your completion records transferred</td>
<td></td>
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</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>Nothing for discussion</td>
<td></td>
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</tr>
</tbody>
</table>

* REC – Recommendation Letter  
* IR – WorkSafeBC Regulatory Inspection

10. **NEW & OTHER BUSINESS**

- Reminder to create 1m of working space around electrical panels
- Reminder on the use of masks in vehicles
- Reminder daylight savings time is March 14th at 2:00 am
- Double masking not currently recommended by CDC but is in other countries but better than one poorly fitting mask

<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>
</table>
| NB-21/03/11-03 |          | Field Safety – Sexual Harrassment  
- When complete will send to JOHSC for approval  
- EOAS is currently working on a bill of rights for students and employees out in the field. Head of LST to email other LSTs with field work ex: Botany and fisheries. | EOAS LST | 2021-06-06 | IP |
10. NEW & OTHER BUSINESS

- Discussed sexual/other harassment that can/has happened usually in areas outside of BC. Need training on how to protect yourself/diffuse situations

<table>
<thead>
<tr>
<th>NB-21/03/11-02</th>
<th>D</th>
<th>Building Inspections</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Glenn to meet with LSTS over the summer to come up with a list or what will work for their LST. This document will need to be submitted with the general inspections in December. List to be in place by September.</td>
</tr>
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<td></td>
<td></td>
<td>MSL has a good system in place – Karen to forward to co-chairs</td>
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<td>Currently no way to ensure all areas that should be inspected are inspected, there were a couple attempts at this in past years.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NB-21/03/11-01</th>
<th>D</th>
<th>Dangerous good zoom inspections</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Suggest your shipper/receiver, lab manager and anyone else that orders goods to be trained. Jill forwarded Brett’s email with suggestions.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Transport Canada has informed SRS that they may conduct zoom inspections of UBVC locations that ship or receive Dangerous Goods. You may request SRS to attend as back up by emailing <a href="mailto:janet.hawkins@ubc.ca">janet.hawkins@ubc.ca</a> (refer to Teela’s email for more information)</td>
</tr>
</tbody>
</table>

*NB – New Business*

11. NEXT MEETING

Date: Thursday April 8, 2021
Time: 11:30 am
Location: Zoom

12. MEETING ADJOURNED

Time: 12:14 pm
LEGEND

<table>
<thead>
<tr>
<th>PRIORITY</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>N</td>
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<tr>
<td>B</td>
<td>R</td>
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<td>C</td>
<td>C</td>
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<tr>
<td>D</td>
<td>IP</td>
</tr>
<tr>
<td>E</td>
<td>RF</td>
</tr>
</tbody>
</table>

**Critical/Life threatening/high probability**

**New**

**Urgent/moderate probability of re-occurrence**

**Repeat**

**Important/low probability of re-occurrence**

**Complete**

**Reminders**

**In Progress**

**Information**

**Referred forward**

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**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](mailto:ubcsafety.committee@ubc.ca)
- Posted on any Safety Bulletin Boards (if applicable)