



## APSC Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Faculty of Applied Science

Worker Co-Chair: Jennifer Pelletier, MECH  
Employer Co-Chair: Marlene Chow, CHBE

Date: Wednesday, June 9<sup>th</sup>, 2021

Time: 09:00 - 10:30  
Location: Zoom Meeting ID: 646 9167 5844

### AGENDA:

1. Roll Call	6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)
2. Determination of Quorum	7. Review Education and Training
3. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes	8. Ongoing Business – Status of Action Items
4. Additional Agenda Items, Review Actionable Items from Local Safety Team (LST) Minutes & Approval of Agenda	9. JOHSC Recommendation Letters (Correspondence)
5. Review Central Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents	10. New and Other Business
<ul style="list-style-type: none"> <li>Monthly Incident List &amp; Statistical Summary Report</li> </ul>	11. Next Meeting
	12. Meeting Adjournment

1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Carmen Jensen (A)	FAC	MINE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Erin Hagen	CUPE 116	CHBE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gable Yeung (A)	NUT	ICICS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gary Lockhart (A)	AAPS	BRIM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heli Eunike	CUPE 116	MTRL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jennifer Pelletier	AAPS	MECH	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jill Mahy	FAC	NURS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Worker Representatives	Association/ Union	Work Location	Present	Regrets	Absent
Karl Zimmerman	CUPE 2278	CHBE/BME	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Markus Fengler	FAC	MECH	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Matthew Kutarna	AAPS	ECE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Naomi Harder	CUPE 2950	MECH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reanna Seifert	NUT	PPC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Robert Geyer	AAPS	SALA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Roselyn Yeboah (A)	CUPE 2278	MTRL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ross Sheppard (A)	AAPS	ECE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roza Vaez Ghaemi (A)	CUPE 2278	CHBE/BME	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scott Jackson	AAPS	CIVIL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shayan Fahimi (A)	GRA	BRIM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employer Representatives		Work Location	Present	Regrets	Absent
Ailish Statham (A)		APSC Dean's Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jody Swift		APSC Dean's Office	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Marlene Chow		CHBE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/ Guests		Work Location	Present	Regrets	Absent
Laura Thomsen		APSC Dean's Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Richard Colwell		APSC Dean's Office/EDC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teela Narsih		SRS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carol Jaeger	FAC	APSC Dean's Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Note: Alternates are indicated by (A)					

## 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 a quorum for this meeting? <i>* If a quorum is not met, the meeting does not qualify as a monthly meeting. The monthly meeting will need to be rescheduled within the same month.</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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3. APPROVAL OF PREVIOUS JOHSC MEETING MINUTES		
Moved by: <u>Jill Mahy</u> Seconded by: <u>Naomi Harder</u>		
	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA		
Approved Erin Hagen/ seconded by Carmen Jensen		
	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
See the attached incident report: N/A						
<ul style="list-style-type: none"> <li>Monthly Incident List &amp; Statistical Summary Report <i>(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)</i></li> </ul>						
(* See Legend at the 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
			Updates on reports discussed at the last JOHSC meeting: <b>BRIM</b>			
127495/ 127501	C	2021-03-21	<b>Title:</b> Casting Lab Incident 21/03/20 <b>Description:</b> Worker was setting up a mold for a casting experiment. Worker was transporting tools from a toolbox to a workbench. A hand tool was dropped onto the workers foot. Worker checked the impact site and did not see any injury (no broken skin or bruising). They continued to work in the lab. Next morning worker attended UBC Urgent Care.	GL (BRIM)		C



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
			<p>Diagnostic tests were performed. Worker was told that they could return to work.</p> <p><b>Corrective Action Identified:</b></p> <ol style="list-style-type: none"> <li>1. Tools that are transported to the workbench from the toolbox should be held securely in worker's hands. If transporting more than 2 items, worker should use a basket or box.</li> <li>2. For all manual tasks, workers be provided with and encouraged to wear CSA approved safety shoes and grippy work gloves.</li> </ol>			
			<b>CHBE &amp; CERC</b>			
127621 127620	C	2021-01-20	<p><b>Title:</b> Chemical Splash in Eye</p> <p><b>What happened:</b> An individual was conducting experiments in their lab using hydrofluoric acid. They centrifuged and washed it with deionized water several times until a pH of 6. They then put it in a beaker and added tetrabutylammonium hydroxide and left it for a couple of hours. Upon return, they only put on safety glasses, not goggles, because they were no longer handling the pure HF. They transferred the solution back into a centrifuge tube and sprayed out debris with deionized water in a squeeze bottle. It splashed and a droplet flew into their eye. They immediately went to wash their eye out in the washroom for about 10 minutes. They did not use the eye wash station because there is no tray to catch the water and they didn't want to get the floor wet. Afterwards, when the irritation persisted, they went to the Urgent Care where they administered drops and checked eye pH and was found to be fine. Irritation was completely gone within a few hours. Did not report since they didn't think they had to, until they received a notice from urgent care on April</p>	MC (CHBE)		C



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
			<p>30th saying they should, upon which they immediately reported it.</p> <p><b>Follow up:</b> Wear goggles throughout the entirety of the experiment. Inform them that all incidents, even near misses, must be reported immediately. Informed them it is okay to get the floor wet in case of emergency eye wash, but we are also looking into eye wash bottles for the labs.</p> <p><b>Actions and Resolutions:</b> LST - Developed plan for communication and training for CHBE members around CAIRS. Canvas will be used.</p> <p>June 9/21 – Update: Implementing monthly quizzes to refresh policies and procedures.</p>			
			<b>MECH</b>			
127645/ 127635	C	2021-05-05	<p><b>Title:</b> Minor laceration on right thumb</p> <p><b>What happened:</b> The student was assembling a glass microscope slide to an adhesive backed plastic frame. The student pressed their right thumb against the edge of the glass, which caused a laceration on the thumb.</p> <p><b>Actions and Resolutions:</b> In the future, we will use a roller to apply force to glass slides when assembling them with the plastic frame. We will also purchase abrasion-resistant gloves for assembly work.</p>	JP (MECH)	2021-07-14	IP
			<b>NURS</b>			
127628/ 1 27597	C	2021-02-19	<p><b>Title:</b> Passed out –ER visit</p> <p><b>What happened:</b> I was notified by the student on Feb 19, 2021 at 10 in the morning they felt unwell, passed out on the chair and was sent to ER for check up. There was no injury and the student sat in the chair when feeling unwell. Student felt weak and sat in the chair and the student was checked in the ER.</p> <p>Student was sent home with no reported complication.</p>	JM (NURS)	2021-07-14	IP



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
			<p><b>Root cause:</b> It is unknown why the student felt unwell. However, this was a new practice, and a new unit and the stress level in students are usually higher at the beginning. That might have an effect on the situation.</p> <p><b>Actions and Resolutions:</b> In Progress</p>			
			<b>New Reports for June meeting:</b>			
			<b>CHBE &amp; CERC</b>			
127708 127702	C	2021-05-27	<p><b>Title:</b> Minor Cut</p> <p><b>What happened:</b> Cleaning and sorting glassware waste to prepare for disposal. After all glassware was cleaned, sorted, and prepared, while tying the bag of glass waste, a piece of glass punctured the heavy-duty clear plastic bag and two layers of nitrile gloves resulting in a small (&lt;0.5mm) cut in the left thumb.</p> <p><b>Actions and Resolutions:</b> Procedure was reviewed. Double bag for broken glass. Do not overfill bag/container. Review procedures with lab users. Use puncture proof gloves as appropriate (handling large pieces of broken glass)</p>	EH (CHBE)	2021-07-14	IP
127714 127713	C	2021-05-27	<p><b>Title:</b> Broken Glass</p> <p><b>What happened:</b> Worker broke large glass column filled with water while pouring water into sink (11 am). Cut finger and knee (through jeans). Called campus first aid. Cleaned up water and glass and disposed of it properly. Worker went home. At 1:30 pm student still had some bleeding and went to UBC Urgent Care. Was treated with steri strip on both finger and knee (in place of stitches).</p> <p><b>Actions and Resolutions:</b></p> <ul style="list-style-type: none"> <li>▪ Purchase glassware for dialysis that is less awkward to handle or shatter-proof</li> <li>▪ Install a "bumper" on the sink edge so future glassware making contact with edge is less likely to break.</li> </ul>	EH (CHBE)	2021-07-14	IP



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
			<ul style="list-style-type: none"> <li>Apply grip-material on large dialysis glassware. Place slip-proof mat on shelf beside sink.</li> <li>Update procedures for changing dialysis solution: use cart to transport dialysis glassware to sink; place dialysis glassware on slip-proof mat; tip dialysis glassware with the bottom supported on the slip-proof mat.</li> <li>Alternately - use a peristaltic pump with acid-resistant/tolerant tubing to change acidic solution in dialysis tank.</li> </ul> <p>LST to review</p>			
			<b>MTRL</b>			
127720 127725	C	2021-05-28	<p><b>Title:</b> Minor Back Injury  <b>What happened:</b> Location: FF 406/408 - An individual bended over to pick up a chemical container (less than 1 kg) and felt sharp pain in back.  <b>Root cause:</b> pre-existing condition with back  <b>Action and Resolution:</b> UBC first aid was called after the incident. It was assessed that the individual was suffering from a minor injury and advised to take a rest. The individual was advised monitor themselves and to seek medical attention when problem become severe.</p>	HE (MTRL)		C
			<b>NURS</b>			
127663 127651	C	2021-05-11	<p><b>Title:</b> Needle stick  <b>Location:</b> Panorama Village Medical Clinic, Surrey  <b>What happened:</b> Needle stick injury, post-infant vaccination.  <b>Root cause:</b> Equipment error-needle directly through plastic capping needle.  <b>Actions and Resolutions:</b> Staff notified, box removed. C.</p>	JM (NURS)		C
127662	C	2021-05-12	<p><b>Title:</b> Needle stick</p>	JM		C



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
127650			<b>Location:</b> Panorama Village Medical Clinic, Surrey <b>What happened:</b> Needle stick injury, post-infant vaccination. <b>Root cause:</b> Equipment error-needle directly through plastic capping needle. <b>Actions and Resolutions:</b> Staff notified, box removed. C. <b>JOHSC/LST follow-up:</b> BBF protocols followed? Yes.	(NURS)		
127677 127681	C	2021-05-19	<b>Title:</b> Needle stick <b>Location:</b> St. Paul's Hospital <b>What happened:</b> Student poked self with a needle when putting it in the sharps container, after giving an immunization to a 1yr old child. <b>Root cause:</b> Lack of experience. <b>Actions and Resolutions:</b> IP	JM (NURS)	2021-07-14	IP
127706 127709	C	2021-05-21	<b>Title:</b> COVID-19 exposure <b>Location:</b> St. Paul's Hospital <b>What happened:</b> During a student's clinical shift, they cared for a patient in the morning who later that day tested positive for COVID-19. The student appropriately donned the required PPE throughout my shift. I was in the room with the student and patient during morning care wearing full PPE and not providing direct patient contact. <b>Root cause:</b> The client was tested to be COVID-19 negative 2 days prior to their positive test. The student wore all of their appropriate PPE during care as the client was still on droplet precautions for pneumonia. <b>Actions and Resolutions:</b> IP	JM (NURS)	2021-07-14	IP
127717 127718	C	2021-05-27	<b>Title:</b> Needle stick <b>Location:</b> St. Paul's Hospital <b>What happened:</b> While administering a subcutaneous injection of heparin, the student's patient flinched and as	JM (NURS)		C





5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
			<p>they removed the needle from their skin. The students left index finger (non-dominant hand) was poked by the needle to the tip of their finger. The student was wearing gloves at the time. Security was contacted and completed their initial report. The student accessed the Emergency Department for follow up.</p> <p><b>Root cause:</b> This was the students first time completing an injection. The client moved at the end of the injection that caused the students non dominant hand to be pushed towards the open needle. With more experience the students will be able to adapt their hand placement to avoid this.</p> <p><b>Actions and Resolutions:</b> The student accessed the Emergency Department for follow up</p>			
127728 127733	C	2021-05-28	<p><b>Title:</b> BBF exposure to eye <b>Location:</b> Langley Memorial Hospital <b>What happened:</b> CVC insertion: PPE used but missed wearing safety goggles/glasses. Student felt something flick into left eye. There was lubricant &amp; possible blood on the probe. Student washed out my left eye at a bathroom sink using tap water, baseline BW completed at LMH ED at 6:50 pm. Supervisor added checking baseline BW for the patient. Further information on patient risk is not available. There is no documented HBV/HCV/HIV status for the patient. <b>Root cause:</b> Equipment/technique failure. <b>Actions and Resolutions:</b> Continue reminder to all students to wear safety glasses and all required PPE.</p>	JM (NURS)		C
127741 127747	C	2021-06-03	<p><b>Title:</b> Student fainted <b>Location:</b> VGH</p>	JM (NURS)		C



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
			<p><b>What happened:</b> Student fainted but did not fall - was caught by a nurse nearby. Student was lowered to a chair. Student opened eyes when sat down on the chair. Was given juice and taken down to ER by CI and unit CNE</p> <p><b>Root cause:</b> Unknown</p> <p><b>Actions and Resolutions:</b> Student set up GP appointment for follow-up. IP.</p>		

6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)						
<i>Attach inspection checklist(s) and report(s) to these meeting minutes and use this table to record the discussion and new recommendation(s)</i>						
		<b>Previous inspections with follow-up items:</b>				
		<b>BRIM</b>				
GI-BRIM-19/11/07	C	143 (ECE): No major concerns 1. Update signage -- emergency lab contacts, no food/drink sign, biosafety certificate, first aid attendants. 2. Emergency shower and eyewash stations are located in the curtained laser area. Devise a procedure to access the station when the laser is in use. Acquire a portable eyewash bottle – pending waiting to reconfigure the curtains. <i>Update: The curtains have not been installed yet – deferred until the resumption of activity on campus.</i>	GL (BRIM)		RF	
		<b>CHBE &amp; CERC</b>				
GI-CHBE-2021/04/14-01		✓ Inspection/Review Date: 02/17/2021 Building/Area Plan: CERC Wing JOHSC Action Required? No Comments/Concerns: All fume hoods. Failures: CERC 145-1, 149-3, and 272-2. All resolved except 149-3 – All Resolved  ✓ Inspection/Review Date: 02/24/2021 Building/Area Plan: CHBE Building	MC (CHBE)		C	



6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
		JOHSC Action Required? No Comments/Concerns: All fume hoods Failures: CHBE 176-1 , 522-1, 522-2, 532-1, 536-1, and 626-1 – All Resolved  ✓ Inspection/Review Date: 04/27/2021 Building/Area Plan: CERC 145 JOHSC Action Required? High Temperature-Pressure Water Electrolysis Experiment Comments/Concerns: Update procedures. No unattended operation. Provide documentation. All items completed.			
		<b>MECH</b>			
GI-MECH-20/02/25-01	C	ICICS X035 - Concerns: <ul style="list-style-type: none"> <li>• Please post “no food and drink” signage on the door.</li> <li>• Please add a 30cm clearance requirement for a flywheel in the lab manual.</li> <li>• Please post and perform monthly lab inspections.</li> <li>• Please provide pinch point stickers on equipment.</li> </ul> LST Comments: <i>In progress &amp; deferred until the resumption of activity on campus.</i>	JP & NH (MECH)		RF
GI-MECH-20/02/26-02	C	KAIS 1210 - Concerns: Please provide training documents and procedures for the coil winder. Please provide pinch point stickers on equipment. LST Comments: <i>In progress— deferred until the resumption of activity on campus.</i>	JP & NH (MECH)		RF
GI-MECH-20/02/26-03	C	KAIS 1230 - Concerns: <ul style="list-style-type: none"> <li>• Old X-Y Table, electrical upgrades are in progress and the FSR inspection is to be scheduled before lab activity starts in September.</li> <li>• New X-Y Table, electrical upgrades are in progress and the FSR inspection is to be scheduled before lab activity starts.</li> <li>• Please provide standard operating procedures for both XY Tables.</li> </ul>	JP & NH (MECH)		RF



6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
		<ul style="list-style-type: none"> <li>LST Comments: <i>FSR inspection and review of standard operating procedures for XY Tables will be tabled until September.</i></li> </ul>			
GI-MECH-20/03/10-04	C	KAIS 1st and 2nd floors - Concerns: KAIS Building Emergency Response Plan is currently being updated and will be provided to Mech once completed.	JP & NH (MECH)		RF
GI-MECH-20/09/09-01	C	20/08/07 - RH 123G: <ul style="list-style-type: none"> <li>Electrical equipment needs to be inspected by FSR</li> </ul> LST Comments: All action immediate action items have been completed. CSA approval inspection will be tabled until a field safety representative can visit the site. Feb 10/21: CSA approval inspection tabled until FSR can visit site. Will follow up with the PI for next inspection date (TBD). June 09/21 Update - In progress - inspection planned for July 2021	JP & NH (MECH)	2021-07-14	IP
GI-MECH-20/12/09-01	C	✓ Building/Area Plan: KAIS 1220, including inner offices Review Date: 20/11/27 Comments/Concerns: Bookshelves not fastened to the wall. Housekeeping issues. All other items have been completed. LST Comments: Storage unit has not been assembled, please table. Mar 10/21 -Update - Temporary electronics shop closure allowed staff to address housekeeping. Storage unit will be assembled by the end of March. Apr 14/21 - Housekeeping issues inner office only. Storage unit assembled. – <i>in progress</i> May 12/21 - Housekeeping issues inner office only (1220A). June 09/21 Update - Safety-related housekeeping issues addressed. Inspection report complete	JP & NH (MECH)		C
GI-MECH-20/09/09-01	C	20/08/31 - HHL: 1-meter clearance for breaker panel not met.	JP & NH (MECH)		C



6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
		<p>LST Comments: This item has been tabled until a technician is available to help move equipment.            Mar 10/21 Update - Technician and BO is working on relocation now. Electrical concerns regarding old wiring has made it a more complicated job.            May 12/21 Update - Transformer relocation is in progress. Electrical work is complete. Mech technician is scheduling the unit move. Anticipated completion by the end of May.            June 9/21 Update - Work complete. Inspection report complete.</p>			
		<b>PPC</b>			
GI-PPC-2021/03/10-01		<p>✓ Inspection/Review Date: 03/01/2021            Building/Area Plan: PPC            JOHSC Action Required? No            Comments/Concerns: Rat infestation discovered, Pest Control has already been contacted. Not yet discussed by LST.            May 12/21 Update- No signs of rats found since March, LST would like to close item as it might not be an infestation.</p>	RS (PPC)		C
		<b>New Inspections</b>			
		<b>BRIM</b>			
GI-BRIM-2021/06/09-01	C	<p><input checked="" type="checkbox"/> Inspection/Review Date: 04/27/21            Building/Area Plan: 473 MBE (PHAS)            JOHSC Action Required? None            Comments/Concerns:            1. Assemble safety training records in binder</p> <p><input checked="" type="checkbox"/> Inspection/Review Date: 05/07/21            Building/Area Plan: 143 Biophotonics ECE            JOHSC Action Required? None            Comments/Concerns:            1. Ensure chemical containers are labelled</p>	GL (BRIM)		C



6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
		2. Ensure workers know about UBC ergonomic resources <input checked="" type="checkbox"/> Inspection/Review Date: 05/10/21 Building/Area Plan: 47/61/145 SPM/STM/AFM Lab CHEM/PHAS JOHSC Action Required? None Comments/Concerns: 1. Remove items impeding eyewash stations 2. Update chemical inventory 3. Ensure hand sanitizer is available at lab entrances 4. Obtain level 1 first aid kit for lab 61 Post sanitization checklists			
		<b>CHBE</b>			
GI-CHBE-2021/06/09-01	C	<input checked="" type="checkbox"/> Inspection Date: 05/20/2021 Location: PPC HH Concern: <ul style="list-style-type: none"> <li>▪ High Temperature</li> <li>▪ Large scale</li> <li>▪ Extended operational hours (12-24 hour runs)</li> </ul> Comments: Biomass Gasifier - List of deficiencies to be addressed (Reinspect). <input checked="" type="checkbox"/> Inspection Date: 05/26/2021 Location: CERC HH Concern: H2S Comments: Tar Cracking in the Presence of H2S List of deficiencies to be addressed 5. Review when procedures updated.	EH (CHBE)	2021-07-14	IP
		<b>MRTL</b>			
GI-MRTL-2021/06/09-01		<input checked="" type="checkbox"/> Inspection Date: 17-May-21 Location: FF 106/108	HE (MRTL)	2021-07-14	IP



6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
		<p>Issue: Frayed high voltage electrical cord attached to instrument required immediate attention. Electronic technician will take care of issue</p> <p><input checked="" type="checkbox"/> Inspection Date: 17-May-21 Location: FF 308 Issue: Electrical Outlet and Conduit detached from Wall. Building Ops was notified</p> <p><input checked="" type="checkbox"/> Inspection Date: 17-May-21 Location: FF 6D Issue: No fire extinguisher available in flammable solvent storage room. Work request was submitted to Building Ops for installation</p> <p><input checked="" type="checkbox"/> Inspection Date: 17-May-21 Location: FF 206 &amp; 6B Issue: No inventory and record for peroxide forming chemicals</p> <p><input checked="" type="checkbox"/> Inspection Date: 17-May-21 Location: Several Labs Issues: Pre WHMIS 2015 supplier labeling needs replacement</p> <p><input checked="" type="checkbox"/> Inspection Date: 17-May-21 Location: FF 6A &amp; 205 Issue: Periodical check/inspection for eyewash issue</p>			
		<b>PPC</b>			
GI-PPC-2021/06/09-01	C	<p><input checked="" type="checkbox"/> Inspection/Review Date: May 11, 2021 Building/Area Plan: PPC 121 JOHSC Action Required? No Comments/Concerns: Chemical labeling: chemicals labeled with trade names were relabeled with key ingredients. Completed</p> <p><input checked="" type="checkbox"/> Inspection/Review Date: May 11, 2021 Building/Area Plan: PPC 114 JOHSC Action Required? No</p>	RS (PPC)	2021-07-14	IP (PPC 114 & PPC building)  C (PPC 121)



6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
		Comments/Concerns: Housekeeping: Persistent case for one area. Equipment/supplies strewn on table/floor, cluttered, tripping hazards. In progress  <input checked="" type="checkbox"/> Inspection/Review Date: May 11, 2021 Building/Area Plan: PPC building JOHSC Action Required? No Comments/Concerns: Floor budge and stairs tiles tripping hazard. To be repaired and replaced, no schedule yet. In progress			
		<b>Other Inspection Reports:</b>			
		<b>CIVIL</b> – Nothing to report. <b>ECE</b> – Nothing to report. <b>ICICS</b> – Nothing to report. <b>MINE</b> – Nothing to report. <b>NURS</b> – Nothing to report. <b>SALA</b> – Nothing to report.			

\* 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)					
Item # (ED-yy/mm/dd-01)	Priority	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status

\* ED – Education and Training





8. ONGOING BUSINESS – Status of Action Items					
Original Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
NB-20/02/12-07	C	<p><b>Goals discussed at Feb meeting:</b></p> <ol style="list-style-type: none"> <li>Create Benchmark reports by Department on compliance rates for SRS required courses (from report 910s), and review them once / term.  <b>Update 2020-12-09:</b> MC to ask IRP Support if similar report available via WorkDay.  <b>Update 2021-01-13:</b> TN provided instructions on how to do this (see below in New Business-4).</li> <li>Increase engagement with Campus Security by arranging outreach workshops. Ongoing.</li> </ol>	1.JP+MC+RC 2.JP+MC+RC	Ongoing	IP
		<b>Items arising from previous LST meetings:</b>			
		<b>APSC</b>			
NB-20/12/09-7	E	ETA on the ‘working along with app’? It has been delayed due to enhancement issues. JOHSC is asking SRS for a timeline.	TN (SRS)		RF
NB-21/05/12-04	C	There was one inspection report received since the last co-chair email regarding a member of the public’s concerns around traffic control. UBC is conducting an internal investigation and the details reported in the inspection report are under review. An update will be provided in the next co-chair email from SRS. ( <i>Update 2021-06-09: see Section 9 of minutes</i> )	Teela (SRS)		C
		<b>CIVIL</b>			
NB-20/02/12-03	C	As discussed in the LST meeting, Civil Engineering will be meeting with Mechanical Engineering to discuss the possibility of putting together a CEME Building Safety Video which would be shown on the building’s video monitor in the lobby. The suggested content is to provide building-specific emergency information to students and occasional users of the building— <i>deferred until the resumption of activity on campus.</i>	SJ (CIVIL)		RF
		<b>ECE</b>			



8. ONGOING BUSINESS – Status of Action Items					
NB-20/07/08-03	E	<p>We have put together a checklist that we will use for approving our (ECE phase 1) return to lab applications.</p> <ul style="list-style-type: none"> <li>- Sections for requesting more details from the PI, operational/procedure aspects, free form feedback.</li> <li>- We will use this template to cross-check with the next application we receive.</li> </ul> <p>We are expecting a few more return to lab applications to come in over the next few weeks.</p>	MK (ECE)		RF
NB-21/02/10-03	C	<p>✓ ECE staff noticing building occupants (mainly students) not following distancing protocols. Suspect that the individuals think that mask-wearing supersedes distancing.</p> <p>☒ Issues with mental health: students working from home commenting feeling isolated. Have other departments noticed similar issues? Question: Is there any guidance from WorkSafe BC about this? Mental Health and Remote Work? Nothing new. UBC HR has sources and links. – Jody to follow up with Central HR Wellness Partner.</p>	JS (ASPC)	2021-07-14	IP
NB-21/05/12-08		A group of 4 individuals were found filing in Fred Kaiser Atrium. They said it was a task for the Dean’s Office – Ailish/Richard to investigate.	AS + RC (APSC)		C
<b>MECH</b>					
NB-20/10/14-06	C	Building- Area Plans   September & October 2020   Discussed within listed LST(s), and in Progress: KAIS Office Child Plans: 3102, 3103 & 3106.	JP & NH (MECH)	2021-07-14	IP
NB-20/11/18-05	C	It was noted in the October Mech LST meeting that the fire doors numbered 1050:2, CR1L1:1 and CR1L1:2, which are located in the Fred Kaiser Building have been repeatedly been propped open over the years. These doors are all equipped with an electric solenoid valve mechanism that should hold open the doors and should close in the event of a fire and smoke detection. The Red Zone Facilities Manager was notified and it was discovered that the electric solenoid valve mechanism for door 1050:2 was not working. SRs were submitted for the repairs for the solenoid valve and for Fire Life Safety to test all doors numbered 1050:2,	JP & NH (MECH)		RF



8. ONGOING BUSINESS – Status of Action Items					
		<p>CR1L1:1 and CR1L1:2. Building users including custodial staff and technicians have been notified of the issue.</p> <p>Mech LST update (2020/12/03): Fire Life Safety (FLS) teams recently re-tested all doors and noted that they require repairs. FLS records show that past service requests to the locksmiths have been outstanding for some time. This request has been expedited and brought to the attention of the Head Locksmith for action.</p> <p>Mech LST update (2020/12/17): No updates at this time.</p> <p>Mech LST update (2021/02/04): No updates at this time.</p> <p>Mar 10/21 Update: Escalated to Trades Manager. They have said it is a complex issue due to redundant parts and inferior and problematic hardware. They are considering changing all the doors mechanism into magnetic locks on the wall but funding is a challenge so is looking into a temporary repair until funding can be secured. – tabled until further update received from building operations.</p> <p>Apr 14/21 - Sitting with Building Operations. Plans to temporary fix isolated issues but funding is being sourced to update all door mechanisms due to redundant and outdated parts. – <i>in progress</i></p> <p>May 12/21 - Request is with Building Operations. No updates at this time. – in progress</p>			
NB-21/05/12-02		<p>Are there any official updates or changes to UBC procedures in relation to aerosol transmission of the Coronavirus through systems?</p> <p>*No updates – Teela to follow up.</p> <p>*Building Operations has no plans in adjusting HVAC System plans – Richard to follow up with Mark Jones.</p> <p>*Jody to bring forward with James (informal approach)</p> <p><b>Update 2021-06-09:</b> Buidling Operations formed working group and have identified classrooms in need of HVAC adjustments. All users of said classrooms have been informed.</p>	JS + CJ (APSC) + TN (SRS)		C

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



9. JOHSC RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafe BC)						
Item # (use Recommendation #)	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status
IR202116973079A /IR202116973101A	E	A member of the public informed WSBC regarding an unsafe condition relating to traffic control. There were no orders issued to UBC and WSBC confirms the receipts & acceptance of the investigation. This highlights the need for documentation of any worker training, and that traffic control has specific regulatory requirements.	RC (APSC)		C	

\* REC – Recommendation Letter

10. NEW & OTHER BUSINESS						
Item # (NB-yy/mm/dd-01)	Priority	Discussion and/or Action Items	Assigned To	Date to be Completed	Status	
		<b>Items arising from LST meetings for June meeting:</b>				
		<b>PPC</b>				
NB-21/06/09-01	C	Fume hood shut down due to renovation work has been extended to July 1.	RS (PPC)	2021-07-14	IP	
		<b>APSC</b>				
NB-21/06/09-02	C	Communications around reporting requirements/timelines. RC to reach out to APSC Communications team for strategies.	RC (APSC)	2021-07-14	IP	
		<b>Additional New Items for Discussion:</b>				
NB-21/06/09-03	E	Reminder of UBC Return to Work Response Session June 15, 2021. <a href="#">Register here.</a>	RC (APSC)		C	
NB-21/06/09-04	E	Campus Security reports an increase in insecure premises (eg: doors being propped open) and the availability of the UBC Safe App for download.	RC (APSC)		C	
NB-21/06/09-05	E	General discussion on Return to Campus issues:	RC (APSC)		C	



10. NEW & OTHER BUSINESS					
		<ul style="list-style-type: none"> <li>New generic safety plans to be distributed to JOHSCs next week for input. Official release date TBD.</li> <li>Q: In-person meetings allowed? A: Yes, and to be revised for July 1<sup>st</sup> (BC Stage 3).</li> <li>Q: International students and staff? A: Deans have commented to UBC International Student Office.</li> <li>Q: Classrooms at full occupancy in September? A: Yes, Classroom Services to manage.</li> </ul>			
		<b>Informational Items</b>			
NB-21/06/09-06	E	<p><b>SRS:</b></p> <p>a. Welcome Back: Being Aware and Taking Care- series of online sessions July 26-30 and learn about the most commonly sought information regarding safety at work, personal wellness and soft skills for a better workplace. Note: sessions are NOT COVID-related.</p> <p>b. <a href="#">Go by Bike Week &amp; Bicycle Safety: May 31-June 6. SRS information on bike safety.</a></p> <p>c. <a href="#">World Environment Day: June 5. Waste sorting guide here.</a></p> <p>d. <a href="#">Secure Access merging with SRS.</a></p>			C
NB-21/06/09-07		<a href="#">BC Restart Plan</a>			C
NB-21/06/09-08		WHMIS Update: Canadian and U.S. Regulatory Proposals (GHS, Seventh Revised Edition) – Comparison Document ( <i>available on share-point</i> )			C
NB-21/06/09-09		<a href="#">Event Planning at UBC</a> Working group formed.			C
NB-21/06/09-10		<a href="#">Road Safety at Work</a>			C
NB-21/06/09-11		<p>WorkSafeBC:</p> <p>a. <a href="#">eNews</a></p>			C



**10. NEW & OTHER BUSINESS**

		b. <a href="#">2021 New or Revised ACGIH Threshold Limit Values and B.C. Exposure Limits</a>			
		c. <a href="#">Recent Work-related incidents</a>			

\*NB – New Business

**11. NEXT MEETING**

Date:	Wednesday, July 14th, 2021
Time:	09:00 – 10:30
Location:	Zoom

**12. MEETING ADJOURNED**

Time: 09:48	Moved by Naomi Harder Seconded by Jill Mahy
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**LEGEND**

PRIORITY:		STATUS:	
A	Critical/Life-threatening/high probability	N	New
B	Urgent/moderate probability of re-occurrence	R	Repeat
C	Important/low probability of re-occurrence	C	Complete
D	Reminders	IP	In Progress
E	Information	RF	Referred forward

**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)