



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 June 10th, 2021

Time: 11:30 am
Location: Zoom

AGENDA:

<ol style="list-style-type: none"> 1. Roll Call 2. Welcome: Seyed & Urmi 3. Determination of Quorum 4. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes 5. Additional Agenda Items, Review Actionable Items from Local Safety Team (LST) Minutes & Approval of Agenda 6. Review Centralized Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents <ul style="list-style-type: none"> o Monthly Incident List o Previous month: 127511 – 2021/03/07 7. Review Workplace Safety Inspections <ul style="list-style-type: none"> o IR202116973079A & IR#202116973101A traffic control – no orders to UBC 8. Review Education and Training <ul style="list-style-type: none"> o Craig to complete training by August 2021 o Urmi & Seyed to complete training by December 2021 9. Ongoing Business – Status of Action Items <ul style="list-style-type: none"> o CAIRS Education Campaign Posters - Glenn to edit and circulate editable posters o EOAS field safety workflow approval status – Glenn o LST general inspection templates/list of inspection areas – Glenn to set up meetings with LSTs 	<ul style="list-style-type: none"> o Honors thesis projects and including safety plans – Brett/Glenn <ol style="list-style-type: none"> 10. JOHSC Formal Recommendation Letters & Regulatory Inspections – nothing for discussion 11. New and Other Business <ul style="list-style-type: none"> o SRS is hosting a series of online sessions July 26-30 regarding safety at work, personal wellness and soft skills for a better workplace. All sessions will also count towards a JOHSC member’s 8 hours of education and training. Details are TBD o FYI May 31 – June 6 was Go by Bike Week. o June 5 was World Environment Day. 12. Website – Any updates to Faculty of Science safety website? 13. Next Meeting: Thursday July 8, 2021 <p>Meeting Adjournment</p>
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1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Tim Morgan	M&P	Dept. EOAS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Harry Brumer	Faculty	Michael Smith Laboratories	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brett Couch	Faculty	Dept. of Botany	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Karen Reid	M&P	Michael Smith Laboratories	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kate Blackburn	CUPE 2950	Faculty of Science	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Christopher Stinson	CUPE 116	Beaty Biodiversity Museum	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Izabelle Janzen	CUPE 2278	Dept. of Computer Science	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lauren Portner	NUT	Oceans and Fisheries	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Koon Ming Lau	M&P	Dept. Computer Sciences	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mladen Bumbulovic	M&P	Physics & Astronomy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brendan Fisher	CUPE 116	Botanical Gardens	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Agnes Pak	CUPE 2950	SCOP	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tammy Tromba	CUPE 2950	Zoology	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Craig Kornak	CUPE 2950	M&I	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gareth O'Sullivan	M&P	Math	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Urmi Mody	CUPE 2278	Chemistry	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Seyed Nasser	CUPE 2278	Chemistry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employer Representatives	Work Location		Present	Regrets	Absent
Glenn Sammis	Dept. of Chemistry		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Janie McCallum	Faculty of Science		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ray McNichol	Dean's office		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Renee Haggart	Dept. EOAS		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Resources/Guests	Work Location		Present	Regrets	Absent
Sharlene Eivemark	Safety and Risk Services		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jillian Turner	Microbiology and Immunology		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1A. CORE GROUP ATTENDANCE					
Faculty (2) – yes M&P (2) – yes Employer Reps (2-3) –yes	CUPE 2950 (1) – yes CUPE 116 (1) – yes CUPE 2278 (2) – yes		NUT (1) - yes		



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 <i>* 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.</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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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: Glenn Seconded by: Ray

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

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

Is the agenda approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

- See attached incident report:
- Monthly Incident List & Statistical Summary Report *(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)

Item # (Use CAIRS Incident ID # and Incident Date)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
127653 (127604)-2021-04-26	C	<ul style="list-style-type: none"> Submitted follow-up investigation To review Proper pruning positions, choice of tools, if necessary, with staff Worker was in awkward position, laying and kneeling which forced them to reach and use incorrect posture while pruning. This resulted in strain to shoulder. Worker monitored pain, worked light duties as necessary and was able to quickly return to normal work duties 	n/a	n/a	C
127667 (127654)-2021-05-12	C	<ul style="list-style-type: none"> New quenching procedure for going forward Quenching reactive chemicals with a high likelihood of starting a fire. The fire was contained in a secondary container in an empty fume hood. We believe one of the chemicals set fire to the organic vapors above the quenching bath. 	n/a	n/a	C
127697 (127694)-2021-05-21	C	<ul style="list-style-type: none"> Animal care uses a one-handed needle cap option (not applicable to this procedure) Needle poke, they are trained but new and didn't follow procedure. Reviewed procedure 	n/a	n/a	C
127679-2021-05-21	C	<ul style="list-style-type: none"> Glass rods are regularly replaced in the lab The student was washing a glass stir rod when and applying a small amount of pressure when using a sponge to clean the glassware. It snapped and scraped his finger causing a minor cut and bleeding on the inner side of his middle finger L-hand. The root cause is inexperience in handling fragile thin glassware emergency response was not required 	n/a	n/a	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)

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

No actionable items noted

Item # (Use Inspection #)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
		Nothing for discussion			
Annual General Inspection Tracking					
Department	Notes		Date Completed		
Aquatic Ecosystems Research Laboratory (AERL)					
Beaty Biodiversity Museum					
Botanical Garden & Centre for Plant Research					
Botany					
Chemistry					
Computer Science					
Earth Ocean and Atmospheric Science					
Michael Smith Labs					
Microbiology and Immunology					
Physics and Astronomy					
Zoology					

* 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)



7. REVIEW EDUCATION AND TRAINING					
Item # (ED-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
ED-21/03/11-01	C	Craig to complete training by August <ul style="list-style-type: none"> Craig's part 2 was cancelled, there is currently no SRS staff member employed to teach this section. Glenn to look into options with Paul Wong to get an extension or take elsewhere? New members are required to complete Part 1 & Part 2 of fundamentals training within 6 months of joining the committee 	Craig/ Glenn	2021-08-01	IP
ED-21/06-10-02	C	Seyed to complete training by December <ul style="list-style-type: none"> New members are required to complete Part 1 & Part 2 of fundamentals training within 6 months of joining the committee 	Seyed	2021-12-01	IP
ED-21/06-10-03	C	Urmi to complete training by December <ul style="list-style-type: none"> New members are required to complete Part 1 & Part 2 of fundamentals training within 6 months of joining the committee 	Urmi	2021-12-01	IP

* 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-19/03/14-01	B	New WHMIS Labelling <ul style="list-style-type: none"> 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#. <p>---</p>	Glenn	2021-12-31	RF



8. ONGOING BUSINESS – Status of Action Items

	<ul style="list-style-type: none">• 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.• 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.			
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8. ONGOING BUSINESS – Status of Action Items					
		WHMIS 2015 – per RMS all labels now need to be WHMIS 2015 compliant, start with frequently used and make plan for remaining chemicals.			
NB-19/08/08-04	E	<p>Website – CAIRS how-to/ CAIRS education campaign</p> <ul style="list-style-type: none"> • If your building or division would like posters, please contact Glenn • Reviewed what Faculty of Medicine and Applied Science use and will borrow content and submit to graphic design for help. Will provide some flexibility for the departments to edit as needed • Glenn to circulate education posters • Glenn received posters from Paul and will edit and email at the end of the month <p>Update 2021:</p> <ul style="list-style-type: none"> • 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. • Also discussed some barriers: <ul style="list-style-type: none"> ○ 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. ○ 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. ○ 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. <p>---</p> <ul style="list-style-type: none"> • Still a work in progress 	n/a	n/a	C



8. ONGOING BUSINESS – Status of Action Items					
		Helen from Chemistry to create a CAIRS how-to for the website, 1 pager/CAIRS for dummies			
NB-19/10-09-01	C	<p>Staff being injured during office/building moves</p> <ul style="list-style-type: none"> • Glenn to work with SRS on the alert system with Campus and Community Planning • Open to ideas for future department moves • What should trigger this – building ops when movers are scheduled? Campus Planning? Glenn to bring up at next meeting of department heads • Could UBC ergonomics become involved before these moves happen to review best practice with the groups? <p>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</p>	Glenn	2021-12-31	RF
NB-20/03/12-03	C	<p>New JOHSC member from CUPE 2278</p> <ul style="list-style-type: none"> • Welcome to Seyed and Urmi from Chemistry. • No volunteers from M&I • Glenn has received one volunteer from Chemistry that he will start the process with, there is also a call out for more from Chemistry • (April) Have not heard back from union, have not received suggestions. Glenn to email Craig role description and Craig to follow up. If no success Glenn to pick someone from Chemistry. • Please submit any grad student ideas you have • Brett to follow up with contact • 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. <p>---</p> <ul style="list-style-type: none"> • RF until UBC is more operational 	N/a	n/a	C



8. ONGOING BUSINESS – Status of Action Items					
		<ul style="list-style-type: none"> Would like to recruit a new member from CUPE 2278, so far have not heard back from union. For reference see NB-19/02/14-04			
NB-20/03/12-05	C	<p>Discussed JOHSC Annual Evaluation (goals to be separated out as needed)</p> <ul style="list-style-type: none"> Reviewed goals (as set by SRS) for committee <ol style="list-style-type: none"> 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. 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 Support new LSTs – planning to work with Physics and Microbiology. Postponed until UBC is open again Improve paper trail and minutes – document each complete inspection per group and formalize the reporting. See NB-20/04/09-04 Jill to work with SRS contact on Minute improvements Overall, we are doing well and have improved from last year	Glenn	2021-12-31	RF
NB-21/03/11-03		<p>Field Safety –Harassment</p> <ul style="list-style-type: none"> Subcommittee has reviewed and provided their edits to EOAS, EOAS is working on the edits. Will circulate to JOHSC for approval They will send to Glenn and Glenn will form subcommittee to review and approve. Will look into the laws around how medical info is collected/stored and destroyed Reviewed presentation detailing the workflow for field work approvals, goal was to make easy to use and have plans to make 	Glenn	2021-07-10	IP



8. ONGOING BUSINESS – Status of Action Items					
		<p>online at a later date after testing. Have a checklist with resources all in one place.</p> <ul style="list-style-type: none"> • When ready will add to JOHSC safety site • 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. • Discussed sexual/other harassment that can/has happened usually in areas outside of BC. Need training on how to protect yourself/diffuse situations 			
NB-21/03/11-02	D	<p>Building Inspections</p> <ul style="list-style-type: none"> • 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. • MSL has a good system in place – Karen to forward to co-chairs • Currently no way to ensure all areas that should be inspected are inspected, there were a couple attempts at this in past years. 	Glenn	2021-09-09	IP
NB-21/05/13-01	C	<p>Honors thesis projects – safety plans</p> <ul style="list-style-type: none"> • Bring this to your LSTs for your own divisions, rather than coming from JOHSC. • Suggest including it on a list of sample questions to the various examiners • Suggestion to include safety protocols in methods in thesis projects and/or have questions asked by external examiners 	n/a	n/a	C
127511 – 2021/03/07	C	<ul style="list-style-type: none"> • Need more information, waiting for investigation • Student used soldering machine and may have damage to lung health 	Glenn/LST	2021-07-10	IP

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



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

Item # (use Recommendation or Report #)	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status
		Nothing for discussion				

*REC – Recommendation Letter *IR – WorkSafeBC Regulatory Inspection

10. NEW & OTHER BUSINESS

- Grad Students – if you have any grad students ever interested to join the committee, please have them contact Glenn, we are always looking because of the high turnover.
- Reminder that CAIRS workshop #2 is most applicable to those entering incidents (1 and 3 are more for administration)
- Reminder Rapid Testing clinics are now available for vaccinated students and staff info here: <https://www.housing.ubc.ca/rapidtest/>

Item # (NB-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
NB-21/06/10-01	E	<ul style="list-style-type: none"> • Glenn and Janie to see what communications are available or planned • Questions from incoming international students on how to get their vaccines. 	Glenn and Janie	10/07/21	IP

*NB – New Business

11. NEXT MEETING

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

12. MEETING ADJOURNED

Time:	12:30 pm
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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
- Posted on any Safety Bulletin Boards (if applicable)