Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Pharm Sci JOHSC
Worker Co-Chair: Tony Seet
Employer Co-Chair: Jamal Kurtu
Date: June 16, 2021
Time: 12:00-1:00pm
Location: Videoconference

AGENDA:

1. Roll Call
   Worker Representatives          Association/Union            Work Location               Present  Regrets Absent
   Tony Seet                      Faculty Association          Pharm Sci Academic       ☑️    ☐    ☐
   Karla Williams                 Faculty Association          Pharm Sci Research       ☐    ☑️    ☐
   Adrian Ziemiczonek            Faculty Association          Pharmacists Clinic       ☐    ☑️    ☐
   Ankita Sanawar (on leave)      CUPE 2950                  Human Resources          ☐    ☑️    ☐
   Rojina Tamrakar                CUPE 2950                  Human Resources          ☐    ☑️    ☐
   Irina Trouchenko               CUPE 2950                  Office of the Dean        ☐    ☑️    ☐
   Louis Lin                     CUPE 2278                  Graduate & Postdoctoral Studies ☑️    ☐    ☐
   Maryam Ranjbar Ekbatan         CUPE 2278                  Graduate & Postdoctoral Studies ☑️    ☐    ☐

2. Determination of Quorum
3. Review & Approval of Previous JOHSC Meeting Minutes
4. Additional Agenda Items & Approval of Agenda
5. Review CAIRS Accidents/Incidents
   • None
6. Workplace Safety Inspections
   • None
7. Education and Training
   • None
8. Ongoing Business – Status of Action Items
   • NB-PharmSci-21/04/20-04
   • NB-PharmSci-21/05/18-01
   • NB-PharmSci-21/05/18-02
   • NB-PharmSci-21/05/18-03
9. Formal Recommendation Letters & Regulatory Inspections
   • IR-2021-04-23-#202116973079A
10. New and Other Business
    • NB-PharmSci-21/06/16-01
    • NB-PharmSci-21/06/16-02
11. Next Meeting
12. Meeting Adjournment
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, recommendation to keep NB-PharmSci-21/02/16-05 (Fire drill) on agenda and as R as opposed to C

   • Move to adopt minutes. Moved by: Emma Riek Seconded by: Lista Blanis

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

- Move to adopt agenda.
  Moved by: Louis Lin  Seconded by: Emma Riek

Is the agenda approved?

Yes ☑  No ☐

5. REVIEW CAIRS ACCIDENTS/INCIDENTS:

See attached CAIRS report for incident reviewed.

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<thead>
<tr>
<th>Item #</th>
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<th>Assigned To</th>
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* GI – General Inspection

6. REVIEW OF WORKPLACE SAFETY INSPECTIONS

None

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* ED – Education and Training

7. REVIEW EDUCATION AND TRAINING

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8. ONGOING BUSINESS – Status of Action Items

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<tr>
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<tbody>
<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</td>
<td>Co-Chairs</td>
<td>July 20, 2021</td>
<td>IP</td>
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### 8. ONGOING BUSINESS – Status of Action Items

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Status</th>
<th>Responsible Party</th>
<th>Date</th>
<th>Notes</th>
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<td>4. ONGOING BUSINESS – Status of Action Items</td>
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<td>about congregating with COVID-19 restrictions in place, and also to avoid putting undue stress on the Vancouver Fire and Rescue Services.</td>
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<td>SRS has updated their recommendations for 2021, and have advised that fire drills should resume in buildings that are occupied. Guidance was sent out to building administrators and JOHSC co-chairs earlier this month on conducting fire drills, and a reminder that masks should be worn.</td>
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<td>To avoid conflicts with the VCH COVID-19 immunization clinic at the Pharm Sci building, August would be the best time to hold the annual fire drill; earlier in the month after BC Day may work best for building users’ schedules.</td>
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<td>Further scheduling and information on the procedure will be provided closer to the date.</td>
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<td>JOHSC members highlighted Pharm Sci loading bay ramp as an ongoing ergonomic safety issue. It decreases efficiency and comfort for staff operating it. Though it has temporarily been fixed, it is still difficult to use. Should be to a standard that anyone in the loading dock should be able to use it with ease.</td>
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<td>PharmSci Building Operations staff continue their discussions with the contractor and University. It was recommended that it would be more efficient for PharmSci Building Operation staff, if the University take on this project. The University have been on site and assessed the loading dock and agreed it wasn’t operating ergonomically.</td>
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<td><strong>ACTION:</strong> No responsibility has been taken on by the University at present, they have agreed it’s not the optimal situation and discussions will continue to take place between the University and PharmSci Building Operations staff. No time frame given, expect updates by July JOHSC meeting.</td>
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## 8. ONGOING BUSINESS – Status of Action Items

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| NB-PharmSci-21/05/18-01 | E | The issue of people not taking the appropriate Chemical Safety course has been an issue in the past but it became a much bigger problem now due to the reduced number of spots in a practical session (10 vs 16) and reduced staff (no chem associate). This issue has been communicated to all students who have come onsite and to their PI’s, they have been directed to the correct safety courses.  
**ACTION:**  
JOHSC members agreed this should be an ongoing summer student reminder. Rehana (PharmSci Building Ops) is to discuss with x2 Associate Dean offices to ensure this is implemented. It was noted that it’s the PI’s responsibility to monitor the completion of safety courses at present, but this is something that could also be revisted by PharmSci Building Operations and x2 Associate Dean offices. |
| Co-Chairs July 20, 2021 | | IP |

| NB-PharmSci-21/05/18-02 | E | As COVID-19 conditions continue to improve throughout the spring and summer, it is expected that some of the more restrictive public health measures affecting our personal and professional lives will be relaxed while other prevention and control measures remain in place. Given these assumptions, it is optimistic that UBC will be able to safely welcome our students, faculty and staff back to campus.  
It was acknowledged that the majority of UBC personnel have most likely attended the University town hall webinars for further information and that we have now also received a draft Safety Plan from UBC Safety & Risk Services on June 15, 2021.  
In terms of PharmSci returning to campus and remote working, the Dean has established a PharmSci working group who will meet for the first time on June 24th to determine some policies and procedures around returning to the faculty and remote working procedures. |
| Co-Chairs | July 20, 2021 | IP |
8. ONGOING BUSINESS – Status of Action Items

JOHSC members brought forward the following inquiries based on the documentation received from UBC SRS relating directly to the Faculty of Pharmaceutical Sciences;

- Re: Office and meeting spaces vs labatory and research spaces, it appears that the draft document has outlined occupancy around meeting spaces/rooms increasing capacity but not laboratories. It was explained that office and meeting spaces capacity increases will coincide with BC’s Step 4 phase (September 7th), whereas Academic and Research portfolios will be allowed to return to work during the province’s Step 3 phase (July 1st).

- Under what circumstances should we install Plexiglass? Reception areas? Shared office/work spaces? What about if the desks in the shared office are > 2 metres apart? Some concerns were raised about impaired air flow with Plexiglass in shared work spaces.

- JOHSC members believe it would be good to have really clear communication around coming back to the building as a lot of people will be returning at different stages and as there have been a lot of new employees and renovations over the past year, a “new” building orientation is essential. It was suggested that PharmSci Communications office were developing a video around building orientation, but this has not been finalized. JOHSC members agreed that it’s a good idea to set up some big orientation sessions (e.g. lunch time workshops / seminars), in addition to having some video resources which people can review in advance of coming to the building.

**ACTION:**
These inquiries/suggestions will be brought forward by PharmSci JOHSC Co-Chairs (Jamal and Tony) to the PharmSci working group who will meet on June 24th, 2021.

| NB-PharmSci-21/05/18-03 | C | PharmSci Building Operations team have confirmed that all renovations within the building including the first aid room (adMare), are now complete. | Jamal Kurtu | - | C |
8. ONGOING BUSINESS – Status of Action Items

- New furniture is expected to arrive by the end of July.
- The AV side of things will be delayed due to the pandemic equipment shortage, but is expected to arrive by September.
- The tenders for classroom chairs and tables have also been created and invited.

JOHSC members also advised to remember to schedule the annual building inspections after all room configurations have been confirmed and furniture delivered, most likely October 2021. This will be discussed and scheduled internally by the PharmSci Building Operations Team.

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

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<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>
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| IR-2021-04-23-#202116973079A | E        | When a WorkSafeBC officer is present at a workplace, their presence may be because of:  
- A complaint received by WorkSafeBC,  
- Routine inspection for compliance, or a  
- Scheduled, consultative role  

On April 23, 2021, an inspection report was received outlining that a member of the public informed WorkSafeBC regarding an unsafe condition relating to traffic control, prompting review, however, there were (0) orders issued to the University.

JOHSC Discussion Points:  
- Whether staff has taken an online course or has completed on-the-job training of specific tasks, it is essential that it is documented. Upon completion of | Co-Chairs       | April 23, 2021 | May 16, 2021 | C                  |
9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)

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in person training you can document it here that a documented record of completion as this record can serve as proof of due diligence.

- Traffic control has specific regulatory requirements which includes that the individual needs to be trained. This means that an untrained individual cannot be assigned the task
- Safe Work Procedures need to be reviewed on a regular periodic cycle to ensure they are relevant and accurate.

On May 17, 2021

- The report was investigated and followed up accordingly
- WorkSafeBC confirms the receipts of the Investigation Report relating to the incident that occurred on April 16, 2021
- There were zero (0) orders issued to the University

* REC – Recommendation Letter *IR – WorkSafeBC Regulatory Inspection

10. NEW & OTHER BUSINESS

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| NB-PharmSci-21/06/16-01 | A        | The PharmSci JOHSC Committee discussed in detail the New UBC-wide COVID-19 Safety Plan, including the Framework and each individual document that accompanied it. The following items were discussed and questions raised:  
  - If one is unable to meet the 2 metres requirement for physical distancing, is mask +/- face shield or eye protection required? Is this different for areas with high ventilation rates and reduced contact time? | Co-Chairs   | July 20, 2021         | IP     |
10. NEW & OTHER BUSINESS

- What is the maximum occupancy for labs, offices, the building at each stage? When can we be at full occupancy (i.e. original capacity)? Is this different for “open” and “closed” lab spaces? Could occupancy in a lab be increased if everyone wore PPE (e.g. mask and face shield)?

- When is the use of shared offices permitted?

- Under what circumstances should we install Plexiglass? Reception areas? Shared office/work spaces? What about if the desks in the shared office are > 2 metres apart? There’s some concerns about impaired air flow with Plexiglass in shared work spaces.

- There is inconsistency re: mask wearing and the province’s recommendation. For example, in the province’s Step 2, “Physical distancing and masks continue to be required in public indoor settings”. In the UBC safety plan, “Masks not required in laboratories or workshop areas when physical distancing in place”

- Do faculty, staff and students need to sign-in when they enter the building? According to the Offices/Administrative Areas safety plan under Scheduling: “Faculties/Departments/Units are required to maintain schedules of on-site faculty and staff to support Public Health contact tracing efforts.” If we do not have a sign-in sheet, it would be difficult to do this as not all units have a regular schedule. Should we move to on-line sign-in to reduce a bottle-neck at the building entrances? Is there a still a requirement for reporting self-assessment to a supervisor?

- Who would fall under the UBC safety plans? Does this include tenants? (e.g. Ad mare)
### 10. NEW & OTHER BUSINESS

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<tr>
<th><strong>NB-PharmSci-21/06/16-02</strong></th>
<th><strong>E</strong></th>
<th><strong>ACTION:</strong> The PharmSci JOHSC require clarity around these items and Co-Chair, Tony Seet is to submit this on behalf of the committee as feedback to UBC’s SRS Qualtrics’s survey by end of day June 21, 2021.</th>
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#### Welcome Back: Being Aware and Taking Care - Online sessions July 26-30:

It’s been a while since we have had an increase of activity and personnel on campus and Safety & Risk Services (SRS) would like to help you navigate this transition smoothly!

Save the date to join SRS for a 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. All sessions will also count towards a JOHSC member’s entitled 8 hours of education and training. More information to come your way….stay tuned. Note: Sessions are not COVID-19 related.

#### Co-Chairs

| Co-Chairs | - | C |

*NB – New Business*

### 11. NEXT MEETING

| **Date:** | **July 20, 2021** |
| **Time:** | **12:00-1:00 p.m.** |
| **Location:** | **Videoconference** |

### 12. MEETING ADJOURNED

| **Time:** | **1:02 p.m.** |

**LEGEND**

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<th><strong>PRIORITY:</strong></th>
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<tbody>
<tr>
<td>A</td>
<td>Critical/Life threatening/high probability</td>
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<td>B</td>
<td>Urgent/moderate probability of re-occurrence</td>
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<td>C</td>
<td>Important/low probability of re-occurrence</td>
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<td>D</td>
<td>Reminders</td>
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<tr>
<td>E</td>
<td>Information</td>
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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
- Posted on any Safety Bulletin Boards (if applicable)