



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 July 8, 2021

Time: 11:30 am
Location: Zoom

AGENDA:

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| <ol style="list-style-type: none"> 1. Roll Call – Welcome Urmi 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 <ol style="list-style-type: none"> a. Monthly Incident List b. Previous month: 127511 – 2021/03/07 – Student used soldering machine and may have damage to lung health, waiting on investigation/need more info - Glenn 6. Review Workplace Safety Inspections 7. Review Education and Training 8. Ongoing Business – Status of Action Items <ol style="list-style-type: none"> a. EOAS field safety workflow (waiting on edits from EOAS) - TBD b. LST general inspection templates/list of inspection areas – Glenn to set up meetings with LSTs c. How will international students get vaccines/international student communications – Glenn/Janie 9. JOHSC Formal Recommendation Letters & Regulatory Inspections – | <ol style="list-style-type: none"> 10. New and Other Business 11. Welcome Back: Being Aware and Taking Care online July 26-30 12. Review heat related illness doc 13. Some classrooms are inspected by the Classroom Local Team and do not need to be included on your annual inspections see the list here to avoid duplication https://learningspaces.ubc.ca/find-space 14. subscribe to WorkSafeBC’s Enews 15. Website – Any updates to Faculty of Science safety website? 16. Next Meeting: Thursday August 12, 2021 17. Meeting Adjournment |
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1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Tim Morgan	M&P	Dept. EOAS	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Izabelle Janzen	CUPE 2278	Dept. of Computer Science	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Tammy Tromba	CUPE 2950	Zoology	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Craig Kornak	CUPE 2950	M&I	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gareth O'Sullivan	M&P	Math	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Urmi Mody	CUPE 2278	Chemistry	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Renee Haggart	Dept. EOAS		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/Guests	Work Location		Present	Regrets	Absent
Sharlene Eivemark	Safety and Risk Services		<input type="checkbox"/>	<input checked="" 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) – no 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		
<ul style="list-style-type: none"> 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; 		
<p>Is there quorum for this meeting</p> <p><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></p>	<p>Yes</p> <input checked="" type="checkbox"/>	<p>No</p> <input type="checkbox"/>
3. APPROVAL OF PREVIOUS JOHSC MEETING MINUTES		
<i>(Statement to indicate minutes of previous meeting have been read & acknowledged and to record any corrections to it)</i>		
<ul style="list-style-type: none"> • Move to adopt minutes. Moved by: <u>Tim</u> Seconded by: <u>Lauren</u> 		
<p>Are the minutes approved?</p>	<p>Yes</p> <input checked="" type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA		
<ul style="list-style-type: none"> • New COVID training course 		
4 A. REVIEW ACTIONABLE ITEMS FROM LST MINUTES (if applicable)		
<p><i>Place actionable items under Accident/Incident Investigation, Safety Inspections, Correspondence, New Business etc. as applicable and assign proper item # for further discussion/action.</i></p> <p><input checked="" type="checkbox"/> No actionable items noted</p>		
<p>Is the agenda approved?</p>	<p>Yes</p> <input checked="" type="checkbox"/>	<p>No</p> <input type="checkbox"/>
5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:		
<p>See attached incident report:</p> <ul style="list-style-type: none"> • Monthly Incident List & Statistical Summary Report <i>(For any <u>general</u> 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)</i> 		
<p><i>(* See Legend at end for Priority and Status Codes)</i></p>		



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
Item # (Use CAIRS Incident ID # and Incident Date)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
127822 (127749)-2021-05-28	C	<ul style="list-style-type: none"> Updated schedule to half days and having an arborist help with pruning Worker getting support for tasks and switching up tasks more often Worker aggravated strain from previous incident performing similar tasks such as weeding, planting in difficult positions and reach required in the Alpine Garden. 	n/a	n/a	C
127784 (127783)-2021-06-14	C	<p>betamercaptoethanol spilled from sleeve knocking over</p> <ul style="list-style-type: none"> Glenn to follow up with what actually happened and if they have a protocol for sleeves and quenching the smell Discussed shorter sleeves or taping them up A bottle of betamercaptoethanol spilled in fume hood, got caught on worker's sleeve. Spill was cleaned and workers left room until smell went away. 	Glenn	2021-08-12	IP
127793 (127798)-2021-06-15	C	<ul style="list-style-type: none"> Adding the task to the manual Reviewed proper use of pounder Worker was rushing trying to complete work to move on to other tasks. Worker was using post-pounder to place irrigation stakes into ground. Worker hit hand with the driver. Campus First Aid was contacted and was taken to UBC Hospital Urgent Care 	n/a	n/a	C
127831-2021-06-25	C	<ul style="list-style-type: none"> The lids are very heavy, they will do an inventory of the lids and file for modification to add hinges and create better ergonomics Leaning over and lifting the iron cover off the irrigation pit. Cover did not open and felt the left forearm ping. Continued to use the left arm to open the heavy metal cover to access irrigation. Continued to get all the other irrigation systems working and strained hand. 	n/a	n/a	C
127841-2021-06-29	C	<ul style="list-style-type: none"> Room thermometers to be purchased and installed, looking into room temperature alarms. 	n/a	n/a	C



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

		<ul style="list-style-type: none"> Eventually incoming air temperature was back to normal Temperature in FINDER was over 27C, workers left facilities 			
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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)

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 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 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#. 	Glenn	2021-12-31	RF



8. ONGOING BUSINESS – Status of Action Items

		<p>---</p> <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-19/10-09-01	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-20/03/12-05	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"> a. 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. b. 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 c. Support new LSTs – planning to work with Physics and Microbiology. Postponed until UBC is open again 	Glenn	2021-12-31	RF



8. ONGOING BUSINESS – Status of Action Items					
		<p>d. Improve paper trail and minutes – document each complete inspection per group and formalize the reporting. See NB-20/04/09-04</p> <ul style="list-style-type: none"> Jill to work with SRS contact on Minute improvements <p>Overall, we are doing well and have improved from last year</p>			
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 online at a later date after testing. Have a checklist with resources all in one place. 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 	Glenn	2021-08-12	IP
NB-21/03/11-02	D	<p>Building Inspections</p> <ul style="list-style-type: none"> Postpone meetings to September 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 	Glenn	2021-09-09	IP



8. ONGOING BUSINESS – Status of Action Items					
		<ul style="list-style-type: none"> Currently no way to ensure all areas that should be inspected are inspected, there were a couple attempts at this in past years. 			
127511 – 2021/03/07	C	<ul style="list-style-type: none"> Incident is for applied science Need more information, waiting for investigation Student used soldering machine and may have damage to lung health 	n/a	n/a	C
NB-21/06/10-01	E	<ul style="list-style-type: none"> Communications are being handled Glenn and Janie to see what communications are available or planned Questions from incoming international students on how to get their vaccines. 	n/a	n/a	C

* 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					
<ul style="list-style-type: none"> Welcome Back: Being Aware and Taking Care online July 26-30 - report any courses taken to Jillian Review heat related illness Some classrooms are inspected by the Classroom Local Team and do not need to be included on your annual inspections subscribe to WorkSafeBC’s Enews Planning to continue with zoom meetings until at least September and perhaps beyond 					
Item # (NB-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
NB-21/07/08-01	E	Website	Jill	2021-08-12	IP



10. NEW & OTHER BUSINESS					
		<ul style="list-style-type: none"> Jill to update website with new mask wearing language and new COVID course 			
NB-21/07/08-02	D	New COVID training course <ul style="list-style-type: none"> Replaces earlier COVID course and you need to take even if you have taken the first one. Trackable on workday by the department Complete before you return to work on campus or ASAP if you are already on campus 	n/a	n/a	C

*NB – New Business

11. NEXT MEETING	
Date:	Thursday August 12, 2021
Time:	11:30 am
Location:	Zoom

12. MEETING ADJOURNED	
Time:	11:56 pm

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)