



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Pharm Sci JOHSC

Worker Co-Chair: Tony Seet
Employer Co-Chair: Rehana Aziz

Date: June 21, 2022

Time: 12:00-1:00pm
Location: Room 3340 & Zoom Videoconference

AGENDA:

<ol style="list-style-type: none"> 1. Roll Call 2. Determination of Quorum 3. Review & Approval of Previous JOHSC Meeting Minutes 4. Additional Agenda Items & Approval of Agenda 5. Review CAIRS Accidents/Incidents <ul style="list-style-type: none"> • 129444 – Needle stick in lab • 129496 – Cat bite 6. Workplace Safety Inspections <ul style="list-style-type: none"> • None 7. Education and Training <ul style="list-style-type: none"> • ED-PharmSci-21/11/16-01 • ED-PharmSci-22/02/15-01 8. Ongoing Business – Status of Action Items <ul style="list-style-type: none"> • None 	<ol style="list-style-type: none"> 9. Formal Recommendation Letters & Regulatory Inspections <ul style="list-style-type: none"> • None 10. New and Other Business <ul style="list-style-type: none"> • NB-PharmSci-22/06/21-01 • NB-PharmSci-22/06/21-02 • NB-PharmSci-22/06/21-03 • NB-PharmSci-22/06/21-04 • NB-PharmSci-22/06/21-05 • NB-PharmSci-22/06/21-06 11. Next Meeting 12. Meeting Adjournment
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1. ROLL CALL

Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Tony Seet	Faculty Association	Pharm Sci Academic	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Karla Williams	Faculty Association	Pharm Sci Research	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adrian Ziemczonek	Faculty Association	Pharmacists Clinic	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Rojina Tamrakar	CUPE 2950	Human Resources	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ankita Sanawar *(A)	CUPE 2950	Human Resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Irina Trouchenko	CUPE 2950	Office of the Dean	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sneha Singh	CUPE 2278	Graduate & Postdoctoral Studies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Megan Thomas	CUPE 2278	Graduate & Postdoctoral Studies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



Bahira Hussein	CUPE 116	Pharm Sci Research	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jonathan Van Drunen	AAPS	Facilities & Operations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Litsa Blanis	AAPS	Pharm Sci Research	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Julia Kreger	AAPS	Communications & Marketing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carolyn Rogers	AAPS	Office of the Dean	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emma Riek	AAPS	Pharm Sci Academic	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda Herbert	AAPS	Graduate & Postdoctoral Studies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employer Representatives		Work Location	Present	Regrets	Absent
Jamal Kurtu		Facilities & Operations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rehana Aziz		Facilities & Operations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/Ex-Officio Members		Work Location	Present	Regrets	Absent
Maria Jose Alarcon		Pharm Sci Research, Admin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brent Page		Pharm Sci Research	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jeff McCarthy		adMare BioInnovations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nancy Ford		CHTP, Faculty of Dentistry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Christopher Hoang		Graduate Student Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diana Carlsen		MBF	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dan Williamson		UBC IT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ben Jan		UBC IT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Eve Neesham-Grenon		UBC SRS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lia Hughes		Teaching Floors Local Safety Team	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clara Ng		Office of the Dean	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

* (A) – Alternate member

2. DETERMINATION OF QUORUM

- a. A minimum of 4 members;
- b. Worker representatives (faculty and staff workers who do not exercise managerial functions) and employer representatives (management workers who exercise managerial functions);
- c. At least half of the members must be worker representatives;

Is there quorum for this meeting?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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3. REVIEW AND APPROVAL OF PREVIOUS JOHSC MEETING MINUTES

- Move to adopt minutes. Moved by: Jonathan Van Drunen Seconded by: Emma Riek



3. REVIEW AND APPROVAL OF PREVIOUS JOHSC MEETING MINUTES

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

<ul style="list-style-type: none"> Additional item added NB-PharmSci-22/06/21-07 UBC Mask Mandate Move to adopt agenda. Moved by: Karla Williams Seconded by: Litsa Blanis 		
Is the agenda approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

5. REVIEW CAIRS ACCIDENTS/INCIDENTS:

See attached CAIRS report for incident reviewed.

Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
129444	E	<p>Needle stick in lab – June 6, 2022</p> <ul style="list-style-type: none"> An individual was performing routine cell culture procedures involving a human tumor cell line, the individual accidentally punctured the back of their left hand (near their thumb) with a needle. The individual applied first aid, then reported the accident to their direct supervisor. The individual was informed to file a report. It was indicated that the root cause was due to syringe/needle not being the best tool to use for that step in the procedure, a pipette would have been more appropriate. A pipette will be used in the future for this procedure and individual will go to hospital for blood tests and follow-up treatment, as required. JOHSC members discussed if the individual may need additional training for performing this procedure safely. The supervisor should review training procedures with lab members, including a review of the written SOP and exposure response procedures, and ensure that training is documented. 	Co-Chairs	-	C



5. REVIEW CAIRS ACCIDENTS/INCIDENTS:					
129496	E	<p>Cat Bite – June 10, 2022</p> <ul style="list-style-type: none"> A student was shadowing pharmacist on deliveries, and as the pharmacist was applying fentanyl patches on a patient, the patient’s cat bit them. Bite was superficial, (no visible evidence of bite other than broken glove). The student was advised to go to a walk-in clinic right after for follow-up medical treatment. Following the incident, safety measures were reviewed to prevent any similar incidents from occurring again. Supervisors will ensure students keep a safe distance from any pets when doing deliveries. Student went to their doctor to get the injury checked. No further followup required. 	Co-Chairs	-	C

6. REVIEW OF WORKPLACE SAFETY INSPECTIONS					
None					
Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
-	-	-	-	-	-

* GI – General Inspection

7. REVIEW EDUCATION AND TRAINING					
Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
ED-PharmSci-21/11/16-01	C	Megan Thomas is still attempting to complete the Part 2B component of the training. She has registered for the sessions in July.	Megan Thomas	July 19, 2022	IP



7. REVIEW EDUCATION AND TRAINING

ED-PharmSci-22/02/15-01	C	Julia Kreger has completed Part 2A, and Part 2B will be completed on July 18.	Julia Kreger	July 19, 2022	IP
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* 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
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* ED – Education and Training * GI – General Inspection *NB – New Business

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

Item #	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status
-	-	-	-	-	-	

* REC – Recommendation Letter *IR – WorkSafeBC Regulatory Inspection

10. NEW & OTHER BUSINESS

Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
NB-PharmSci-22/06/21-07	E	<p>Mask Mandate</p> <p>The mask mandate at UBC is due to end on June 30, 2022. Pharm Sci has submitted their recommendation to UBC in support of ending the mask mandate on June 30.</p> <p>When communication goes out regarding the mask mandate update, there will be a note to reassure people that if they want to continue to</p>	Co-Chairs	June 30, 2022	C



10. NEW & OTHER BUSINESS					
		use the mask, they can do so or if anyone has any concerns to approach their supervisor or HR.			
NB-PharmSci-22/06/21-01	B	<p>Annual Fire Drill 2022 and Warden Refresher Training</p> <p>The annual fire drill will be taking place this year in July, the tentative date is Wednesday, July 20th.</p> <p>Do not schedule anything sensitive on that date, such as exams or experiments, to avoid disruption.</p> <p>Waiting for confirmation from Fire and Safety, but there will be an announcement sent out with all information, once confirmed.</p> <p>A refresher training session for wardens will be scheduled one week before the drill to review fire safety. Training will be during lunch, and details will be circulated as soon as drill date is confirmed.</p>	Co-Chairs	July 19, 2022	IP
NB-PharmSci-22/06/21-02	E	<p>Potential Fire Hazards: E-bike/scooter batteries</p> <p>News article was distributed (attached) about an individual who passed away due to a fire caused by an e-bike battery.</p> <p>E-Bikes and electric scooters are very popular at the moment, so this is a reminder that when using these rechargeable bikes or scooter, do not use aftermarket batteries, always follow the manufacturer's instructions, and make sure you use the power adaptor that come with the device.</p> <p>Do not leave any batteries charging at home or your office unattended, because if there is any odor or smoke you might not find out until fire breaks out. Make sure batteries or device are at room temperature and do not expose them to extreme temperatures or direct sunlight.</p>	Co-Chairs	-	C



10. NEW & OTHER BUSINESS					
		And if you are charging the battery, make sure that it is not blocking your only exit out of the room, so in the event there is a fire, you can get out of the room.			
NB-PharmSci-22/06/21-03	C	<p>SRS Safety Day on October 4 – Save the Date</p> <p>Safety Day is an in-person full day event hosted by UBC SRS. It will take place on October 4th, 2022 at the AMS Student Nest.</p> <p>Registration is open and can be accessed on : https://ubc.ca1.qualtrics.com/jfe/form/SV_3jwpMynQQLPq9v0</p> <p>Breakfast and lunch will be provided at this event, and there will be some vendor booths.</p> <p>The agenda includes sessions on resiliency, healthy mind, five steps to a calmer, happier you; personal emergency preparedness and identifying warning signs of violence risk.</p>	Co-Chairs	October 4, 2022	IP
NB-PharmSci-22/06/21-04	B	<p>Annual Building Inspections 2022</p> <p>Inspections will take place in a set window of three weeks to a month, not just one day.</p> <p>Members agreed that inspections should take place during August-September 2022, as this would allow a two-month window to get them done, given that lots of people will be on vacation during the summer, and individuals of labs and specific spaces should be present during the inspections.</p> <p>Rehana will put together a schedule and a list of inspectors. This will be circulated once confirmed.</p>	Co-Chairs	July 19, 2022	IP
NB-PharmSci-22/06/21-05	C	<p>Management of Student Lockers</p> <p>As discussed in last meeting, there was an incident of trespassing and security in the building. This raised a new issue of locker management.</p>	Co-Chairs	-	C



10. NEW & OTHER BUSINESS					
		<p>Tony and Rehana met with the students to discuss how to move forward with locker management in the building, such as scheduled locker clean ups, and set lists of who is assigned to which locker.</p> <p>PhUS and BSA student execs will work collaborately to manage locker allocations for undergrad students, and fixed dates will be set for locker clear-out days.</p> <p>There are some lockers assigned for Faculty and Staff, if needed. Please have the locker assigned officially to you before putting a lock on it, you can do so by contacting the Operations team.</p>			
NB-PharmSci-22/06/21-06	E	<p>Confined Spaces</p> <p>A confined space is an enclosed or partially enclosed area with limited or restricted means of entry or exit. Although it is large enough for a worker to enter, it is not designed for someone to work in regularly. Entry into UBC confined spaces is only permitted to trained and authorized workers.</p> <p>SRS has updated the UBC Confined Space Entry Program. This document will assist with understanding the requirements for workplaces that have confined spaces and describes what must be done before workers can safely enter and work in a confined space.</p> <p>If you work in a confined space, please review these resources.</p>	Co-Chairs	-	C

*NB – New Business

11. NEXT MEETING	
Date:	July 19 th , 2022
Time:	12:00-1:00 p.m.
Location:	Videoconference / In-person (Hybrid)



12. MEETING ADJOURNED

Time: 12:53pm

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)