



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Pharm Sci JOHSC

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

Date: July 19, 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"> • 129568 – Needle stick injury PHRM 371 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"> • NB-PharmSci-22/06/21-01 • NB-PharmSci-22/06/21-03 • NB-PharmSci-22/06/21-04 	<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-22/07/19-01 • NB-PharmSci-22/07/19-02 • NB-PharmSci-22/07/19-03 • NB-PharmSci-22/07/19-04 • NB-PharmSci-22/07/19-05 11. Next Meeting 12. Meeting Adjournment
--	---

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 type="checkbox"/>	<input checked="" type="checkbox"/>
Paulo Tchen	Faculty Association		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rojina Tamrakar	CUPE 2950	Human Resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Ankita Sanawar *(A)	CUPE 2950	Human Resources	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Irina Trouchenko	CUPE 2950	Office of the Dean	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sneha Singh	CUPE 2278	Graduate & Postdoctoral Studies	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Megan Thomas	CUPE 2278	Graduate & Postdoctoral Studies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bahira Hussein	CUPE 116	Pharm Sci Research	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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
Brent Page		Pharm Sci Research	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jeff McCarthy		adMare BioInnovations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dan Williamson		UBC IT	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ben Jan		UBC IT	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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"/>
-----------------------------------	--	--------------------------------



3. REVIEW AND APPROVAL OF PREVIOUS JOHSC MEETING MINUTES		
• Move to adopt minutes.	Moved by: <u>Linda Herbert</u>	Seconded by: <u>Jamal Kurtu</u>
Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA		
• Move to adopt agenda.	Moved by: <u>Karla Williams</u>	Seconded by: <u>Litsa Blanis</u>
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
129568	E	<p>Needle stick injury PHRM 371 – June 28, 2022</p> <ul style="list-style-type: none"> • UBC Pharmacy student on their PHARM 371 rotation was giving a patient their COVID-19 vaccination, and student accidentally pricked their finger with the needle following administration. • Root case was due to distraction, as the patient talking to the student will student was trying to put the safety cap onto the needle for disposal. • All corrective actions were completed. Safe needle disposal and handling of sharps was demonstrated. 	Co-Chairs	-	C

6. REVIEW OF WORKPLACE SAFETY INSPECTIONS
None



6. REVIEW OF WORKPLACE SAFETY INSPECTIONS

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	E	Megan Thomas has completed her training on July 18, 2022.	Megan Thomas	-	C
ED-PharmSci-22/02/15-01	E	Julia Kreger has completed her training on July 18, 2022.	Julia Kreger	-	C

* 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-PharmSci-22/06/21-01	B	<p>Annual Fire Drill 2022 and Warden Refresher Training</p> <p>Fire drill has been changed and confirmed for August 30th, 2022.</p> <p>There will be a fire marshall training taking place on August 23rd, 2022. Invitations will be sent out as soon as the assignments are reviewed.</p>	Co-Chairs	August 16, 2022	IP
NB-PharmSci-22/06/21-03:	C	<p>SRS Safety Day on October 4 – Save the Date</p> <p>To secure your spot, please register here for Safety Day 2022. If you need to cancel your Safety Day registration, you can use the same link.</p>	Co-Chairs	October 4, 2022	IP



8. ONGOING BUSINESS – Status of Action Items

		<p>Registration is filling up fast, as they have over half of 250 spots taken, so register early to ensure you don't miss Safety Day 2022!</p> <p>It will run from 8am-3:30pm. SRS confirmed that you do not have to commit to the whole day, you can also do either only the morning or only afternoon sessions, however if you do not participate the full day, you are not entitled to the lunch provided.</p>			
NB-PharmSci-22/06/21-04:	B	<p>Annual Building Inspections 2022</p> <p>List for inspectors and assigned areas has already been sent out by Rehana Aziz. Deadline to submit all inspection reports is September 30th. Please submit directly to Rehana.</p>	Co-Chairs	August 16, 2022	IP

* 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-22/07/19-01	E	<p>New JOHSC Member: Paulo Tchen</p> <p>Tony introduced Paulo, who is a new JOHSC member.</p>	Co-Chairs	-	C



10. NEW & OTHER BUSINESS					
		<p>Paulo is a coordinator at the Office of Experiential Education, he coordinates year 4 community practicums and he is also the lead for community outreach activities.</p> <p>He shared his excitement to join the committee, and the group welcomed him.</p>			
NB-PharmSci-22/07/19-02	C	<p>Annual Review of CAIRS statistics</p> <p>JOSCH is due for its annual review, therefore CAIRS Annual Statistics need to be reviewed.</p> <p>The statistics show graphs that indicate incidents by month, by unit and by accident type and by body part injured. There is also an analysis of the factors that contributed to these incidents. The statistics document is attached.</p> <p>Punctures/Needle stick is the number one accident type for Pharm Sci incidents.</p> <p>In other key performance indicators, there is room for improvement in completing the preliminary reports within 48hrs and completing the investigation reports within 30 days.</p> <p>It was suggested that Pharm Sci incidents are not being reported within the required time frame because of the experiential education component. Students on practicum and supervisors, who are external, are not aware that they have to fill out these reports after an incident has occurred.</p> <p>The process for completing CAIRS reports is part of OEE's practicum orientation for students, however this will be emphasized again. It's the student's responsibility to notify their supervisor when an incident has occurred, and the supervisor must complete the preliminary CAIRS report within 48hrs.</p>	Co-Chairs	-	C



10. NEW & OTHER BUSINESS					
		<p>Linda Herbert shared a link to a needle safety video created by the Faculty of Medicine with the co-chairs, which can be made available for pharmacy students. It was also suggested that sharps safety be reviewed with students closer to the time when they will be administering injections to patients during practicum. Tony will discuss this with the PHRM 361 course coordinator.</p>			
NB-PharmSci-22/07/19-03	C	<p>Review TOR and Annual Checklist</p> <p>Review TOR:</p> <ul style="list-style-type: none">• Terms of Reference was circulated (attached) to the Committee for review.• The Committee was asked if scheduling the monthly JOHSC meeting from 12 noon to 1 pm on the third Tues of every month is still convenient for everyone. The group agreed that this is the best day and time and appreciates that lunch is provided.• A motion to approve the Pharm Sci Terms of Reference for another year was moved by Emma Riek and seconded by Karla Williams. The motion was approved. <p>Annual Checklist</p> <ul style="list-style-type: none">• This checklist was circulated to the committee (attached) for review.• Rehana and Tony will be meeting with a member of SRS for the Pharm Sci JOHSC Annual Review and discuss the annual checklist. Discussions from this meeting will be reported back to the committee.• A reminder that JOHSC members are eligible to request 8hrs of leave a year to attend Health and Safety Occupational Training, such as Safety Day on October 4.	Co-Chairs	-	C



10. NEW & OTHER BUSINESS					
		<ul style="list-style-type: none"> JOHSC resources are available on Sharepoint. Committee members can use Sharepoint to record training hours and other information. 			
NB-PharmSci-22/07/19-04	E	<p>Building Safety Orientation Schedule on Pharm Sci website</p> <p>Building safety orientation information is posted on the Pharm Sci website: https://pharmsci.ubc.ca/about/facilities/safety-information</p> <p>New Staff and Faculty members need to complete Building Safety orientation. Refer them to this link, where they can find the upcoming dates for Orientation, led mainly by Rehana Aziz.</p>	Co-Chairs	-	C
NB-PharmSci-22/07/19-05	E	<p>New Centre for Workplace Accessibility</p> <p>There is a new Centre for Workplace Accessibility (CWA). The CWA is a central hub for information, tools, and resources to support faculty and staff with disabilities or ongoing health conditions.</p> <p>The team of Workplace Accessibility Specialists provide a safe and confidential space to discuss accessibility and accommodation options at UBC. A new centralized Workplace Accommodations Fund, managed by the CWA, helps address financial barriers departments may face when accommodating a faculty or staff member.</p> <p>More information about CWA will be sent out at a later time.</p>	Co-Chairs	-	C

*NB – New Business

11. NEXT MEETING	
Date:	August 16 th , 2022
Time:	12:00-1:00 p.m.
Location:	Videoconference / In-person (Hybrid)



12. MEETING ADJOURNED

Time:	12:45pm
-------	---------

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)

Attachments



Pharm Sci CAIRS JOHSC ToR and 2021-08_Pharm Sci
Annual Statistics 20;Annual Checklist.pdJOHSC Terms of Ref