



Joint Occupational Health & Safety Committee Meeting Minutes

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| Name of Committee: | Pharm Sci JOHSC | Worker Co-Chair: | Tony Seet |
| | | Employer Co-Chair: | Rehana Aziz |
| Date: | August 16, 2022 | Time: | 12:00-1:00pm |
| | | Location: | Room 3340 & Zoom Videoconference |

AGENDA:

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| <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"> • None 6. Workplace Safety Inspections <ul style="list-style-type: none"> • None 7. Education and Training <ul style="list-style-type: none"> • ED-PharmSci-22/07/19-01 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"> • IR202218343083A • IR202216973084A 10. New and Other Business <ul style="list-style-type: none"> • NB-PharmSci-22/08/16-01 • NB-PharmSci-22/08/16-02 • NB-PharmSci-22/08/16-03 • NB-PharmSci-22/08/16-04 • NB-PharmSci-22/08/16-05 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 checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Paulo Tchen | Faculty Association | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Rojina Tamrakar | CUPE 2950 | Human Resources | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |



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| 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 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 checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Jonathan Van Drunen | AAPS | Facilities & Operations | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" 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 type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Resources/Ex-Officio Members | | Work Location | Present | Regrets | Absent |
| Brent Page | | Pharm Sci Research | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Jeff McCarthy | | adMare BioInnovations | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Nancy Ford | | CHTP, Faculty of Dentistry | <input type="checkbox"/> | <input checked="" 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 type="checkbox"/> | <input checked="" 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

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| <ul style="list-style-type: none"> 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

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| <ul style="list-style-type: none"> Move to adopt agenda. Moved by: <u>Carolyn Rogers</u> Seconded by: <u>Karla Williams</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 |
|--------|----------|-------------------------------------------------|-------------|----------------------------|--------|
| - | - | - | - | - | - |

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-22/07/19-01 | E | Paulo Tchen has completed Part 1 of his training. Part 2 will be completed on September 13, 2022. | Paulo Tchen | September 20, 2022 | 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-PharmSci-22/06/21-01 | B | <p>Annual Fire Drill 2022 and Warden Refresher Training</p> <p>Fire drill date has been changed and confirmed for August 30th, 2022.</p> <p>There will be a fire marshall refresher training taking place on August 23rd, 2022. Invitations have been sent out by Rehana. Training will be provided over lunch time, with lunch provided.</p> | Co-Chairs | September 20, 2022 | IP |
| NB-PharmSci-22/06/21-03: | C | <p>SRS Safety Day on October 4 – Save the Date</p> <p>There are still some spots available. To secure your spot, please register here for Safety Day 2022. This counts towards your 8 hours of safety training that JOHSC members are entitled to annually.</p> <p>The event runs from 8am-3:30pm.</p> | Co-Chairs | October 4, 2022 | IP |
| NB-PharmSci-22/06/21-04: | B | <p>Annual Building Inspections 2022</p> <p>A list of inspectors and assigned areas was sent out by Rehana Aziz. Deadline to submit all inspection reports is September 30th. Please submit inspection reports directly to Rehana and Jamal.</p> <p>If you've been asked to inspect an area that you do not have access to, please contact Building Ops and borrow a master key for access.</p> | Co-Chairs | September 20, 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 |
|--------|----------|--------------------------------|-------------|---------------|----------------------|--------|
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9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)

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| IR202218343083A | E | Malcom Knapp Near Miss Incident <ul style="list-style-type: none">• UBC is the owner of the Malcolm Knapp Research Forest, and on June 23rd, 2022, the subcontractor's yarder's skyline contacted a dangerous tree causing the tree to fall and narrowly missing three nearby workers. There were no injuries in this incident.• The prime contractor invited WorkSafeBC to the workplace and on June 30th, 2022, WorkSafeBC conducted an inspection of the workplace Discussion: <ul style="list-style-type: none">• Communicate the importance of conducting and documenting risk assessments and pre-planning activities prior to commencement of activities.• Reminder to conduct regular inspections of all areas of the workplace to prevent development of unsafe working conditions | Co-Chairs | June 23, 2022 | | C |
| IR202216973084A | E | Faculty of Medicine Employer Incident Investigation Report Acceptance <ul style="list-style-type: none">• A worker sustained an injury to their hand when the glove they were removing slipped when they lost their grip. The pain continued and resulted in a fainting episode. Care was subsequently provided.• WorkSafeBC was contacted by the site regarding the incident. The IR documents the acceptance of the Employers Incident Investigation Report under the Workers Compensation Act. Discussion: <ul style="list-style-type: none">• Reminder that during inspections and investigations, JOHSCs and LSTs should review the appropriateness of PPE used; including size, type, material, breakthrough time, etc. General information regarding PPE in research areas can be found on the SRS Website. | Co-Chairs | July 7, 2022 | | C |



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

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| | | <ul style="list-style-type: none"> Information regarding what to do in the event of a serious incident or possible serious incident can be found on the SRS Website. | | | | |
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*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-22/08/16-01 | E | <p>Needle Safety Video</p> <p>Tony spoke with the coordinator of the Pharm 361 – Administration of Injections course, who will be assisting with creating a video for needle safety. Tony also sent the script to Paulo from OEE for his feedback.</p> <p>The video has been recorded and is currently being edited. The plan is to make this video mandatory for all PY3 students to watch before they go on practicums.</p> <p>Video is expected to be completed by the end of August 2022 and implemented for next summer’s practicums.</p> | Co-Chairs | August 31, 2022 | IP |
| NB-PharmSci-22/08/16-02 | E | <p>EpiPen in Grad Student Lounge</p> <p>There was discussion about replacing the expired EpiPens in the Grad Student Lounge. Chris asked if is possible for the Faculty to fund this expense. It was recommended to bring this up with the Associate Dean, Graduate and Postdoctoral Studies.</p> <p>They would want to purchase 2 EpiPens, and the wholesale cost would be approximately \$200. EpiPens usually have a 1.5 year expiry date so this would be a recurring cost.</p> | Chris & Megan | | IP |



| 10. NEW & OTHER BUSINESS | | | | | |
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| | | <p>Tony shared that the reason EpiPens are now available is due to an incident involving a student who experienced a serious allergic reaction while working alone, and didn't have access to an EpiPen. Fortunately they were found and received medical attention. Since then EpiPens have been made available in the Student Lounge.</p> <p>The EpiPen includes clear instructions on how to use it. However, Rehana will be asked to add information on this EpiPen availability during the safety tours of the building. Signage will also be updated in the lounge for clearer instructions and information.</p> | | | |
| NB-PharmSci-22/08/16-03 | E | <p>Safety Day Award Nominations This year's Safety Day Award category is "Innovative Promotion of Safety Culture." Please note that 2 JOHSCs and 2 LSTs will win awards under this category. JOHSCs and LSTs can self-nominate for the award using this link: https://ubc.ca1.qualtrics.com/jfe/form/SV_01YfBWOrAtY7y98.</p> <p>Details of the award criteria are also outlined in the link. The deadline for the nominations is Friday September 2, 2022.</p> | Co-Chairs | September 2, 2022 | C |
| NB-PharmSci-22/08/16-04 | E | <p>Weather and Thermal Stress Safety</p> <p>Following last summer's heat dome—when the atmosphere traps hot ocean air like a lid or cap, UBC has taken steps to plan for extreme heat events. Given the current high temperatures, SRS provided some resources and information to help everyone stay cool and safe.</p> <p>Visit the Weather and Thermal Stress Safety page for the most updated information about UBC's on-campus cooling centres.</p> <p>Current cooling centres at UBC are:</p> <ul style="list-style-type: none"> • Irving K. Barber Learning Centre (Mon-Sun, 6 a.m. to 12 a.m.) • Koerner Library (Mon-Thu, 7:30 a.m. to 8 p.m.; Fri, 7:30 a.m. to 5 p.m.; Sat and Sun, closed) | Co-Chairs | August 16, 2022 | C |



| 10. NEW & OTHER BUSINESS | | | | | |
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| NB-PharmSci-22/08/16-05 | E | <p>Ready Week 2022</p> <p>UBC's first Ready Week is from Sept 6-8, 2022.</p> <p>September 6 – Imagine Day @ Main Mall, 1-4 pm SRS will set up an emergency management booth on Imagine Day so everyone can learn more about how to be prepared for an emergency.</p> <p>September 7-8 – Quake Cottage @ University Commons outside the Nest, 9 am –3 pm. Anyone can experience a big magnitude earthquake by riding the Quake Cottage and collect free items to add to their emergency kit.</p> | Co-Chairs | September 8, 2022 | C |
| NB-PharmSci-22/08/16-06 | E | <p>Chemical Inventory Initiative</p> <p>The Chemical Safety Team is launching a new initiative in September to help laboratories manage their inventories and enable an increasingly evidence-informed approach to Chemical Safety programming.</p> <p>There is a live webinar on seminar on Chemical Inventory Management on September 21st at 2 pm. More details and a link to the webinar to come in the September newsletter.</p> <p>Tony mentioned that a resource person from SRS is available to make a presentation about this initiative at Research LST and JOHSC meetings.</p> | Co-Chairs | September 21, 2022 | C |

*NB – New Business

| 11. NEXT MEETING | |
|------------------|--------------------------------------|
| Date: | September 20 th , 2022 |
| Time: | 12:00-1:00 p.m. |
| Location: | Videoconference / In-person (Hybrid) |

| 12. MEETING ADJOURNED | |
|-----------------------|---------|
| Time: | 12:35pm |

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)