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 October 13, 2022
Time: 11:30 am
Location: Zoom

AGENDA:

1. Roll Call
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 Central Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents
   • Monthly Incident List
   • Previous incidents:
6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)
   a. IR# 202217748092A – Centre for Comparative Medicine Incident
   b. IR# 202217748098A – Preliminary Incident Investigation Submitted and Accepted
   c. IR# 202216973123A – Incident Investigation Submitted and Accepted
7. Review Education and Training
   a. Theresa completed training last month
8. Ongoing Business – Status of Action Items
   a. IR# 202216973109A (From last month) Glenn to follow up on incident, get images (incident in Pulp and Paper degasser)
   b. General Inspections
   c. Mandatory eye protection for biological labs, looking into industry standard - Glenn
   d. Review of Terms of Reference due –
9. JOHSC Recommendation Letters (Correspondence) – nothing for discussion
10. New and Other Business
    a. refusal of unsafe work section of the SRS website is updated
    b. SRS is responsible to immediately report to WorkSafeBC specific incidents (refer to email for list)
    c. Disposable latex gloves do not provide chemical protection, and have potential for allergic reactions, conduct a risk assessment prior to the selection of any -
    d. Asbestos Alert Bulletin-
    e. Registration open for Safety Connect Conference,
11. Website News and Updates – anything to add?
12. Next Meeting: Thursday November 10th (Jill away, Kate to take minutes)
13. Meeting Adjournment
## 1. ROLL CALL

<table>
<thead>
<tr>
<th>Worker Representatives</th>
<th>Association/Union</th>
<th>Work Location</th>
<th>Present</th>
<th>Regrets</th>
<th>Absent</th>
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</thead>
<tbody>
<tr>
<td>Harry Brumer</td>
<td>Faculty</td>
<td>Michael Smith Laboratories</td>
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<tr>
<td>Brett Couch</td>
<td>Faculty</td>
<td>Dept. of Botany</td>
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<tr>
<td>Karen Reid</td>
<td>M&amp;P</td>
<td>Michael Smith Laboratories</td>
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<tr>
<td>Kate Blackburn</td>
<td>CUPE 2950</td>
<td>Faculty of Science</td>
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<tr>
<td>Christopher Stinson</td>
<td>CUPE 116</td>
<td>Beatty Biodiversity Museum</td>
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<tr>
<td>Lauren Portner</td>
<td>NUT</td>
<td>Oceans and Fisheries</td>
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<td>Koon Ming Lau</td>
<td>M&amp;P</td>
<td>Dept. Computer Sciences</td>
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<tr>
<td>Mladen Bumbulovic</td>
<td>M&amp;P</td>
<td>Physics &amp; Astronomy</td>
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<tr>
<td>Brendan Fisher</td>
<td>CUPE 116</td>
<td>Botanical Gardens</td>
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<tr>
<td>Tammy Tromba</td>
<td>CUPE 2950</td>
<td>Zoology</td>
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<tr>
<td>Craig Kornak</td>
<td>CUPE 2950</td>
<td>M&amp;I</td>
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<td>Urmia Mody</td>
<td>CUPE 2278</td>
<td>Chemistry</td>
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<td>Seyed Nasseri</td>
<td>CUPE 2278</td>
<td>Chemistry</td>
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<tr>
<td>Anna Rogers</td>
<td>CUPE 2950</td>
<td>ScienceCoop</td>
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<td>Theresa Lee</td>
<td>M&amp;P</td>
<td>Math</td>
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<tr>
<td>Sebastian Medrano</td>
<td>AAPS</td>
<td>Dept. EOAS</td>
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<thead>
<tr>
<th>Employer Representatives</th>
<th>Work Location</th>
<th>Present</th>
<th>Regrets</th>
<th>Absent</th>
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<tr>
<td>Glenn Sammis</td>
<td>Dept. of Chemistry</td>
<td>✓</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Janie McCallum</td>
<td>Faculty of Science</td>
<td>✓</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Ray McNichol</td>
<td>Dean’s office</td>
<td>✓</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Renee Haggart</td>
<td>Dept. EOAS</td>
<td>✓</td>
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<tr>
<th>Resources/Guests</th>
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<th>Regrets</th>
<th>Absent</th>
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<tbody>
<tr>
<td>Sharlene Eivemark</td>
<td>Safety and Risk Services</td>
<td>✓</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Jillian Turner</td>
<td>Microbiology and Immunology</td>
<td>☐</td>
<td>✓</td>
<td>☐</td>
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</tbody>
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### 1A. CORE GROUP ATTENDANCE

- Faculty (2) – yes
- M&P (2) – yes
- Employer Reps (2-3) – yes

### 2. DETERMINATION OF QUORUM

- CUPE 2950 (1) – yes
- CUPE 116 (1) – yes
- CUPE 2278 (2) – no
- NUT (1) - no
### Joint Occupational Health & Safety Committee
Meeting Minutes

#### 1. Purpose

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

#### 2. Is there quorum for this meeting?

- Yes [ ]
- No [ ]

*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.*

#### 3. APPROVAL OF PREVIOUS JOHSC MEETING MINUTES

(Statement to indicate minutes of previous meeting have been read & acknowledged and to record any corrections to it)

- Move to adopt minutes. Moved by: [Harry] Seconded by: [Renee]

Are the minutes approved?

- Yes [ ]
- No [ ]

#### 4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

- Zoology office ventilation
- Self inspection allowed for office spaces?

4 A. REVIEW ACTIONABLE ITEMS FROM LST MINUTES (if applicable)

- Place actionable items under Accident/Incident Investigation, Safety Inspections, Correspondence, New Business etc. as applicable and assign proper item # for further discussion/action.

- No actionable items noted

Is the agenda approved?

- Yes [ ]
- No [ ]

#### 5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

See attached incident report:

- Monthly Incident List & Statistical Summary Report (For any general 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)

(* See Legend at end for Priority and Status Codes)
### REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

<table>
<thead>
<tr>
<th>Item # (Use CAIRS Incident ID # and Incident Date)</th>
<th>Priority</th>
<th>Action Plan (Actions Taken/Need to be taken)</th>
<th>Assigned To</th>
<th>Follow up: Date Pending</th>
<th>Status</th>
</tr>
</thead>
</table>
| 129973 (129972)-2022-06-23                        | C        | • Harry to follow up if there is written record of training  
• Glenn to follow up with this is covered in training  
• Issue with PPE possibly making matters worse, not always practical  
• This was a late reported incident; student went to emergency room rather than contact security for first aid. Issue with people not following proper reporting procedures  
• PIs have reviewed glove types and the procedures with the lab  
• Using wrong gloves for the job (correct gloves are standard in the lab)  
• Student using cotton gloves and liquid nitrogen froze skin together | Glenn and Harry | 2022-11-10 | IP |
| 129858-2022-09-02                                 | C        | • Chemical irritation – see CAIRS 129859                                                                         | n/a               | n/a                     | C      |
| 129859 (129868)-2022-09-02                        | C        | • Reminder to go through proper reporting channels, otherwise response is good. Glenn already involved in this incident.  
• Dr. Paduraru to review emergency response  
• New SWP to be developed to include new procedure, as well as emergency protocols, also evaluating alternative to rotovapping  
• Suspect roto evaporator was not set up correctly to properly trap material  
• Worker experienced respiratory chemical irritation | n/a | n/a | C |
| 129929-2022-09-15                                 | C        | • Not for applicable our JOHSC  
• Student as palpitating back and caused spasms, pain has gone on for 3 days | n/a               | n/a                     | C      |
| 12995-2022-09-28                                  | C        | • Glenn to follow up with Pierre  
• Who is this visitor? Why were they sweeping?  
• Emergency response should be to call 2444 – why didn’t this happen  
• Hit head on light fixture, caused disorientation, nausea, pain, etc. | Glenn            | 2022-11-10 | IP |
## 5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

<table>
<thead>
<tr>
<th>Incident No.</th>
<th>Date</th>
<th>CAIRS Code</th>
<th>Details</th>
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</thead>
</table>
| 130007-2022-10-03 | C | See 130030  
Students were working close together and both moved at the same time  
A student accidentally backed into a pair of fine forceps while another student was holding them. The tips of the forceps penetrated the student's arm superficially. | n/a | n/a | C |
| 129985 (129990)-2022-07-09 | C | Reminder to not work through the pain and to communicate with your supervisor of your ability to work  
Worker experienced pain and had modified job duties and took time off of work, no work-related hazard was identified | n/a | n/a | C |
| 129861 (129860)-2022-08-31 | C | FYI zoology/botany has an autoclave trainer this is for safety but also decrease repair and maintenance costs since often incidents damage the autoclave.  
Need more information on what happened and was first aid called and when. Glenn to follow up with Pierre  
Arm burned on hot cylinder | Glenn | 2022-11-10 | IP |
| 129898-2022-09-08 | C | Reviewed with worker options for transferring trays around workspace to avoid spills and dropped trays  
Chemicals were dropped and cleaned per procedure | n/a | n/a | C |
| 129913 (129910)-2022-08-14 | C | Sequence of SWP not followed, proper procedure reviewed with team and emailed to team  
Ethanol spill, spill cleaned | n/a | n/a | C |
| 129983 (129976)-2022-09-23 | C | Reviewed with group dangers of mercury and appropriate notification within department (chain of command) for reporting safety concerns.  
Undetermined mercury spill in fume hood, worker went to emergency out of concern | n/a | n/a | C |
| 130014(129993)-2022-09-27 | C | Were they wearing eye protection? What did they do about the exposure? Janie to follow up  
Sodium hydroxide in eye | Janie | 2022-11-10 | IP |
5. **REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:**

<table>
<thead>
<tr>
<th>Incident ID</th>
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<th>Action Plan</th>
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| 130023      | C        | - Botany has implemented delegates on LST to report to head to help streamline reporting  
- Worker advised of proper disposal of sharps  
- Worker was pricked with straight pin while trying to dispose of it. |
| 130030      | C        | - LST is following up with supervisor on corrective action and what can be done to prevent similar incidents  
- Reminded to be aware of surroundings  
- First aid was applied at the scene and reported to PI and safety committee.  
- Updated to: 130007 |

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)

<table>
<thead>
<tr>
<th>Item # (Use Inspection #)</th>
<th>Priority</th>
<th>Action Plan</th>
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</table>
| IR2022177417748092A       | C        | - Reminders to complete risk assessments, report incidents in 48 hours and investigate within 30 days  
- Worker received bump on head, zero orders to UBC |
| IR202217748098A           | C        | - Worksafe confirms receipt of employers preliminary incident investigation of IR2022177417748092A |
| IR2022169731123A          | C        | - Reminders: to complete investigations in 30 days with description, contributors and corrective action  
- Worksafe confirms receipt of the full employer incident investigation re the August incident in the pulp and paper centre. |

**Annual General Inspection Tracking**

<table>
<thead>
<tr>
<th>Department</th>
<th>Notes</th>
<th>Date Completed</th>
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</thead>
<tbody>
<tr>
<td>Aquatic Ecosystems Research Laboratory (AERL)</td>
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</table>
6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)

<table>
<thead>
<tr>
<th>Department/Institution</th>
<th>Action Plan</th>
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<tbody>
<tr>
<td>Beaty Biodiversity Museum</td>
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<tr>
<td>Botanical Garden &amp; Centre for Plant Research</td>
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<tr>
<td>Botany</td>
<td></td>
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<tr>
<td>Chemistry</td>
<td></td>
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<tr>
<td>Computer Science</td>
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<tr>
<td>Earth Ocean and Atmospheric Science</td>
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<tr>
<td>Michael Smith Labs</td>
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<tr>
<td>Microbiology and Immunology</td>
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<tr>
<td>Physics and Astronomy</td>
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<tr>
<td>Zoology</td>
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</tbody>
</table>

* 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)

- new training dates announced and sent to applicable members

<table>
<thead>
<tr>
<th>Item # (ED-yy/mm/dd-01)</th>
<th>Priority</th>
<th>Action Plan (Actions Taken/Need to be taken)</th>
<th>Assigned To</th>
<th>Follow up: Date Pending</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ED-22/02/10-03</td>
<td>ED</td>
<td>Theresa to complete training by August</td>
<td>n/a</td>
<td>n/a</td>
<td>C</td>
</tr>
</tbody>
</table>

Training completed and updated to SharePoint
New members are required to complete Part 1 & Part 2 of fundamentals training within 6 months of joining the committee
Theresa’s training is scheduled for September

* ED – Education and Training

* GI – General Inspection
## 8. ONGOING BUSINESS – Status of Action Items

<table>
<thead>
<tr>
<th>Original Item #</th>
<th>Priority</th>
<th>Action Plan (Actions Taken/Need to be taken)</th>
<th>Assigned To</th>
<th>Follow up: Date Pending</th>
<th>Status</th>
</tr>
</thead>
</table>
| 129725-2022-08-04 | C        | Cut Finger opening ampule  
• Need written documentation to confirm the person is/was trained.  
• Kate to follow up, corrective action is not sufficient  
• Minor cut, should be using a tool to crack open the ampule and wearing gloves. Provided bandaid. Made note to check and restock bandaid supply | Kate          | 2022-11-10               | IP     |
| 129773-2022-08-16 | C        | Ice from faulty AC unit mounted to the ceiling fell as it melted.  
• Subcommittee formed and will report back after investigation  
• Waiting for LST to review and follow up | Glenn        | 2022-12-12               | IP     |
| 129832-2022-08-25 | C        | Needle prick  
• Will update next month after LST investigates  
• Should not be squeezing wound, Glenn to follow up  
Accidental needle prick, was wearing full PPE | Glenn        | 2022-10-10               | IP     |
| 129817-2022-08-22 | C        | Accident between RTV and cyclist  
• Waiting for LST to review, Glenn to follow up with JOHSC needs to review as security and 911 are already involved.  
Collision between RTV and Cyclist, cyclist injured and RTV damaged. 911 and campus security called. | Glenn and Brandon | 2022-10-10               | IP     |
| 202216973109 A   | C        | They were using the wrong equipment for the job, take care when purchasing equipment from a non-scientific manufacturer  
Pulp & Paper Centre Degassing Unit Incident - Person using degasser, unit imploded and lid hit person’s face. Equipment removed and tasks stopped. No orders to UBC. Reminders: always report serious or potentially serious incidents to SRS and to always complete risk assessments and safe work procedures.  
-Hard time understanding how this incident could happen, an image of the unit would help, Glenn to request image | n/a          | n/a                     | C      |
| 129713-2022-08-03 | C        | Incident was updated but still more info is needed – need to have written documentation not just discussion. Glenn to follow up | Glenn        | 2022-10-10               | IP     |
## 8. ONGOING BUSINESS – Status of Action Items

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Details</th>
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</table>
| 129361-2022-05-18 | Waiting for follow up Moving equipment into a box and hurt finger  
Technician was moving a few boxes (around 7Kg each) using a cart from Brimacombe to main level NCE building storage area onto selves. After the task, felt mild back pain and mentioned it to a colleague casually.  
Kate to follow up on what actually happened, still need to make contact  
Identified 2 possible corrective actions – suggesting ramp and step ladder for high shelves, large items shouldn’t be stored high without restriction (incident to be updated with corrective action)  
No description of what actually happened – need more detail on what they were doing |
| NB-22/04/14-01 | LST Inspection Areas  
Reminder that self-inspection for offices is not permitted  
Jill to send out completed forms with reminder to complete inspections  
Kate to follow up directly with LSTS  
Please send a list of all the buildings/floors/rooms that are under your LST to Jillian  
Jill, Glenn, Kate to create one page inspection sign off |
| NB-22-08-11-03 | Mandatory eye protection for biological labs  
Will look into what is the industry standard and defer to that  
Public health accepts safety assessment on a space-by-space basis  
Glenn talked to Harry and Pierre  
Committee: Kate and Harry  
Glenn to form committee to draft proposal to mandate eye protection for all biological labs. |
| NB-22/09/08-02 | Review Terms of Reference Annually  
JOHSC has unanimously approved new Terms of Reference and updated to SharePoint |
8. **ONGOING BUSINESS – Status of Action Items**

<table>
<thead>
<tr>
<th>Priority</th>
<th>Discussion and/or Action Items</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No significant updates per SRS</td>
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<td></td>
<td>Glenn to ask SRS what the changes are to the most current TOR Committee to approve next meeting</td>
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</tbody>
</table>

* ED – Education and Training  * GI – General Inspection  * NB – New Business

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

<table>
<thead>
<tr>
<th>Item # (use Recommendation or Report #)</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>
<th>Status</th>
</tr>
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<tbody>
<tr>
<td>Nothing for discussion</td>
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* REC – Recommendation Letter * IR – WorkSafeBC Regulatory Inspection

10. **NEW & OTHER BUSINESS**

- Refusal of unsafe work conditions has been updated to the SRS website
- SRS is responsible to report all incidents to Worksafe, please call campus security and they will work to ensure incidents are reported properly
- See SRS glove selection guide
- Asbestos alert bulletin is updated in SRS website
- Registration for Safety Connect Conference is open and counts towards 8 hours of training
- Reminder Shakeout on October 20th at 10:20am

<table>
<thead>
<tr>
<th>Item # (NB-yy/mm/dd-01)</th>
<th>Priority</th>
<th>Action Plan (Actions Taken/Need to be taken)</th>
<th>Assigned To</th>
<th>Date to be Completed</th>
<th>Status</th>
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<tbody>
<tr>
<td>NB-22/11/13-01</td>
<td>C</td>
<td>Ray to ask this person to formally file with our JOHSC, Kate, Renee and Glenn to form a committee to look into the issue</td>
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<td>Zoology offices are unhappy with ventilation, have had building opps look at and discussed with SRS, want to escalate to Worksafe</td>
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<td></td>
<td></td>
<td>Ray</td>
<td>2022-11-10</td>
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*NB – New Business
11. NEXT MEETING
Date: Thursday November 10, 2022
Time: 11:30 am
Location: Zoom

12. MEETING ADJOURNED
Time: 12:18 pm

LEGEND

<table>
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<tr>
<th>PRIORITY</th>
<th>STATUS</th>
<th>MEANING</th>
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<tbody>
<tr>
<td>A</td>
<td>N</td>
<td>Critical/Life threatening/high probability</td>
</tr>
<tr>
<td>B</td>
<td>R</td>
<td>Urgent/moderate probability of re-occurrence</td>
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<tr>
<td>C</td>
<td>C</td>
<td>Important/low probability of re-occurrence</td>
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<tr>
<td>D</td>
<td>IP</td>
<td>Reminders</td>
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<tr>
<td>E</td>
<td>RF</td>
<td>Information</td>
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</tbody>
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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)