



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 December 14th, 2023

Time:

11:30 am

Location:

Zoom

AGENDA:

- | | |
|---|---|
| <ol style="list-style-type: none">1. Roll Call2. Determination of Quorum3. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes4. Additional Agenda Items, Review Actionable Items from Local Safety Team (LST) Minutes & Approval of Agenda5. Review Central Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents<ol style="list-style-type: none">a. Monthly Incident Listb. Previous Incidents6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)<ol style="list-style-type: none">a. Reminder all safety inspections due Dec 31b. IR #202316973116Ac. IR#202316973122A7. Review Education and Training<ol style="list-style-type: none">a. Amber to complete training by February 2024 | <ol style="list-style-type: none">8. Ongoing Business – Status of Action Items<ol style="list-style-type: none">a. Botany/zoology swing spaces with no LSTb. Hazards posed by ebikes/bikes/etc. (from Botany LST)c. Update on any LST meetings attend last month?9. JOHSC Recommendation Letters (Correspondence) – nothing for discussion10. New and Other Business<ol style="list-style-type: none">a. Winter at UBC<ol style="list-style-type: none">i. review snow/ice presentation (attached to email)b. If you work with silicac. New courses for those that may come into contact with leadd. Review annual shutdown safety and sustainability tips11. Website News and Updates – anything to add?12. Next Meeting: Thursday January 11, 202413. Meeting Adjournment |
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1. ROLL CALL						
Worker Representatives		Association/Union	Work Location	Present	Regrets	Absent
Harry Brumer		Faculty	Michael Smith Laboratories	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Brett Couch		Faculty	Dept. of Botany	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Karen Reid		M&P	Michael Smith Laboratories	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vivian Leung		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"/>
Tammy Tromba		CUPE 2950	Zoology	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Craig Kornak		CUPE 2950	M&I	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Urmi Mody		CUPE 2278	Chemistry	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Anna Rogers		CUPE 2950	ScienceCoop	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Theresa Lee		M&P	Math	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monica Clarkson		M&P	Chemistry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sebastian Medrano		AAPS	Dept. EOAS	<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amber Stefanson		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 checked="" type="checkbox"/>	<input 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) – no		NUT (1) - no		
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 <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>	Yes <input checked="" type="checkbox"/>	No <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>		
• Move to adopt minutes. Moved by: <u>Karen</u> Seconded by: <u>Craig</u>		
Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA		
•		
4 A. REVIEW ACTIONABLE ITEMS FROM LST MINUTES (if applicable)		
<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>		
<input checked="" type="checkbox"/> No actionable items noted		
Is the agenda approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
See attached incident report:					
• 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>					
<i>(* See Legend at end for Priority and Status Codes)</i>					
Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
(Use CAIRS Incident ID # and Incident Date)					
132337 (132333)-2023-11-02	C	<ul style="list-style-type: none">Budget authorization for new safer podium and lock installed on podium doorInvestigated and found door didn't latch properlyShoe damaged from podium door	n/a	n/a	C
132478 (132432)-2023-11-20	C	<ul style="list-style-type: none">For animal control JOHSC	n/a	n/a	C
132453(132440)-2023-11-21	C	<ul style="list-style-type: none">In future wearing gloves for this task could prevent injury, can look at Chem stores for sample thin gloves that might work for this task.Investigated and hand accidentally slipped a very minor injuryFinger cut while assembling cooling device	n/a	n/a	C
132457-2023-11-22	C	<ul style="list-style-type: none">Sharlene/Glenn/Kate to meet with PI to discussReported to public health. Has been investigated by SRS but corrective action not appropriate.Spilled infectious liquid while removing tube from rotating incubator	Glenn/Kate	2023-02-02	IP
132460(132458)-2023-11-22	C	<ul style="list-style-type: none">See incident 132457	n/a	n/a	C
132520-2023-11-28	C	<ul style="list-style-type: none">JOHSC would like to recognize this as an excellent reportRefresher on how samples should be labelled and secured.Investigated and appears that flask dislodged from shaking platform and fell. Person who installed flask may not have been trained enough to know if flask was properly secured.Broken glass appeared to be from culture glass. Spill was cleaned correctly.Student stepped on broken glass – no injuries	n/a	n/a	C
132495(132488)-2023-11-28	C	<ul style="list-style-type: none">JOHSC recommendation to send out health and safety reminders at the beginning of each term. Will make separate item for this task.	n/a	n/a	C



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

		<ul style="list-style-type: none">Retraining on what to do in similar event (call first aid) and needle safetyInvestigated and procedures were not followedNeedle stick			
132323-2023-11-02	C	<ul style="list-style-type: none">Unsure of cause, student had history of passing out, appears to be personal medical issue911 was called, ambulance never arrivedStudent passed out	n/a	n/a	C
132388(132393)-2023-11-06	C	<ul style="list-style-type: none">Will explore larger needles and blunt needles for this taskGroup received refresher training on needle usage & reminded students not to rushInvestigated and appeared student was rushing and had possible inexperience.Followed proper first aid procedureNeedle stick did not appear to have any materials injected	n/a	n/a	C

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
NB-23/11/09-01	D	Reminder all safety inspections due Dec 31 into SharePoint (including form signed by dept head), bring any issues to discuss to the fall JOHSC meetings.	All	2023-12-31	IP
IR202316973116 A	C	<ul style="list-style-type: none">receipt and acceptance of the employer's Incident Investigation Report, relating to an incident from August when worker received electrical shock from an arc discharge while working with a high-voltage machine, zero orders issuedReminder to complete investigation within 30 days	n/a	n/a	C



6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)

IR#20231697312 2A	C	<ul style="list-style-type: none">• worker fell up stairs, received first aid, zero orders issued to UBC• Reminder to call security for all incidents, reminder to investigate incidents within 30 days, reminder to report incidents and near misses to cairns in 48 hours, what to do in serious event on SRS website	n/a	n/a	C
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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)



7. REVIEW EDUCATION AND TRAINING

Item # (ED-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
ED-23/08/10-01	D	All new JOHSC members to complete JOHSC training levels 1&2 within 6 months.	Amber	2024-02-10	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-23/03/09-02	C	Hazards posed by ebikes/bikes/etc. (from Botany LST) <ul style="list-style-type: none">• Campus community planning has very detailed plans but they are not clearly marked, promoted or enforced. Glenn to meet with campus planning and subcommittee on how they can promote these routes. Possible tie in with upcoming Bike to Work Week?• Sharlene sent related CAIRS reports to Glenn• Campus planning is aware of the current issue/concern. Sharlene is pulling all related reports across campus. Sub-committee meeting scheduled for Tuesday May 16th. Time to be confirmed.• Cannot find enough data to support any changes (i.e., very few CAIRS reports of injury or near misses reported). Suggest reporting all near misses into CAIRS.• Another suggestion is to set up a monitoring for vehicle density and near misses on campus• JOHSC members have noticed an increase in speeding and number of electric and non-electric personal bikes/scooters/unicycles etc. on campus.• Would like UBC to start making things safer for all.• Sharlene to look for CAIRS statistics on bike accidents• Committee: Glenn, Brett, Brendan, Chris <ol style="list-style-type: none">1. Will start with Data collection	Glenn and committee	2023-09-09	IP



8. ONGOING BUSINESS – Status of Action Items					
		<ul style="list-style-type: none">2. Create a proposal3. Gain SRS support4. Gain support from Other JOHSCs<ul style="list-style-type: none">• Present to Campus Planning			
132002 (131818)-2023-08-16	C	Pain in shoulder from performing tree work <ul style="list-style-type: none">• Had productive meeting, Kate is looking at connecting gardens with other departments that have similar injuries• Meeting is scheduled for November 24th• This is a common occurrence in the garden. Glenn to meet with the new garden director to perhaps create a written policy on stretching and/or reducing end of day workload. Janie to intro Glenn• Investigated and determined workload should be reduced at the end of the day and warm ups to reduce repetitive strains• Pain in shoulder from performing tree work with pole saw	n/a	n/a	C
131865 (131860)-2023-08-24	C	Hot water spill <ul style="list-style-type: none">• Craig will connect with student• Did not yet get a response but will follow up in person. Craig will check if he has access to update CAIRS reports on others behalf.• Was the student wearing pants and shoes? – Craig to include this in the CAIRS report. Craig to check if there is a written protocol for how much water to put in the autoclave pan• Had filled autoclave with too much water and it made it awkward they allow weren't properly using their gloves• Worker will review procedure with senior technician• Hot water spill because worker was distracted and not following procedure	Craig	2023-10-10	IP
NB-23-04-13-01	C	Botany/zoology swing spaces with no LST <ul style="list-style-type: none">• Glenn and Brett have inspected and Kate uploaded to SharePoint• Eye wash stations were a concern. Recommend to flush eye wash stations in older buildings more frequently	n/a	n/a	C



8. ONGOING BUSINESS – Status of Action Items					
		<ul style="list-style-type: none"> Glenn to work with Brett to inspect common and envelope areas of Wesbrook Glenn to work on developing temporary LST for Wesbrook Which LST will cover Wesbrook? – Faculty of Science Faculty of science is responsible for Wesbrook, but not other locations as the presence is too small Botany LST has completed the Ponderosa inspection Glenn has a meeting set-up. Botany will do the investigations now since they have workers but it is not the solution. Glenn to discuss with Paul Wong and Teela Would like to know who is responsible for inspecting Areas are not inspected by anyone <p>Number of areas in Botany and Zoology that do not have an assigned LST</p>			
NB-23-04-13-03	C	<p>From JOHSC evaluation – JOHSC to oversee the onboarding of new LSTs and assist them in being effective and Improve training records across faculty</p> <p>Glenn or Kate to visit all LSTs under faculty of science to provide support and training documentation best practice.</p> <p>Meeting tracker:</p> <p>Beaty LST – attended October- discussing salt water disposal options</p> <p>M&I – Biological Science – attended November – discussing ongoing issue of communication with the many LSTs and users of LSI. Discussing recruiting grad students from each floor of LSI, possibly paying grad students to attend. Also, will forward CAIRS cheat sheet to improve reports.</p>	Glenn and Kate	2023-12-31	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



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

(use Recommendation or Report #)						
		Nothing for discussion				

* REC – Recommendation Letter *IR – WorkSafeBC Regulatory Inspection

10. NEW & OTHER BUSINESS

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Item # (NB-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
NB-23/12/14-01	C	Winter At UBC <ul style="list-style-type: none">If you report consistent falls/near misses SRS will consider these areas for future salting/sandingContact your building zone manager to request additional areas to be added to the salt/sand plant	n/a	n/a	C
NB-23/12/14-02	E	Health & Safety Announcements at the beginning of each term <ul style="list-style-type: none">Include what to do and list of common incidents. Glenn will draft and work with Faculty of Science communication department.	n/a	n/a	C
NB-23/12/14-03	E	General Inspections Frequent items for Beaty <ul style="list-style-type: none">Common that lightbulbs would be out and door locks not working and not reported	n/a	n/a	C

*NB – New Business

11. NEXT MEETING

Date:	Thursday
Time:	11:30 am
Location:	Zoom

12. MEETING ADJOURNED

Time:	12:07
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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)