



## 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 January 11, 2024

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
  - a. Monthly Incident List
  - b. Previous Month
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 #202316973137A -
7. Review Education and Training
  - a. Amber to complete training by February 2024
8. Ongoing Business – Status of Action Items
  - a. Hazards posed by ebikes/bikes/etc. (from Botany LST) – committee
  - b. Update on any LST meetings attend last month? – Glenn & Kate

9. JOHSC Recommendation Letters (Correspondence) – nothing for discussion
10. New and Other Business
  - a. Silica Exposure Control Plan (ECP) Feedback- complete Qualtrics survey by Jan 31
  - b. 9-8-8 Suicide Crisis Helpline – free, 24/7, more info 9-8-8 Suicide Crisis Helpline.
  - c. Bell Let's Talk for Mental Health day January 24th UBC resources for mental health:
  - d. All JOHSC members are entitled to an additional 8 hours of training. Below are a few upcoming conferences or seminars. Registration and costs, responsibility of your department.
  - e. monthly Phishing Workshops on Zoom, starting January 10th at 11:00am. Review recent phishing campaigns. Open to all. registration required. <https://privacymatters.ubc.ca/monthly-phishing-workshops>
11. Website News and Updates – anything to add?
12. Next Meeting: Thursday February 8th, 2024
13. Meeting Adjournment



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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Tammy Tromba		CUPE 2950	Zoology	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Craig Kornak		CUPE 2950	M&I	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Urmi Mody		CUPE 2278	Chemistry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anna Rogers		CUPE 2950	ScienceCoop	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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"/>
Richard Wambolt		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 (1)		NUT (1) - no		
2. DETERMINATION OF QUORUM						



<ul style="list-style-type: none"><li>a. A minimum of 4 members;</li><li>b. Worker representatives (faculty and staff workers who do not exercise managerial functions) and employer representatives (management workers who exercise managerial functions);</li><li>c. At least half of the members must be worker representatives;</li></ul>		
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"/>

<b>3. APPROVAL OF PREVIOUS JOHSC MEETING MINUTES</b> <i>(Statement to indicate minutes of previous meeting have been read &amp; acknowledged and to record any corrections to it)</i>		
• Move to adopt minutes. Moved by: <u>Urmi</u> Seconded by: <u>Anna</u>		
Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

<b>4. ADDITIONAL AGENDA ITEMS &amp; APPROVAL OF AGENDA</b>		
•		
<b>4 A. REVIEW ACTIONABLE ITEMS FROM LST MINUTES (if applicable)</b> <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"/>

<b>5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:</b>					
See attached incident report:					
<ul style="list-style-type: none"><li>• Monthly Incident List &amp; 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></li></ul>					
(* See Legend at end for Priority and Status Codes)					
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)					
133611 (132598)-2023-12-19	C	<b>Almost hit by UBC car</b> <ul style="list-style-type: none"> <li>Has not yet been discussed at LST meeting, Chris will report back</li> <li>Going forward suggest install reflective mirror and signage. Discussing with facilities</li> <li>Investigated and there is low visibility in area,</li> <li>UBC staff near miss from being hit by UBC car</li> </ul>	Chris	2023-02-08	IP
133616(133610)-2023-12-19	C	<b>Pressure washing accident</b> <ul style="list-style-type: none"> <li>Has not yet been discussed at LST meeting, Chris will report back</li> <li>Going forward should have SOP written on pressure washer use and PPE. All people pressure washing should be trained</li> <li>Investigated and was not wearing work gloves</li> <li>Skin break while pressure washing</li> </ul>	Chris	2023-02-08	IP

#### 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
		Nothing for discussion			
Annual General Inspection Tracking					
Department	Notes		Date Completed		
Aquatic Ecosystems Research Laboratory (AERL)					
Beaty Biodiversity Museum	Inspections completed & signed off		Dec 2023		
Botanical Garden & Centre for Plant Research	Inspections completed & signed off		Dec 2023		



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

Botany	Inspections uploaded but missing sign off, Glenn to follow up with Brett	
Chemistry	Inspections completed & signed off	Dec 2023
Computer Science	Inspections completed & signed off	Dec 2023
Earth Ocean and Atmospheric Science	Inspections completed & signed off	Dec 2023
Michael Smith Labs	Inspections completed & signed off	Dec 2023
Microbiology and Immunology	Inspections completed & signed off	Dec 2023
Physics and Astronomy	Inspections completed & signed off	Dec 2023
Zoology	Inspections uploaded but missing sign off, Chris to report back	

\* 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)

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 to complete training today! SharePoint to be updated.	n/a	n/a	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
132457-2023-11-22	C	Spilled infectious liquid while removing tube from rotating incubator <ul style="list-style-type: none"><li>Sharelene has confirmed corrective action is complete</li></ul>	n/a	n/a	C



8. ONGOING BUSINESS – Status of Action Items					
		<ul style="list-style-type: none"><li>PI was informed of responsibilities and says they are committed to safety and will update CAIRS</li><li>Sharlene/Glenn/Kate to meet with PI to discuss</li><li>Reported to public health. Has been investigated by SRS but corrective action not appropriate.</li><li><b>Spilled infectious liquid while removing tube from rotating incubator</b></li></ul>			
NB-23/11/09-01	D	<b>2023 General Inspections</b> <ul style="list-style-type: none"><li>See section 6, appears all but two LSTs have uploaded the final sign off for general inspections. Following up on last two. Appears inspections are complete just missing signature page.</li><li>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.</li></ul>	Glenn & Chris	2023-02-08	IP
NB-23/03/09-02	C	<b>Hazards posed by ebikes/bikes/etc. (from Botany LST)</b> <ul style="list-style-type: none"><li>Glenn and Kate to meet to discuss</li><li>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?</li><li>Sharlene sent related CAIRS reports to Glenn</li><li>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.</li><li>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.</li><li>Another suggestion is to set up a monitoring for vehicle density and near misses on campus</li><li>JOHSC members have noticed an increase in speeding and number of electric and non-electric personal bikes/scooters/unicycles etc. on campus.</li></ul>	Glenn and committee	2023-09-09	IP



8. ONGOING BUSINESS – Status of Action Items					
		<ul style="list-style-type: none"> <li>• Would like UBC to start making things safer for all.</li> <li>• Sharlene to look for CAIRS statistics on bike accidents</li> <li>• Committee: Glenn, Brett, Brendan, Chris</li> <li>1. Will start with Data collection</li> <li>2. Create a proposal</li> <li>3. Gain SRS support</li> <li>4. Gain support from Other JOHSCs</li> <li>• Present to Campus Planning</li> </ul>			
131865 (131860)-2023-08-24	C	<p><b>Hot water spill</b></p> <ul style="list-style-type: none"> <li>• Craig connected with student they were NOT wearing lab coat but wearing pants and shoes. PI has yet to update CAIRS with numerous follow ups. Will close. Discussing getting involvement from grad students in this building on the committee</li> <li>• Craig will connect with student</li> <li>• 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.</li> <li>• 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</li> <li>• Had filled autoclave with too much water and it made it awkward they allow weren't properly using their gloves</li> <li>• Worker will review procedure with senior technician</li> </ul> <p>Hot water spill because worker was distracted and not following procedure</p>	n/a	n/a	C
NB-23-04-13-03	C	<p><b>From JOHSC evaluation – JOHSC to oversee the onboarding of new LSTs and assist them in being effective and Improve training records across faculty</b></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: <b>ESB LST – Kate attends monthly</b></p>	Glenn and Kate	2023-12-31	IP



#### 8. ONGOING BUSINESS – Status of Action Items

		<b>Beaty LST – attended October-</b> discussing salt water disposal options <b>M&amp;I – Biological Science – attended November</b> – 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.			
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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 # (use Recommendation or Report #)	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status
IR20231697313 7A	C	<b>Fall up stairs</b> receipt and acceptance of the employer's Investigation, relating to an incident where worker injured after falling up the stairs. <input type="checkbox"/> Reminder that incident investigations must be completed within 30 days	n/a	n/a	n/a	C

\* REC – Recommendation Letter    \*IR – WorkSafeBC Regulatory Inspection

#### 10. NEW & OTHER BUSINESS

- Silica Exposure Control Plan (ECP) Feedback- complete Qualtrics survey by Jan 31
- Bell Let's Talk for Mental Health day January 24th UBC resources for mental health:
- All JOHSC members are entitled to an additional 8 hours of training. See agenda for a few upcoming conferences or seminars. Registration and costs, responsibility of your department.
- monthly Phishing Workshops on Zoom, starting January 10th at 11:00am. Review recent phishing campaigns. Open to all. registration required. <https://privacymatters.ubc.ca/monthly-phishing-workshops>





#### 10. NEW & OTHER BUSINESS

Item # (NB-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
NB-23/01/11-01	E	<b>Thank you Sharlene!</b> Thank you to Sharlene for all of your support & good luck with your next JOHSC. Welcome Rich!	n/a	n/a	C
NB-23/01/11-02	E	<b>9-8-8 Suicide Crisis Helpline – free, 24/7, more info <u>9-8-8 Suicide Crisis Helpline</u>.</b>  <input type="checkbox"/> A good idea for LSTs/Departments to send to undergrads/grad students <input type="checkbox"/> You can also print posters from the government website to post in your buildings <a href="https://988.ca/get-involved">https://988.ca/get-involved</a>	n/a	n/a	C

\*NB – New Business

#### 11. NEXT MEETING

Date:	Thursday February 8, 2024
Time:	11:30 am
Location:	Zoom

#### 12. MEETING ADJOURNED

Time:	11:55 am
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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](mailto:ubcsafety.committee@ubc.ca)
- Posted on any Safety Bulletin Boards (if applicable)