



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Faculty of Medicine

Worker Co-Chair: Patryk Krolikowski
Employer Co-Chair: Sunny Pao

Date: January 16, 2024

Time: 10:00 AM
Location: Zoom

AGENDA:

Location: Zoom: <https://ubc.zoom.us/j/66837840702>

Standing Items

	Topic	Time (min)	Desired Outcome(s)	Document
1	Roll Call and Introductions	5	<ul style="list-style-type: none"> Land Acknowledgement Guests and new members introduced 	
2	Determination of Quorum	1	<ul style="list-style-type: none"> Minimum of 4 members Worker reps ≥ employer reps 	
3	Approval of Previous JOHSC Meeting Minutes	1	<ul style="list-style-type: none"> Agreement that minutes are a complete and accurate reflection of the previous meeting 	See Previous Minutes
4	Review of Agenda	1	<ul style="list-style-type: none"> Everyone has an opportunity to add additional agenda items Agreement on agenda 	See Meeting Agenda
5	Review Actionable Items from LST Minutes	2	<ul style="list-style-type: none"> A list of concerns that require JOHSC input is recorded An action plan is created for each item (next steps and possible resolutions) 	
6	Review Workplace Safety Inspections	5	<ul style="list-style-type: none"> Members are aware of workplace inspections and follow up on items requiring review 	
7	Review Central Accident/Incident Reporting System (CAIRS) Reports	10	<ul style="list-style-type: none"> Everyone has an opportunity to ask questions Everyone understands the details, recommendations and resolutions for each incident All incidents have a worker rep assigned Thanks to our worker rep volunteer for incidents last month, call for new worker rep 	7a) January NEW CAIRS reports 7b) See Previous Minutes
8	Ongoing Business – Status of Action Items	10	<ul style="list-style-type: none"> Updates are discussed and recorded All member questions are addressed Everyone is up to date on all items 	See Open Business Action Log <ul style="list-style-type: none"> LSC eyewash stations UBCO Safe App 2024 goals/scope



9	JOHSC Recommendation Letters (Correspondence)/ WorkSafeBC Reports	0	<ul style="list-style-type: none"> Reach consensus on any recommendation letters to send Agree on where to send letters and who/how this will be done Committee receipts WorkSafeBC Inspection Reports from SRS 	See WSBC attachments in SRS Co-Chair email, WSBC IR from C-W Campus
10	Review Education and Training	5	<ul style="list-style-type: none"> All member training is recorded Members are aware of available training opportunities 	<ul style="list-style-type: none"> See items for January JOHSC Meeting, CWA Events
11	Safety and Risk Services Update	10	<ul style="list-style-type: none"> Review monthly recommended items to discuss Any action items are discussed and assigned 	See SRS Co-Chair email <ul style="list-style-type: none"> Silica Exposure Control Plan 9-8-8 Suicide Crisis Helpline Bell Let's Talk—Mental Health OHS Training Opportunities Phishing Workshop

New Business

12	Membership Updates	10	<ul style="list-style-type: none"> Committee to discuss recruitment ideas for Faculty members, and confirms a change in membership 	
13	Facility Notification: GLDHCC	5	<ul style="list-style-type: none"> Committee received notice that Gordon and Leslie Diamond Health Care Centre returns to standard operations 	

Next Meeting: February 20, 2024



1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Patryk Krolikowski (Co-chair)	AAPS	DMCBH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mickey Frenklach	AAPS	UBC Campus	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jennifer Xenakis	Non-Union Tech	Koerner Pavilion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Beth Whalen	Non-Union Tech	St. Paul's Hospital, Heart Lung Institute	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Clare Beasley	Faculty Association	BCCHRI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ivan Leversage	AAPS	St. Paul's Hospital, Heart Lung Institute	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tara Chen	CUPE 2950	IRC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Aaron Bogutz	Non-Union Tech	Life Sciences Centre	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jharmela Tejano (A)	CUPE 2950	IRC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employer Representatives		Work Location	Present	Regrets	Absent
Sunny Pao (Co-chair)		DMCBH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Melanie Bertrand		DMCBH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michelle Neilly		IRC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/Guests		Work Location	Present	Regrets	Absent
Nick Steel		SRS (FoM)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pierre Tanguay		SRS (FoM)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mardi Henderson		SRS (FoM)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Madeline Leighton		SRS (FoM)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Maggie Hou		VFMP Class of 2024 Representative	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Navid Saleh		VFMP Class of 2024 Representative	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Christa Grona		NMP Class of 2024 Representative	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lucy Wang		VFMP Class of 2025 Representative	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kabeer Ponia		VFMP Class of 2025 Representative	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ella Chan		VFMP Class of 2025 Representative	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Crystal McLeod		NMP Class of 2026 Representative	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dela Shojaei		VFMP Class of 2026 Representative	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kai Leong		VFMP Class of 2026 Representative	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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? <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"/>
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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)

<ul style="list-style-type: none"> • Move to adopt minutes Moved by: <u>Jennifer Xenakis</u> Seconded by: <u>Aaron Bogutz</u> 	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are the minutes approved?		

4. REVIEW OF AGENDA

- GLDHCC notice from VCH as they return to standard operations

5. 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.

Minutes were received from the following LSTs:

- | | |
|---------------------------------------|-------------------|
| • CGSHE LST | • C&W JOHSC |
| • BCCRI JOHSC | • VCHRI LST |
| • HLI LST | • BSSC LST |
| • Pathology & Laboratory Medicine LST | • DHCC & MSAC LST |



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 Inspections Scheduled: no reports to review
- Inspections complete with no JOHSC follow up required: naming conventions listed below
- Inspections were delayed. Plan for rescheduling / follow up listed below
- Inspections require JOHSC action: listed below
- Reports were added to SharePoint

Item # (Use Inspection #)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
GI-2024-01-15	E	<ul style="list-style-type: none"> • Chan Gunn Building- Jan 2024 	N/A	N/A	C

* GI – General Inspection

7. a) REVIEW OF NEW CAIRS INCIDENT / ACCIDENT REPORTS (as per attached meeting package)

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)*

NOTE: The Committee has agreed that, at each meeting, a Worker Rep from this committee volunteer to be the identified as the Worker Rep for incidents that are being reviewed *that do not have a Worker Rep already identified*. This is practicable and appropriate because Worker Reps on this committee *are already actively participating in the review of these incidents*.

Patryk volunteered to be the Worker Rep for the incidents reviewed at this meeting.

Legends defining common types of incidents/accidents within FoM:

- | | |
|---|---|
| - Needle Stick | - Environmental Hazards (EH) |
| - Sharp cut | - Contact with Chemicals (CWC) |
| - Exposure to Potentially Infectious Materials (EPIM) | - Spills or Gas Leaks |
| - Ergonomics | - Slip/Fall |
| | - Others i.e. not covered by categories noted above |



7. a) REVIEW OF NEW CAIRS INCIDENT / ACCIDENT REPORTS (as per attached meeting package)

Note that A/I involving animals are traditionally reviewed by the Animal Workers JOHSC

Item # (Use CAIRS Incident ID # and Incident Date)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
133656 (133655) 2023-08-19	C	<p>Needle Stick: Medical student was performing a clinical procedure when they may have punctured their glove on their left hand. There was no visible puncture wound. It was recommended that the patient register with the emergency department to have screening bloodwork performed as a precaution.</p> <p>Root Cause: No obvious root cause was found.</p> <p>Corrective Actions: Preceptor reviewed techniques but didn't find anything to correct.</p> <p>No follow-up required, the claims advisor notified FOM that the report was missing, so learner and preceptor entered investigation for WSBC claims processing. Reporting already included in student orientation materials, posted on Entrada & MedNet. All corrective actions complete</p>	N/A	N/A	C
133658 (133654) 2024-01-08	C	<p>Sprain: The individual was seated at the work desk then stood up from the chair to walk. The individual heard and felt a loud pop as they stood up from the chair, and felt immediate pain. The individual remained non-weightbearing for the rest of the shift. The individual informed the supervisor at 3:00 pm of the incident. The supervisor recommended seeking medical attention if needed.</p> <p>None required so far.</p> <p>Root Cause: Reviewed floor, carpeting, chair casters/integrity etc. no issues found. Person was not rushing. No personal factors, IP was wearing sneakers. No obvious root cause, worker stood up quickly.</p> <p>Corrective Actions: Work area reviewed for hazards. None found. No further follow up required.</p>	N/A	N/A	C
133653 (133682) 2024-01-04	C	<p>Needle Stick: the student was learning to suture with surgical assistant on one side of a bilateral chest surgery. They informed their preceptor they got a needle stick injury at the end of the case when they took off gloves and noticed their finger. IP was instructed to wash hands and sent immediately to ER. Low risk exposure.</p> <p>Root Cause: Learner in early training stage</p>	N/A	N/A	C



7. a) REVIEW OF NEW CAIRS INCIDENT / ACCIDENT REPORTS (as per attached meeting package)					
		<p>Corrective Actions: Preceptor went over suturing techniques again and supervised suturing for the rest of the day</p> <p>No follow up actions required.</p>			
133635 (133636) 2023-12-27	C	REFER TO AW JOHSC	N/A	N/A	C
132601 2023-12-14	C	REFER TO AW JOHSC/C&W JOHSC	N/A	N/A	C
130542 (130461) 2022-12-20	C	<u>Slip/ Fall:</u> No new review required, Pierre confirmed the report was reviewed by the committee in January 2023 (See January 2023 Minutes, reviewed with committee at time of Incident Date).	N/A	N/A	C
132555 (132551) 2023-12-06	C	<p><u>Needle stick:</u> Needle stick injury sustained when assisting surgery. Incident occurred when surgeons were passing needle driver. IP had their hands in the operating field as they were assisting to hold a retractor but was not at fault.</p> <p><u>Root Cause:</u> Needle was not properly protected.</p> <p><u>Actions:</u> Preceptor reviewed the requirement for needles to be buried before passing with surgical team.</p> <p>No further follow-up required.</p>	N/A	N/A	C

7. b) REVIEW OF OPEN/ON-GOING CAIRS INCIDENT/ACCIDENT REPORTS					
(* See Legend at end for Priority and Status Codes in 7a above)					
Item # (Use CAIRS Incident ID # and Incident Date)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
132173 (132157) 2023-10-03	C	<p><u>Needle Stick:</u> Learner provided feedback about BBF follow-up procedure and wondered if test kits could be available in common locations e.g. surgery units to expedite the blood sample process post-exposure. Committee discussed the applicability of consent forms for patients and whether kits would be viable given consumable shelf-life.</p> <p>Update 1/16: Nick has connected student group with Infection Control manager to discuss inefficiencies and opportunities with process.</p> <p>Action: Nick to report back with final recommendations agreed to by both parties.</p>	Nick	2/20/24	IP



7. b) REVIEW OF OPEN/ON-GOING CAIRS INCIDENT/ACCIDENT REPORTS					
<p>132026 (132024) 2023-09-16</p>	<p>B</p>	<p>Spill at BCCHRI: Lab member carrying ~1L bottle of 4% Paraformaldehyde (PFA) to fume hood dropped and broke bottle. No injuries. Root Cause: Not a good understanding of procedures, no SWP provided so far. Update 11/21: Redistributed spill procedures document after misunderstanding of who to contact. Work procedures a responsibility of each lab, which includes chemical spills in SWP. LST coming up with corrective actions that can be applied campus wide. SRS Chem Associate invited to upcoming meeting to assist with the review. Update 12/19: No response from preceptor following investigation. Important to engage preceptor as much as possible and ensure they know their responsibilities to provide direction. Supervisor needs to be aware of corrective actions on holistic level as well as on a lab level. Action: Mardi to follow up with PI in New Year Update 1/16: PI not responsive despite help from LST. Next steps: will schedule a drop-in lab inspection to confirm corrective actions have been implemented at the Lab-level. Refer forward to C&W JOHSC.</p>	<p>Mardi</p>	<p>N/A</p>	<p>C</p>
<p>132423 (132411) 2023-11-14</p>	<p>C</p>	<p>Other: An air flow shutdown was scheduled by B.Ops to reset the HVAC system in LSC high containment area after a power outage which occurred on a weekend. A staff member was still inside the lab and reported feeling change in pressure and was concerned about breach of containment to the lab. Staff member had already stored away biosafety chemicals and no biohazards were present at the time of the shutdown. Root Cause: Miscommunication. Manager did not follow SOP and approved the HVAC shutdown before confirming building was vacant. The list of occupants outside the lab had not been updated and was not checked prior. Potentially further miscommunication over the phone. Corrective Actions: Agreed by all parties that in future a physical sweep of the building will occur before performing a shutdown. Biosafety Office determined there was no breach of containments/ no reportable exposure. Incident needs to be discussed at FoS JOHSC before CAIRS report can be closed to ensure any recommendations from that committee are added to report. Committee noted the initial report was written during heightened stress and has since been changed with more neutral language.</p>	<p>Pierre</p>	<p>2/20/2024</p>	<p>IP</p>



7. b) REVIEW OF OPEN/ON-GOING CAIRS INCIDENT/ACCIDENT REPORTS

		<p>Action: Pierre to check SOP for shutdown has been updated. Pierre to ask if occupants of the building are notified about shutdowns prior to them occurring.</p> <p>Update 1/16: Area manager did a review of procedures and found:</p> <ul style="list-style-type: none"> - People working in the area are notified of maintenance ahead of time via email. Confirmed this did happen on this occurrence. - Prior to shutdown the manager can check the online booking form to confirm accuracy of the wall noticeboard (this can also be done remotely if they are not onsite) - Manager agreed the maintenance team could do a brief sweep before building shutdown occurs. - Manager has access to camera footage, which could be checked remotely as a precaution to confirm the building is empty. Footage shouldn't be reviewed for other reasons other than personal safety/security. <p>Action: Pierre to follow up with area manager to confirm SOP reflects new recommended processes.</p>			
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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-23/02/21-01	E	<p>Life Sciences LST brought forward a concern regarding the Emergency Eyewash Stations. See February 2023 minutes.</p> <p>Update 11/21: Installation of water pumps and tanks scheduled December 2nd</p> <p>Update 12/19: Installation is complete, testing for pressure and temperature will begin in the new year. Thanks to 5th floor LSC for attention and diligence in closing action.</p> <p>Action: Pierre to update on results of testing at next meeting</p> <p>Update 1/16: Temperature testing began January 11th, but the inclement weather meant testing had to be postponed. Initial observations: water temperature does seem higher than before which would be more comfortable for users. More testing scheduled, discussing results with LST to confirm they are kept informed about the updates.</p>	Pierre	2/20/23	IP



8. ONGOING BUSINESS – Status of Action Items					
		Action: Pierre to help coordinate the remainder of the testing and update JOHSC on findings.			
NB-23/09/19	E	<p>Evacuation at UBCO highlighted gaps in communication from Faculty of Medicine staff. Alerts on app are linked through Workday, so staff whose programs are listed as Vancouver but are working at UBCO did not receive alerts. Fire alarms were pulled to ensure people were evacuated when order came through. The issue is being looked at but the integration between Workday and UBC Safe app means it is complicated to rectify. There is an open ticket with UBC IT who are working with UBCO staff. In the time being staff are signing up for local registers to ensure everyone is notified should something similar occur.</p> <p>Update 21/11: Issue is still being worked on in Workday. Backup plan in emergencies is still to pull emergency alarm to facilitate building evacuation.</p> <p>Update 12/19: No update this month</p> <p>Action: Nick to give updates as they are available</p> <p>Update 1/16: UBCO safety team confirmed that the app is pulling data from Workday using 'Campus' field rather than relying on Org chart now. Testing is scheduled for the third Friday of January, which will include an opportunity to request feedback from users still experiencing an error.</p> <p>Action: Nick to pass on how the testing went next month.</p>	Nick	2/20/23	IP
NB-23/11/21-01	D	<p>Annual Evaluation: Goal setting for 2024.</p> <p>Opportunity 1: communication between JOHSC & Faculty & Staff.</p> <ul style="list-style-type: none"> - Committee could collect relevant information quarterly and send out from Co-Chair email to relevant distribution groups - Committee agreed the type of communication (e.g. event, safety topic, LST-specific information) should determine which distribution list is used. - Committee liked the idea of inviting more LST members to give updates throughout 2024 and will keep this in mind when scope changes in 2024. <p>Future goals will be set when committee scope is narrowed.</p> <p>Update 1/16: referred forward this month.</p>	ALL	2/20/24	RF



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
IR #202316973137A	E	Receipt of EIIR from incident on November 10, 2023	N/A	12-19-2023	N/A	C

* REC – Recommendation Letter *IR – WorkSafeBC Regulatory Inspection

10. REVIEW EDUCATION AND TRAINING

(General discussion, confirm all training is up-to-date, etc. For all actionable items please list below)

- Committee members can find Operations & Safety learning courses here: <https://wpl.ubc.ca/?query=OSSY>.

Item # (ED-yd/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
ED-23/09/19	B	Jharmela is required to complete training on WPL.	Jharmela	02/20/24	IP
ED-23/11/21-02	C	<p>Poll was sent to members to solicit feedback about additional education topics. Results from survey showed most popular topic are mental health/ wellbeing, ergonomics, occupational hazards and crisis support.</p> <p>Ideas for guest speakers:</p> <ul style="list-style-type: none"> • Blue folder/ green folder programme, which intersects with students. • HLI Safety Day had the Wellbeing team do a presentation on mental health that we could ask to attend • Stressors & personal distraction in the workplace • Committee agreed if presentations are HR-specific, we can circulate & promote rather than double up. <p>Actions: Please bring ideas of topics covered/ people to present on specific topic or email ideas to the FoM inbox fom.safety@ubc.ca</p> <p>Update 1/16: Mardi to contact Workplace Health & Wellbeing to coordinate a 20 minute presentation for JOHSC about Early Alert/Green folder</p>	Mardi	2/20/24	IP
ED-24/01/16-01	C	Aaron confirmed they have completed Fundamentals Part 1, registered for Part 2 in March 2024.	Aaron	03/19/24	IP

* ED – Education and Training



11. SAFETY & RISK SERVICES UPDATE					
Item # (SRS-yy/mm/dd)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
SRS-24-01-02	E	<ul style="list-style-type: none"> • Silica Exposure Control Plan • 9-8-8 Suicide Crisis Helpline • Bell Let's Talk—Mental Health • OHS Training Opportunities • Phishing Workshop • Winter weather reminders 	ALL	N/A	C

12. NEW BUSINESS					
Item # (NB-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
NB-24/01/16-01	E	<p>Membership Updates</p> <ul style="list-style-type: none"> • The committee thanks Ivan, Clare & Beth for their commitment to the JOHSC - they will now serve on the respective Hospital JOHSCs and may attend in the future as guests. • Welcome Aaron who will be a Worker Representative representing Life Sciences (Non Union Technician/Research Assistance). • Nick reached out to the Faculty association for assistance recruiting new Faculty members. Anyone who knows a Faculty member that would be interested is welcome to pass on their details. The committee needs at least one Faculty rep. • Several people have expressed interest in becoming a safety committee member in the FOM annual inspection Survey (ends Feb 2, 2024) <p>Action: FOM team to follow up with leads in the survey & from Faculty association to recruit new members.</p>	Nick	2/20/24	IP
NB-24/01/16-02	E	<p>Committee distributed notice from VCH about operations at GLDHCC</p> <ul style="list-style-type: none"> • A fire in the lobby that occurred in December thankfully only affected the lower floors. Occurred after students had finished all their education sessions for the year. Hoarded off the lobby, access to elevators was still OK. Thankfully other floors have their own HVAC and sprinklers didn't get set off. • Building evacuated for Fri, Sat, Sun. VCH helped relocate clinics as needed. 	N/A	N/A	C



12. NEW BUSINESS

		<ul style="list-style-type: none"> Everything now back up and running. Seminar room cleaned because of smoke smell. <p>No follow up for the JOHSC. Communication already sent to Occupants</p>			
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13. NEXT MEETING

Date:	February 20, 2024
Time:	10:00 AM
Location:	Zoom

14. MEETING ADJOURNED

Time:	10:40am
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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)