



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Pharm Sci JOHSC

Worker Co-Chair: Tony Seet
Employer Co-Chair: Rehana Aziz

Date: January 16, 2024

Time: 12:00-1:00pm
Location: Room 3210 & Zoom Videoconference

AGENDA:

<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"> • 132494-23/11/29 6. Workplace Safety Inspections <ul style="list-style-type: none"> • None 7. Education and Training <ul style="list-style-type: none"> • ED-PharmSci-24/01/16-01 • ED-PharmSci-24/01/16-02 	<ol style="list-style-type: none"> 8. Ongoing Business – Status of Action Items <ul style="list-style-type: none"> • NB-PharmSci-23/10/17-01 9. Formal Recommendation Letters & Regulatory Inspections <ul style="list-style-type: none"> • IR#202316973137A 10. New and Other Business <ul style="list-style-type: none"> • NB-PharmSci-24/01/16-01 • NB-PharmSci-24/01/16-02 • NB-PharmSci-24/01/16-03 • NB-PharmSci-24/01/16-04 • NB-PharmSci-24/01/16-05 • NB-PharmSci-24/01/16-06 • NB-PharmSci-24/01/16-07 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 type="checkbox"/>	<input checked="" 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	Pharm Sci Academic	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Irina Trouchenko (<i>on leave</i>)	CUPE 2950	Office of the Dean	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Farzana Fancy	CUPE 2950	Human Resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sneha Singh	CUPE 2278	Graduate & Postdoctoral Studies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Megan Thomas	CUPE 2278	Graduate & Postdoctoral Studies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bahira Hussein	CUPE 116	Pharm Sci Research	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Amanda Tran	AAPS	Human Resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jonathan Van Drunen	AAPS	Facilities & Operations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Litsa Blanis	AAPS	Pharm Sci Research	<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 <i>(on leave)</i>	AAPS	Graduate & Postdoctoral Studies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Justin Ohata	AAPS	Pharm Sci Communications	<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/Ex-Officio Members		Work Location	Present	Regrets	Absent
MJ Alarcon		Pharm Sci Research, Admin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brent Page		Pharm Sci Research	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jeff McCarthy		adMare BioInnovations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Amir Chatri		adMare BioInnovations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nancy Ford		CHTP, Faculty of Dentistry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Christopher Hoang		Graduate Student Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Diana Carlsen		MBF	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dan Williamson		UBC IT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ben Jan		UBC IT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eve Neesham-Grenon		UBC SRS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lia Hughes		Teaching Floors Local Safety Team	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clara Ng		Office of the Dean	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Shilan Keshvadi		SRS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Katelyn Melkert		SRS	<input checked="" type="checkbox"/>	<input 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		
<ul style="list-style-type: none"> Move to adopt minutes. Moved by: Jon Van Drunen 	<ul style="list-style-type: none"> Seconded by: Paulo Tchen 	
Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA		
<ul style="list-style-type: none"> Additional agenda items added: Flooding Incident in the building and CAIRS incident Move to adopt agenda. Moved by: Emma Riek 	<ul style="list-style-type: none"> Seconded by: Bahira Hussein 	
Is the agenda approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

5. REVIEW CAIRS ACCIDENTS/INCIDENTS:					
Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
132494-23/11/29	E	<p>Glass pipet stick injury</p> <p>This was an incident discussed last meeting where a student was preparing glass waste for disposal, during the tying process, a glass pipet tip punctured the bag and hit their gloved hand, and they experienced a minor puncture wound. So there was need to reviewd the glass disposal procedures.</p> <p>The lab has reviewed the type of bags and disposal procedures. There was follow up by Rehana and Tony on proper procedures, and noticed that the lab procedures followed, are in line with the UBC procedures. This has been communicated with SRS to be discussed further.</p>	Co-Chairs	February 20, 2024	C
24/01/12	E	<p>Student fall in snowy conditions</p> <p>There was a practicum student who experienced a fall on a snowy surface in a parking lot and they hit their head on a concrete step, which resulted to them going to VGH Emergency Room for medical care and they received six stitches on their forehead and a sprained ankle. We are currently still waiting for the incident report from the supervisor.</p>	Co-Chairs	February 20, 2024	IP



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-24/01/16-01	E	<p>New JOHSC Member Mandatory Training</p> <p>Rehana welcomed new JOHSC member, Justin Ohata. He is the Digital Media Producer at Pharm Sci.</p> <p>A reminder that any new members, must complete the JOHSC mandatory training within six months of joining the committee. You can register for JOHSC training here.</p>	Co-Chairs	-	C
ED-PharmSci-24/01/16-02	E	<p>JOHSC Member Training Update</p> <p>No training updates.</p>	All Members	-	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
NB-PharmSci-23/10/17-01	E	Strangers in classrooms, building security concerns	Co-Chairs	February 24, 2024	IP



8. ONGOING BUSINESS – Status of Action Items

		This item was left open as it was discussed in previous meeting that the response from SMT should be communicated to students. However due to the holiday break, this hasn't yet happened. Now that students are back and classes have started this will be communicated to them.			
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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 #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
IR202316973137A	E	<p>Incident investigation report received and accepted (worker sustained injury falling up stairs)</p> <p>Report was accepted, relating to an incident which occurred on November 2023 when a worker sustained an injury after falling while going up the stairs.</p> <p>Reminder: incident investigations must be completed within 30 days, with description, unsafe conditions, contributors, causes, corrective actions, and worker rep participation.</p>	Co-Chairs	-	C

* 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
	E	New JOHSC Member Introduction (Justin Ohata)	Co-Chairs	-	C



10. NEW & OTHER BUSINESS					
NB-PharmSci-24/01/16-01		Rehana welcomed new JOHSC member, Justin Ohata. He is the Digital Media Producer from the Pharm Sci Communications team, and will be a worker representative from AAPS.			
NB-PharmSci-24/01/16-02	E	<p>Service elevator issues, contingency procedures for lab users</p> <p>Service elevator is currently experiencing issues. It has come down a few times and has undergone some maintenance, however, the maintenance company has not been able to pin-point the problem, as they replaced the part they thought was the problem, and yet the problem persisted. Therefore, now they have asked that any issues or discrepancies are recorded in a log to look into any consistencies that could be causing the issue.</p> <p>Discussion was opened for ideas on what could be done during times the service elevator is out of order, specially for transfer of chemicals:</p> <ul style="list-style-type: none"> • Suggestion on placing spare tanks in storage spots across the different floors, so there is readily access to tanks and no need to transporting them while elevator is down. • Suggestion on placing a log inside the elevator for everyone to easily add any issues or abnormalities they experience. This will be implemented, however, also email the Building Ops team with any issues, to communicate it to the maintenance company. <p>Action Item: Include a logging sheet inside the service elevator to log any irregularities</p>	Co-Chairs	February 20, 2024	IP
NB-PharmSci-24/01/16-03	E	<p>Pest control concerns and custodial service update</p> <p>There have been more pest sightings in the building and these are reaching higher floors. New traps have been placed throughout the building.</p> <p>A reminder that each individual is responsible for emptying the trash bin in their office, and to please ensure that there is no food residues left in your office when you leave. If you come across any mice sightings, or</p>	Co-Chairs	-	C



10. NEW & OTHER BUSINESS					
		<p>any mice caught in the traps, please contact the Building Ops team right away for it to be dealt with.</p> <p>Regarding the custodial service update, the Building Ops team had a meeting with the custodial management, and they were receptive of this information. They additionally emphasized that any issues should continue to be brought up, and to have no concerns about getting individual custodial members in trouble, as this will not be the case.</p> <p>Please continue to bring up any cleanliness concerns to the Building Ops team.</p>			
NB-PharmSci-24/01/16-04	E	<p>Silica Exposure Control Plan Feedback</p> <p>The deadline for the Silica Exposure Control Plan (ECP) feedback survey is January 30th, 2024. To provide your feedback, please complete this Qualtrics survey.</p>	Co-Chairs	-	C
NB-PharmSci-24/01/16-05	E	<p>9-8-8 Suicide Crisis Helpline</p> <p>There is a new Crisis Helpline that Canadians can call or text by dialing 9-8-8 to access bilingual, trauma-informed, and culturally appropriate mental health and suicide prevention support. The service is free and can be accessed 24 hours a day, 7 days a week, 365 days a year.</p> <p>For more information, please visit 9-8-8 Suicide Crisis Helpline.</p>	Co-Chairs	-	C
NB-PharmSci-24/01/16-06	E	<p>Bell Let's Talk – Mental Health</p> <p>January 24, 2024 is Bell Let's Talk Day which raises funds for mental health initiatives and aims to reduce the stigma around mental illness. You can find more about this day and how you can contribute at Bell Let's Talk.</p>	Co-Chairs	-	C
NB-PharmSci-24/01/16-07	E	<p>JOHSC member round table</p> <ul style="list-style-type: none"> A reminder that the most accessible AED (Automated External Defibrillator) is located in the Atrium next to the elevators on the East side. 	All Members	-	C



10. NEW & OTHER BUSINESS					
		<ul style="list-style-type: none"> Due to the snow expected on January 17, most classes will be moved to Zoom. 			
NB-PharmSci-24/01/16-08	C	<p>Flooding Incident in Pharm Sci</p> <p>On January 13, there were two unfortunate flooding incidents in the building caused by bursting water pipes of the HVAC system due to the cold weather. Floors 6 to 3 suffered some damage.</p> <p>The University has issued a claim number for insurance, and we have a claims agent assigned to us to assist with the claim.</p> <p>Currently there is a restoration company doing a damage assessment, and have quickly began with any repairs and cleaning needed.</p> <p>Any classrooms, labs or offices affected will be put out of use until the restoration company is certain that they have been properly repaired, in order to avoid any issues, specially dealing with mold.</p> <p>More information will be provided once more details are obtained after the damage assessment is completed. And members noted that should there had been security in the building after-hours, the widespread of this incident could've been prevented due to quicker action being taken.</p>	Jamal Kurtu	-	C

*NB – New Business

11. NEXT MEETING	
Date:	February 20 th , 2024
Time:	12:00-1:00 p.m.
Location:	Videoconference / In-person (Hybrid)

12. MEETING ADJOURNED	
Time:	1:05pm

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)