



UBC St Paul’s Hospital Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: SPH JOHSC

Worker Co-Chair: Beth Whalen
Employer Co-Chair: Ivan Leversage

Date: January 31, 2024

Time: 1:00 PM
Location: Zoom

AGENDA

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| <ol style="list-style-type: none"> 1. Roll Call 2. Determination of Quorum 3. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes <ul style="list-style-type: none"> • December/November HLI LST Minutes (Outstanding items to be moved to Ongoing Business) 4. Approval of Agenda 5. a) Review NEW Centralized Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents <ul style="list-style-type: none"> • New CAIRS reports b) Review Accident/Incident reports with ongoing action items | <ol style="list-style-type: none"> 6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers) 7. Review Education and Training 8. Ongoing Business – Status of Action Items 9. JOHSC Formal Recommendation Letters & Regulatory Inspections <ul style="list-style-type: none"> • See WSBC attachments in SRS Co-chair email 10. Safety and Risk Services Update 11. New and Other Business <ul style="list-style-type: none"> • SRS Co-chair email 12. Next Meeting: February 28, 2024 13. Meeting Adjournment |
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1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Beth Whalen	M&P - AAPS	Heart & Lung Innovation, SPH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amrit Samra	Non-Union Technicians and Research Assistants	Heart & Lung Innovation, SPH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chung Cheung	Faculty Non-Bargaining	Heart & Lung Innovation, SPH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gurpreet Singhera	Faculty Non-Bargaining	Heart & Lung Innovation, SPH	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Jennifer Leong		Centre for Advancing Health Outcomes, SPH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jingchun (John) Zhang	Non-Union Technicians and Research Assistants	Heart & Lung Innovation, SPH	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Linda Jackson	Non-Union Technicians and Research Assistants	Heart & Lung Innovation, SPH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lu Wang	Faculty Non-Bargaining	Heart & Lung Innovation, SPH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mary Zhang		Heart & Lung Innovation, SPH	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
May Fouadi	Non-Union Technicians and Research Assistants	Heart & Lung Innovation, SPH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stephanie Sellers	Faculty Non-Bargaining	Heart & Lung Innovation, SPH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Althea Lai (A)	Non-Union Technicians and Research Assistants	St. Paul's Hospital	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shun-Wei (Julia) Yang (A)		St. Paul's Hospital	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employer Representatives	Work Location		Present	Regrets	Absent
Ivan Leversage	St. Paul's Hospital		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Claire Smits	St. Paul's Hospital		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Resources/Guests	Work Location		Present	Regrets	Absent
Mardi Henderson	SRS (FoM)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Madeline Leighton	SRS (FoM)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nick Steel (A)	SRS (FoM)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Greg Loeppky (Guest)	Dir Ops. BC Centre on Substance Use		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. DETERMINATION OF QUORUM



<ul style="list-style-type: none"> 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

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

November HLI LST Minutes

• Move to adopt minutes. Moved by: Amrit Samra Seconded by: Lu Wang

Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

- NB- Interim PIA Guidelines: Generative AI Tools
- NB - Co-Chair voting

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 <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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5. A) REVIEW NEW 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)*



Item # (Use CAIRS Incident ID # and Incident Date)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
133693 (133686) 2024-01-15	C	<p>Sharp Contact: Worker nicked skin with scalpel blade. It was noted that the report is lacking detail in the description of events. Investigation has been completed by supervisor.</p> <p>Root cause: Worker inexperience.</p> <p>Corrective Actions: Supervisor to review safe practices with student</p> <p>Action: Mardi to contact supervisor to provide more details of description and if there are any additional corrective actions.</p>	Mardi	2/28/24	IP
133681 (13367) 2024-01-12	C	<p>Sharp contact: Worker received small cut while making aliquots. Cut was not noticed until they removed their glove. They were not sure how or when the poke occurred and no sharp edges were noted on the tubes. An investigation was completed. The student squeezed their finger (to see if there was in fact a cut, not to encourage bleeding) and ran hand under water for 10 minutes. It was noted that orientations now include information of first aid, including not to squeeze cuts to encourage bleeding. There are only 3 glass ampules left to use after which plastic will be used. Noted that product in the ampule DMSO is not hazardous in this incident as the cut was microscopic and exposure to the student would have been minimal.</p> <p>Root cause: Most likely a cut from a very small glass shard from the broken ampule</p> <p>Corrective Actions: Following the investigation it was decided to no longer use glass ampules. A plastic cover was purchased to put over the top of the remaining ampules so when it is broken the glass is covered. A catch basin was placed underneath to catch any glass shards that can be disposed of. The committee noted a better corrective action may be to dispose of the remaining 3 glass ampules and move to plastic. BBF information for students and workers can be displayed in labs for any future incidents. More information here: https://www.healthlinkbc.ca/healthlinkbc-files/contact-blood-or-body-fluids-protecting-against-infection</p> <p>Actions: Mardi to provide Ivan with poster to display on safety board with BBF instructions- this will first need to be modified with the correct first aid contact number.</p>	Beth Mardi Ivan	2/28/24	IP



5. b) INCIDENT/ACCIDENT INVESTIGATIONS WITH OPEN ACTIONS FROM PREVIOUS MEETING

		None.			
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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
- Animal related inspections are forwarded to the AW JOHSC for their review

Item # (Use Inspection #)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
N/A	E	Ivan collecting information to create inspection schedule for 2024. Please send Ivan your availability for inspections for planning. Action: Ivan to provide inspection schedule at next meeting	ALL Ivan	2/28/24	IP
N/A	E	Inspection Survey SRS released inspection survey for use in administrative areas. Closes 2 Feb https://mednet.med.ubc.ca/announcements/worksite-safety-inspection-survey-2024/ Action: Mardi to provide summary on inspection survey at next meeting	Mardi	2/28/24	IP

* 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-24/01/31-01	D	Contact and Training information survey Please complete the survey linked below, this is to gather up to date contact information and training status. https://ubc.ca1.qualtrics.com/jfe/form/SV_9N9sZsjhmedEzNs	ALL	2/28/24	IP



7. REVIEW EDUCATION AND TRAINING

ED-24/01/31-02	D	<p>JOHSC Fundamentals Training Committee members are required to take 8 hours of training within 6 months of becoming a member. Training consists of one self-paced online module and two in-person sessions covering inspections and investigations. https://safetycommittees.ubc.ca/training-calendar/ Please contact SRS if training sessions are not available as there is a large amount of people joining JOHSCs that require training</p>	ALL	2/28/24	IP
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* 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
		<ul style="list-style-type: none"> No previous 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
N/A	E	Formal Recommendation Letters are a formal method of communicating with the Employer and can be issued by the Co-Chairs which require a response from the employer within 21 days. No recommendations from the committee at this time. It is recommended the committee attempts to resolve matters informally first, but can escalate an issue for the Employer’s attention at any time.	N/A	N/A	N/A	C
IR # 202416973009A	E	Point Grey Campus WSBC IR: A worker sustained an injury after falling four feet above grade while pulling material from under a tarp. The worker received first aid on scene, and was then transported to a hospital for medical treatment. There were zero orders issued to the University.	N/A	01/23/24	N/A	C

* REC – Recommendation Letter *IR – WorkSafeBC Regulatory Inspection



10. 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-24/01/31-01	E	<ul style="list-style-type: none"> 988 suicide crisis helpline Canadians can call or text 988 to access mental health and suicide prevention support. The service is free and 24/7. Monthly phishing workshop reviews current phishing campaigns targeting the university community. Takes place via Zoom every second Wednesday. Register here FYI- UBC PRISM team has released PIA Guidelines for using Generative AI Tools 	ALL	N/A	C
SRS-24/01/31-02	D	<ul style="list-style-type: none"> UBC BERP template has been updated. A reminder to check your Building Emergency Response Plan annually. SPH has their own version, please ensure this is up to date— including accurate contact details. A quick way to check is if it has Code Silver added to the color code system. Leaning hub has course on Code Silver here. FYI- WorkSafeBC has made amendments to the Workers’ Compensation Act focusing on ‘Duty to Cooperate & Duty to Maintain Employment’. This refers to Return-to-work processes and accommodation process. Pink Shirt Day- Feb 28, a reminder to speak to UBCs Respectful Environment statement. This should be included in orientation for workers 	ALL	N/A	C

11. NEW & OTHER BUSINESS					
<ul style="list-style-type: none"> General discussion items (list actionable items below) 					
Item # (NB-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
NB-24-01-31-01	E	This committee will be renamed UBC St Paul’s JOHSC to differentiate from existing SPH JOHSC. Calendar invite will be updated next month to reflect the change.	ALL	N/A	C
NB-24-01-31-02	D	Terms of Reference Draft Terms of Reference have been written for the committee. The requirements of the document are from the Workers Compensation Act.	ALL	2/28/24	IP



11. NEW & OTHER BUSINESS					
		Jennifer provided a correction “Centre for Advancing Health Outcomes” Action: Please review TOR and bring and questions or suggestions to next meeting			
NB-24-01-31-03	E	Co-Chairs were formally voted in by committee. Thank you to Ivan as the employer co-Chair and Beth as Worker Co-Chair.	ALL	N/A	C
NB-24-01-31-04	E	Committee Membership: Nick thanked everyone for volunteering their time and joining the JOHSC. The ultimate goals for the committee is that all UBC units are represented and SMEs are available for staff and students. Representation from: <ul style="list-style-type: none"> - Centre for Heart Lung Innovation – well represented - BC Centre on Substance Use – Greg to come up with a candidate(s) and invite them next meeting. - Centre for Advancing Health Outcomes – represented by Jennifer - Centre for Excellence in HIV/AIDS – Claire reached out to their manager, they only have a few UBC staff/faculty so it was decided those employees can bring issues forward to an existing worker rep on this committee and have opted not to send a representative at this time. Note: Ivan attends the Providence Health St Paul’s JOHSC and can act as a messenger between the two committees if new business arises.	ALL	N/A	IP
NB-24-01-31-05	E	Documents will be added to calendar invite- documents will be sent 1 week before meeting. All: Please notify Madeline & Co-chairs if you cannot attend so the committee can be sure to meet Quorum. If quorum cannot be met, the meeting needs to be rescheduled within the month and this is challenging if the meeting is the last Wednesday.	ALL	N/A	C

*NB – New Business

12. NEXT MEETING	
Date:	February 28, 2024
Time:	1:00 PM
Location:	Zoom

13. MEETING ADJOURNED	
Time:	1:50 PM



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)

Posting of Approved Meeting Minutes (Required):

- Outside James Hogg Conference Room 103