



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 February 8, 2024

Time: 11:30 am
Location: Zoom

AGENDA:

<ol style="list-style-type: none">Roll Call<ol style="list-style-type: none">Welcome LauraDetermination of QuorumApproval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting MinutesAdditional Agenda Items, Review Actionable Items from Local Safety Team (LST) Minutes & Approval of AgendaReview Central Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents<ol style="list-style-type: none">Monthly Incident ListPrevious Incidents: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">IR # 202416973009A – worker fell while pulling material from under a tarp	<ol style="list-style-type: none">Review Education and Training<ol style="list-style-type: none">Laura to complete JOHSC training by AugustOngoing Business – Status of Action Items<ol style="list-style-type: none">Hazards posed by ebikes/bikes/etc. (from Botany LST) – committeeBotany & Zoology general inspections final sign offJOHSC Recommendation Letters (Correspondence) – nothing for discussionNew and Other Business<ol style="list-style-type: none">Procedure for the refusal of unsafe work procedures (review PPT)Annual BERP update – please update and circulate, this year also send to SRS (summarized updates attached to meeting email)<ol style="list-style-type: none">Reminder to schedule annual fire drillWorkers' Compensation Act new Duty to Cooperate and the Duty to Maintain Employment, for more collaborative return-to-work process – see attached to meeting emailFeb 28th – Pink Shirt Day https://www.pinkshirtday.ca/WorkSafe BC Guide for managers (attached to meeting email) summary for incidents as it relates to HR procedures.Website News and Updates – anything to add?Next Meeting: Thursday March 14, 2024Meeting Adjournment
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1. ROLL CALL						
Worker Representatives		Association/Union	Work Location	Present	Regrets	Absent
Harry Brumer		Faculty	Michael Smith Laboratories	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 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 type="checkbox"/>	<input checked="" 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"/>
Laura Lockyer-Cotter		Faculty of Science		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/Guests		Work Location		Present	Regrets	Absent
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) – yes 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						



<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 <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>Monica</u> Seconded by: <u>Urmi</u>		
Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA		
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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:					
<ul style="list-style-type: none">• 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>					
(* 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)					
133722-2024-01-23	C	<ul style="list-style-type: none">JOHSC would like to mention this report is detailed, clear and contains all the necessary informationChris will suggest looking into if cut proof gloves could be used for cleaningResolution: In future better communication and limit the amount of people doing the work – the glass could have easily been cleaned by one person.Two people were together cleaning the class and as a result of poor communication and distraction and one person was cutWhile working on an experiment glass chamber started to crack (first time in 30 years)	n/a	n/a	C
133762(133761)-2024-01-29	C	<ul style="list-style-type: none">Resolution: Solvent filling SWP to be updated on how to dry out pump and transporting. Pump is now repaired and emergency procedures distributedDiscussed refusal of medical attention – please still call UBC First aid and 911 if applicableWorker showered to remove solvent and refused medical attentionEthyl acetate pump needed service, removed pump to let solvent evaporate. When it was being transported solvent spilled (solvent had not evaporated)	n/a	n/a	C
133775-2024-01-31	C	<ul style="list-style-type: none">Has not yet been discussed by Gardens LST will discuss and report backWorker strained back while using cutter pole saw	Brendan	2023-03-14	IP
133674(133672)-2024-01-11	C	<ul style="list-style-type: none">Rich & Glenn will forward to FoM to ensure this is on their listSuggestion: could cut resistant gloves be used for this task?Resolution: equipment will be moved so it is easy for a right/left-handed people. Also discussed at lab meeting that equipment can be moved for ease of use	n/a	n/a	C



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

		<ul style="list-style-type: none">Worker was wearing PPE but was working in a set up for a right handed personWorker working with glass pipette broke and pierced glove and drew blood			
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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 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		
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		



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

Zoology	Inspections uploaded but missing sign off, Chris to report back	
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* 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-23/02/08-01	C	All new JOHSC members to complete JOHSC training levels 1&2 within 6 months. Laura to complete training for August	Laura	2024-08	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
133611 (132598)-2023-12-19	C	Almost hit by UBC car <ul style="list-style-type: none">• Contacted traffic engineering and building operations, working installing signage and mirror• Has not yet been discussed at LST meeting, Chris will report back• Going forward suggest install reflective mirror and signage. Discussing with facilities• Investigated and there is low visibility in area,• UBC staff near miss from being hit by UBC car	n/a	n/a	C
133616(133610)-2023-12-19	C	Pressure washing accident <ul style="list-style-type: none">• Working on drafting a new SOP that will be signed off by all students and include training on procedure and glove wearing• Has not yet been discussed at LST meeting, Chris will report back	N/a	n/a	C



8. ONGOING BUSINESS – Status of Action Items					
		<ul style="list-style-type: none">Going forward should have SOP written on pressure washer use and PPE. All people pressure washing should be trainedInvestigated and was not wearing work glovesSkin break while pressure washing			
NB-23/11/09-01	D	2023 General Inspections <ul style="list-style-type: none">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.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.	Glenn & Chris	2023-02-08	IP
NB-23/03/09-02	C	Hazards posed by ebikes/bikes/etc. (from Botany LST) <ul style="list-style-type: none">Glenn and Kate to meet to discussCampus 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 GlennCampus 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 campusJOHSC 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	Glenn and committee	2023-09-09	IP



8. ONGOING BUSINESS – Status of Action Items

		<ul style="list-style-type: none"> Committee: Glenn, Brett, Brendan, Chris 1. Will start with Data collection 2. Create a proposal 3. Gain SRS support 4. Gain support from Other JOHSCs • Present to Campus Planning 			
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> <ul style="list-style-type: none"> Glenn & Kate to attend meetings as their schedule allows and will report back on any findings. Closing new agenda items will be added as needed Glenn or Kate to visit all LSTs under faculty of science to provide support and training documentation best practice. Meeting tracker: ESB LST – Kate attends monthly Beaty LST – attended October- discussing salt water disposal options M&I – Biological Science – attended November – discussing ongoing issue of communication with the many LSTs and users of LSI. <p>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>	n/a	n/a	C

* 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
IR20241697300 9A	C	Worker fell while pulling material from under a tarp, reminder to:	n/a	n/a	n/a	C



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

		<ul style="list-style-type: none">Report emergencies to campus securityReport into CAIRS within 48 hrs. and investigate within 30 daysWhat to do in a serious incident on SRS site				
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*REC – Recommendation Letter *IR – WorkSafeBC Regulatory Inspection

10. NEW & OTHER BUSINESS

- Procedure for the refusal of unsafe work procedures (review PPT)
- Workers' Compensation Act new Duty to Cooperate and the Duty to Maintain Employment, for more collaborative return-to-work process – see attached to meeting email
- Feb 28th – Pink Shirt Day <https://www.pinkshirtday.ca/>
- WorkSafe BC Guide for managers (attached to meeting email) summary for incidents as it relates to HR procedures.

Item # (NB-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
NB-23/02/08-01	E	BERP Update Discussion <ul style="list-style-type: none">Annual BERP updates are a lot of work and wondering about the benefitsIf anyone works directly with the now annual BERP updates please contact Glenn with your feedback and Glenn will bring to SRS	Glenn	2023-03-14	IP

*NB – New Business

11. NEXT MEETING

Date:	Thursday March 14, 2024
Time:	11:30 am
Location:	Zoom

12. MEETING ADJOURNED

Time:	12:00pm
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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)