



## Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Faculty of Medicine – Point Grey Campus

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

Date: February 20, 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"> <li>Land Acknowledgement</li> <li>Guests and new members introduced</li> </ul>   |   |
| 2 | Determination of Quorum   | 1          | <ul style="list-style-type: none"> <li>Minimum of 4 members</li> <li>Worker reps ≥ employer reps</li> </ul>   |   |
| 3 | Approval of Previous JOHSC Meeting Minutes                        | 1          | <ul style="list-style-type: none"> <li>Agreement that minutes are a complete and accurate reflection of the previous meeting</li> </ul>   | See Previous Minutes  |
| 4 | Review of Agenda  | 1          | <ul style="list-style-type: none"> <li>Everyone has an opportunity to add additional agenda items</li> <li>Agreement on agenda</li> </ul>   | See Meeting Agenda  |
| 5 | Review Actionable Items from LST Minutes                          | 2          | <ul style="list-style-type: none"> <li>A list of concerns that require JOHSC input is recorded</li> <li>An action plan is created for each item (next steps and possible resolutions)</li> </ul>  |   |
| 6 | Review Workplace Safety Inspections                               | 5          | <ul style="list-style-type: none"> <li>Members are aware of workplace inspections and follow up on items requiring review</li> <li>Inspection Survey Results</li> </ul>   | <ul style="list-style-type: none"> <li>Summary of Findings: 2024 Survey</li> </ul>  |
| 7 | Review Central Accident/Incident Reporting System (CAIRS) Reports | 10         | <ul style="list-style-type: none"> <li>Everyone has an opportunity to ask questions</li> <li>Everyone understands the details, recommendations and resolutions for each incident</li> <li>All incidents have a worker rep assigned</li> <li>Thanks to our worker rep volunteer for incidents last month, call for new worker rep</li> </ul> | 7a) February NEW CAIRS reports<br>7b) See Previous Minutes  |
| 8 | Ongoing Business – Status of Action Items                         | 10         | <ul style="list-style-type: none"> <li>Updates are discussed and recorded</li> <li>All member questions are addressed</li> <li>Everyone is up to date on all items</li> </ul>   | See Open Business Action Log <ul style="list-style-type: none"> <li>LSC eyewash stations</li> <li>UBCO SafeApp</li> <li>2024 goals/scope</li> <li>Membership Recruitment</li> </ul> |



|    |   |    |  |  |
|----|---|----|--|--|
| 9  | JOHSC Recommendation Letters (Correspondence)/ WorkSafeBC Reports | 0  | <ul style="list-style-type: none"><li>• Reach consensus on any recommendation letters to send</li><li>• Agree on where to send letters and who/how this will be done</li><li>• Committee receipts WorkSafeBC Inspection Reports from SRS</li></ul> | See WSBC attachments in SRS Co-Chair email   |
| 10 | Review Education and Training                                     | 5  | <ul style="list-style-type: none"><li>• All member training is recorded (either mandatory JOHSC courses or use of additional hrs)</li><li>• Members are aware of available training opportunities</li></ul>  | <ul style="list-style-type: none"><li>• See items for February JOHSC Meeting</li></ul>                               |
| 11 | Safety and Risk Services Update                                   | 10 | <ul style="list-style-type: none"><li>• Review monthly recommended items to discuss</li><li>• Any action items are discussed and assigned</li></ul>  | See SRS Co-Chair email <ul style="list-style-type: none"><li>• Interim PIA Guidelines: Generative AI Tools</li></ul> |

**New Business**

|    |                       |   |   |   |
|----|-----------------------|---|---|---|
| 12 | Terms of Reference    | 2 | <ul style="list-style-type: none"><li>• 2024 Terms of Reference requires review due to committee scope change</li></ul> | <ul style="list-style-type: none"><li>• Draft ToR</li></ul> |
| 13 | May Committee Meeting | 2 | <ul style="list-style-type: none"><li>• Confirm date of May Meeting with Members to meet quorum</li></ul>               |   |

**Next Meeting:** March 19, 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 type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Jennifer Xenakis              | Non-Union Tech    | Koerner Pavilion                  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Tara Chen                     | CUPE 2950         | IRC                               | <input checked="" type="checkbox"/> | <input 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 type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Rupinder Dhesi                |                   | BRC                               | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Resources/Guests              |                   | Work Location                     | Present                             | Regrets                             | Absent                              |
| Nick Steel                    |                   | SRS (FoM)                         | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Pierre Tanguay                |                   | SRS (FoM)                         | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 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"/>            |
| 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 type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" 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"/> |
| Achille Gardellini (Guest)    |                   | Surrey Memorial Hospital          | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Claire Smits (Guest)          |                   | St Paul's Hospital                | <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?

*\* 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.*

Yes

No

## 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)*

- Move to adopt minutes                      Moved by: Aaron Bogutz                      Seconded by: Sunny Pao

Are the minutes approved?

Yes

No

## 4. REVIEW OF AGENDA

- NB: May meeting date

## 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:

- Biomedical Research Centre (BRC)
- Centre for Brain Health (CBH)
- Centre for Gender & Sexual Health Equity (CGSHE)
- Chan Gunn Pavilion
- Department of Physical Therapy (Koerner Pavilion, UBC Hospital)
- Department of Psychiatry—UBC Hospital
- Friedman Building
- Instructional Resource Centre (IRC)
- Life Sciences Centre—5 LSTs (LSC) Medical Sciences Block C



**5. REVIEW ACTIONABLE ITEMS FROM LST MINUTES (if applicable)**

- David Strangway Building (DSB)
- School of Population and Public Health (SPPH)
- Department of Pathology & Laboratory Medicine—UBC Hospital

| Item #<br>(Use Inspection #)           | Priority | Action Plan<br>(Actions Taken/Need to be taken)   | Assigned To | Follow up:<br>Date Pending | Status |
|--|----------|---|-------------|----------------------------|--------|
| Friedman Meeting Minutes<br>2024-01-31 | E        | <p><b>Friedman LST Minutes:</b> The presence of unhoused folks camped immediately outside an entrance to the Friedman building was brought up at Friedman LST meeting. There are complex risks (and human considerations) the LST have brought forward for discussion. Occupants of the building are aware of the situation and some avoid that entrance to the building as they do not feel safe, especially in the evenings. It is reported that the unhoused person frequently uses the washroom inside Friedman and that they sometimes leave a mess. Pierre attended a recent LST perimeter inspection, which included Building Ops and the UBC Fire Department. Friedman LST is expecting letters from occupant groups regarding this and, once received, a letter will be sent to FoM JOHSC for support and assistance in rectifying this on-going situation. Nick noted there is already a reporting structure in place. Reporting is not a common occurrence as the encampment has been there a long time. Security are aware of the situation and visit frequently. Situation is managed as of now (fire safety wise) but a long term solution to the presence of the unhoused person must be found. It is feared that allowing this will send a message that encamping at UBC is permitted, causing further problems in the future.</p> <p><b>Action: Pierre to will provide an update on the status of the letter(s) and reporting awareness at Friedman at the next meeting.</b></p> | Pierre      | 03/19/24                   | 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 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



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

Reports were added to SharePoint

| Item #<br>(Use Inspection #) | Priority | Action Plan<br>(Actions Taken/Need to be taken)   | Assigned To | Follow up:<br>Date Pending | Status |
|------------------------------|----------|---|-------------|----------------------------|--------|
| GI-Koerner-2024/01/15        | C        | <ul style="list-style-type: none"> <li>Pathology &amp; Laboratory Medicine Quandt Lab Inspection- Jan 2024</li> </ul>   | N/A         | N/A                        | C      |
| GI-LSC-2024/01/05            | C        | <ul style="list-style-type: none"> <li>LSC 5<sup>th</sup> Floor Inspection- Jan 2024</li> </ul>   | N/A         | N/A                        | C      |
| GI-LSC-2024/01/24            | C        | <ul style="list-style-type: none"> <li>LSC Main &amp; B-Level Inspection- Jan 2024</li> </ul>   | N/A         | N/A                        | C      |
| Inspection Survey            | E        | <p><b>Inspection Survey Results:</b><br/>Review of Faculty-wide administrative area inspection. The goals were to improve engagement with areas typically not covered by an LST. Response rate improved from last year. Building coverage also improved to 60 from 38 last year. 49% of participants reported no issues requiring follow up.</p> <p><b>Results and trends:</b> Doorways and walkways are generally kept clear and free from tripping hazards. Seismic restraints are needed, especially at hospital sites. Questions regarding First Aid information and evacuation procedures are similar to last year. Lots of participants expressed interest in joining a JOHSC or LST.</p> <p><b>Point grey campus:</b> 13% of people reported not knowing how or where to report an incident/accident. 80-83% of people didn't have first aid/emergency contact numbers nearby or did not know the emergency procedures for their area. The survey had an in-built feature so that if a participant answered 'no' to any question, there were pop ups with relevant messages to help. In addition, specific buildings that need refreshers can be connected to relevant LST for follow up.</p> <p>The response rate improved with the assistance of MedNet and 'The Link' newsletters. This will be shared with the comms team.</p> <p><b>Common themes:</b> Unclear if everyone is receiving the same type of worksite orientation. Sit/stand desks are highly requested, but need to be assessed on case-by-case basis by the department as they are costly. Some participants in units with hybrid work arrangements expressed feeling out of touch with health and safety in their area due to less staff on site. This presents as opportunity to pair with '<a href="#">Doing Hybrid Well</a>' project to include safety initiatives.</p> | ALL         | N/A                        | C      |



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

|  |  |   |  |  |  |
|--|--|---|--|--|--|
|  |  | Next steps: FoM team is connecting those who expressed interest in joining a committee, as well as following up with specific concerns. |  |  |  |
|--|--|---|--|--|--|

\* 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 |

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

| Item #<br>(Use CAIRS Incident ID # and Incident Date) | Priority | Action Plan<br>(Actions Taken/Need to be taken) | Assigned To | Follow up:<br>Date Pending | Status |
|---|----------|---|-------------|----------------------------|--------|
|---|----------|---|-------------|----------------------------|--------|



| 7. a) REVIEW OF NEW CAIRS INCIDENT / ACCIDENT REPORTS (as per attached meeting package) |     |   |       |           |    |
|---|-----|---|-------|-----------|----|
| 133835<br>2024-02-07  | C   | <p><b>EPIM:</b> Second year med student was splashed in eye when syringe came off needle while still in patient's arm. Student was instructed to wash eyes out. Student later went to emerge for BBF exposure.</p> <p><b>Corrective actions:</b> Student debriefed with supervisor; student hadn't tightened the needle enough before filling. They felt they were aware of how to stop it happening again in the future.</p> <p><b>Action Required: Mardi to follow up on Supervisor's report</b></p>  | Mardi | 3/18/2024 | IP |
| 133776<br>2023-09-05  | C   | <p><b>Needle Stick:</b> Incident occurred September 2023. Report was submitted by claims associate after receiving notice of the incident through WorkSafeBC.</p> <p><b>Corrective actions:</b> Student was able to debrief with fellow and OR nurse practitioner at time of incident. Mardi sent resources on reporting and requirements. Supervisor report has now been submitted (133913)</p> <p><b>No further action required</b></p>   | Mardi | N/A       | C  |
| 133774<br>2024-01-31  | C   | <p><b>Needle Stick:</b> Needle stick injury sustained while in the operating room. Missing supervisor report.</p> <p><b>Corrective actions:</b> Student followed up with preceptor.</p> <p><b>Actions: Mardi to follow up with supervisor on missing report</b></p>   | Mardi | 03/19/24  | IP |
| 133752 (133695)<br>2024-01-18   | N/A | REFER TO AW JOHSC   | N/A   | N/A       | C  |
| 133750 (133749)<br>2024-01-25   | N/A | REFER TO AW JOHSC   | N/A   | N/A       | C  |
| 133725 (133727)<br>2024-01-23   | N/A | REFER TO AW JOHSC   | N/A   | N/A       | C  |
| 133724 (133726)<br>2024-01-22   | N/A | REFER TO AW JOHSC   | N/A   | N/A       | C  |
| 133704<br>2024-01-18  | C   | <p><b>Other:</b> Anonymous report regarding an electrical charge on the elevator buttons at Royal Columbian Hospital. Button was giving reporter shocks. No contact information was given. Elevator was not specified.</p> <p><b>Corrective actions:</b> Mardi reported through RCH facilities ticketing system. Nick suggested following up with permanent staff member working at RCH to see if issue has resolved. Report may not be able to be seen to resolution considering lack of information.</p> <p><b>Actions: Mardi to contact UBC staff member at RCH and provide update</b></p> | Mardi | 03/19/24  | IP |
| 133693 (133686)   | N/A | REFER TO SPH JOHSC  | N/A   | N/A       | C  |





| 7. a) REVIEW OF NEW CAIRS INCIDENT / ACCIDENT REPORTS (as per attached meeting package) |     |   |                 |          |     |
|---|-----|---|-----------------|----------|-----|
| 2024-01-15  |     |   |                 |          |     |
| 133689 (133687)<br>2024-01-16   | C   | <p><b>EPIM:</b> Student sustained needle stick injury due to needle being recapped to transport to sharps container elsewhere in the lab. Sharps container was not on hand where work was being done.</p> <p><b>Corrective actions:</b> Lab meeting was held to discuss, new sharps container was purchased.</p> <p><b>All corrective actions complete, no further action required</b></p>  | Pierre/<br>Nick | N/A      | C   |
| 133682 (133653)<br>2024-01-04   | C   | <p><b>Needle Stick:</b> Student sustained needle stick injury during surgery. Student noticed when gloves were removed. They washed their hands and had blood drawn at the ER for BBF exposure.</p> <p><b>Root cause:</b> Early training stage for student.</p> <p><b>Corrective actions:</b> Supervisor went over process with student.</p> <p><b>No further action required</b></p>   | Mardi           | N/A      | C   |
| 133681 (133670)<br>2024-01-12   | N/A | REFER TO SPH JOHSC  | N/A             | N/A      | C   |
| 133673 (132601)<br>2023-12-14   | C   | REFER TO CW JOHSC   | N/A             | N/A      | N/A |
| NB-CAIRS-<br>24/02/21-01  | E   | <p>Committee discussed themes regarding animal bite reports – are they frequent, standard or increasing? It was noted that there is inherent risk of bites when handling animals for the first time, but affected workers are encouraged to report, even if minor. AW JOHSC are working on recommendations to reduce incident prevalence. If there was an increase of bites reported where there was the risk of transmission of infectious materials (not in a naïve mouse training setting), the JOHSC could review common root causes and corrective actions for further recommendations.</p> <p>Committee discussed the prevalence of practicum needle stick injuries and enquired whether our statistics are comparable to other Post-Secondary institutions. Committee asked how we can assess the efficacy of solutions that we have, for example if we are able to see if students have repeat needlestick incidents.</p> <p>The following controls are in place:</p> <ul style="list-style-type: none"> <li>- Students have access to practice kits in advance of clerkship</li> </ul> | Nick            | 03/19/24 | IP  |



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

|  |  |   |  |  |  |
|--|--|---|--|--|--|
|  |  | <ul style="list-style-type: none"> <li>- FoM <a href="#">Suture Safety video</a> made available in advance of placements and as a follow-up corrective action for review post-exposure</li> <li>- Curricular time dedicated to suture techniques – BBF lanyards are distributed by Instructors</li> <li>- Feedback opportunities exist for graduates to pass on any recommendations for extra resources which can be forwarded to the clinical education team.</li> </ul> <p>Despite how much practice a student has, being on site and with patients for the first time is a high stress environment for students.</p> <p>The committee also noted:</p> <ul style="list-style-type: none"> <li>- Very few individuals report repeat events, if they do, the type or root cause of the incident are unrelated</li> </ul> <p><b>Action: Nick to review current stats to check if still comparable.</b></p> |  |  |  |
|--|--|---|--|--|--|

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

(\* See Legend at end for Priority and Status Codes in 7a above)

| Item #<br>(Use CAIRS Incident ID # and Incident Date) | Priority | Action Plan<br>(Actions Taken/Need to be taken)  | Assigned To | Follow up:<br>Date Pending | Status |
|---|----------|--|-------------|----------------------------|--------|
| 132173 (132157)<br>2023-10-03                         | C        | <p><b>Needle Stick:</b> 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><b>Update 1/16:</b> 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> <p><b>Update 2/20:</b> Nick gave recommendations to faculty leads in clinical and education. The response to BBF exposures within hospitals is a complex system that is not owned by UBC. Suggestion is still being discussed with faculty leads but the recommendation may not be accepted by health authorities.</p> | Nick        | N/A                        | C      |



| 7. b) REVIEW OF OPEN/ON-GOING CAIRS INCIDENT/ACCIDENT REPORTS |   |  |        |          |    |
|---|---|--|--------|----------|----|
|   |   | <b>No further action required of the JOHSC.</b>  |        |          |    |
| 132423 (132411)<br>2023-11-14                                 | C | <p><b>Other:</b> 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.</p> <p><b>Root Cause:</b> 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.</p> <p><b>Corrective Actions:</b> 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><b>Action:</b> 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><b>Update 1/16:</b> Area manager did a review of procedures and found:</p> <ul style="list-style-type: none"> <li>- People working in the area are notified of maintenance ahead of time via email. Confirmed this did happen on this occurrence.</li> <li>- 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)</li> <li>- Manager agreed the maintenance team could do a brief sweep before building shutdown occurs.</li> <li>- 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.</li> </ul> <p><b>Action:</b> Pierre to follow up with area manager to confirm SOP reflects new recommended processes.</p> | Pierre | 03/19/24 | IP |



| 7. b) REVIEW OF OPEN/ON-GOING CAIRS INCIDENT/ACCIDENT REPORTS |  |   |  |  |  |
|---|--|---|--|--|--|
|   |  | Update 2/20: SOP was not received.<br>Actions: Pierre to follow up and provide update |  |  |  |

| 8. ONGOING BUSINESS – Status of Action Items |          |  |             |                            |        |
|--|----------|--|-------------|----------------------------|--------|
| Original Item #                              | Priority | Action Plan<br>(Actions Taken/Need to be taken)  | Assigned To | Follow up:<br>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><b>Update 11/21:</b> Installation of water pumps and tanks scheduled December 2<sup>nd</sup></p> <p><b>Update 12/19:</b> Installation is complete, testing for pressure and temperature will begin in the new year. Thanks to 5<sup>th</sup> floor LSC for attention and diligence in closing action.</p> <p>Action: Pierre to update on results of testing at next meeting</p> <p><b>Update 1/16:</b> Temperature testing began January 11<sup>th</sup>, 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. Action: Pierre to help coordinate the remainder of the testing and update JOHSC on findings.</p> <p><b>Update 2/20:</b> Remaining testing was performed February 15<sup>th</sup>. Results were mixed, with more failures than expected. Eyewash temperatures were generally substantially higher on average than in the past, with several being too high. All failed units from both series of testing will be serviced. It is hoped that, once the mixing valves have been adjusted in response to higher temperature water reaching the eyewashes (due to recent infrastructure upgrades) better testing results will be attained. This will require verification through more testing.</p> <p><b>Action: Pierre to provide update when final eyewash testing is complete.</b></p> | Pierre      | 03/19/24                   | IP     |
| 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</p>  | Nick        | 03/19/24                   | IP     |



| 8. ONGOING BUSINESS – Status of Action Items |   |  |      |     |    |
|--|---|--|------|-----|----|
|  |   | <p>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><b>Update 21/11:</b> Issue is still being worked on in Workday. Backup plan in emergencies is still to pull emergency alarm to facilitate building evacuation.</p> <p><b>Update 12/19:</b> No update this month</p> <p><b>Update 1/16:</b> 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. Action: Nick to pass on how the testing went next month.</p> <p><b>Update 2/20:</b> Tests in January were unsuccessful. HSE team at UBCO is working on solution where users can check their campus is correct on Workday and HSE will instruct on how to change so workers are provided with correct updates on the app. Committee asked with Workday student launching in May, will IT be checking coding for student is correct to avoid similar issues in the future?</p> <p><b>Action: Nick to ask HSE how mapping with students is done to avoid similar issues.</b></p> |      |     |    |
| NB-23/11/21-01                               | D | <p>Annual Evaluation: Goal setting for 2024.</p> <p>Opportunity 1: communication between JOHSC &amp; Faculty &amp; Staff.</p> <ul style="list-style-type: none"> <li>- Committee could collect relevant information quarterly and send out from Co-Chair email to relevant distribution groups</li> <li>- Committee agreed the type of communication (e.g. event, safety topic, LST-specific information) should determine which distribution list is used.</li> <li>- 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.</li> </ul> <p>Future goals will be set when committee scope is narrowed.</p> <p><b>Update 1/16:</b> referred forward this month.</p> <p><b>Update 2/20:</b> ToR moved to new business.</p>   | ALL  | N/A | RF |
| NB-24/01/16-01                               | E | <p><b>Membership Updates</b></p> <ul style="list-style-type: none"> <li>• Ongoing: Faculty recruitment – awaiting response from Faculty Association</li> </ul>   | Nick | N/A | IP |



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

|  |  |   |  |  |  |
|--|--|---|--|--|--|
|  |  | <b>Update 2/20:</b> Welcome to Rupinder (Rupi). Pierre is working on connecting with new leads for the committee. |  |  |  |
|--|--|---|--|--|--|

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

| Item #<br>(use Recommendation or Report #) | Priority | Discussion and/or Action Items  | Assigned To | Date of Issue | Date to be Completed | Status |
|--|----------|---|-------------|---------------|----------------------|--------|
| IR #<br>202416973009A                      | E        | On January 22, 2024, a worker sustained an injury after falling four feet above grade while pulling material from under a tarp. Incident occurred on UBC campus. Reminder that incidents need to be reported immediately. | N/A         | 2024-23-01    | 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 #<br>(ED-yd/mm/dd-01) | Priority | Action Plan<br>(Actions Taken/Need to be taken)   | Assigned To | Follow up:<br>Date Pending | Status |
|----------------------------|----------|---|-------------|----------------------------|--------|
| ED-23/09/19                | B        | Jharmela is required to complete training on WPL.   | Jharmela    | 03/19/24                   | IP     |
| ED-24/02/20                | B        | Rupi is required to complete training on WPL  | Rupi        | 08/20/24                   | 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 metal health/ wellbeing, ergonomics, occupational hazards and crisis support.</p> <p>Ideas for guest speakers:</p> <ul style="list-style-type: none"> <li>Blue folder/ green folder program, which intersects with students.</li> <li>HLI Safety Day had the Wellbeing team do a presentation on mental health that we could ask to attend</li> <li>Stressors &amp; personal distraction in the workplace</li> <li>Committee agreed if presentations are HR-specific, we can circulate &amp; promote rather than double up.</li> </ul> | Mardi       | 3/19/24                    | IP     |



**10. REVIEW EDUCATION AND TRAINING**

|                |   |  |       |          |    |
|----------------|---|--|-------|----------|----|
|                |   | <p><b>Actions:</b> Please bring ideas of topics covered/ people to present on specific topic or email ideas to the FoM inbox <a href="mailto:fom.safety@ubc.ca">fom.safety@ubc.ca</a></p> <p><b>Update 1/16:</b> Mardi to contact Workplace Health &amp; Wellbeing to coordinate a 20 minute presentation for JOHSC about Early Alert/Green folder</p> <p><b>Update 2/20:</b> Student Health and Wellbeing able to present at either March or April meeting, save the date for guest speaker is in place. If agenda allows the speaker will be booked.</p> |       |          |    |
| 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 #<br>(SRS-yy/mm/dd) | Priority | Action Plan<br>(Actions Taken/Need to be taken)   | Assigned To | Date to be Completed | Status |
|--------------------------|----------|---|-------------|----------------------|--------|
| SRS-24-01/25             | E        | <ul style="list-style-type: none"> <li><a href="#">UBC BERP template</a> has been updated. A reminder to check your Building Emergency Response Plan annually. List of changes has been provided.</li> <li>FYI- WorkSafeBC has made amendments to the Workers’ Compensation Act focusing on ‘Duty to Cooperate &amp; Duty to Maintain Employment’. This refers to Return-To-Work processes and accommodation process.</li> <li><a href="#">Pink Shirt Day</a>- Feb 28, a reminder to speak to <a href="#">UBCs Respectful Environment</a> statement.</li> <li>FYI- SRS shared <a href="#">the Interim Privacy guideline</a> for using Chat GPT/AI technology at UBC.</li> </ul> | ALL         | N/A                  | C      |

**12. NEW BUSINESS**

| Item #<br>(NB-yy/mm/dd-01) | Priority | Action Plan<br>(Actions Taken/Need to be taken)  | Assigned To | Date to be Completed | Status |
|----------------------------|----------|--|-------------|----------------------|--------|
| NB-24/02/20-01             | E        | <b>2024 Terms of Reference:</b> change required as the committee narrowed scope to omit St Paul’s Hospital, Surrey Memorial Hospital, C&W Hospital & Vancouver General Hospital sites. | Mardi       | 03/19/24             | IP     |



| 12. NEW BUSINESS |   |  |          |          |    |
|------------------|---|--|----------|----------|----|
|                  |   | Update required to section regarding committee decisions. Should a formal, anonymous vote be required, the committee agreed a Zoom vote could be held.<br><b>Action: Committee to review draft and submit any changes, suggestions or corrections. Mardi to update and bring copy for approval to committee.</b>   |          |          |    |
| NB-24/02/20-02   | D | <b>May meeting:</b> May meeting date conflicts with graduation. Madeline to send doodle poll for availability for new meeting date.  | Madeline | 03/19/24 | IP |
| NB-24/02/20-03   | E | <b>Thunderbird Parkade Incident:</b> Committee asked if incident at Thunderbird Parkade is being investigated. The investigation is ongoing, but engineers have assessed that car park is safe to park in and cordoned off areas that should not be accessed. Improvement work on the structure is ongoing. Committee asked if any future communication will be released by the University.<br><b>Actions: Nick to provide update at next meeting.</b> | Nick     | 03/19/24 | IP |

| 13. NEXT MEETING |                |
|------------------|----------------|
| Date:            | March 19, 2024 |
| Time:            | 10:00 AM       |
| Location:        | Zoom           |

| 14. MEETING ADJOURNED |          |
|-----------------------|----------|
| Time:                 | 11:10 AM |

**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)