



# 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: February 28, 2024

Time: 1:00 PM  
Location: Zoom

## AGENDA

1. Roll Call
2. Determination of Quorum
3. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes
  - January JOHSC Meeting Minutes
4. Approval of Agenda
  - Additional Agenda Items per committee members
5. a) Review NEW Centralized Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents
  - New CAIRS reports
 b) Review Accident/Incident reports with ongoing action items
  - 133693 (133686): Radiology Scalpel Cut, Mardi to follow up on I/A language & corrective actions
  - 133681 (133670): Ampule cut, Beth to review local procedures for BBF exposure poster
6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)
  - Follow Up: Committee members to send Ivan availability for inspection schedule
  - Mardi/Madeline to present FOM Annual Inspection Survey Findings

7. Review Education and Training
  - Qualtrics survey for JOHSC training not yet complete
  - Record any members who have now completed JOHSC Fundamentals Training, due by June 2024
8. Ongoing Business – Status of Action Items
  - Draft TOR: committee decision required – voting during hybrid/virtual meetings
  - Committee Membership: Confirm members from BC Centre on Substance Use
9. JOHSC Formal Recommendation Letters & Regulatory Inspections
  - See WSBC attachments in SRS Co-chair email
10. Safety and Risk Services Update (Co-Chair Email)
11. New and Other Business
  - Round Table
12. Next Meeting: March 27, 2024
13. Meeting Adjournment



1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Beth Whalen	M&P - AAPS	Heart & Lung Innovation, SPH	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Amrit Samra	Non-Union Tech	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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 Tech	Heart & Lung Innovation, SPH	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Linda Jackson	Non-Union Tech	Heart & Lung Innovation, SPH	<input type="checkbox"/>	<input checked="" 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 Tech	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 Tech	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 checked="" type="checkbox"/>	<input 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"/>

2. DETERMINATION OF QUORUM		
a. A minimum of 4 members; b. Worker representatives (faculty and staff workers who do not exercise managerial functions) and employer representatives (management workers who exercise managerial functions); c. At least half of the members must be worker representatives;		
Is there quorum for this meeting <i>* If quorum is not met, the meeting does not qualify as a monthly meeting. The monthly meeting will need to be rescheduled within the same month.</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>



### 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)*

#### January UBC SPH JOHSC Minutes

- Move to adopt minutes. Moved by: Amrit Samra Seconded by: Lu Wang
- Are the minutes approved? Yes  No

### 4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

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#### 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  No

### 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
133916 2024-02-16	C	<p><b>Needle Stick:</b> Student received needle stick while assisting surgical resident suturing. Needle caught on students' glove, no visible bleeding or poke was felt, only after removing gloves and seeing holes did they realize they may have received needle stick. Student presented to PACU and had blood taken for BBF exposure. Supervisor report has been submitted (133954).</p> <p><b>Root cause:</b> Student had hands in operating field while resident was suturing</p> <p><b>Corrective actions:</b> Supervisor reviewed best practice with student</p> <p><b>No further action required</b></p>	Mardi	N/A	C



5. b) INCIDENT/ACCIDENT INVESTIGATIONS WITH OPEN ACTIONS FROM PREVIOUS MEETING					
133693 (133686) 2024-01-15	C	<p><b>Sharp Contact:</b> 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><b>Root cause:</b> Worker inexperience.</p> <p><b>Corrective Actions:</b> Supervisor to review safe practices with student</p> <p><b>Action:</b> Mardi to contact supervisor to provide more details of description and if there are any additional corrective actions.</p> <p><b>Update 2/28: All corrective actions complete</b></p> <p><b>No further action required</b></p>	Mardi	2/28/24	C
133681 (13367) 2024-01-12	C	<p><b>Sharp contact:</b> 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><b>Root cause:</b> Most likely a cut from a very small glass shard from the broken ampule</p> <p><b>Corrective Actions:</b> 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: <a href="https://www.healthlinkbc.ca/healthlinkbc-files/contact-blood-or-body-fluids-protecting-against-infection">https://www.healthlinkbc.ca/healthlinkbc-files/contact-blood-or-body-fluids-protecting-against-infection</a></p> <p><b>Actions:</b> 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> <p><b>Update 2/28: Need Beth &amp; OPH to provide comments, refer forward to March</b></p>	Beth Mardi Ivan	2/28/24	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
- 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	<p>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 <b>Update 2/28:</b> The four labs in Core 3 will be completed 1 per week, starting at Sellers Lab (Ivan and Amrit to complete). Chemical Initiative- Rich from SRS visiting Feb 29<sup>th</sup> to answer any questions about the initiative. <b>Actions: Ivan to add GEM Facility to inspection schedule, Ivan requires availability from members to be able to build the schedule.</b></p>	ALL Ivan	2/28/24	IP
N/A	E	<p><b>Inspection Survey:</b> SRS released inspection survey for use in administrative areas. Closes 2 Feb <a href="https://mednet.med.ubc.ca/announcements/worksite-safety-inspection-survey-2024/">https://mednet.med.ubc.ca/announcements/worksite-safety-inspection-survey-2024/</a> <b>2/28: Inspection Survey Summary</b> Response rate improved from last year-599 responses. Building coverage also improved to 60 from 38 last year. 49% of participants reported no issues requiring follow up. SPH recorded 27 responses. <b>Results and trends:</b> Doorways and walkways are generally kept clear and free from trip hazards. Heavy items all stored so they are not falling hazards. Electrical equipment in good condition. Room for improvement regarding seismic restraints (less common at clinical sites), First Aid information and evacuation procedures are similar to last year. Not everyone knew how to report an incident/accident to CAIRS.</p>	Mardi	3/27/24	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)					
		<p><b>Common themes:</b> 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 with Hybrid work arrangements expressed feeling out of touch with health and safety in their area on site. FoM team is connecting those who expressed interest in joining a committee, as well as following up with specific concerns. Some folks at the Howe st office were concerned about evacuation muster points and the high-rise glass buildings surrounding the area in terms of earthquake safety.</p> <p><b>Action Required: Mardi to send FOM I/A reporting poster to committee members. Mardi to follow up with Howe St contributors about emergency protocols.</b></p> <p><b>Areas completed:</b>  <u>1125 Howe Street:</u> 920, 950, 230  <u>St Paul's Hospital:</u> 180, 219, 223, 292/289, 360 LD042278, 361, 370, 374 379, 381, 390 (3B), 486, 6012A ,8B, B52F, M100, M102, M121, MB05  <u>Providence:</u> Pacific Lung clinic, Hornby St 336F, Hornby St4th floor</p>			

\* 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	<p><b>Contact and Training information survey</b>            All members are required to please complete the survey linked below, this is to gather up to date contact information and training status.  <a href="https://ubc.ca1.qualtrics.com/jfe/form/SV_9N9sZsjhmedEzNs">https://ubc.ca1.qualtrics.com/jfe/form/SV_9N9sZsjhmedEzNs</a>  <b>Update 2/28:</b> Up to date contact information and union/association group is needed for accurate recording of minutes. Only 2 responses so far. <b>Reminder to please complete survey before next meeting.</b></p>	ALL	3/27/24	IP



7. REVIEW EDUCATION AND TRAINING					
ED-24/01/31-02	D	<p><b>JOHSC Fundamentals Training</b> 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. Please contact SRS if training sessions are not available as there is a large amount of people joining JOHSCs that require training <b>Update 2/28:</b> Reminder training is a WorkSafeBC requirement. <b>JOHSC Fundamentals:</b> Part 1 Online, Part 2 is facilitated in two parts via Zoom (every other month). Upcoming Dates: Part 2a - May 14<sup>th</sup>, 11:00am – 1:00pm Part 2b - May 16<sup>th</sup>, 1:00pm – 3:00pm <b>Action: Committee members to sign up to JOHSC training via the link above</b></p>	ALL	3/27/24	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
NB-24-01-31-02	D	<p><b>Terms of Reference</b> Draft Terms of Reference have been written for the committee. The requirements of the document are from the Workers Compensation Act. Jennifer provided a correction “Centre for Advancing Health Outcomes” Action: Please review TOR and bring and questions or suggestions to next meeting <b>Update 2/28:</b> If the instance arises where a vote needs to be taken, it should be done anonymously. Committee agreed since they are using hybrid zoom/ in person, that votes will be taken via Zoom poll, and those in person can vote via their own laptops or phones. TOR referred forward to March.</p>	ALL	3/27/24	IP
NB-24-01-31-04	E	<p><b>Committee Membership:</b> Representation from:</p> <ul style="list-style-type: none"> <li>- Centre for Heart Lung Innovation – well represented</li> <li>- BC Centre on Substance Use – Greg to come up with a candidate(s) and invite them next meeting.</li> <li>- Centre for Advancing Health Outcomes – represented by Jennifer</li> </ul>	Mardi	3/27/24	IP



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

		<ul style="list-style-type: none"> <li>- 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.</li> </ul> <p>Note: Ivan attends the Providence Health St Paul’s JOHSC and can act as a messenger between the two committees if new business arises.</p> <p><b>Update 2/28:</b> One rep from Centre on Substance Use for all outreach sites is sufficient for the committee. Any incidents/ accidents in that group would be designated to that committee member as worker rep for that incident.</p> <p>Centre for Excellence- a committee member is not a requirement as they are small and more affiliated with SFU. It is more if they do have a health and safety issue they have a communication channel and have a mechanism to bring up any issues. If there was an incident/ accident in that group it would still be covered at this JOHSC.</p> <p><b>Action: Mardi to follow up with Greg for a worker rep from Centre for Substance Use.</b></p>			
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### 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	N/A		N/A	N/A	N/A	N/A

\* 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
N/A	N/A	See January Minutes	N/A	N/A	N/A





**11. NEW & OTHER BUSINESS**

• 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-24/02/28-01	C	<p><b>Roundtable:</b> An Infection Prevention and Control representative for Providence HealthCare has requested a tour and inspection of the HLI animal facility after attending some of the Preclinical Animal Facility Design meetings for the new facility. The group does not usually deal with this rep in the wet lab, nor have they inspected any of HLI areas previously. Claire has requested advice from the ACC. She asked the committee if they are governed more by UBC and the Animal Care Group that already inspect. Mardi suggested to have CSRC put their request through the Animal Care Committee (AW JOHSC?) for recommendation as they are the group doing inspections for compliance and hold some of the licenses.</p> <p><b>Action: Claire to report back to committee at next meeting</b></p>	Claire	3/27/24	IP

\*NB – New Business

**12. NEXT MEETING**

Date:	March 27, 2024
Time:	1:00 PM
Location:	Zoom

**13. MEETING ADJOURNED**

Time:	1:40 PM
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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](mailto:ubcsafety.committee@ubc.ca)
- Posted on any Safety Bulletin Boards (if applicable)

**Posting of Approved Meeting Minutes (Required):**

- Outside James Hogg Conference Room 103