



## Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Pharm Sci JOHSC

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

Date: February 20, 2024

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

**AGENDA:**

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. Roll Call</li> <li>2. Determination of Quorum</li> <li>3. Review &amp; Approval of Previous JOHSC Meeting Minutes</li> <li>4. Additional Agenda Items &amp; Approval of Agenda</li> <li>5. Review CAIRS Accidents/Incidents               <ul style="list-style-type: none"> <li>• 133738 (133723)-23/10/29</li> <li>• 133712 (133667)-24/01/11</li> <li>• 133702-24-01-19</li> <li>• 133841 (133842)-24/02/08</li> <li>• 133862 (133860)-24/02/12</li> </ul> </li> <li>6. Workplace Safety Inspections               <ul style="list-style-type: none"> <li>• None</li> </ul> </li> <li>7. Education and Training               <ul style="list-style-type: none"> <li>• ED-PharmSci-24/02/20-01</li> <li>• ED-PharmSci-24/02/20-02</li> </ul> </li> </ol> | <ol style="list-style-type: none"> <li>8. Ongoing Business – Status of Action Items               <ul style="list-style-type: none"> <li>• NB-PharmSci-23/10/17-01</li> <li>• NB-PharmSci-24/01/16-02</li> </ul> </li> <li>9. Formal Recommendation Letters &amp; Regulatory Inspections               <ul style="list-style-type: none"> <li>• IR#202416973009A</li> </ul> </li> <li>10. New and Other Business               <ul style="list-style-type: none"> <li>• NB-PharmSci-24/02/20-01</li> <li>• NB-PharmSci-24/02/20-02</li> <li>• NB-PharmSci-24/02/20-03</li> <li>• NB-PharmSci-24/02/20-04</li> <li>• NB-PharmSci-24/02/20-05</li> <li>• NB-PharmSci-24/02/20-06</li> <li>• NB-PharmSci-24/02/20-07</li> <li>• NB-PharmSci-24/02/20-08</li> </ul> </li> <li>11. Next Meeting</li> <li>12. Meeting Adjournment</li> </ol> |
|---|--|

**1. ROLL CALL**

| Worker Representatives               | Association/Union   | Work Location                   | Present                             | Regrets                             | Absent                   |
|--------------------------------------|---------------------|---------------------------------|-------------------------------------|-------------------------------------|--------------------------|
| Tony Seet                            | Faculty Association | Pharm Sci Academic              | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Karla Williams                       | Faculty Association | Pharm Sci Research              | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Adrian Ziemczonek                    | Faculty Association | Pharmacists Clinic              | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Paulo Tchen                          | Faculty Association | Pharm Sci Academic              | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Irina Trouchenko ( <i>on leave</i> ) | CUPE 2950           | Office of the Dean              | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Sneha Singh                          | CUPE 2278           | Graduate & Postdoctoral Studies | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Megan Thomas                         | CUPE 2278           | Graduate & Postdoctoral Studies | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |



| Bahira Hussein                  | CUPE 116 | Pharm Sci Research                | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
|---------------------------------|----------|-----------------------------------|-------------------------------------|-------------------------------------|--------------------------|
| Amanda Tran                     | AAPS     | Human Resources                   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Jonathan Van Drunen             | AAPS     | Facilities & Operations           | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Litsa Blanis                    | AAPS     | Pharm Sci Research                | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Carolyn Rogers                  | AAPS     | Office of the Dean                | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Emma Riek                       | AAPS     | Pharm Sci Academic                | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Linda Herbert <i>(on leave)</i> | AAPS     | Graduate & Postdoctoral Studies   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Justin Ohata                    | AAPS     | Pharm Sci Communications          | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Employer Representatives        |          | Work Location                     | Present                             | Regrets                             | Absent                   |
| Jamal Kurtu                     |          | Facilities & Operations           | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Rehana Aziz                     |          | Facilities & Operations           | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Resources/Ex-Officio Members    |          | Work Location                     | Present                             | Regrets                             | Absent                   |
| MJ Alarcon                      |          | Pharm Sci Research, Admin         | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Brent Page                      |          | Pharm Sci Research                | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Michelle Wang                   |          | adMare BioInnovations             | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Amir Chatri                     |          | adMare BioInnovations             | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Nancy Ford                      |          | CHTP, Faculty of Dentistry        | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Diana Carlsen                   |          | MBF                               | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Dan Williamson                  |          | UBC IT                            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Ben Jan                         |          | UBC IT                            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Eve Neesham-Grenon              |          | UBC SRS                           | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Lia Hughes                      |          | Teaching Floors Local Safety Team | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Clara Ng                        |          | Office of the Dean                | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |

\* (A) – Alternate member

## 2. DETERMINATION OF QUORUM

- a. A minimum of 4 members;
- b. Worker representatives (faculty and staff workers who do not exercise managerial functions) and employer representatives (management workers who exercise managerial functions);
- c. At least half of the members must be worker representatives;

Is there quorum for this meeting?

Yes

No

## 3. REVIEW AND APPROVAL OF PREVIOUS JOHSC MEETING MINUTES

- Move to adopt minutes. Moved by: Jon Van Drunen Seconded by: Karla Williams

Are the minutes approved?

Yes

No



|  |  |                          |
|--|--|--------------------------|
|  |  | <input type="checkbox"/> |
|--|--|--------------------------|

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

- Additional agenda items added: None
- Move to adopt agenda. Moved by: Litsa Blanis

Seconded by: Jamal Kurtu

|                         |  |                                |
|-------------------------|--|--------------------------------|
| Is the agenda approved? | Yes<br><input checked="" type="checkbox"/> | No<br><input type="checkbox"/> |
|-------------------------|--|--------------------------------|

#### 5. REVIEW CAIRS ACCIDENTS/INCIDENTS:

| Item #                          | Priority | Action Plan<br>(Actions Taken/Need to be taken)   | Assigned To | Follow up:<br>Date Pending | Status |
|---------------------------------|----------|---|-------------|----------------------------|--------|
| 133738<br>(133723)-<br>23/10/29 | E        | <p><b>Needle stick injury</b></p> <p>Student in practicum was assisting with vaccine injections when they dropped the needle and upon picking it up they poke their finger. 811 health line was called immediately and student was instructed to visit the ER for work-up. Student will follow usual protocol of labwork and follow-up labs, as required.</p> <p>All students were reminded that if at any point they have direct contact with an uncapped needle, they must let workers in the area know. This was also added to the orientation for future students.</p> <p><b>Reminder:</b> all incident reports must be submitted in a timely manner. Paulo reported that there will be a reminder sent out to all supervisors.</p> | Co-Chairs   | -                          | C      |
| 133712<br>(133667)-<br>24/01/11 | E        | <p><b>Head injury due to fall</b></p> <p>Student reported that they fell and hit their head after they slipped on a snowy surface. They reported they were walking at a brisk pace and ground was uneven. Student was already at VGH, so they immediately went to the ER and received care, and received 6 stitches on their right eyebrow, and has minor abrasions on face and hands, with minor ankle pain and jaw pain.</p>  | Co-Chairs   | -                          | C      |



| 5. REVIEW CAIRS ACCIDENTS/INCIDENTS: |   |   |           |                |    |
|--------------------------------------|---|---|-----------|----------------|----|
|                                      |   | Student was advised on carefully considering weather conditions when walking, and to report any unsafe conditions to maintenance workers.   |           |                |    |
| 133702-24-01-19                      | E | <p><b>Mouse bite</b></p> <p>Student got bitten by a mouse while receiving training. Student was wearing gloves and fabric tape, but bite went through the glove, causing minor bleeding. After incident, student washed the area with soap and placed a bandaid on injury.</p> <p>This incident is still open, as follow-up is being done with supervisor on who is responsible for on-site direct supervision of students, given that this student’s supervisor is out of office. There was discussion on who is responsible of completing incident reports if the supervisor is out of office, therefore this item will remain open for further future discussion once report is completed.</p>   | Co-Chairs | March 19, 2024 | IP |
| 133841<br>(133842)-<br>24/02/08      | E | <p><b>Needle stick injury</b></p> <p>Student was teaching a patient how to self-administer an injection, and after patient finished the injection, they handed the uncapped needle to the student, who then tried to recap the needle and accidentally poked their finger. Student reported the incident 20 min later and washed the area with running water. The pharmacists then accompanied the student to Richmond Hospital ER where they were checked and blood-work was done.</p> <p>Student was reminded that they should never handle any uncapped needles, whether used or unused, and instead they must instruct the patient to dispose used needles in the sharps container.</p> <p>Staff and students are to receive updated education on sharps handling procedures, and remind them of the importance of knowing where all sharps containers are located in the room.</p> | Co-Chairs | -              | C  |
| 133862<br>(133860)-<br>24/02/12      | E | <p><b>Back injury</b></p>   | Co-Chairs | March 19, 2024 | IP |



| 5. REVIEW CAIRS ACCIDENTS/INCIDENTS: |  |   |  |  |  |
|--------------------------------------|--|---|--|--|--|
|                                      |  | <p>Student reported back pain after moving a box and the fridge to look for something. They reported that after they got home they experienced severe back pain, and they called their lab manager who then took them to ER. Incident is still under investigation.</p> <p>Reminder to everyone that if you need any assistance moving any heavy items, to please contact the Operations team for assistance.</p> |  |  |  |

| 6. REVIEW OF WORKPLACE SAFETY INSPECTIONS |          |   |             |                            |        |
|---|----------|---|-------------|----------------------------|--------|
| None                                      |          |   |             |                            |        |
| Item #                                    | Priority | Action Plan<br>(Actions Taken/Need to be taken) | Assigned To | Follow up:<br>Date Pending | Status |
|   |          |   |             |                            |        |

\* GI – General Inspection

| 7. REVIEW EDUCATION AND TRAINING |          |   |             |                            |        |
|----------------------------------|----------|---|-------------|----------------------------|--------|
| Item #                           | Priority | Action Plan<br>(Actions Taken/Need to be taken)   | Assigned To | Follow up:<br>Date Pending | Status |
| ED-PharmSci-24/02/20-01          | E        | <p><b>New JOHSC Member Mandatory Training– Progress Update for New Members</b></p> <p>Justin Ohata reported that the first part of training is complete. Second part of training is in-progress.</p>  | Co-Chairs   | March 19, 2024             | IP     |
| ED-PharmSci-24/02/20-02          | E        | <p><b>JOHSC Member Training Update</b></p> <p>Emma Riek shared that she took a short webinar on Earthquake preparedness from the Vancouver Public Library. She shared that a great recommendation is to keep a pair of good walking shoes at work and in your car, in case you need to walk long distances after an earthquake or natural disaster.</p> | All Members | -                          | C      |



\* ED – Education and Training

| 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-PharmSci-23/10/17-01                      | E        | <p><b>Strangers in classrooms, building security concerns</b></p> <p>This item was left open as it was discussed in previous meeting that the response from SMT should be communicated to students.</p> <p>On January 10, Rehana and Tony attended the UBC Pharmacy Undergraduate Society (PhUS) meeting to share the SMT response and other information regarding the decision on not having security staff back in the building.</p> <p>There were some new reports received about student misbehavior in the last weeks. There has been an increase in security issues, such as theft in other faculties who have shared the concerns with their staff, and this was also flagged as a concern for Pharm Sci, as well, due to the increase of new individuals (flood restoration crew) with access throughout the building.</p> <p>A reminder that any issue or concerns about safety and security, do not hesitate to call campus security.</p> | Co-Chairs   | -                          | C      |
| NB-PharmSci-24/01/16-02                      | E        | <p><b>Service elevator issues, contingency procedures for lab users</b></p> <p>The service elevator has had less malfunctioning incidents in the last weeks, however it is still causing issues.</p> <p>There has not been any issue identified yet, so it might be that the whole elevator itself might need to be replaced, which will not happen right away. So in the meantime, please continue to report any discrepancies or any issues you have while using the service elevator, as this logging of information has been helping with troubleshooting.</p>  | Co-Chairs   | -                          | C      |

\* ED – Education and Training    \* GI – General Inspection    \*NB – New Business



| 9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC) |          |   |             |                      |        |
|---|----------|---|-------------|----------------------|--------|
| Item #  | Priority | Action Plan<br>(Actions Taken/Need to be taken)   | Assigned To | Date to be Completed | Status |
| IR202416973009A   | E        | <p><b>Worker sustained injury after falling four feet</b></p> <p>In January 2024, 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.</p> <p><b>Reminders:</b></p> <ul style="list-style-type: none"> <li>Any workplace incident that has caused a serious or life-threatening injury, must be reported to Campus Security at 604-822-2222 (after calling 911 emergency services) as part of the incident response.</li> <li>Incident investigations must be completed within 30 days, with description, unsafe conditions, contributors, causes, corrective actions, and worker rep participation.</li> </ul> | Co-Chairs   | -                    | C      |

\* REC – Recommendation Letter \*IR – WorkSafeBC Regulatory Inspection

| 10. NEW & OTHER BUSINESS |          |   |             |                      |        |
|--------------------------|----------|---|-------------|----------------------|--------|
| Item #                   | Priority | Action Plan<br>(Actions Taken/Need to be taken)   | Assigned To | Date to be Completed | Status |
| NB-PharmSci-24/02/20-01  | E        | <p><b>Flood restoration update</b></p> <p>Flood restoration continues to move forward. In terms of equipment, there was not a lot of serious damage reported. Lots of spaces have already begun dry-wall restoration, including carpet removal and replacement. Some areas have had windows removed, as well, to prepare for replacement.</p> <p>Some labs are already functional, and some continue to be under restoration.</p> | Jamal Kurtu | March 19, 2024       | IP     |



| 10. NEW & OTHER BUSINESS |   |  |           |                |    |
|--------------------------|---|--|-----------|----------------|----|
| NB-PharmSci-24/02/20-02  | E | <p><b>Pest Control Issues</b></p> <p>There has been an increased amount of mice sightings in the building now reaching up to the 5<sup>th</sup> floor.</p> <p>A reminder to not keep any food in your office, and if you do have food, to properly store it in airtight containers. And please alert the operations teams if you see any rodents.</p>  | Co-Chairs | -              | C  |
| NB-PharmSci-24/02/20-03  | E | <p><b>Reminder on Repetitive Strain Injuries</b></p> <p>Reminder that if you are doing any physical activity that requires repetitive motions/action, to ensure you have received proper training and report any injuries or discomfort that might cause repetitive strain injury.</p> <p>The UBC Ergonomics office offers many resources for all staff to avoid repetitive strain injuries.</p>   | Co-Chairs | -              | C  |
| NB-PharmSci-24/02/20-04  | E | <p><b>Safety Requirements for Fume Hood Lockouts</b></p> <p>UBC Safety and Risk Services will be performing the annual fume hoods audit, this is done to ensure engineering controls are functioning optimally and are in compliance with WorkSafeBC regulations.</p> <p>There will be a fumehoods inspection on February 20, to assess any damage caused by the flood. Later on there will be another fumehood audit, which all researchers will be informed of to prepare accordingly for said audit.</p> <p>This item was added to the agenda to discuss the procedures that need to take place to prepare for the audit, as in order for this to happen all chemicals need to be removed from the fume hood and this had caused push-back in the past from some researchers.</p> <p><b>Action Item:</b> Contact the Chemical Safety advisor for guidance on best way to handle this and what proper procedures are for these situations.</p> | Co-Chairs | March 19, 2024 | IP |





| 10. NEW & OTHER BUSINESS |   |  |           |   |   |
|--------------------------|---|--|-----------|---|---|
| NB-PharmSci-24/02/20-05  | E | <p><b>Building Emergency Response Plan Updates from SRS</b></p> <p>The 2024 <a href="#">BERP</a> template has been updated and accompanied by a list of changes. Please remember to annually review the BERP for your building and distribute a final copy to all the building occupants. The Pharm Sci response plan can be found on the <a href="#">website</a>.</p> <p>One of the most notable changes in the BERP this year is the requirement to email a copy of the completed BERP to SRS with any completed individualized evacuation plans removed.</p>  | Co-Chairs | - | C |
| NB-PharmSci-24/02/20-06  | E | <p><b>Duty to Cooperate &amp; Duty to Maintain Employment</b></p> <p>Effective January 1, 2024, amendments to the Workers' Compensation Act introduce the Duty to Cooperate and the Duty to Maintain Employment, aiming for a more collaborative return-to-work process for employees recovering from workplace injuries or illnesses.</p> <p>The duty to cooperate includes a requirement to:</p> <ul style="list-style-type: none"> <li>• Establish contact and maintain communication</li> <li>• Identify suitable work for the worker</li> <li>• Where reasonable, it requires an employer to make suitable work available for the worker</li> <li>• Requires the worker to not unreasonably refuse any suitable work when made available by worker</li> <li>• Prove WorkSafeBC with information required to support return to work efforts</li> <li>• Do any other thing required by WorkSafeBC</li> </ul> <p>For assistance and further details regarding the Stay at Work/Return to Work Program, please contact <a href="#">Grace Wang</a>, Manager, RTW &amp; Accommodations.</p> | Co-Chairs | - | C |
| NB-PharmSci-24/02/20-07  | E | <p><b>Pink Shirt Day on February 28</b></p>  | Co-Chairs | - | C |



| 10. NEW & OTHER BUSINESS |   |   |             |   |   |
|--------------------------|---|---|-------------|---|---|
|                          |   | On February 28, wear pink to show your support for an end to bullying and harassment in our communities. At UBC, we strive to provide a safe, respectful and productive environment for our faculty, staff and students.<br><br>Visit <a href="https://www.pinkshirtday.ca/">https://www.pinkshirtday.ca/</a> for more information. |             |   |   |
| NB-PharmSci-24/02/20-08  | C | <b>JOHSC member round table</b><br><br>No new updates reported by the committee.  | All Members | - | C |

\*NB – New Business

| 11. NEXT MEETING |                                      |
|------------------|--------------------------------------|
| Date:            | March 19 <sup>th</sup> , 2024        |
| Time:            | 12:00-1:00 p.m.                      |
| Location:        | Videoconference / In-person (Hybrid) |

| 12. MEETING ADJOURNED |        |
|-----------------------|--------|
| Time:                 | 1:00pm |

**LEGEND**

| PRIORITY: |  | STATUS:   |                  |
|-----------|--|-----------|------------------|
| <b>A</b>  | Critical/Life threatening/high probability   | <b>N</b>  | New              |
| <b>B</b>  | Urgent/moderate probability of re-occurrence | <b>R</b>  | Repeat           |
| <b>C</b>  | Important/low probability of re-occurrence   | <b>C</b>  | Complete         |
| <b>D</b>  | Reminders                                    | <b>IP</b> | In Progress      |
| <b>E</b>  | Information                                  | <b>RF</b> | 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)