



UBC C&W Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: C&W JOHSC

Worker Co-Chair: -
Employer Co-Chair: Kayla Shayne

Date: March 5, 2024

Time: 9:30 AM
Location: Zoom

AGENDA

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| <ol style="list-style-type: none"> 1. Roll Call 2. Determination of Quorum 3. Approval of Previous C&W JOHSC Meeting Minutes 4. Approval of Agenda <ul style="list-style-type: none"> • Additional Agenda Items per committee members 5. a) Review NEW Centralized Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents <ul style="list-style-type: none"> • New CAIRS reports or PHSA Reports, if relevant b) Review Accident/Incident reports with ongoing action items <ul style="list-style-type: none"> • 132026: Chem Spill, Confirm Lab has incorporated new emergency procedures into their manual • 132557 (132546): Gel Comb splash: Awaiting submitted SOPs re: gel combs for standardized document 6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers) <ul style="list-style-type: none"> • Completed Inspections for Committee Review • Update: FOM Inspection Survey Summary • Outstanding: Biosafety compliance letter, Kayla waiting for confirmation of retraining • Outstanding: Jackson lab | <ol style="list-style-type: none"> 7. Review Education and Training <ul style="list-style-type: none"> • Committee members to confirm they have registered for JOHSC Fundamentals 8. Ongoing Business – Status of Action Items <ul style="list-style-type: none"> • LST Checklist for Transition: <ul style="list-style-type: none"> ○ Still collecting information from members re: contact information & confirming Employee Groups ○ Nominations for Worker Co-Chair • JOHSC promotion: Dragons Den & ongoing event list 9. JOHSC Formal Recommendation Letters & Regulatory Inspections <ul style="list-style-type: none"> • See WSBC attachments in SRS Co-chair email 10. Safety and Risk Services Update <ul style="list-style-type: none"> • SRS Co-chair email 11. New and Other Business <ul style="list-style-type: none"> • Confirmation of Voting Process during Hybrid Meetings • Roundtable 12. Next Meeting: April 2, 2024 13. Meeting Adjournment |
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1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Beheroze Saththa	Non-Union Technicians and Research Assistants	BC Women's Hospital	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clare Beasley	Faculty	BCCHRI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Chai	PHSA	BCCHRI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mahfuza Sreya	Non-Union Technicians and Research Assistants	BC Women's Hospital	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mike Davey	Non-Union Technicians and Research Assistants	CMMT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emily Harvey	Non-Union Technicians and Research Assistants	BCCHRI	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jenny Lee	M&P—AAPS	BC Children's Hospital Clinical Support Building	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Rajavel Elango	Faculty	BC Children's Hospital Clinical Support Building	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Theresa Williams	Non-Union Technicians and Research Assistants	BCCHRI	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Employer Representatives		Work Location	Present	Regrets	Absent
Kayla Shayne		BCCHRI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jeffrey Helm		BCCHRI	<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"/>
Nick Steel (A)		SRS (FoM)	<input 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

** 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)

February JOHSC Minutes

- Move to adopt minutes. Moved by: Kayla Shayne Seconded by: Jeffrey Helm

Are the minutes approved? Approved with below changes:

Yes

No

4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

- NB: Incident on point grey campus this week

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. 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
133750 (133749) 2024-01-25	C	<u>Animal Bite:</u> REFER TO AW JOHSC Happened end of January- submitted after meeting package for last month. IP was completing training at the point grey campus and was bitten. AW JOHSC has recognized many incidents are reported during training when people are developing their confidence/skills, and debating whether devices to handle animals should be used. Kayla said they always use under gloves. Under gloves can hinder dexterity a little, so depends what work is being done. No further action required from this JOHSC	Mardi	N/A	C
134011 (134008) 2024-03-04	E	<u>Chemical Release:</u> An incident occurred at the Point Grey campus over the weekend involving the accidental release of ethylene oxide. No injuries occurred, but the SOP did not clearly outline that the canister should be placed directly in the autoclave bag, so when it was placed on the preparation bench it rolled off and the technician thought the activation button was deployed when they heard hissing. Mardi inquired whether gas sterilizers are used as BCCHRI, none believed to be used at BCCHRI. Information Only – no further action for this JOHSC	Mardi	N/A	C
INCIDENT/ACCIDENT INVESTIGATIONS WITH OPEN ACTIONS FROM PREVIOUS MEETING					
132026 (132024) 2023-09-18	C	<u>Spills:</u> Chem Spill. Mardi reached out to PI for 1:1 meeting, in lieu of sending a formal recommendation letter but has not had a response. Important that incident is followed up as a WorkSafeBC requirement. Jeffrey reminded PI to set up the meeting with Mardi & Kayla. 2/6: Meeting with PI took place, he has updated the lab safety manual and has submitted for review.	Mardi	04/05/24	C



		<p>Action: Updated safety manual to be reviewed by committee. No suggested edits from the committee. Mardi & Kayla to provide updated emergency posters to be confirmed in the manual.</p> <p>Update 3/5: Kayla to forward emergency procedures for PI to update emergency manual.</p>			
132557 (132546) 2023-12-06	C	<p>Contact with Chemicals (CWC): Person stacking gel, insertions of gel comb into apparatus caused gel to splash onto pants and legs. See January Minutes for more detail.</p> <p>Committee asked if there is an associated SWP with this procedure as it may be beneficial to have a facility-wide SOP/SWP to distribute. Emily to forward existing SOP to Mardi to collate. Mardi to investigate if current SOP exists and next steps.</p> <p>Update 2/6: Emily shared document and SOP clarifies the angle of insertion in the procedure & expected PPE. Noted that the SOP did not include chemical waste management. Committee discussed whether there is a standardized approach for disposal of ethidium bromide buffer. Mike noted he has a SOP for disposal of EtBr. Actions: Mike to send procedures for disposal of Ethidium Bromide to Madeline for circulation. Once collected, we can amalgamate into one SOP which will include hazardous waste disposal.</p> <p>Update 3/5: Mike to update and send out to Kayla and Mardi before next meeting</p>	Mike	04/02/24	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

Item # (Use Inspection #)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
	E	Inspection at Jacobson Lab did not take place as they in between grants and not currently using lab.	Kayla	03/05/24	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)

		Update 3/5: An inspection of Jacobson lab may be an inspection of the Vallance lab due to sharing a space, Kayla to check permits and advise whether this lab needs separate inspection			
Inspection Survey	E	<p>Inspection survey: Summary provided to the committee, 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. 87 Responses were collected from the CW Campus. Some noted seismic restraints were lacking which was noticeable during BCCHRI space review and has been included in that report as an actionable item.</p> <p>The committee agreed all who expressed interest in the committee should be invited to attend. Kayla recommended using the TV's/newsletters to reiterate some of the items with lower results (first aid, emergency locations, how to report incidents/accidents).</p> <p>Actions: Mardi to send list of room numbers that requested in survey for emergency numbers. Mardi to reach out to those who expressed interest in joining this JOHSC</p>	Mardi	04/09/24	IP
Carried forward from LST minutes	B	<p>Horvath Lab: A formal letter was sent regarding biohazard material which was left in a public space. The letter requested further training to be completed, and was sent in mid-December. No reply has been received to confirm training has been complete.</p> <p>Update 2/1: The lab responded to the letter but has not followed up on required actions. Kayla has sent multiple emails with no response.</p> <p>Actions: Kayla to visit lab for response and investigate if retraining has occurred.</p> <p>Update 3/5: Kayla unable to get in contact with individual; no response to emails. Kayla to reach out to Research Safety to see if person has finished training.</p>	Kayla	04/09/24	IP

* GI – General Inspection

7. REVIEW EDUCATION AND TRAINING

(General discussion, confirm all training is up-to-date, etc. For all actionable items please list below)



7. REVIEW EDUCATION AND TRAINING					
Item # (ED-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
ED-24/01/09-01	D	<p>As of February, everyone who has not yet completed JOHSC training will have 6 months to complete. There is a calendar here which provides intake dates. Training comprises two components, one online and one “in-person”, however both can be completed online via Zoom</p> <p>Action: Mike, Beheroze, David, Emily, Jeffrey, Jenny, Mahfuza and Theresa to complete training</p> <p>Update 3/5: Beheroze and Mahfuza have enrolled in part 1. Please note that committee members need to complete training by June to be in compliance</p>	ALL	03/05/24	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
N/A	D	<p>Nominations for worker co-chair: Please reach out via email to FoM team (Mardi, Madeline, Nick) or Kayla if you are interested in the co-chair position</p> <p>Update 2/1: No volunteers for Co-chair position. Kayla encouraged committee members to volunteer or speak to workers in their teams who may be interested.</p> <p>Action: Mardi and Madeline to provide more information on co-chair role to anyone who is interested.</p> <p>Update 3/5: No volunteers for co-chair. If a new member joins the committee they may be interested in the role</p>	ALL	03/05/24	IP
N/A	D	<p>Draft Terms of Reference: Committee noted the sites listed under the composition of JOHSC are more than currently in the committee e.g. GF Strong. Mardi noted WorkSafeBC best case scenario is that the committee has a rep from all sites, but a rep from the same working group (e.g. NUT) is also sufficient.</p> <p>Committee noted administrative workers, clinical research coordinators and workers interacting with patients are not necessarily currently getting the amount of support and mentorship they need, and would be a good group to</p>	Kayla	03/05/24	IP



8. ONGOING BUSINESS – Status of Action Items

		<p>target. Committee asked how we know that all sites on the list in the Terms of Reference want to be on the JOHSC, and how will we ensure we keep good attendance at committee meetings. Suggested to have ‘coffee with the JOHSC’ for workers to get to know members.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Nick to check budget allocations for coffee and snacks. • Kayla to bring lists of events currently planned that JOHSC could attend • Jeffrey volunteered to create a one pager communicating what the JOHSC is/does and welcoming members to join. • All committee members to read draft Terms of Reference for approval next meeting <p>Update 2/1: Terms of reference are approved by committee. TOR will be submitted to the UBC Deans Office for acceptance. Nick does not have confirmation of a set amount of money available. Committee agreed to go ahead and plan event. Kayla noted there are no vendor shows happening soon. Jeffrey noted there is a Dragons Dens event on Feb 28th from 2pm-4pm. Labs pitch their research to a panel of PIs who then vote with audience and award \$5k for research project. There will be a break at 3pm. Event will be in the atrium, with people around afterwards which could be an opportunity for the committee to talk to people about the JOHSC.</p> <p>Actions: Kayla to send email to committee for volunteers at the Dragons Den event.</p> <p>Update 3/5: Dragons Den event was missed. Committee members are asked to bring any events that may be suitable to join to the committee</p>			
NB-24/02/06-02	E	<p>Kayla asked if the committee wanted to keep current meeting time of 9:30am or change back to 10:00am.</p> <p>Action: Kayla to send out doodle poll to committee for either 9.30 or 10 start time</p> <p>Update 3/5: Kayla will send out poll today time TBC</p>	Kayla/ ALL	03/05/24	IP

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

Item #	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status
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9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
(use Recommendation or Report #)						
IR #202416973017A	E	On February 2, 2024, a worker slipped at Perugia Café on campus, causing them to fall and strike their head. The worker received first aid on scene, and was then transported to a hospital for medical treatment	N/A	2/6/24	N/A	C
IR #202416973021A	E	This Inspection Report documents the receipt and acceptance of the employer's full Incident Investigation Report (EIIR), relating to an incident which occurred February 2.	N/A	2/12/24	N/A	C

* REC – Recommendation Letter *IR – WorkSafeBC Regulatory Inspection

10. SAFETY & RISK SERVICES UPDATE					
Item # (SRS-yy/mm/dd)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
SRS-24/01/25	E	<ul style="list-style-type: none"> UBC BERP template has been updated. A reminder to check your Building Emergency Response Plan annually. Action: Mardi to update BCHRI BERP based on UBC template. Updates forwarded to Kayla for review. FYI- WorkSafeBC has made amendments to the Workers' Compensation Act focusing on 'Duty to Cooperate & Duty to Maintain Employment'. This refers to Return-To-Work processes and accommodation process. Pink Shirt Day- Feb 28, a reminder to speak to UBCs Respectful Environment statement. 	Mardi	N/A	C
SRS-24/02/29		<ul style="list-style-type: none"> Electrical Safety Website SRS has website with resources for electrical safety. It was noted that charging electric scooters can be hazardous, and it is important to check any non-issued chargers fit Canadian standards. Committee could suggest a new policy about charging scooters/bikes – will add to topics for newsletter/safety bulletins. SRS General Inspection Updates. Requirements for Emergency Exit signs have been updated on the General Inspection Template Daylight Savings starts March 10th—clocks go forward an hour. Take extra safety precautions in the days following 	N/A	N/A	C



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-24/03/05-01	E	Confirmation of Voting Process during Hybrid Meetings Mardi will add into the committee’s TOR a process for taking votes via Zoom poll in the situation where an anonymous vote is required.	Mardi	N/A	C
NB-24/03/05-02		Committee discussed an event in Toronto that happened recently when a rally passing by the hospital site resulted in hospital staff being accosted. Kayla asked the committee if they had any recommendations if a similar situation were to happen at C&W Hospitals. It was noted BC government are currently looking at legislation that protests cannot happen at a hospital site in BC. Committee agreed that any threat on site should be escalated beyond hospital security, as security can escort people from the site, but they do have limited resources. Committee agreed that communication is key, and if protests are known of in advance, that people are informed so they can avoid the area. It was noted that UBC has emergency response through the UBC safe app or via text message, however this can be problematic as peoples work locations are pulled from WorkDay and are not always accurate due to cross-appointment. Mardi noted the banners on the front page of UBC website are used to alert people of potential on-campus disruptions. Actions: Kayla to ask security what their response plan is for this type of situation, and what the communication lines are in this response plan. Kayla to see if HEMBC has current guidance of protests on or near hospital sites. Mardi to ask Emergency Management if there is ability to use their resources & confirm EOC communication channels for Hospital Sites.	Kayla/ Mardi	4/2/24	IP

*NB – New Business

12. NEXT MEETING

Date:	April 2, 2024
Time:	9:30 AM
Location:	Zoom



13. MEETING ADJOURNED	
Time:	10:20 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
- Posted on any Safety Bulletin Boards (if applicable)

Posting of Approved Meeting Minutes (Required):

- [UBC C&W JOHSC SharePoint](#)