



UBC Surrey Memorial Hospital Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: SMH JOHSC

Worker Co-Chair: -

Employer Co-Chair: Jacqueline Cheavins

Date: March 12, 2024

Time: 1:30 PM

Location: [Zoom](#)

AGENDA

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| <ol style="list-style-type: none"> 1. Roll Call & Introductions 2. Determination of Quorum 3. Overview of Committee Business & Scope 4. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes 5. Approval of Agenda <ul style="list-style-type: none"> • Additional Agenda Items per committee members 6. a) Review NEW Centralized Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents <ul style="list-style-type: none"> • 133997 b) Review Accident/Incident reports with ongoing action items 7. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers) | <ol style="list-style-type: none"> 8. Review Education and Training <ul style="list-style-type: none"> • New Member training 9. Ongoing Business – Status of Action Items 10. JOHSC Formal Recommendation Letters & Regulatory Inspections <ul style="list-style-type: none"> • See WSBC attachments in SRS Co-chair email 11. Safety and Risk Services Update <ul style="list-style-type: none"> • SRS Co-Chair email 12. New and Other Business <ul style="list-style-type: none"> • Formal Appointment of Committee Chairs • Committee Membership Recruitment 13. Next Meeting: April 9, 2024 14. Meeting Adjournment |
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1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Achille Gardellini	M&P - AAPS	City Centre 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Donald Kinloch	CUPE 2950	Surrey Fraser Valley Regional Service Clinic	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employer Representatives		Work Location	Present	Regrets	Absent
Jacqueline Grace Cheavins		Surrey Memorial Hospital	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bridget Begin		Surrey Memorial Hospital	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/Guests		Work Location	Present	Regrets	Absent
Mardi Henderson		SRS (FoM)	<input type="checkbox"/>	<input checked="" 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 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. OVERVIEW OF COMMITTEE BUSINESS & SCOPE					
Item # (Use Inspection #)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
N/A	E	FYI only: All incidents at the SMH campus involving students in programs based at UBC Pt. Grey are also discussed at the FoM Point Grey JOHSC. The purpose of these committee meetings is to identify, talk about, and help resolve health and safety concerns. The committee will also review inspections and incident reports, as well as discuss education and learning opportunities for committee members. Committee members have the	N/A	N/A	C



3. OVERVIEW OF COMMITTEE BUSINESS & SCOPE

		opportunity to bring forward any relevant information for discussion under New Business.			
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4. 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: N/A Seconded by: N/A

Are the minutes approved? **N/A- first committee meeting** Yes No

5. 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

6. 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
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<p>133997 2024-02-28</p>	<p>C</p>	<p>Other: An unauthorized person was found in a building stairwell. Drug use was suspected but not confirmed; person was later seen sleeping. Security was called to the scene, but did not stay long nor spoke to the person. Police were called; however, by the time they arrived, the person had left of their own accord. The stairwell is a fire exit for the building and therefore cannot be locked to keep people from going out, only coming in. There was concern this individual may have tried to keep the door propped open. Committee member asked how many guards are on duty at any one time and if there are enough resources to service all hospital buildings.</p> <p>Root cause: Despite the floor UBC workers occupy having card-only access, this person gained access to the stairwell via a floor with no card-access to stairs (floors 7 and 12) and walked down. No undiscovered entrance points that the person may have entered in.</p> <p>Corrective Actions:</p> <ul style="list-style-type: none"> • Achille followed up with hospital security on lack of assistance. The operations supervisor expressed surprise at actions of security guard. An attempt was made to gather information from security company on the scope of their business but only gave general information. • Security supervisor has followed up with worker and reiterated their role is to stay on scene and provide assistance until the police arrive if necessary. Security has assured their team will patrol the floor more often including the stairs and be at the scene as required. Security has not specified how often they will increase monitoring to, but have said they will be more frequent to make themselves visible. • Doors were confirmed to be in working order, closing securely. • Achille followed up with building management to discuss other potential ways to lock the floor to make it more secure. • Confirmed there are no cameras in stairwell and proposing to install them would need to be brought up to strata as the building is not a UBC space. Cameras are installed in the hallways and the hospital campus security is already monitoring the floors. • Staff have been told to avoid the stairs, particularly in the early morning hours, and to check doors have closed securely behind them. • The installation of glass doors with card-access by the elevators has been approved. Expected installation around May-June this year. This is a great 	<p>Mardi/ Achille</p>	<p>4/9/24</p>	<p>IP</p>
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		<p>solution that will add an additional layer of security and aid with members of the public who enter the floor accidentally.</p> <p>Actions: Achille to follow up with security on the following:</p> <ul style="list-style-type: none"> • How many security guards are on patrol at one time? • What will the monitoring of this areas be increased to e.g. x amount of times per day 			
INCIDENT/ACCIDENT INVESTIGATIONS WITH OPEN ACTIONS FROM PREVIOUS MEETING					
N/A	E	<p>Prior to this meeting, an incident occurred where a cleaner found a used sharp based on RCH.</p> <p>Root cause was not identified, including the individual responsible.</p> <p>Corrective actions: Donald added more sharps containers and hand sanitizer after discussing with facilities team.</p>	N/A	N/A	C

7. 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
N/A	E	<p>FYI only: Regulations require workspaces to be inspected annually as a minimum. The inspection survey that FoM put out in January is an example of workplace inspection for administration areas. Nick confirmed the FoM team are able to attend or assist with scheduling inspections. Under this agenda item the committee will discuss any inspections and any corrective actions that are required.</p>	N/A	N/A	N/A

* GI – General Inspection



8. 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-24-03-12-01	E	Joint committee members are required to take 8 hours of training within 6 months of becoming a member. Available dates can be found via the Training Calendar .	ALL	Sept 2024	IP

* ED – Education and Training

9. 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	N/A	N/A	N/A	N/A	N/A

10. 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
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

11. 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
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11. SAFETY & RISK SERVICES UPDATE

SRS-24-02-29	E	<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. SRS General Inspection Updates. Requirements for Emergency Exit signs have been updated on the General Inspection Template 	ALL	N/A	C
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12. NEW & OTHER BUSINESS

<ul style="list-style-type: none"> 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-24-03-12-01	D	Formal Appointment of Committee Chairs Achille volunteered as worker co-chair with committee approval. Co-chairs alternate chairing each meeting. Appointments are two years; the Terms of Reference will specify these appointments run until June and then are renewed so that all JOHSC co-chairs renew simultaneously.	ALL	N/A	C
NB-24-03-12-02	E	Committee Membership Recruitment Nick is actively recruiting for faculty representatives. The JOHSC membership should reflect the worker groups on site, so if other union groups or worker types are present and have representatives interested in joining the committee, please let us know. Action: Nick to report back next meeting regarding faculty members	ALL	4/9/24	IP
NB-24-03-12-03	D	Terms of Reference These define the scope of the committee. Please read and ask any questions so they can be accepted and formally adopted at the next meeting. In particular, please check the unions represented accurately reflect the workforce at SMH.	ALL	4/9/24	IP
NB-24-03-12-04	E	FYI only: Residents are considered workers as they are employed by the health authority (VCH). Resident incidents will not be brought to this committee as they are reported through VCH and their assigned Health Authority, not CAIRS (UBC reporting system). Health professions students are considered workers while on practicums. Student representatives are committee members at the	N/A	N/A	C



12. NEW & OTHER BUSINESS					
		FoM Point Grey JOHSC as that is where their education program are based. Only UBC workers will be represented at this committee.			
NB-24-03-12-05	C	<p>Achille communicated First Aid and Fire Safety Plan are needed on site. Committee member asked what the responsibility of this committee was in regard to these. Nick confirmed the committee does not have a responsibility to create a plan, only to review, communicate with workers and help distribute. A building emergency response plan will cover these areas, including evacuation plan and muster stations. As security at SMH are not first aid providers, first aid representative are required.</p> <p>Action: Achille is in communication with Mardi regarding this. Both to provide updates when able.</p>	Mardi/ Achille	4/9/24	IP

*NB – New Business

13. NEXT MEETING	
Date:	April 9, 2024
Time:	1:30 PM
Location:	Zoom

14. MEETING ADJOURNED	
Time:	2:30 PM

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):

- TBC
- [SMH JOHSC SharePoint](#)