



## APSC Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Faculty of Applied Science

Worker Co-Chair: Sean Buxton, MECH  
Employer Co-Chair: Marlene Chow, CHBE

Date: Wednesday, March 13, 2024

Time: 09:00 - 10:30am  
Location: Hybrid - CEME 2202 & Zoom Meeting

### AGENDA:

<ol style="list-style-type: none"> <li>1. Roll Call</li> <li>2. Determination of Quorum</li> <li>3. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes</li> <li>4. Additional Agenda Items, Review Actionable Items from Local Safety Team (LST) Minutes &amp; Approval of Agenda</li> <li>5. Review Central Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents             <ul style="list-style-type: none"> <li>• Monthly Incident List &amp; Statistical Summary Report</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)</li> <li>7. Review Education and Training</li> <li>8. Ongoing Business – Status of Action Items</li> <li>9. JOHSC Recommendation Letters (Correspondence)</li> <li>10. New and Other Business</li> <li>11. Next Meeting</li> <li>12. Meeting Adjournment</li> </ol>
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1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Aaron Hope	AAPS	MINE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carmen Jensen (A)	FAC	MINE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cindy Wong	AAPS	BPI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Erin Hagen	CUPE 116	CHBE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gable Yeung (A)	NUT	ICICS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gary Lockhart (A) (Left at 9:32 am)	AAPS	BRIM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heli Eunike (A)	CUPE 116	MTRL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jennifer Pelletier	AAPS	MECH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jill Mahy	FAC	NURS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Worker Representatives	Association/ Union	Work Location	Present	Regrets	Absent
Markus Fengler	FAC	MECH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Robert Geyer	AAPS	SALA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ross Sheppard (A)	AAPS	ECE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roza Vaez Ghaemi (A)	CUPE 2278	CHBE/BME	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sabrina Fried	AAPS	ECE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scott Jackson	AAPS	CIVIL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sean Buxton	AAPS	MECH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wendie Wu	CUPE 2278	CHBE	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Employer Representatives	Association/ Union	Work Location	Present	Regrets	Absent
Ailish Statham	AAPS	APSC DO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Melissa Ethridge (A)	AAPS	APSC DO	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Marlene Chow	AAPS	CHBE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/ Guests		Work Location	Present	Regrets	Absent
Janet Hankins	Resource	Safety & Risk Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Richard Colwell	Administrator	APSC DO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laura Thomsen	Administrator	APSC DO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Note: Alternates are indicated by (A)					

## 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 a quorum for this meeting? <i>* If a 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"/>
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## 3. APPROVAL OF PREVIOUS JOHSC MEETING MINUTES

<i>(Statement to indicate minutes of previous meeting have been read &amp; acknowledged and to record any corrections to it)</i>		
<ul style="list-style-type: none"> <li>• Move to adopt minutes.</li> </ul>	<u>Jen Pelletier</u>	<u>Jill Mahy</u>



**3. APPROVAL OF PREVIOUS JOHSC MEETING MINUTES**

• List amendments to minutes      Moved by: \_\_\_\_\_      Seconded by: \_\_\_\_\_

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Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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**4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA**

Approved by Sabrina Fried   Seconded by Markus Fengler	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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**5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:**

See the attached incident report: N/A

- Monthly Incident List & Statistical Summary Report *(make note of trends etc. For any general CAIRS information that requires discussion or action, please record under "New Business." Any incident-specific items and follow up requests are to be listed below)*

(\* See Legend at the End for Priority and Status Codes)

Item # <small>(Use CAIRS Incident ID #)</small>	Priority	Date	Action Plan <small>(Actions Taken/Need to be taken)</small>	Assigned To	Follow up: Date Pending	Status
			<b>Old reports w/follow up</b>			
			<b>CHBE, CERC, &amp; BRIC</b>			
133779 133771	C	2024-02-01	<p><b>Equipment breakage:</b> A reactor was being used for experiments. The vessel was stuck to the lid (even after depressurizing). In attempts to release the vessel, the individual pressurized the vessel to about 500psi which led to the vessel blowing off of the lid. The force of impact destroyed the valves on the reactor and the lever bar for lifting the vessel.</p> <p><b>Corrective Actions:</b> - Take equipment out of commission</p>	EH (CHBE)		C



			- Update SOP to include more HAZOP analysis of the unit and get approved by Safety Coordinators <b>Complete:</b> The unit will have a safety audit conducted by the LST once the repairs are completed and it is back ready for operation.			
			<b>New reports</b>			
			<b>ASPC</b>			
133946 133942	C	2024-02-23	<b>Title:</b> Oven fire <b>What happened:</b> 12:15pm: Pre-preg Epoxy/Carbon Fiber composite part was layed-up on a mold made from sheet steel and wrapped in oven-safe layup bagging materials. 1pm: smoke then appeared from the top of the oven and Report writer immediately unplugged oven. Other witnesses smelled the smoke, came into room. The Bay Door to outside in 101A was opened as the room was quickly filling with smoke and the door between 101A and 101 was closed. Fire Department/911 called, Witness Four grabbed extra Fire Extinguishers from EDC 101. Witnesses placed a large ventilation fan in front of the door to draw out smoke. The doors of the oven were initially left closed to avoid oxygenating the fire, and ABC fire extinguisher used through the vacuum pump pass-through hole in the oven to fight the fire. Oven doors then opened and two fire extinguishers used to extinguish the fire. Shortly after the fire was extinguished, the Fire Department arrived. They checked that the fire was out and that the room contained no more hazards, then turned off the building alarm. They also verified that there was no damage to the overhead vents in the room. 1:30pm - Report writer explained the incident to two UBC facilities managers on site. They noted that they could help replace used Fire Extinguishers. Incident Report to CAIRS & APSC Safety Officer by EOD.	RC (APSC)		C



			<p>2pm - BOps facility manager returned to the EDC and had Report writer relay the details of the incident to UBC Safety &amp; Risk Services in detail. 2:10pm - The non-hazard areas of the room were cleaned up to remove the Fire Extinguisher dust. All students clearing the room wore respirators, gloves, and safety glasses. 3pm - BOps informed Report writer that WorkSafeBC would not be investigating and that hazard area could be cleared. Again, all students wore PPE and used heavy duty garbage bags to dispose of burned debris safely.</p> <p><b>Root Cause:</b> Oven heating fault</p> <p><b>Actions and Resolutions:</b> 1) Oven and cabinet removed from service. C. 2) SOPs to be updated to address pre-preg bag orientation and process monitoring. 3) Fire extinguisher replacement. C. 4) Temperature controller inspection to determine if logs are recoverable (controller fried: no logs available). C. 5) Relocation of flammables cabinet from composites room to EDC 211.</p> <p><b>Question:</b> Was the oven CSA certified? <b>A:</b> Unknown but assume it was modified via the temperature module. Going forward all modified design team equipment will be inspected and assessed.</p>			
			<b>CHBE, CERC, &amp; BRIC</b>			
134001 133987	C	2024-03-01	<p><b>Potassium Iodine Splash:</b> An individual was experimenting with a flow cell system, where the electrolyte viscosity increases causing the feeder tubes to pop out of the apparatus. The individual built a containment vessel to limit protect the user from these splashes. This time when running the experiment, after a few minutes with no leaks, they opened the vessel to observe the fuel cell. Then the tubing popped off and splashed electrolyte. It was mostly contained in the vessel, but some splashed on the</p>	EH (CHBE)		C



			<p>individuals arms and face. They were wearing appropriate PPE, but used the eye wash station just in case any got into their eye. They then cleaned the mess then reported the incident to the Safety Coordinator.</p> <p><b>Corrective Actions:</b></p> <ul style="list-style-type: none"><li>- Confer with the workshop to see if there is a way to eliminate the risk overall – i.e., different fittings, tubing, pump, electrolyte, etc.</li><li>- Add signage to vessel (and SOP) to NOT open while unit is running/charged.</li></ul> <p><b>Comment:</b> Tubes should match pressure and goggles/face shield should be used in pressure experiments.</p>			
			<b>CIVIL</b>			
134024	C	2024-03-07	<p><b>Title:</b> Worker Fall in CEME Hallway</p> <p><b>What happened:</b> At around 4:45pm today outside the CEME 1301 lab in the hallway, I found the student worker sitting up on the floor. The student was disorientated and confused. Another staff member was the first on the scene. It appeared they fell on the floor. A few minutes later I went outside and saw the worker sitting up on the floor and on their phone. Everything seemed ok and the worker reassured us that they were okay. Another staff member eventually came by and was conversing with the student and providing comfort. The student had no recollection of what happened or why. I am aware this particular student had a previous health issue which may be related. There were no tripping hazards and water on the floor that would cause him to slip. It was noticed there was a big bump on the student's head. I called Campus First Aid and the attendant arrived on scene at around 5:25pm. The attendant checked up on the student and</p>	SJ (CIVIL)		C



			decided to drive the student to UBC Hospital for further examination. <b>Root Cause:</b> Unknown/pre-existing medical condition. <b>Actions and Resolutions:</b> Supervisor discussed with student to limit work to regular work-hours (M-F; 9am-5pm) and to perform daily health self-assessments prior to coming to work.			
			<b>NURS</b>			
133909 133927	C	2024-02-20	<b>Title:</b> Right Finger cut <b>What happened:</b> Student was attempting to open a glass ampule and during the process cut their right index finger. Student rinsed finger with water and applied pressure on the wound with paper towel, followed with applying bandaid to the site. First Aid was declined. <b>Root Cause:</b> Knowledge / skill / experience lacking <b>Actions and Resolutions:</b> Remind the student about the proper procedure for safely opening an ampule, to reduce the risk of laceration. Encourage the student to be more attentive and take their time during the process.	JM (NURS)		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)**

*Attach inspection checklist(s) and report(s) to these meeting minutes and use this table to record the discussion and new recommendation(s)*

		<b>Previous inspections with follow-up items:</b>			
		<b>APSC</b>			
GI-EDC Offices- 23/11/14	C	Engineering Design Centre- Office and Administration spaces: 1) No Fire drill in the last 12 months. To be scheduled for 2024. 2) Some, but not all, bookshelves are secured to walls. SR to be submitted once vacant offices are occupied.	RC (APSC)	2024-04-14	IP
		<b>BRIM</b>			



6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)								
GI- BRIM- 23/12/14-01	C	JOHSC Action	Date	Location	Significant Issues	GL (BRIM)	2024-04-10	IP
		none	10/23 /23	341/343 ECE lab bioelectronic materials & devices	1) update emergency contact information 2) post no eating drinking signa 3) assemble spill kit 4) dispose overflowing sharps containers 5) update chemical inventory and post 6) acquire small step ladder 7) rearrange items on overhead shelves			
		none	11/01 /23	442/443 ECE lab 3d -printing	1) fire extinguisher testing expired 2) initiate weekly eyewash testing 3) discard unsafe electrical cords 4) dispose of isopropanol waste (> 25 L) 5) update and post chemical inventory 6) initiate peroxide testing for methyl isopropyl ether			





6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)								
		none	10/25 /23	447 ECE lab silicon photonics technologies	1) initiate laser safety protocols (warning signage, laser goggles) 2) update emergency contact signage 3) implement working alone procedures 4) create orientation records 5) rearrange some large items on shelves 6) post updated chemical inventory 7) dispose of waste chemicals			
<b>CHBE, CERC, &amp; BRIC</b>								
GI-CHBE-23/02/08	C	Microwave-assisted pyrolysis (MAP) pilot plan: Not quite ready, waiting for final CSA approval, complete hazard analysis, automating a shutdown, alteration of platform to prevent falls/tripping and Personal Safety Gear. <i>Update – May 10<sup>th</sup>, 2023: Has been CSA approved and SOP updated – reviewing the new SOP and HAZOP then will reinspect</i>			EH (CHBE)	2024-04-10	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)						
GI-CERC/CHBE-23/11/08-05	C	CERC 274 / CHBE 634	<ul style="list-style-type: none"> <li>- Update door signage (274/634) (IP)</li> <li>- Create and keep training records (274/634) (IP)</li> <li>- Remove chemicals from floor (274/634) (IP)</li> <li>- Make appropriate labels for all chemicals in the lab (634) (IP)</li> <li>- SDS's need to be updated (274/634) (IP)</li> <li>- Biosafety cabinet needs to be annually certified (274/634) (last checked July 2022) (IP)</li> <li>- Biosafety permits must be posted in the space (274/634) (IP)</li> <li>- Get lids and labels for the biohazardous waste containers (274/634) (IP)</li> <li>- Overall cleanliness is an issue; very crowded – should be cleaned (634) (IP)</li> </ul>	EH (CHBE)	2024-04-10	IP
GI-CERC/CHBE-23/11/08-06	C	CHBE 171	<ul style="list-style-type: none"> <li>- Shelves need seismic restraints (IP)</li> <li>- Create and keep training records (IP)</li> <li>- Make appropriate labels for all chemicals in the lab (IP)</li> <li>- Chemical inventory and SDS's need to be updated (IP)</li> <li>- Overall cleanliness is an issue; very crowded – should be cleaned (IP)</li> </ul>	EH (CHBE)	2024-04-10	IP
GI-CHBE-24/02/14-01	C	<p>Fume hood inspections occurred at the beginning of the month: - A few need rearranging before getting retested (in progress)</p> <p>- One does not meet WorkSafeBC standards and needed an SR submitted 2024-03-13 – Update: - A few need rearranging before getting retested (in progress) - One does not meet WorkSafeBC standards and needed an SR submitted: getting retested despite no repairs being completed. SRS to follow up with BOps and address at April meeting.</p>		EH (CHBE) + JH (SRS)	2024-04-10	IP
<b>MINE</b>						
GI-CMP-23/12/11-01	C	<p>Inspection Date: Dec 11, 2023</p> <p>Location: CMP 100, 101, 101A, 101B, 108, 109</p>		AH (MINE)	2024-04-10	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)					
		Notable Issues: CMP 101-machine maintenance/inspection logs to be updated. JOHSC Action Required? No			
GI-CMP-24/01/22	C	Inspection Date: Jan. 22, 2024 Location: CMP 201; 205; 304 Notable Issues: Fume hood needs repair and retesting/certification (complete) -Acid cabinet door latch not working properly, replacement parts ordered. (Feb 2024) JOHSC Action Required? No	AH (MINE)	2024-04-10	IP
GI-CMP-24/01/20	C	Inspection Date: Jan. 20, 2024 Location: CMP 102; 110; 111; 111A; 151 Notable Issues: Manuals for equipment not readily available (PIs to locate and include hard copy next to equipment rm.111) -housekeeping concerns (complete) JOHSC Action Required? No	AH (MINE)	2024-04-10	IP
		<b>NEW INSPECTIONS</b>			
		<b>BRIM</b>			



6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)								
GI-BRIM-24/03/13-01	C	JOHSC Action	Date	Location	Significant Issues	GL (BRIM)	2024-04-10	IP
		(none)	23-11-08	BRIM 141 MTRLS (orientation )	<ul style="list-style-type: none"> <li>a) Appoint a lab safety person</li> <li>b) Assemble a lab safety binder to hold personal safety orientation checklists (AMPEL intake form), safety certificates, and lab specific training on equipment and procedures. A digital binder is fine too. A second binder could have hard copies of SDS's.</li> <li>c) Post and designate a person to fill out Monthly Safety Checklist</li> <li>d) Post AMPEL Emergency Information form</li> <li>e) Update "hazard diamond"; i.e., fill out and submit SRS Signage Application form.</li> <li>f) Post chemical inventory near lab entrance and date. Update annually.</li> <li>g) Get pail from Materials Stores for clean glass laboratory waste (AMPEL will supply bags.)</li> </ul>			
		ECE						
GI-ECE-2024-03-13-01	C	JOHSC Action?	Date	Location	Significant Issues	SF (ECE)		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)							
		No	Feb. 2024	X321	Ergonomics concerns with the existing desks.		
		No	Feb. 2024	KAI 3085/3095	No significant issues		

\* 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	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status

\* 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
		APSC			
NB-21/09/08-01	D	LST membership: Asking all LSTs to submit any changes to their membership to Richard to update list on respective share-point sites.	RC (APSC)		R
NB-23/01/11-04	C	<b>Enrolment in the new chemical safety program:</b> Enrolment in the new chemical safety program	All Committee Members		R
NB-23/06/14-01	E	<b>Outstanding items in JOHSC minutes:</b> Asking all JOHSC reps with old or outstanding inspections and items arising to contact RC and LT (APSC) with updates to close items off in the minutes	All Committee Members		R
		<b>Items arising from previous LST meetings:</b>			



8. ONGOING BUSINESS – Status of Action Items					
NB-23/10/11-04	E	<p>APSC JOHSC Co-chairs completing the Annual JOHSC Evaluation with SRS: IP. Will be presented to JOHSC membership upon completion.</p> <p><i>Dec 13, 2023 – Update: Additional goal for 2024- Advocate to SRS for the development of an Electrical Safety Program for UBCV.</i></p> <p><i>Jan 10, 2024 – Update: RC to bring up to SRS the need for electrical safety education/training for administrators/Pis around purchasing CSA (or equivalent) certified equipment for use at UBC.</i></p> <p><i>2024-02-14 - Update: From SRS “SRS will only be rolling out a general electrical safety page. We do not anticipate including an SOP for Electrical Certification. SRS suggests that APSC could develop something specific for the faculty if required.” UBCO SoE has a policy in place that UBCV could adopt (available on share-point in ‘Safety Share’)</i></p> <p><i>Update 2024-03-13: New Electrical Safety page on SRS website (see New Business below). <b>Completed</b></i></p>	MC (CHBE) + SB (MECH)+ RC (APSC)		C
NB-23/11/08-05	C	<p><b>APSC - LiPo Battery safety:</b> Question for SRS: what is the status of the Lithium battery safety guidance document/program? MECH points to a Penn State program that could be used in the interim.</p> <p><i>Dec 13, 2023 – Update: MC (CHBE) connected RW (SRS) with SMEs to review and comment on draft battery safety guidelines.</i></p> <p><i>2024-03-13 – Update: MC (CHBE) connected RW (SRS) with SMEs to review and comment on draft battery safety guidelines. Any updates?</i></p> <p><i>Update 2024-02-14: Encourage use of Penn State guidance document among APSC units in the interim. <b>Completed</b></i></p>	MC (CHBE) RW (SRS) RC (APSC)		C
NB-24-02-14-01	C	<p><b>Trespasser in APSC spaces:</b> Known trespasser has returned to campus. Arrested in September at ICICS. Spotted in Kaiser Atrium in early January.</p> <p><i>Update 2024-02-14: See BRIM LST report.</i></p>	RC (ASPC)		C
NB-24-02-14-02	C	<p><b>EUS cash drop-off box in ESC:</b> EUS has indicated that they cannot host a cash drop-off box for departmental clubs in the ESC.</p> <p><i>Update 2024-02-14: Promote cashless options for student clubs, UBC Finance has preferred vendors for this. <b>Completed</b></i></p>	RC (ASPC)		C



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

9. JOHSC RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafe BC)						
Item # <small>(use Recommendation #)</small>	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status
IR# 202416973017A	C	<p><b>Description:</b> On February 2, 2024, a worker slipped at Perugia Café, 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. There were zero (0) orders issued to the University.</p> <p><b>JOHSC/LST General Learnings/Discussion Points:</b> As a reminder, any workplace incident that has caused a serious or life-threatening injury, plus all other immediately reportable incidents, must be reported to Campus Security at 604-822-2222 (after calling 911 emergency services) as part of the incident response. More information regarding what to do in the event of a serious incidents, possible serious incident, or other immediately reportable incidents can be found on the SRS Website. Encourage everyone to report incidents and near misses into CAIRS within 48 hours of the occurrence so that a preliminary investigation can be completed within 48 hours as required by section 71 of the Workers Compensation Act Reminder that incident investigations require a site visit that must be completed within 30 days, and include a detailed description of incident, unsafe conditions, contributors, causes, corrective actions, and the name of the participating worker representative.</p>	RC (APSC)	2024-02-06		C



9. JOHSC RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafe BC)						
IR# 202416973021A	C	<p><b>Description:</b> 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, when a worker slipped at Perugia Café, causing them to fall and strike their head. There were zero (0) orders issued to the University.</p> <p><b>JOHSC/LST General Learnings/Discussion Points:</b> Reminder that incident investigations require a site visit that must be completed within 30 days, and include a detailed description of incident, unsafe conditions, contributors, causes, corrective actions, and the name of the participating worker representative.</p>	RC (APSC)	2024-02-12		C

\* REC – Recommendation Letter

10. NEW & OTHER BUSINESS					
Item # (NB-yy/mm/dd-01)	Priority	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
		<b>Items arising from LST meetings for March meeting:</b>			
NB-24/03/13-01	C	<b>CHBE, CERC, &amp; BRIC:</b> Updated the Building Emergency Response Plan as per the new changes. Approved by LST on March 5.	EH (CHBE)		C
NB-24/03/13-02	C	<b>ECE:</b> <b>Fire Safety:</b> Found an outdated fire extinguisher in server room K3035: replacement requested and to be included in the building inventory. The annual testing of the fire alarm systems for the Kaiser and Macleod building have been scheduled as follows: Macleod building – Thursday March 14, 2024 10:00pm to 11:00 pm. Kaiser building – Tuesday March 19, 2024 10:00 pm to 11:00 pm. Recruitment and renewal of floor wardens for Kaiser and Macleod is now complete.	SF (ECE)		C





10. NEW & OTHER BUSINESS					
		<p><b>HAZMAT issues:</b> Expired and/or empty propane tanks have been removed. Abandoned thermal evaporator in a CIRS storage cage. The vapour trap in the evaporator is likely contaminated with mercury and possibly other metals: disposal options being explored.</p> <p>Question: Cannot ESF take the evaporator? A: ESF says it is too large, needs external vendor to take away.</p> <p><b>Emergency preparedness:</b> A full inventory of the supplies is in process to determine what needs to be replaced or replenished.</p> <p>Safety training: Safety 101 training is now a pre-requisite for Makerspace training. The Canvas course for the latter is being updated to reflect this. A new Canvas course is being developed for TAs in the department.</p> <p>Special Safety/Facilities Projects: Assessment of air quality in the Makerspace 3D printer room has been completed by Kane Consulting. The consultant will be sending in a formal, written report but early indications are that the room has less than half the ventilation it needs to meet current uses, let alone our plans for growth.</p>			
NB-24/03/13-03	C	<p><b>MECH:</b></p> <ul style="list-style-type: none"> <li>• A link has been added to the Penn State Lithium Battery Safety Program on the MECH safety website resources page. Purchased a fireproof cabinet for RH 120.</li> <li>• MECH's maker space may have had an issue with student(s) opening and changing settings in the waterjet control panel. UBC security it checking the footage to see if we can work out who did this.</li> </ul> <p>We are looking into getting a new lock (as the training and signage has not stopped whoever did this.)</p>	SB (MECH)		C



10. NEW & OTHER BUSINESS					
		<ul style="list-style-type: none"> <li>We discussed the EDC Composites room oven fire (CAIRS #133946) as the MECH students who were involved handled it so well</li> </ul>			
NB-24/03/13-04	C	<b>NURS:</b> All inspections completed in January 2024.	JM (NURS)		C
<b>NEW BUSINESS</b>					
NB-24/03/13-05	C	Bathroom Posters: 'Incident Reporting' poster forwarded to APSC MARCOM to be distributed as a follow-up to CAIRS statistics reviewed in January. Estimated to be included in schedule for late April/early May 2024. <i>Completed</i>	RC (APSC)		C
NB-24/03/13-06	E	Electrical Safety Website: Safety & Risk Services now has information focused on electrical safety. This resource is designed to equip you with the knowledge and tools necessary to minimize risks of fire, shock, or injury associated with electrical systems. Please visit the <a href="#">Safety &amp; Risk Services website</a> to learn more about safe work practices on electrical safety.	RC (APSC)		C
NB-24/03/13-07	E	SRS General Inspection Updates: <i>Emergency Exit Signs</i> - UBC Facilities has been receiving calls to install new emergency signs as an action item resulting from local area inspections. As a result, we have revised <b>Item # B-4</b> under section <b>B. Interior – Common Areas, Hallways, and Stairs</b> in the <a href="#">General Inspection Template</a> . This revision specifies that the inspection of illuminated emergency exit signs is applicable only to "existing or installed" exit signs. The focus should be on ensuring that all current or newly installed signs are visible and functional.	RC (APSC)		C
NB-24/03/13-08	E	Electrical Panel Clearance: Building Operations' teams, have observed that the required 1-meter clearance in front of electrical panels are not being maintained throughout campus. When conducting your inspections, be diligent in ensuring this clearance is maintained. Please contact your <a href="#">facilities manager</a> if	RC (APSC)		C



10. NEW & OTHER BUSINESS																					
		you have any questions. Relevant inspection templates have been updated to reflect this communication.																			
NB-24/03/13-09	E	Jody Swift leaving the JOHSC as Employer rep. The JOHSC thanks Jody for her valuable input and participation during her time as a member. New Employer rep from the Dean's Office to join next month	RC (APSC)		C																
		<b>Informational Items</b>																			
NB-24/03/13-10	E	<p><b>SRS:</b> Daylight Savings Time starts Sunday March 10 at 2:00am: On March 10, set your clocks forward one hour. In anticipation of losing one hour of sleep, here are some tips to ease the effects of the switch:</p> <ul style="list-style-type: none"> <li>a. Rest up: Go to bed earlier to get your usual amount of sleep so you can be well rested and alert</li> <li>b. Plan ahead: Give yourself extra time to drive to and from work especially during the Monday commute</li> <li>c. Step up the safety: Take extra safety precautions on days following the switch to help avoid workplace incidents</li> <li>d. Consider scheduling particularly hazardous work later in the week (where possible) after employees have had more time to adjust their sleep schedules</li> </ul>	RC (APSC)		C																
NB-24/03/13-11	E	<p>JOHSC and LST Training: New dates have been released for JOHSC and LST training. You can register for JOHSC training <a href="#">here</a>, and LST training <a href="#">here</a>.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d9e1f2;"> <th colspan="2">JOHSC Training</th> <th colspan="2">LST Training</th> </tr> <tr style="background-color: #d9e1f2;"> <th>Part 2a</th> <th>Part 2b</th> <th>Part 2a</th> <th>Part 2b</th> </tr> </thead> <tbody> <tr> <td>March 12<sup>th</sup> 1:00pm – 3:00pm</td> <td>March 15<sup>th</sup> 10:00am – 12:00pm</td> <td>April 15<sup>th</sup> 10:00am – 11:30am</td> <td>April 17<sup>th</sup> 1:00pm – 2:30pm</td> </tr> <tr> <td>May 14<sup>th</sup></td> <td>May 16<sup>th</sup></td> <td></td> <td></td> </tr> </tbody> </table>	JOHSC Training		LST Training		Part 2a	Part 2b	Part 2a	Part 2b	March 12 <sup>th</sup> 1:00pm – 3:00pm	March 15 <sup>th</sup> 10:00am – 12:00pm	April 15 <sup>th</sup> 10:00am – 11:30am	April 17 <sup>th</sup> 1:00pm – 2:30pm	May 14 <sup>th</sup>	May 16 <sup>th</sup>			RC (APSC)		C
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10. NEW & OTHER BUSINESS						
		11:00am – 1:00pm	1:00pm – 3:00pm			
NB-24/03/13-12	E	<a href="#">Road Safety at Work</a>			RC (APSC)	C
NB-24/03/13-13	E	WorkSafeBC: a. <a href="#">eNews</a> b. <a href="#">Recent work-related incidents reported to WorkSafeBC</a>			RC (APSC)	C

\*NB – New Business

1. NEXT MEETING	
Date:	Wednesday, April 10, 2024
Time:	09:00 – 10:30
Location:	Hybrid: In person (CEME 2202) & Zoom
2. MEETING ADJOURNED	
10:07 AM	Moved by: Markus Fengler Second by: Sabrina Fried

**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)