



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Faculty of Science – JOHSC

Worker Co-Chair: Kate Blackburn
Employer Co-Chair: Glenn Sammis

Date: Thursday March 14, 2024

Time: 11:30 am
Location: Zoom

AGENDA:

<ol style="list-style-type: none"> 1. Roll Call 2. Determination of Quorum 3. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes 4. Additional Agenda Items, Review Actionable Items from Local Safety Team (LST) Minutes & Approval of Agenda 5. Review Central Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents <ol style="list-style-type: none"> a. Monthly Incident List b. Previous Month <ol style="list-style-type: none"> i. 133775-2024-01-31 – back strain from cutter pole, LST not reviewed yet – Brendan *update in this month’s CAIRS report 6. 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"> a. IR #202416973017A – worker slipped and hit head, treated to first aid and transported to hospital b. IR #202416973021A – report accepted (of above incident) no orders issued 	<ol style="list-style-type: none"> c. 2024 CHEM update: all shops & services completed, only minor deficiencies. Labs & offices in CHEM D&E also inspected. 7. Review Education and Training <ol style="list-style-type: none"> a. Laura to complete training by August 8. Ongoing Business – Status of Action Items <ol style="list-style-type: none"> a. Hazards posed by ebikes/bikes/etc. b. Botany & Zoology general inspections final sign off c. BERP updates/streamlining 9. JOHSC Recommendation Letters (Correspondence) – nothing for discussion 10. New and Other Business <ol style="list-style-type: none"> a. From CHEM – building ops/trades/custodial not wearing PPE when entering lab spaces only pants and closed toe shoes (no eye protection etc). Any other depts have this issue? b. Review 2023 JOHSC evaluation and 2024 goals c. New electrical safety info on the SRS site: d. Daylight Savings Time – March 10th 2:00 am. Tips: 11. Website News and Updates – anything to add? 12. Next Meeting: Thursday April 11, 2024 13. Meeting Adjournment
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1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Harry Brumer	Faculty	Michael Smith Laboratories	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brett Couch	Faculty	Dept. of Botany	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Karen Reid	M&P	Michael Smith Laboratories	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kate Blackburn	CUPE 2950	Faculty of Science	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Christopher Stinson	CUPE 116	Beaty Biodiversity Museum	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vivian Leung	M&P	Dept. Computer Sciences	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mladen Bumbulovic	M&P	Physics & Astronomy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brendan Fisher	CUPE 116	Botanical Gardens	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Tammy Tromba	CUPE 2950	Zoology	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Craig Kornak	CUPE 2950	M&I	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Urmi Mody	CUPE 2278	Chemistry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anna Rogers	CUPE 2950	ScienceCoop	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Theresa Lee	M&P	Math	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monica Clarkson	M&P	Chemistry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sebastian Medrano	AAPS	Dept. EOAS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Employer Representatives	Work Location		Present	Regrets	Absent
Glenn Sammis	Dept. of Chemistry		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Janie McCallum	Faculty of Science		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ray McNichol	Dean's office		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amber Stefanson	Dept. EOAS		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laura Lockyer-Cotter	Faculty of Science		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/Guests	Work Location		Present	Regrets	Absent
Richard Wambolt	Safety and Risk Services		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jillian Turner	Microbiology and Immunology		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1A. CORE GROUP ATTENDANCE					
Faculty (2) – yes M&P (2) – yes Employer Reps (2-3) – yes	CUPE 2950 (1) – yes CUPE 116 (1) –yes CUPE 2278 (2) – no		NUT (1) - no		
2. DETERMINATION OF QUORUM					



<ul style="list-style-type: none"> a. A minimum of 4 members; b. Worker representatives (faculty and staff workers who do not exercise managerial functions) and employer representatives (management workers who exercise managerial functions); c. At least half of the members must be worker representatives; 		
Is there quorum for this meeting <i>* If quorum is not met, the meeting does not qualify as a monthly meeting. The monthly meeting will need to be rescheduled within the same month.</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

3. APPROVAL OF PREVIOUS JOHSC MEETING MINUTES		
<i>(Statement to indicate minutes of previous meeting have been read & acknowledged and to record any corrections to it)</i>		
<ul style="list-style-type: none"> • Move to adopt minutes. Moved by: <u>Brett</u> Seconded by: <u>Urmi</u> 		
Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA		
<ul style="list-style-type: none"> • Temporary co-chair election 		
4 A. REVIEW ACTIONABLE ITEMS FROM LST MINUTES (if applicable)		
<i>Place actionable items under Accident/Incident Investigation, Safety Inspections, Correspondence, New Business etc. as applicable and assign proper item # for further discussion/action.</i>		
<input checked="" type="checkbox"/> No actionable items noted		
Is the agenda approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
See attached incident report:					
<ul style="list-style-type: none"> • Monthly Incident List & Statistical Summary Report <i>(For any <u>general</u> 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)</i> 					
<i>(* See Legend at end for Priority and Status Codes)</i>					
Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
(Use CAIRS Incident ID # and Incident Date)					
13400(133998)- 2024-01-30	C	<ul style="list-style-type: none"> Suggest to the team that negative pressure is a better option for this task as it will not blow the glass Monica will update report with more details: they were not using the proper adaptor that can vent, will purchase multiple of the correct adaptor Procedures to be updated and retraining for all and added check for cracks in glass before starting Correct procedures were not followed Column adaptor burst, no injuries 	n/a	n/a	C
133826(133775)- 2024-01-31	C	<ul style="list-style-type: none"> Suggestion to tie off so the pole cannot be fully extended? (Glenn to discuss with Brendan) Going forward for high cuts a ladder or harness should be used – will be discussed at next horticulture meeting Using the saw at full reach, weight transfer when cutting, caused strain Strained back while using extender pole. (update from 133775 from last meeting) 	Glenn & Brendan	2024-03-14	IP
133807(133799)- 2024-02-02	C	<ul style="list-style-type: none"> Investigation is complete but going forward to monitor for skin irritation when working with chemical sanitizers – will keep open until cause of irritation is known. Source was not determined. User was asked to check for allergies to gloves and possible Velcro abrasion from jacket. Suggested to check if the cause was DCC PPE was worn and person did not notice any chemical spill/contact Rash on wrist after handling solid chemicals 	n/a	n/a	C
133823(133821)- 2024-02-05	C	<ul style="list-style-type: none"> Rebar was removed immediately Staff tripped on partially exposed rebar in pathway 	n/a	n/a	C



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
133840(133839)- 2024-02-07	C	<ul style="list-style-type: none"> Glenn will discuss with Bredan and reopen if needed Going forward wear appropriate PPE for the work Gloves were not worn Hand was cut with secateurs (pruning shears) 	n/a	n/a	C
133914(133898)- 2024-02-13	C	<ul style="list-style-type: none"> Karen will follow up on root cause Going forward to pay closer attention to hand placement when handling needles Worker not paying close enough attention Needle poke with non-clean needle. Plunger was not depressed 	Karen	2024-03-14	IP
133896(133949)- 2024-02-13	C	<ul style="list-style-type: none"> Going forward thicker gloves and eyewear to be worn Proper gloves not worn While pruning working was pricked by thorn through glove 	n/a	n/a	C
133964(133950)- 2024-02-23		<ul style="list-style-type: none"> Reminder to all to fill floor drains as well. This is a consistent problem across the campus. Beaty will also monitor ventilation, there is ongoing construction work that may be the cause. Updating SOP and training – ensuring all work handled un fume hood going forward. Other smells coming from drains – added to weekly schedule to prevent backup smells. Procedures were not followed Low VOC will not work for this job Person did not handle chemicals appropriately Noxious fumes in autoclave room 	n/a	n/a	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)					
<i>Distribute inspection checklist(s) and report(s) for meeting and use this table to record discussion and new recommendation(s)</i>					
<input checked="" type="checkbox"/> No actionable items noted					
Item # (Use Inspection #)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status



6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)

IR #202416973017A	C	<p>worker slipped and hit head, treated to first aid and transported to hospital</p> <ul style="list-style-type: none"> • Complete reports within 30 days • Report all serious/reportable incidents to Campus Security (after 911) • Info on what to do in the event of an incident on SRS site • Report all incidents into CAIRS within 48 hours 	n/a	n/a	C
IR #202416973021A	E	report accepted (of above incident) no orders issued	n/a	n/a	C

Annual General Inspection Tracking

Department	Notes	Date Completed
Aquatic Ecosystems Research Laboratory (AERL)		
Beaty Biodiversity Museum		
Botanical Garden & Centre for Plant Research		
Botany		
Chemistry	2024 CHEM update: all shops & services completed, only minor deficiencies. Labs & offices in CHEM D&E also inspected.	
Computer Science		
Earth Ocean and Atmospheric Science		
Michael Smith Labs		
Microbiology and Immunology		
Physics and Astronomy		
Zoology		



* 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)					
<ul style="list-style-type: none"> new training dates announced and sent to applicable members 					
Item # (ED-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
ED-23/02/08-01	C	All new JOHSC members to complete JOHSC training levels 1&2 within 6 months. Laura to complete training for August Training completed on March 13 th	n/a	n/a	C

* 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
133775-2024-01-31	C	<ul style="list-style-type: none"> See update above 133826(133775)-2024-01-31 Has not yet been discussed by Gardens LST will discuss and report back Worker strained back while using cutter pole saw 	n/a	n/a	C
NB-23/11/09-01	D	2023 General Inspections <ul style="list-style-type: none"> Suggest moving to a set inspection schedule or starting earlier in the year. As we are now in March suggest that Zoology/Botany do incomplete general inspections for 2024. See section 6, appears all but two LSTs have uploaded the final sign off for general inspections. Following up on last two. Appears inspections are complete just missing signature page. Reminder all safety inspections due Dec 31 into SharePoint (including form signed by dept head), bring any issues to discuss to the fall JOHSC meetings. 	n/a	n/a	C



8. ONGOING BUSINESS – Status of Action Items					
NB-23/03/09-02	C	<p>Hazards posed by ebikes/bikes/etc. (from Botany LST)</p> <ul style="list-style-type: none"> • Glenn and Kate to meet to discuss • Campus community planning has very detailed plans but they are not clearly marked, promoted or enforced. Glenn to meet with campus planning and subcommittee on how they can promote these routes. Possible tie in with upcoming Bike to Work Week? • Sharlene sent related CAIRS reports to Glenn • Campus planning is aware of the current issue/concern. Sharlene is pulling all related reports across campus. Sub-committee meeting scheduled for Tuesday May 16th. Time to be confirmed. • Cannot find enough data to support any changes (i.e., very few CAIRS reports of injury or near misses reported). Suggest reporting all near misses into CAIRS. • Another suggestion is to set up a monitoring for vehicle density and near misses on campus • JOHSC members have noticed an increase in speeding and number of electric and non-electric personal bikes/scooters/unicycles etc. on campus. • Would like UBC to start making things safer for all. • Sharlene to look for CAIRS statistics on bike accidents • Committee: Glenn, Brett, Brendan, Chris <ol style="list-style-type: none"> 1. Will start with Data collection 2. Create a proposal 3. Gain SRS support 4. Gain support from Other JOHSCs <p>Present to Campus Planning</p>	Glenn and committee	2023-09-09	IP
NB-23/02/08-01	E	<p>BERP Update Discussion</p> <ul style="list-style-type: none"> • Please send any issues to Glenn if no issues received by April 11, we will close this item • Annual BERP updates are a lot of work and wondering about the benefits 	Glenn	2023-04-11	IP



8. ONGOING BUSINESS – Status of Action Items

		If anyone works directly with the now annual BERP updates please contact Glenn with your feedback and Glenn will bring to SRS			
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* ED – Education and Training * GI – General Inspection *NB – New Business

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

Item # (use Recommendation or Report #)	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status
		Nothing for discussion				

* REC – Recommendation Letter *IR – WorkSafeBC Regulatory Inspection

10. NEW & OTHER BUSINESS

- New electrical safety info on the SRS site
- Daylight Savings Time – March 10th 2:00 am. Tips in agenda

Item # (NB-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
NB-24/03/14-01	E	Review 2023 JOHSC evaluation and 2024 goals <ul style="list-style-type: none"> • Reviewed scoring and goals • Please contact Glenn if you have any other suggested items to focus on or goals for 2024 	n/a	n/a	C
NB-24/03/14-02	C	In chemistry there is an ongoing issue of building ops/trades/custodial not wearing PPE when entering lab spaces only pants and closed toe shoes (no eye protection etc). Any other depts have this issue? <ul style="list-style-type: none"> • All people should follow PPE when entering spaces. • Rich will speak with Laura • Suggestion to add required PPE to lab clearance form 	Monica via Rich	2024-04-11	IP
NB-24/03/14-03	C	Election of temporary co-chair during Kate’s absence <ul style="list-style-type: none"> • Call for volunteers – Monica • Vote – unanimous in favor • Thank you, Monica! 	N/a	n/a	C



10. NEW & OTHER BUSINESS

NB-24/03/14-04	E	Website Updates <ul style="list-style-type: none"> Suggest adding the common issues in WorksafeBC Reports to the website and link to the SRS site on what to do in emergencies 	Glenn via Jill	2024-04-11	IP
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*NB – New Business

11. NEXT MEETING

Date:	Thursday April 11, 2024
Time:	11:30 am
Location:	Zoom

12. MEETING ADJOURNED

Time:	11:58 am
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LEGEND

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

Monthly Distribution and Posting of Approved Meeting Minutes (Required):

- Responsible VP
- Responsible Managing Director/Dean
- All JOHSC members
- Internal Communications Person
- Safety & Risk Services ubcsafety.committee@ubc.ca
- Posted on any Safety Bulletin Boards (if applicable)