



## Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Faculty of Medicine – Point Grey Campus

Worker Co-Chair: Patryk Krolikowski  
Employer Co-Chair: Sunny Pao

Date: March 19, 2024

Time: 10:00 AM  
Location: Zoom

### AGENDA:

Location: Zoom: <https://ubc.zoom.us/j/66837840702>

#### Standing Items

	Topic	Time (min)	Desired Outcome(s)	Document
1	Roll Call and Introductions	5	<ul style="list-style-type: none"> <li>Land Acknowledgement</li> <li>Guests and new members introduced</li> </ul>	
2	Determination of Quorum	1	<ul style="list-style-type: none"> <li>Minimum of 4 members</li> <li>Worker reps ≥ employer reps</li> </ul>	
3	Approval of Previous JOHSC Meeting Minutes	1	<ul style="list-style-type: none"> <li>Agreement that minutes are a complete and accurate reflection of the previous meeting</li> </ul>	See Previous Minutes
4	Review of Agenda	1	<ul style="list-style-type: none"> <li>Everyone has an opportunity to add additional agenda items</li> <li>Agreement on agenda</li> </ul>	See Meeting Agenda
5	Review Actionable Items from LST Minutes	2	<ul style="list-style-type: none"> <li>A list of concerns that require JOHSC input is recorded</li> <li>An action plan is created for each item (next steps and possible resolutions)</li> </ul>	
6	Review Workplace Safety Inspections	5	<ul style="list-style-type: none"> <li>Members are aware of workplace inspections and follow up on items requiring review</li> </ul>	
7	Review Central Accident/Incident Reporting System (CAIRS) Reports	10	<ul style="list-style-type: none"> <li>Everyone has an opportunity to ask questions</li> <li>Everyone understands the details, recommendations and resolutions for each incident</li> <li>All incidents have a worker rep assigned</li> <li>Thanks to our worker rep volunteer for incidents last month, call for new worker rep</li> </ul>	7a) March NEW CAIRS reports 7b) See Previous Minutes



8	Ongoing Business – Status of Action Items	10	<ul style="list-style-type: none"> <li>• Updates are discussed and recorded</li> <li>• All member questions are addressed</li> <li>• Everyone is up to date on all items</li> </ul>	See Open Business Action Log <ul style="list-style-type: none"> <li>• LSC eyewash stations</li> <li>• UBCO SafeApp</li> <li>• Draft ToR</li> <li>• May Meeting</li> <li>• Thunderbird Parkade Incident</li> </ul>
9	JOHSC Recommendation Letters (Correspondence)/ WorkSafeBC Reports	0	<ul style="list-style-type: none"> <li>• Reach consensus on any recommendation letters to send</li> <li>• Agree on where to send letters and who/how this will be done</li> <li>• Committee receipts WorkSafeBC Inspection Reports from SRS</li> </ul>	See WSBC attachments in SRS Co-Chair email
10	Review Education and Training	5	<ul style="list-style-type: none"> <li>• All member training is recorded (either mandatory JOHSC courses or use of additional hrs)</li> <li>• Members are aware of available training opportunities</li> </ul>	See items for March JOHSC Meeting
11	Safety and Risk Services Update	10	<ul style="list-style-type: none"> <li>• Review monthly recommended items to discuss</li> <li>• Any action items are discussed and assigned</li> </ul>	See SRS Co-Chair email <ul style="list-style-type: none"> <li>• Electrical Safety</li> <li>• General Inspection Updates</li> <li>• Daylight Savings</li> </ul>

**New Business**

12	None			
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Next Meeting: April 16, 2024



1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Patryk Krolikowski (Co-chair)	AAPS	DMCBH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mickey Frenklach	AAPS	UBC Campus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jennifer Xenakis	Non-Union Tech	Koerner Pavilion	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tara Chen	CUPE 2950	IRC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aaron Bogutz	Non-Union Tech	Life Sciences Centre	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jharmela Tejano (A)	CUPE 2950	IRC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Employer Representatives		Work Location	Present	Regrets	Absent
Sunny Pao (Co-chair)		DMCBH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Melanie Bertrand		DMCBH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michelle Neilly		IRC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Rupinder Dhési		BRC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/Guests		Work Location	Present	Regrets	Absent
Nick Steel		SRS (FoM)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pierre Tanguay		SRS (FoM)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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"/>
Maggie Hou		VFMP Class of 2024 Representative	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Navid Saleh		VFMP Class of 2024 Representative	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Christa Grona		NMP Class of 2024 Representative	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lucy Wang		VFMP Class of 2025 Representative	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kabeer Ponia		VFMP Class of 2025 Representative	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ella Chan		VFMP Class of 2025 Representative	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Crystal McLeod		NMP Class of 2026 Representative	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dela Shojaei		VFMP Class of 2026 Representative	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kai Leong		VFMP Class of 2026 Representative	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Claire Smits (Guest)		SPH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tara Chapman (Guest)		CBH	<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? <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"/>
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## 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)*

- Move to adopt minutes      Moved by: Melanie Bertrand      Seconded by: Aaron Bogutz

Are the minutes approved? Pending changes: Change Rupinder work location to BRC	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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## 4. REVIEW OF AGENDA

- No additional items

## 5. 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.

Minutes were received from the following LSTs:

- BC Centre for Disease Control (BCCDC)
- BC Cancer Research Centre (BCCRC)
- School of Population and Public Health (SPPH)

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)

*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
GI-IRC-240228	E	IRC General Inspection	N/A	N/A	C

\* GI – General Inspection

**7. a) REVIEW OF NEW CAIRS INCIDENT / ACCIDENT REPORTS** (as per attached meeting package)

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)

**NOTE:** The Committee has agreed that, at each meeting, a Worker Rep from this committee volunteer to be the identified as the Worker Rep for incidents that are being reviewed *that do not have a Worker Rep already identified*. This is practicable and appropriate because Worker Reps on this committee *are already actively participating in the review of these incidents*.

Aaron volunteered to be the Worker Rep for the incidents reviewed at this meeting.

Legends defining common types of incidents/accidents within FoM:

- |   |   |
|---|---|
| - Needle Stick  | - Environmental Hazards (EH)                        |
| - Sharp cut   | - Contact with Chemicals (CWC)                      |
| - Exposure to Potentially Infectious Materials (EPIM) | - Spills or Gas Leaks                               |
| - Ergonomics  | - Slip/Fall   |
|   | - Others i.e. not covered by categories noted above |

Note that A/I involving animals are traditionally reviewed by the Animal Workers JOHSC



7. a) REVIEW OF NEW CAIRS INCIDENT / ACCIDENT REPORTS (as per attached meeting package)					
Item # (Use CAIRS Incident ID # and Incident Date)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
134028 2024-02-20	B	REFER TO VGH JOHSC	N/A	N/A	C
134021 (133835) 2024-02-07	C	<u>EPIM</u> : see CAIRS 7b	N/A	N/A	C
133997 (133992) 2024-02-28	C	<b>REFER TO SURREY MEMORIAL JOHSC</b> <u>FYI only</u> : An unauthorized person was found in stairwell at Surrey Memorial Hospital. The SMH JOHSC is working on both short- and long-term solutions; funding has been approved for glass wall for separation between offices and stairwell. Security has been alerted of the issue and are increasing patrol of these areas.	N/A	N/A	C
133955 (133931) 2024-02-20	C	<u>Animal Bite</u> : A student on practicum with Health Authority and was attending a house visit with preceptor for a patient following surgery. They had previously discussed with the patient that pets were to be kept closed in another room during the visit. Upon arriving 3 unsecured dogs (2 belonging to other family members, not aware of the safety plan) were on site barking loudly. The house visit was conducted but the dogs were not contained when the HCP's entered the home, they were able to calm them so they proceeded with the visit. When the student and preceptor were leaving the property one dog bit the student on the back of the leg. The supervisor ensured the student went to ED for follow-up care. <b>Root cause</b> : Despite conducting a prescreen checklist with the client to discuss any onsite hazards including animals, which the client agreed to, dogs were present at the time of visit. The preceptor did not reevaluate the hazards present upon realizing dogs were on site as the perceived danger of the animals was low (barking only) <b>Corrective actions</b> : The clinical team have updated their care plan. The client was told they cannot do site visits in the future if animals are not secured. The updated safety plan has been shared with Physical Therapy Education team. The student debriefed with supervisor. <b>All corrective actions complete, no further action required</b>	Mardi	N/A	C



7. a) REVIEW OF NEW CAIRS INCIDENT / ACCIDENT REPORTS (as per attached meeting package)					
133954 (133916) 2024-02-16	C	<b>Needlestick:</b> Needle held by surgical resident caught glove of student during skin incision closure. Only noticed at the end of procedure by the hole in the glove <b>Supervisor report was submitted, corrective actions satisfactory, no further action required</b>	Mardi	N/A	C
133929 (133919) 2024-02-19	C	<b>REFER TO AW JOHSC</b>	N/A	N/A	N/A
133913 (133776) 2023-09-05	C	<b>Closed in previous minutes- supervisor report submitted, no further action required</b>	N/A	N/A	C
133906 (133874) 2024-02-07	C	<p><b>Contact with Chemicals:</b> Student was conducting a plasma extraction, and while removing the lid from a vessel of buffer solution was splashed with a small amount (1-2mls) of liquid. The student was wearing a lab coat however the liquid soaked through and made contact with the skin. Student washed area with soap and water. Student referred to SDS and determined that no medical attention was required as there was no visible change to the skin, only a sore sensation.</p> <p><b>Corrective actions:</b> New lab coats have been ordered that are less absorbent. Containers for using this solution for experimental purposes were replaced with ones with less stiff lids. Protocol was adapted to mitigate splashes i.e. using a vacuum line rather than centrifugal. Protocol included in kit and labelled. Current PPE will not be removed but less absorbent lab coats will be worn for this type of experiment and higher risk work.</p> <p><b>All corrective actions complete.</b></p> <p>Committee noted that this is a common procedure and that most labs wear normal lab coats. Best practice is to wear two layers i.e. long sleeves and lab coat which is sufficient in most cases to slow time liquid takes to soak through to skin. Other committee members noted they would prefer to see labs get rid of old lab coats in favor of more splash resistant ones. It was suggested to encourage this lab to add wearing two/multiple layers of clothing to their protocol. It was also noted that researchers are likely to remove their lab coat after a minor splash in order to finish their work and not render their work unusable. Committee suggested drafting a communication with lessons learned to distribute more broadly across campus to check the quality and appropriateness of lab coats as thin ones can be problematic.</p>	Pierre	04/16/24	IP



7. a) REVIEW OF NEW CAIRS INCIDENT / ACCIDENT REPORTS (as per attached meeting package)					
		<b>Action: Pierre to suggest above points to lab in question and research the usefulness of broader communication</b>			
133882 (133867) 2024-02-13	C	<p><b>Sharp contact:</b> Student was using a screwdriver to remove Velcro from a thermoplastic splint (closely molds to patient’s body). The tool slipped and scratched the student’s arm. No first aid was required as scratch was minor.</p> <p><b>Corrective actions:</b> Supervisor had a discussion around angling screwdriver away from themselves and positioning themselves in a way which minimizes chance of scratch occurring.</p> <p>Mardi &amp; Madeline asked OT Faculty to review, and they agreed follow-up was reasonable given scratch was low risk.</p> <p><b>Action: Corrective actions listed as not complete, Mardi to follow up with supervisor</b></p>	Mardi	04/16/24	IP
130887 2024-03-06	B	<p><b>Fall:</b> Student with preexisting condition fainted during class. Nick worked with student and Centre for Accessibility on mitigation procedures for this student. Nick noted typically there are one to two students per year who have previously unknown sensitivities and vasovagal reactions. It is good practice to tell students to tell their preceptor or placement known if they are aware of any sensitivities. Unrelated to this incident, if there are work tasks known to supervisor’s that have elicited vasovagal reactions in the past, it is good to highlight them in the orientation so that people know what to expect.</p> <p><b>Incident has since been moved to ‘test’ on CAIRS as student is not a worker. No further action required</b></p>	Nick	N/A	C

7. b) REVIEW OF OPEN/ON-GOING CAIRS INCIDENT/ACCIDENT REPORTS					
(* See Legend at end for Priority and Status Codes in 7a above)					
Item # (Use CAIRS Incident ID # and Incident Date)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
132423 (132411) 2023-11-14	C	<p><b>Other:</b> Refer to January 2024 minutes</p> <p><b>Update 3/19:</b> SOP was requested again but not received; Pierre is to follow up with alternate personnel at FINDER.</p> <p><b>Actions: Pierre to follow up and provide update</b></p>	Pierre	04/16/24	IP





7. b) REVIEW OF OPEN/ON-GOING CAIRS INCIDENT/ACCIDENT REPORTS					
133835 2024-02-07	C	<p><b>EPIM:</b> Second year med student was splashed in eye when syringe came off needle while still in patient’s arm. Student was instructed to wash eyes out. Student later went to emerge for BBF exposure.</p> <p><b>Corrective actions:</b> Student debriefed with supervisor; student hadn’t tightened the needle enough before filling. They felt they were aware of how to stop it happening again in the future. Mardi to follow up on Supervisor’s report</p> <p><b>Update 3/19: Supervisor report submitted (134021) no further action required</b></p>	Mardi	N/A	C
133774 2024-01-31	C	<p><b>Needle Stick:</b> Needle stick injury sustained while in the operating room. Missing supervisor report.</p> <p><b>Corrective actions:</b> Student followed up with preceptor. Mardi to follow up with supervisor on missing report</p> <p><b>Update 3/19:</b> Supervisor report not received, unable to get in contact with supervisor</p> <p><b>Action: Mardi to provide update at next meeting</b></p>	Mardi	04/16/24	IP
133704 2024-01-18	C	<p><b>Other:</b> Anonymous report regarding an electrical charge on the elevator buttons at Royal Columbian Hospital. Button was giving reporter shocks. No contact information was given. Elevator was not specified.</p> <p><b>Corrective actions:</b> Mardi reported through RCH facilities ticketing system. Nick suggested following up with permanent staff member working at RCH to see if issue has resolved. Report may not be able to be seen to resolution considering lack of information. Mardi to contact UBC staff member at RCH and provide update</p> <p><b>Update 3/19:</b> Staff at Royal Columbian searched for any similar reports but did not find any. No notice of the elevator not functioning was circulating. FoM team offered to assist if or when other reports are submitted.</p> <p><b>No further action required</b></p>	Mardi	N/A	C
NB-CAIRS- 24/02/21-01	E	<p>Committee discussed themes regarding animal bite reports – are they frequent, standard or increasing? It was noted that there is inherent risk of bites when handling animals for the first time, but affected workers are encouraged to report, even if minor. AW JOHSC are working on recommendations to reduce incident prevalence. If there was an increase of bites reported where there was the risk of transmission of infectious materials (not in a naive mouse training setting), the JOHSC could review common root causes and corrective actions for further recommendations.</p>	Nick	N/A	C



**7. b) REVIEW OF OPEN/ON-GOING CAIRS INCIDENT/ACCIDENT REPORTS**

		<p>Committee discussed the prevalence of practicum needle stick injuries and enquired whether our statistics are comparable to other Post-Secondary institutions. Committee asked how we can assess the efficacy of solutions that we have, for example if we are able to see if students have repeat needlestick incidents.</p> <p>The following controls are in place:</p> <ul style="list-style-type: none"> <li>- Students have access to practice kits in advance of clerkship</li> <li>- FoM <a href="#">Suture Safety video</a> made available in advance of placements and as a follow-up corrective action for review post-exposure</li> <li>- Curricular time dedicated to suture techniques – BBF lanyards are distributed by Instructors</li> <li>- Feedback opportunities exist for graduates to pass on any recommendations for extra resources which can be forwarded to the clinical education team.</li> </ul> <p>Despite how much practice a student has, being on site and with patients for the first time is a high stress environment for students.</p> <p>The committee also noted:</p> <ul style="list-style-type: none"> <li>- Very few individuals report repeat events, if they do, the type or root cause of the incident are unrelated</li> </ul> <p>Action: Nick to review current stats to check if still comparable.</p> <p><b>Update 3/19:</b> Nick received information from another institution of their student incident reporting data from 2014 — 2018. Their incident rate for this period was in line with UBC. Nick noted UBC is unique in that other institutions usually do not have health and safety teams for one faculty.</p> <p><b>No further action required</b></p>			
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**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
NB-23/02/21-01	E	Life Sciences LST brought forward a concern regarding the Emergency Eyewash Stations. See February 2023 minutes.	Pierre	N/A	C



8. ONGOING BUSINESS – Status of Action Items					
		<p><b>Update 11/21:</b> Installation of water pumps and tanks scheduled December 2<sup>nd</sup></p> <p><b>Update 12/19:</b> Installation is complete, testing for pressure and temperature will begin in the new year. Thanks to 5<sup>th</sup> floor LSC for attention and diligence in closing action.</p> <p>Action: Pierre to update on results of testing at next meeting</p> <p><b>Update 1/16:</b> Temperature testing began January 11<sup>th</sup>, but the inclement weather meant testing had to be postponed. Initial observations: water temperature does seem higher than before which would be more comfortable for users. More testing scheduled, discussing results with LST to confirm they are kept informed about the updates. Action: Pierre to help coordinate the remainder of the testing and update JOHSC on findings.</p> <p><b>Update 2/20:</b> Remaining testing was performed February 15<sup>th</sup>. Results were mixed, with more failures than expected. Eyewash temperatures were generally substantially higher on average than in the past, with several being too high. All failed units from both series of testing will be serviced. It is hoped that, once the mixing valves have been adjusted in response to higher temperature water reaching the eyewashes (due to recent infrastructure upgrades) better testing results will be attained. This will require verification through more testing.</p> <p>Action: Pierre to provide update when final eyewash testing is complete.</p> <p><b>Update 3/19:</b> Failures during testing have been addressed; taps have been serviced. Temperature and pressure of taps will continue to be monitored. If issues arise in the future these will be noted in inspections and then escalated to the JOHSC if required. Pierre is to provide service request numbers.</p> <p><b>All corrective actions complete, no further action required</b></p>			
NB-23/09/19	E	<p><b>Evacuation at UBCO</b></p> <p>Refer to February 2024 minutes</p> <p><b>Update 3/19:</b> IT is still working on allowing users to check their own work location and once complete instruction will be sent to check.</p> <p>No information yet on if this has been addressed for workday for students.</p> <p><b>Nick to provide update and instructions when released</b></p>	Nick	04/16/24	IP
NB-23/11/21-01	D	<p><b>Annual Evaluation: Goal setting for 2024.</b></p> <p>Opportunity 1: communication between JOHSC &amp; Faculty &amp; Staff.</p> <ul style="list-style-type: none"> <li>- Committee could collect relevant information quarterly and send out from Co-Chair email to relevant distribution groups</li> </ul>	ALL	N/A	N/A



8. ONGOING BUSINESS – Status of Action Items					
		<ul style="list-style-type: none"> <li>- Committee agreed the type of communication (e.g. event, safety topic, LST-specific information) should determine which distribution list is used.</li> <li>- Committee liked the idea of inviting more LST members to give updates throughout 2024 and will keep this in mind when scope changes in 2024.</li> </ul> <p>Future goals will be set when committee scope is narrowed.  <b>Update 1/16:</b> Referred forward this month.  <b>Update 2/20:</b> ToR moved to new business.</p>			
NB-24/01/16-01	E	<p><b>Membership Updates</b></p> <ul style="list-style-type: none"> <li>• Ongoing: Faculty recruitment – awaiting response from Faculty Association</li> </ul> <p><b>Update 2/20:</b> Welcome to Rupinder (Rupi). Pierre is working on connecting with new leads for the committee.  <b>Update 3/19:</b> Welcome to new committee member Tara Chapman from Office of the Vice Dean, Education</p>	Nick	N/A	IP
Friedman Meeting Minutes 2024-01-31	E	<p><b>Friedman LST Minutes:</b> The presence of unhoused folks camped immediately outside an entrance to the Friedman building was brought up at Friedman LST meeting. There are complex risks (and human considerations) the LST have brought forward for discussion. Occupants of the building are aware of the situation and some avoid that entrance to the building as they do not feel safe, especially in the evenings. It is reported that the unhoused person frequently uses the washroom inside Friedman and that they sometimes leave a mess. Pierre attended a recent LST perimeter inspection, which included Building Ops and the UBC Fire Department. Friedman LST is expecting letters from occupant groups regarding this and, once received, a letter will be sent to FoM JOHSC for support and assistance in rectifying this on-going situation. Nick noted there is already a reporting structure in place. Reporting is not a common occurrence as the encampment has been there a long time. Security are aware of the situation and visit frequently. Situation is managed as of now (fire safety wise) but a long-term solution to the presence of the unhoused person must be found. It is feared that allowing this will send a message that encamping at UBC is permitted, causing further problems in the future.            Action: Pierre to will provide an update on the status of the letter(s) and reporting awareness at Friedman at the next meeting.</p>	Pierre	04/16/24	IP



8. ONGOING BUSINESS – Status of Action Items					
		<p><b>Update 3/19:</b> The Friedman LST has received letters of support from Physical Therapy and is waiting for one from Audiology and Speech Sciences who share the building. LST is drafting formal letter to FoM JOHSC for support for getting long term issue resolved.</p> <p><b>Action: Pierre to provide update at next meeting</b></p>			
NB-24/02/20-01	E	<p><b>2024 Terms of Reference:</b> change required as the committee narrowed scope to omit St Paul’s Hospital, Surrey Memorial Hospital, C&amp;W Hospital &amp; Vancouver General Hospital sites.</p> <p>Update required to section regarding committee decisions. Should a formal, anonymous vote be required, the committee agreed a Zoom vote could be held.</p> <p><b>Action:</b> Committee to review draft and submit any changes, suggestions or corrections. Mardi to update and bring copy for approval to committee.</p> <p><b>Update 3/19:</b> Committee agreed to use Zoom poll if situation arises where a vote is needed for committee to come to agreement. Terms Of Reference has been approved</p>	Mardi	N/A	C
NB-24/02/20-02	D	<p><b>May meeting:</b> May meeting date conflicts with graduation. Madeline to send doodle poll for availability for new meeting date.</p> <p><b>Update 3/19:</b> <a href="#">Doodle poll</a> was sent, please confirm time if not done already. New time will be scheduled before next meeting</p>	Madeline	N/A	C
NB-24/02/20-03	E	<p><b>Thunderbird Parkade Incident:</b> Committee asked if incident at Thunderbird Parkade is being investigated. The investigation is ongoing, but engineers have assessed that car park is safe to park in and cordoned off areas that should not be accessed. Improvement work on the structure is ongoing. Committee asked if any future communication will be released by the University. Nick to provide update at next meeting.</p> <p><b>Update 3/19:</b> Structural assessment of areas was slowed by police investigation. Areas that are open to public have been cleared for use by structural engineer. Additional areas will be opened once necessary remediation is complete.</p>	Nick	N/A	C

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



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. REVIEW EDUCATION AND TRAINING

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

- Committee members can find Operations & Safety learning courses here: <https://wpl.ubc.ca/?query=OSSY>.

Item # (ED-yd/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
ED-23/09/19	E	Jharmela has completed JOHSC fundamentals training	Jharmela	N/A	C
ED-24/02/20	B	Rupi is required to compete JOHSC fundamentals training	Rupi	08/20/24	IP
ED-23/11/21-02	C	<p>Poll was sent to members to solicit feedback about additional education topics. Results from survey showed most popular topic are mental health/ wellbeing, ergonomics, occupational hazards and crisis support.</p> <p>Ideas for guest speakers:</p> <ul style="list-style-type: none"> <li>• Blue folder/ green folder program, which intersects with students.</li> <li>• HLI Safety Day had the Wellbeing team do a presentation on mental health that we could ask to attend</li> <li>• Stressors &amp; personal distraction in the workplace</li> <li>• Committee agreed if presentations are HR-specific, we can circulate &amp; promote rather than double up.</li> </ul> <p><b>Actions:</b> Please bring ideas of topics covered/ people to present on specific topic or email ideas to the FoM inbox <a href="mailto:fom.safety@ubc.ca">fom.safety@ubc.ca</a></p> <p><b>Update 1/16:</b> Mardi to contact Workplace Health &amp; Wellbeing to coordinate a 20 minute presentation for JOHSC about Early Alert/Green folder</p> <p><b>Update 2/20:</b> Student Health and Wellbeing able to present at either March or April meeting, save the date for guest speaker is in place. If agenda allows the speaker will be booked.</p> <p><b>Update 3/19:</b> Student Health and Wellbeing scheduled for April meeting</p>	Mardi	04/16/24	IP



### 10. REVIEW EDUCATION AND TRAINING

ED-24/01/16-01	E	Aaron has competed JOHSC fundamentals training	Aaron	N/A	C
E-24/03/19-01	E	Tara is required to compete JOHSC fundamentals training	Tara	October 2024	IP

\*ED – Education and Training

### 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
SRS-24-02-29	E	<ul style="list-style-type: none"> <li><a href="#">Electrical Safety Website</a> 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.</li> <li>SRS General Inspection Updates. Requirements for Emergency Exit signs have been updated on the <a href="#">General Inspection Template</a></li> </ul>	ALL	N/A	C

### 12. NEW BUSINESS

Item # (NB-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
NB-24/03/19-01	E	<a href="#">Safety Committees website</a> has been updated to include new JOHSCs. The <a href="#">UBC Point Grey JOHSC</a> has a link to the SharePoint site where meeting minutes are accessed. A broken link was discovered on the website—this has been sent to the SRS team to resolve.	ALL	N/A	C

### 13. NEXT MEETING

Date:	April 16, 2024
Time:	10:00 AM
Location:	Zoom



#### 14. MEETING ADJOURNED

Time:	11:00 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](mailto:ubcsafety.committee@ubc.ca)
- Posted on any Safety Bulletin Boards (if applicable)