



## Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Pharm Sci JOHSC

Worker Co-Chair: Tony Seet  
Employer Co-Chair: Rehana Aziz

Date: March 19, 2024

Time: 12:00-1:00pm  
Location: Room 3210 & Zoom Videoconference

### AGENDA:

<ol style="list-style-type: none"> <li>1. Roll Call</li> <li>2. Determination of Quorum</li> <li>3. Review &amp; Approval of Previous JOHSC Meeting Minutes</li> <li>4. Additional Agenda Items &amp; Approval of Agenda</li> <li>5. Review CAIRS Accidents/Incidents <ul style="list-style-type: none"> <li>• 133702-24-01-19</li> <li>• 133862 (133860)-24/02/12</li> <li>• 133970 (133952)-24/02/23</li> </ul> </li> <li>6. Workplace Safety Inspections <ul style="list-style-type: none"> <li>• None</li> </ul> </li> <li>7. Education and Training <ul style="list-style-type: none"> <li>• ED-PharmSci-24/02/20-01</li> <li>• ED-PharmSci-24/03/19-01</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>8. Ongoing Business – Status of Action Items <ul style="list-style-type: none"> <li>• NB-PharmSci-24/02/20-01</li> <li>• NB-PharmSci-24/02/20-04</li> </ul> </li> <li>9. Formal Recommendation Letters &amp; Regulatory Inspections <ul style="list-style-type: none"> <li>• IR#202416973017A</li> <li>• IR#202416973021A</li> </ul> </li> <li>10. New and Other Business <ul style="list-style-type: none"> <li>• NB-PharmSci-24/03/19-01</li> <li>• NB-PharmSci-24/03/19-02</li> <li>• NB-PharmSci-24/03/19-03</li> <li>• NB-PharmSci-24/03/19-04</li> </ul> </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
Tony Seet	Faculty Association	Pharm Sci Academic	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Karla Williams	Faculty Association	Pharm Sci Research	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Adrian Ziemczonek	Faculty Association	Pharmacists Clinic	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Paulo Tchen	Faculty Association	Pharm Sci Academic	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Irina Trouchenko ( <i>on leave</i> )	CUPE 2950	Office of the Dean	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sneha Singh	CUPE 2278	Graduate & Postdoctoral Studies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Megan Thomas	CUPE 2278	Graduate & Postdoctoral Studies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bahira Hussein	CUPE 116	Pharm Sci Research	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amanda Tran	AAPS	Human Resources	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Jonathan Van Drunen	AAPS	Facilities & Operations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Litsa Blanis	AAPS	Pharm Sci Research	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carolyn Rogers	AAPS	Office of the Dean	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emma Riek	AAPS	Pharm Sci Academic	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda Herbert ( <i>on leave</i> )	AAPS	Graduate & Postdoctoral Studies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Justin Ohata	AAPS	Pharm Sci Communications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employer Representatives		Work Location	Present	Regrets	Absent
Jamal Kurtu		Facilities & Operations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rehana Aziz		Facilities & Operations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/Ex-Officio Members		Work Location	Present	Regrets	Absent
MJ Alarcon		Pharm Sci Research, Admin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brent Page		Pharm Sci Research	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jeff McCarthy		adMare BioInnovations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amir Chatri		adMare BioInnovations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nancy Ford		CHTP, Faculty of Dentistry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diana Carlsen		MBF	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dan Williamson		UBC IT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ben Jan		UBC IT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eve Neesham-Grenon		UBC SRS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lia Hughes		Teaching Floors Local Safety Team	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clara Ng		Office of the Dean	<input type="checkbox"/>	<input checked="" 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?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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## 3. REVIEW AND APPROVAL OF PREVIOUS JOHSC MEETING MINUTES

• Move to adopt minutes.	Moved by: Emma Riek	Seconded by: Jamal Kurtu
Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>





5. REVIEW CAIRS ACCIDENTS/INCIDENTS:					
133970 (133952)- 24/02/23	E	<p><b>Finger Fracture</b></p> <p>A worker hit their hand on a chair causing a fracture to their finger, they went to ER and received medical care. This was caused by a temporary error in judgment. Worker is aware of this error and the consequences of their actions.</p> <p>The supervisor will meet with the worker to gain further insight into the deeper cause of their frustration that precipitated the incident. If this is work related, they we will seek to formulate a plan of action to help ease their frustration.</p>	Co-Chairs	-	C

6. REVIEW OF WORKPLACE SAFETY INSPECTIONS					
None					
Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status

\* GI – General Inspection

7. REVIEW EDUCATION AND TRAINING					
Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
ED-PharmSci- 24/02/20-01	E	<p><b>New JOHSC Member Mandatory Training– Progress Update for New Members</b></p> <p>Justin Ohata reported the second part of his training will be completed in mid-May.</p>	Co-Chairs	April 16, 2024	IP
ED-PharmSci- 24/03/19-01	E	<p><b>JOHSC Member Training Update</b></p> <p>No updates from members.</p>	All Members	-	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
NB-PharmSci-24/02/20-01	E	<p><b>Flood restoration update</b></p> <p>Rob Recuenco has been promoted as the Flood Restoration Coordinator, to oversee the entire project of restoring and upgrading the facilities that were damaged by the floods.</p> <p>The original architect of the buolding was contacted to assist with the design and product (floors, paint, etc) replacement. Restoration continues in the labs, the drywall replacement process has begun, and hopefully by next week painting will begin. It is hoped that most labs will be operational in mid-May. Process is moving forward steadily.</p> <p>Any shared faculty equipment that was in a damaged lab space, will be moved to 6206, for the time being until restoration is finished.</p>	Jamal Kurtu	April 16, 2024	IP
NB-PharmSci-24/02/20-04	E	<p><b>Safety Requirements for Fume Hood Lockouts</b></p> <p>This item will be tabled for a future JOHSC meeting, as a meeting needs to be scheduled with UBC Chemical Safety to discuss all procedures for these situations. The meeting will be scheduled in the comings weeks.</p>	Co-Chairs	April 16, 2024	RF

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

9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)					
Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
IR202416973017A	E	Worker slipped at Perugia Café	Co-Chairs	-	C



9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)					
		<p>On February 2, 2024, there was an incident where a worker slipped at Perugia Café, causing them to fall and strike their head. They received first aid on scene, and were then transported to a hospital for medical treatment.</p> <p><b>Reminders:</b></p> <ul style="list-style-type: none"> <li>Any workplace incident that has caused a serious or life-threatening injury, must be reported to Campus Security at 604-822-2222 (after calling 911 emergency services) as part of the incident response.</li> <li>Incident investigations must be completed within 30 days, with description, unsafe conditions, contributors, causes, corrective actions, and worker rep participation.</li> <li>Any near miss incidents must be reported to CAIRS within 48 hours of the occurrence.</li> <li>Important to note that any incident where the individual is transported to the hospital or emergency room, the incident becomes immediately reportable.</li> </ul>			
IR202416973021A	E	<p><b>Incident investigation report received and accepted – Worker slipped at Perugia Café</b></p> <p>This Inspection Report documents the receipt and acceptance of the employer's full Incident Investigation Report, relating to an incident mentioned above (IR202416973017A).</p>	Co-Chairs	-	C

\* REC – Recommendation Letter \*IR – WorkSafeBC Regulatory Inspection

10. NEW & OTHER BUSINESS					
Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
NB-PharmSci-24/03/19-01	E	<p><b>Cat Adoption Proposal for Pharm Sci, Pets in the Workplace Etiquette</b></p> <p>Carolyn shared info on a program offered by the Humane Society which involves having “working cats” in a specific space to tend to any mouse, mole or vermin problems for the small cost of a bowl of cat food and</p>	Carolyn Rogers & Co-Chairs	April 16, 2024	IP



10. NEW & OTHER BUSINESS					
		<p>water set out daily, and veterinary care and shelter. Given the rising rodent problem in the city and the banning of pesticides, some companies have adopted this new idea, and this was brought up for discussion within the committee members.</p> <p>The majority of the committee members present were in favour of this suggestion to give it a try. However, there were some concerns and questions raised, such as:</p> <ul style="list-style-type: none"> <li>• how do you make sure that they do not get into something dangerous (poison, chemicals, etc)?</li> <li>• what about people who have allergies?</li> <li>• Where would they have their shelter, and who would take care of the cat?</li> <li>• Which areas would they be confined to?</li> </ul> <p>This item will remain open for further discussion and consideration.</p>			
NB-PharmSci-24/03/19-02	C	<p><b>JOHSC member round table</b></p> <ul style="list-style-type: none"> <li>• There was a question raised about the issues with security in the building and whether this was still being discussed with the SMT. However, this item is now closed, as it will be left to the new Dean, once appointed, to make a decision on this matter, and to discuss it with the building stakeholders. Admare added that they are willing to contribute to the costs of hiring security.</li> <li>• It was shared that the Central Custodian management team will be invited to attend one of the JOHSC meetings to answer any questions and follow-up on the building cleanliness issues that have been brought up in the past months.</li> <li>• There will be a request made to UBC Building Ops to check the air filters in the Atrium, as it seems that it is very dusty.</li> </ul>	All Members	-	C



10. NEW & OTHER BUSINESS					
		<ul style="list-style-type: none"><li>• There was a request for another chemical amnesty. Rehana will check with Peggy on whether this can be arranged. MBF also requested one.</li><li>• Reminder to show students the “Needle Safety” video, to reduce the risk of needle stick injuries.</li><li>• UBC Campus Security provides training on how to handle certain situations or people, so that might be useful for anyone who wants to learn these techniques.</li></ul>			
NB-PharmSci-24/03/19-03	E	<p><b>Electrical Safety Website</b></p> <p>Safety &amp; 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.</p> <p>Please visit the <a href="#">Safety &amp; Risk Services website</a> to learn more about safe work practices on electrical safety.</p>	Co-Chairs	-	C
NB-PharmSci-24/03/19-04	E	<p><b>SRS General Inspection Updates</b></p> <p><i>Emergency Exit Signs</i> UBC Facilities has been requested to install new emergency signs following our local area inspections. A reminder that to "existing or installed" emergency exit signs must be illuminated.</p> <p><i>Electrical Panel Clearance</i> 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.</p> <p>Please contact Rehana Aziz, if you have any questions. Relevant inspection templates have been updated to reflect this communication.</p>	Co-Chairs	-	C





\*NB – New Business

11. NEXT MEETING	
Date:	April 16 <sup>th</sup> , 2024
Time:	12:00-1:00 p.m.
Location:	Videoconference / In-person (Hybrid)

12. MEETING ADJOURNED	
Time:	1:00pm

**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)