



# UBC St Paul’s Hospital Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: SPH JOHSC

Worker Co-Chair: Beth Whalen  
Employer Co-Chair: Ivan Leversage

Date: March 27, 2024

Time: 1:00 PM  
Location: Zoom

## AGENDA

1. Roll Call
2. Determination of Quorum
3. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes
  - February JOHSC Meeting Minutes
4. Approval of Agenda
  - Additional Agenda Items per committee members
5. a) Review NEW Centralized Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents
  - New CAIRS reports
 b) Review Accident/Incident reports with ongoing action items
  - 133681 (13367): Ampule cut, Beth to review local procedures for BBF exposure poster
6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)
  - Follow Up: Ivan to confirm inspection schedule

7. Review Education and Training
  - Qualtrics survey for JOHSC training not yet complete
  - Record any members who have now completed JOHSC Fundamentals Training, due by June 2024
8. Ongoing Business – Status of Action Items
  - Draft TOR: committee decision required – voting during hybrid/virtual meetings
  - Committee Membership: Confirm members from BC Centre on Substance Use
  - Providence HealthCare tour and inspection of Animal Facility
9. JOHSC Formal Recommendation Letters & Regulatory Inspections
  - See WSBC attachments in SRS Co-chair email
10. Safety and Risk Services Update (Co-Chair Email)
11. New and Other Business
  - Round Table
12. Next Meeting: April 24, 2024
13. Meeting Adjournment



1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Beth Whalen	M&P - AAPS	Heart & Lung Innovation, SPH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amrit Samra	Non-Union Tech	Heart & Lung Innovation, SPH	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Chung Cheung	Faculty Non-Bargaining	Heart & Lung Innovation, SPH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gurpreet Singhera	Faculty Non-Bargaining	Heart & Lung Innovation, SPH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jennifer Leong	M&P - AAPS	Centre for Advancing Health Outcomes, SPH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jingchun (John) Zhang	Non-Union Tech	Heart & Lung Innovation, SPH	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Linda Jackson	Non-Union Tech	Heart & Lung Innovation, SPH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lu Wang	Research Assistant	Heart & Lung Innovation, SPH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mary Zhang	Faculty	Heart & Lung Innovation, SPH	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
May Fouadi	Non-Union Tech	Heart & Lung Innovation, SPH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stephanie Sellers	Faculty Non-Bargaining	Heart & Lung Innovation, SPH	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Althea Lai (A)	Non-Union Tech	St. Paul's Hospital	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shun-Wei (Julia) Yang (A)	Non-Union Tech	St. Paul's Hospital	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employer Representatives	Work Location		Present	Regrets	Absent
Ivan Leversage	St. Paul's Hospital		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Claire Smits	St. Paul's Hospital		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/Guests	Work Location		Present	Regrets	Absent
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"/>
Nick Steel (A)	SRS (FoM)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. DETERMINATION OF QUORUM		
a. A minimum of 4 members; b. Worker representatives (faculty and staff workers who do not exercise managerial functions) and employer representatives (management workers who exercise managerial functions); c. At least half of the members must be worker representatives;		
Is there quorum for this meeting <i>* If quorum is not met, the meeting does not qualify as a monthly meeting. The monthly meeting will need to be rescheduled within the same month.</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>



### 3. APPROVAL OF PREVIOUS JOHSC MEETING MINUTES

(Statement to indicate minutes of previous meeting have been read & acknowledged and to record any corrections to it)

#### February UBC SPH JOHSC Minutes

• Move to adopt minutes. Moved by: Linda Jackson Seconded by: Jennifer Leong

Are the minutes approved? Yes  No

### 4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

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#### 4 A. REVIEW ACTIONABLE ITEMS FROM LST MINUTES (if applicable)

Place actionable items under Accident/Incident Investigation, Safety Inspections, Correspondence, New Business etc. as applicable and assign proper item # for further discussion/action.

No actionable items noted

Is the agenda approved? Yes  No

### 5. A) REVIEW NEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

See attached incident report:

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

Item # (Use CAIRS Incident ID # and Incident Date)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
133954 (133916) 2024-02-24	C	<b>Needle Stick:</b> Reviewed in February Meeting, supervisor report submitted <b>No further action required</b>	N/A	N/A	C
5. b) INCIDENT/ACCIDENT INVESTIGATIONS WITH OPEN ACTIONS FROM PREVIOUS MEETING					
133681 (13367) 2024-01-12	C	<b>Sharp contact:</b> Worker received small cut from ampule while making aliquots. Cut was not noticed until they removed their glove.	Beth	4/24/24	IP



		<p><b>Root cause:</b> Most likely a cut from a very small glass shard from the broken ampule</p> <p><b>Outstanding Corrective Actions:</b> BBF information for students and workers can be displayed in labs for any future incidents. More information here: <a href="https://www.healthlinkbc.ca/healthlinkbc-files/contact-blood-or-body-fluids-protecting-against-infection">https://www.healthlinkbc.ca/healthlinkbc-files/contact-blood-or-body-fluids-protecting-against-infection</a></p> <p><b>Actions:</b> Mardi to provide Ivan with poster to display on safety board with BBF instructions- this will first need to be modified with the correct first aid contact number. Beth &amp; OPH to provide comments, refer forward to March</p> <p><b>Update 3/27:</b> OPH poster does not include accessing first aid for a hospital site. Poster has step by step for on campus incidents; at SPH a first aid attendant is called who then can they take the injured person to emergency. Once a design is confirmed this can be posted at UBC facilities at SPH.</p> <p><b>Action: Beth to design a similar poster and bring to next committee meeting for approval</b></p>			
N/A	E	<p>Committee asked what to do in the situation that a worker injured themselves at work but it unsure how it occurred. What detail is needed for the CAIRS report if there are no obvious hazards present or root causes?</p> <p>Mardi clarified that only a supervisor’s report is required in CAIRS, incidents can be submitted to WorkSafeBC without injured person’s report. An investigation can be started in CAIRS even if the root cause is unknown. It could provide an opportunity to do a check of the worker’s work area and regular work tasks for any hazards to ensure employer is meeting their due diligence.</p> <ol style="list-style-type: none"> <li>1. Manage the Scene: Check for any hazards in the work area – if it is not clear if it is a work-related or non-work-related issue, this step is still valuable. (“checked the scene for immediate hazards – none found” is a good immediate corrective action to document)</li> <li>2. Determine if the incident is immediately reportable (<a href="#">per the immediately reporting criteria</a>)</li> <li>3. Commence an incident investigation (even if there is a near miss)</li> </ol> <p>Encourage the worker to submit a CAIRS report as the injured/affected person; (Note: If a worker immediately departed the workplace to seek medical</p>	Claire/ Ivan	March 27, 2024	IP



		<p>attention and missed time from work as a result of a work-related injury/illness, advise that they can start a WCB claim by calling the WorkSafeBC Teleclaim Contact Centre at 1.888.WORKERS (1.888.967.5377). They should also complete an incident/accident report at UBC CAIRS (Injured/Affected Person Incident Report.)</p> <p>If it eventuated that it was non-work related, access to the report can be restricted for privacy reasons.</p> <p><b>Action:</b> Claire &amp; Ivan to review and complete Supervisor’s report if needed.</p>			
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**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
- Animal related inspections are forwarded to the AW JOHSC for their review

Item # (Use Inspection #)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
N/A	E	<p>Ivan collecting information to create inspection schedule for 2024. Please send Ivan your availability for inspections for planning.</p> <p>Action: Ivan to provide inspection schedule at next meeting</p> <p><b>Update 2/28:</b> The four labs in Core 3 will be completed 1 per week, starting at Sellers Lab (Ivan and Amrit to complete).</p> <p>Chemical Initiative- Rich from SRS visiting Feb 29<sup>th</sup> to answer any questions about the initiative. Ivan to add GEM Facility to inspection schedule, Ivan requires availability from members to be able to build the schedule.</p> <p><b>Update 3/27:</b> Annual checks of labs on a rotating basis, sometimes multiple labs can be done at the same time. Each lab gets looked at once and then at the end of the year the whole facility gets a sweep. Genetically Engineered Models (GEM) Facility has been added to the schedule. Confirm the AW JOHSC will only receive a copy of SPH JOHSC minutes if there is an incident of concern to that</p>	Ivan/ Mardi	4/24/24	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)					
		<p>JOHSC. Office areas outside of HLI Lab Space should also be inspection on an annual basis at a minimum. There is an <a href="#">inspection template for Office Spaces</a> on the Safety Committees website. Office spaces are also captured in the annual Inspection Survey sent in January.</p> <p><b>Actions: Mardi to create checklist at end of the year based on spaces outlined in the TOR. Ivan to provide a copy of Inspection Schedule for the committee</b></p>			
GI-Sellers-B35- March 2024	E	<p>Sellers Lab inspection complete. No common findings for JOHSC to discuss; lab was neat and tidy. Discussed the UBC chemical initiative &amp; waste disposal, provided safety training dates, and incident/accident reporting to CAIRS with workers present.</p>	Ivan/Amrit	N/A	C
N/A	E	<p><b>Inspection Survey:</b> SRS released inspection survey for use in administrative areas.</p> <p><b>Common themes:</b> Sit stand desks are highly requested, but need to be assessed on case-by-case basis by the department as they are costly. Some participants with Hybrid work arrangements expressed feeling out of touch with health and safety in their area on site. FoM team is connecting those who expressed interest in joining a committee, as well as following up with specific concerns. Some folks at the Howe st office were concerned about evacuation muster points and the high-rise glass buildings surrounding the area in terms of earthquake safety. Mardi to send FOM I/A reporting poster to committee members. Mardi to follow up with Howe St contributors about emergency protocols.</p> <p><b>Areas completed:</b>  <u>1125 Howe Street:</u> 920, 950, 230  <u>St Paul’s Hospital:</u> 180, 219, 223, 292/289, 360 LD042278, 361, 370, 374 379, 381, 390 (3B), 486, 6012A ,8B, B52F, M100, M102, M121, MB05  <u>Providence:</u> Pacific Lung clinic, Hornby St 336F, Hornby St4th floor  <b>Update 3/27: Mardi forwarded incident reporting poster to committee members</b></p>	Mardi	N/A	C

\* 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	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
ED-24/01/31-01	D	<p><b>Contact and Training information survey</b> All members are required to please complete the survey linked below, this is to gather up to date contact information and training status. <a href="https://ubc.ca1.qualtrics.com/jfe/form/SV_9N9sZsjhmedEzNs">https://ubc.ca1.qualtrics.com/jfe/form/SV_9N9sZsjhmedEzNs</a></p> <p><b>Update 2/28:</b> Up to date contact information and union/association group is needed for accurate recording of minutes. Only 2 responses so far. Reminder to please complete survey before next meeting.</p> <p><b>Update 3/27:</b> Committee members contact information has been added to the <a href="#">SPH SharePoint</a> site and <a href="#">SRS webpage</a>. Please check this is correct and contact Madeline for any corrections.</p>	ALL	N/A	C
ED-24/01/31-02	D	<p><b>JOHSC Fundamentals Training</b> Committee members are required to take 8 hours of training within 6 months of becoming a member. Training consists of one self-paced online module and two in-person sessions covering inspections and investigations. <a href="https://safetycommittees.ubc.ca/training-calendar/">https://safetycommittees.ubc.ca/training-calendar/</a> Please contact SRS if training sessions are not available as there is a large amount of people joining JOHSCs that require training</p> <p><b>Update 2/28:</b> WorkSafeBC requirement for members to sign up. JOHSC training sessions are every 2 months, training is online only, mix of self-paced and facilitated training via Zoom. Committee members to sign up to JOHSC training via the link above</p> <p><b>Update 3/27:</b> A reminder the deadline for compliance is end of June 2024, therefore May is the last chance to sign up. A reminder will be sent to committee members before the next meeting.</p> <p><b>Actions: Madeline to send a reminder. Committee members are asked to be enrolled in the May JOHSC training before next meeting</b></p>	ALL	4/24/24	IP
ED-24/03/27-01	E	Committee asked if there is a list of mandatory training courses as managers currently do not have insight into which of the 7 courses workers have completed. The <a href="#">list of training courses</a> is on the SRS website. In order to find out	N/A	N/A	C



7. REVIEW EDUCATION AND TRAINING					
		which courses have been completed, managers can check on WorkDay or ask their HR Manager for a report of required training.			

\* 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-24-01-31-02	D	<p><b>Terms of Reference</b> Draft Terms of Reference have been written for the committee. The requirements of the document are from the Workers Compensation Act.</p> <p>Jennifer provided a correction “Centre for Advancing Health Outcomes” Please review TOR and bring and questions or suggestions to next meeting</p> <p><b>Update 2/28:</b> If the instance arises where a vote needs to be taken, it should be done anonymously. Committee agreed since they are using hybrid zoom/ in person, that votes will be taken via Zoom poll, and those in person can vote via their own laptops or phones. TOR referred forward to March.</p> <p><b>Update 3/27:</b> Committee confirmed using zoom poll if a vote is required to reach a consensus. Mardi clarified the JOHSC composition on page 1 are site that fall under the purview of the JOHSC but do not necessarily need to have a representative as a committee member. Terms Of Reference were approved by the committee and will be available on the <a href="#">SPH SharePoint</a> site.</p>	ALL	N/A	C
NB-24-01-31-04	E	<p><b>Committee Membership:</b></p> <p>Representation from:</p> <ul style="list-style-type: none"> <li>- Centre for Heart Lung Innovation – well represented</li> <li>- BC Centre on Substance Use – Greg to come up with a candidate(s) and invite them next meeting.</li> <li>- Centre for Advancing Health Outcomes – represented by Jennifer</li> <li>- Centre for Excellence in HIV/AIDS – Claire reached out to their manager, they only have a few UBC staff/faculty so it was decided those employees can bring issues forward to an existing worker rep on this committee and have opted not to send a representative at this time.</li> </ul>	Mardi	4/24/24	IP





8. ONGOING BUSINESS – Status of Action Items					
		<p>Note: Ivan attends the Providence Health St Paul’s JOHSC and can act as a messenger between the two committees if new business arises.</p> <p><b>Update 2/28:</b> One rep from Centre on Substance Use for all outreach sites is sufficient for the committee. Any incidents/ accidents in that group would be designated to that committee member as worker rep for that incident.</p> <p>Centre for Excellence- a committee member is not a requirement as they are small and more affiliated with SFU. It is more if they do have a health and safety issue they have a communication channel and have a mechanism to bring up any issues. If there was an incident/ accident in that group it would still be covered at this JOHSC. Mardi to follow up with Greg for a worker rep from Centre for Substance Use.</p> <p><b>Update 3/27:</b> Member not yet confirmed, Mardi to follow up with Greg.</p>			
NB-24/02/28-01	C	<p><b>Roundtable:</b> An Infection Prevention and Control representative for Providence HealthCare has requested a tour and inspection of the HLI animal facility after attending some of the Preclinical Animal Facility Design meetings for the new facility. Claire has requested advice from the ACC. She asked the committee if they are governed more by UBC and the Animal Care Group that already inspect. Claire to report back to committee at next meeting</p> <p><b>Update 3/27:</b> Representative has not made further contact regarding an inspection or tour. The AC Committee is able to provide guidance of their governance and scope if required. Item will be closed as no further action is required.</p>	Claire	N/A	C
NB-24/03/27-01	E	<p>There are plans to install an automated HVAC system to turn heat on/off heat-installation date not yet confirmed. This will need to be brought to the JOHSC to consult on changes to the workplace.</p> <p><b>Action: Claire to bring item to JOHSC agenda when ready</b></p>	Claire	N/A	C
NB-24/03/27-02	E	<p>The HVAC issues in Animal Facilities have now been rectified. The small flood in the area is currently being remedied; there is currently hoarding in the hallway which does not affect animals or workers, nor does it affect the containment area. Work is almost complete. A reminder to the committee that if a similar issue does or could affect the containment area or workers, it is important to communicate this with staff, especially if extra PPE is required.</p>	Claire	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. 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. <b>Action: Claire to circulate email on guidance regarding batteries for scooters and ebikes</b></li> <li>It was noticed during inspections that electrical cabinets are occasionally blocked. A reminder that both the wall mounted and on the floor electrical cabinets/ panels are to have a clearance area and be accessible at all times.</li> <li>SRS General Inspection Updates. Requirements for Emergency Exit signs have been updated on the <a href="#">General Inspection Template</a> talking about exits signs that already exist.</li> </ul>	Claire	4/24/24	IP



**11. NEW & OTHER BUSINESS**

- General discussion items (list actionable items below)

Item # (NB-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
NB-24/03/27-01	D	The <a href="#">SRS Safety Committees</a> website has been updated with new JOHSCs. This is to meet the mandate from WorkSafeBC, specifically how a worker knows how and where to find their JOHSC and representatives. This a public website. The St Paul's JOHSC page includes information on when meetings are held if someone wanted to join, access to the SharePoint site (members only) and committee members contact details. Please add this page to UBC workers orientation material. <b>Action: All committee members to check their contact information on this page is correct. Contact Madeline if any corrections are required</b>	ALL	4/24/24	IP

\*NB – New Business

**12. NEXT MEETING**

Date:	April 24, 2024
Time:	1:00 PM
Location:	Zoom

**13. MEETING ADJOURNED**

Time:	1:42 PM
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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)

**Posting of Approved Meeting Minutes (Required):**

- Outside James Hogg Conference Room 103