



## UBC C&W Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: C&W JOHSC

Worker Co-Chair: -  
Employer Co-Chair: Kayla Shayne

Date: April 9, 2024

Time: 10:00 AM  
Location: Zoom

### AGENDA

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| <ol style="list-style-type: none"> <li>1. Roll Call</li> <li>2. Determination of Quorum</li> <li>3. Approval of Previous C&amp;W JOHSC Meeting Minutes</li> <li>4. Approval of Agenda <ul style="list-style-type: none"> <li>• Additional Agenda Items per committee members</li> </ul> </li> <li>5. a) Review NEW Centralized Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents <ul style="list-style-type: none"> <li>• New CAIRS reports or PHSA Reports, if relevant</li> </ul> b) Review Accident/Incident reports with ongoing action items <ul style="list-style-type: none"> <li>• 132557 (132546): Gel Comb splash: Awaiting submitted SOPs re: gel combs for standardized document</li> </ul> </li> <li>6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers) <ul style="list-style-type: none"> <li>• Completed Inspections for Committee Review</li> <li>• Outstanding: Biosafety compliance letter, Kayla waiting for confirmation of retraining</li> <li>• Outstanding: Jacobson lab</li> </ul> </li> </ol> | <ol style="list-style-type: none"> <li>7. Review Education and Training <ul style="list-style-type: none"> <li>• Committee members to confirm they have registered for <a href="#">JOHSC Fundamentals</a></li> </ul> </li> <li>8. Ongoing Business – Status of Action Items <ul style="list-style-type: none"> <li>• LST Checklist for Transition: <ul style="list-style-type: none"> <li>◦ Nominations for Worker Co-Chair</li> </ul> </li> <li>• JOHSC promotion: Ongoing event list</li> <li>• Hospital Emergency Operations Communication streams for UBC employees</li> <li>• Committee recruitment: Inspection Survey expressions of interest</li> </ul> </li> <li>9. JOHSC Formal Recommendation Letters &amp; Regulatory Inspections <ul style="list-style-type: none"> <li>• See WSBC attachments in SRS Co-chair email</li> </ul> </li> <li>10. Safety and Risk Services Update <ul style="list-style-type: none"> <li>• SRS Co-chair email</li> </ul> </li> <li>11. New and Other Business <ul style="list-style-type: none"> <li>• Roundtable</li> </ul> </li> <li>12. Next Meeting: May 7, 2024</li> <li>13. Meeting Adjournment</li> </ol> |
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1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Beheroze Sattha	Non-Union Technicians and Research Assistants	BC Women's Hospital	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clare Beasley	Faculty Bargaining	BCCHRI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mahfuza Sreya	Non-Union Technicians and Research Assistants	BC Women's Hospital	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mike Davey	Non-Union Technicians and Research Assistants	CMMT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emily Harvey	Non-Union Technicians and Research Assistants	BCCHRI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jenny Lee	M&P—AAPS	BC Children's Hospital Clinical Support Building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Theresa Williams	Non-Union Technicians and Research Assistants	BCCHRI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kelly Brown	Faculty Bargaining	BC Children's Hospital Clinical Support Building	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Employer Representatives		Work Location	Present	Regrets	Absent
Kayla Shayne		BCCHRI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jeffrey Helm		BCCHRI	<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

*\* 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.*

Yes

No

## 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)*

### March JOHSC Minutes

- Move to adopt minutes. Moved by: Jeffrey Helm Seconded by: Clare Beasley

Are the minutes approved? Approved with below changes:

Yes

No

## 4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

- None

### 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. 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
134161 2024-04-04	C	<p><b>Struck By:</b> Worker was opening a cabinet under the lab bench, cabinet door fell off its hinges and struck worker on the leg. No medical attention was required. Door did not appear to be loose however upon inspection screws on hinges had loosened over time. This may happen due to people putting their weight on cabinet doors to lift themselves up from bending down under bench.</p> <p><b>Corrective actions:</b> Mike walked around lab spaces and inspected all cabinet doors for any others with loose hinge screws. It was decided these doors should be inspected periodically and added to inspection checklist. It was suggested the committee could send out communication.</p> <p><b>All corrective actions complete</b></p> <p>It was noted labs are commonly reluctant to submit incident reports, as no one wants to be ‘on the radar’. Near misses are also commonly unreported. Committee noted it is important to spread the message that labs/individuals are not reprimanded for reporting incidents, it is to keep everyone safe and the benefit of everyone. There is a misconception that near-misses are not reportable. Committee agreed a communication campaign to encourage reporting of hazards before they become near miss/incidents would be a good starting point. UBC has some material that could be referenced from other JOHSC’s/customized to fit the committees needs.</p> <p><b>Actions: Mardi to send resources to Kayla to choose suitable campaign material.</b></p>	Mike/ Mardi	N/A	C
<b>INCIDENT/ACCIDENT INVESTIGATIONS WITH OPEN ACTIONS FROM PREVIOUS MEETING</b>					
132557 (132546) 2023-12-06	C	<p><b>Contact with Chemicals (CWC):</b> Person stacking gel, insertions of gel comb into apparatus caused gel to splash onto pants and legs. See January Minutes for more detail. Committee asked if there is an associated SWP with this procedure as it may be beneficial to have a facility-wide SOP/SWP to distribute. Emily to forward</p>	Mike	05/07/24	IP



		<p>existing SOP to Mardi to collate. Mardi to investigate if current SOP exists and next steps.</p> <p><b>Update 2/6:</b> Emily shared document and SOP clarifies the angle of insertion in the procedure &amp; expected PPE. Noted that the SOP did not include chemical waste management. Committee discussed whether there is a standardized approach for disposal of ethidium bromide buffer. Mike noted he has a SOP for disposal of EtBr. Actions: Mike to send procedures for disposal of Ethidium Bromide to Madeline for circulation. Once collected, we can amalgamate into one SOP which will include hazardous waste disposal.</p> <p><b>Update 3/5:</b> Mike to update and send out to Kayla and Mardi before next meeting</p> <p><b>Update 4/9:</b> Mike to send to Kayla EOD</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

Item # (Use Inspection #)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
N/A	C	<p>Inspection at Jacobson Lab did not take place as they in between grants and not currently using lab.</p> <p><b>Update 3/5:</b> An inspection of Jacobson lab may be an inspection of the Vallance lab due to sharing a space, Kayla to check permits and advise whether this lab needs separate inspection</p> <p><b>Update 4/9:</b> Kayla to review <a href="#">inspection schedule</a> and send to committee.</p>	Kayla	05/07/24	IP
Inspection Survey	E	<p><b>Inspection survey:</b> see summary from February Meeting Minutes Some respondents expressed interest in joining the JOHSC</p> <p><b>Action:</b> Mardi to reach out to those who expressed interest in joining this JOHSC</p> <p><b>Update 4/9:</b> Additional faculty members would be beneficial to join the committee. It was noted this also gets faculty members more involved with</p>	Kayla	05/07/24	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>people in the building. Faculty members being on a committee may contribute towards tenure- TBC. It was noted Rajavel has not attended a meeting in a long time and it was unanimously agreed they were no longer an active member of the committee. Currently committee members can be found on the <a href="#">SRS website</a>- this may be useful to send to potential members.</p> <p><b>Actions: Kayla to include slides on joining the JOHSC on TV. Kayla to send Dr. Elango a letter as so far they had not attended and could not be confirmed as an official member.</b></p>			
Carried forward from LST minutes	B	<p><b>Horvath Lab:</b> A formal letter was sent regarding biohazard material which was left in a public space. The letter requested further training to be completed, and was sent in mid-December. No reply has been received to confirm training has been complete.</p> <p><b>Update 2/1:</b> The lab responded to the letter but has not followed up on required actions. Kayla has sent multiple emails with no response. Kayla to visit lab for response and investigate if retraining has occurred.</p> <p><b>Update 3/5:</b> Kayla unable to get in contact with individual; no response to emails. Kayla to reach out to Research Safety to see if person has finished training.</p> <p><b>Update 4/9:</b> Kayla unable to track down supervisor to speak in person despite multiple efforts. It is likely the involved person has already completed the required training.</p> <p><b>Actions: Kayla to bypass supervisor and ask individual directly if training has been complete</b></p>	Kayla	04/09/24	IP

\* 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-24/01/09-01	D	As of February, everyone who has not yet completed JOHSC training will have 6 months to complete. There is a <a href="#">calendar here</a> which provides intake dates.	ALL	05/07/24	IP



7. REVIEW EDUCATION AND TRAINING					
		<p>Training comprises two components, one online and one “in-person”, however both can be completed online via Zoom. Mike, Beheroze, David, Emily, Jeffrey, Jenny, Mahfuza and Theresa to complete training</p> <p><b>Update 3/5:</b> Beheroze and Mahfuza have enrolled in part 1. Please note that committee members need to complete training by June to be in compliance</p> <p><b>Update 4/9:</b> All outstanding committee members now enrolled in training. Completion TBC</p>			

\* 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
N/A	D	<p><b>Nominations for worker co-chair:</b> Please reach out via email to FoM team (Mardi, Madeline, Nick) or Kayla if you are interested in the co-chair position</p> <p><b>Update 2/1:</b> No volunteers for Co-chair position. Kayla encouraged committee members to volunteer or speak to workers in their teams who may be interested.</p> <p><b>Action:</b> Mardi and Madeline to provide more information on co-chair role to anyone who is interested.</p> <p><b>Update 3/5:</b> No volunteers for co-chair. If a new member joins the committee they may be interested in the role</p> <p><b>Update 4/9:</b> No new nominations received. RF to next meeting</p>	ALL	05/07/24	RF
N/A	D	<p><b>Draft Terms of Reference:</b> Committee noted the sites listed under the composition of JOHSC are more than currently in the committee e.g. GF Strong. Mardi noted WorkSafeBC best case scenario is that the committee has a rep from all sites, but a rep from the same working group (e.g. NUT) is also sufficient.</p> <p>Committee noted administrative workers, clinical research coordinators and workers interacting with patients are not necessarily currently getting the amount of support and mentorship they need, and would be a good group to target. Committee asked how we know that all sites on the list in the Terms of Reference want to be on the JOHSC, and how will we ensure we keep good</p>	Jeffrey/ Mardi	05/07/24	IP



8. ONGOING BUSINESS – Status of Action Items					
		<p>attendance at committee meetings. Suggested to have ‘coffee with the JOHSC’ for workers to get to know members.</p> <p>Actions:</p> <ul style="list-style-type: none"> <li>• Nick to check budget allocations for coffee and snacks.</li> <li>• Kayla to bring lists of events currently planned that JOHSC could attend</li> <li>• Jeffrey volunteered to create a one pager communicating what the JOHSC is/does and welcoming members to join.</li> <li>• All committee members to read draft Terms of Reference for approval next meeting</li> </ul> <p><b>Update 2/1:</b> Terms of reference are approved by committee. TOR will be submitted to the UBC Deans Office for acceptance. Nick does not have confirmation of a set amount of money available. Committee agreed to go ahead and plan event. Kayla noted there are no vendor shows happening soon. Jeffrey noted there is a Dragons Dens event on Feb 28<sup>th</sup> from 2pm-4pm. Labs pitch their research to a panel of PIs who then vote with audience and award \$5k for research project. There will be a break at 3pm. Event will be in the atrium, with people around afterwards which could be an opportunity for the committee to talk to people about the JOHSC.</p> <p><b>Actions:</b> Kayla to send email to committee for volunteers at the Dragons Den event.</p> <p><b>Update 3/5:</b> Dragons Den event was missed. Committee members are asked to bring any events that may be suitable to join to the committee</p> <p><b>Update 4/9:</b> Currently no events scheduled from facilities. Committee suggested doing their own event.</p> <p><b>Actions: Jeffrey &amp; Kayla to find funding from facilities and UBC for event. Mardi to check request for JOHSC promotion funds.</b></p>			
NB-24/02/06-02	E	<p>Kayla asked if the committee wanted to keep current meeting time of 9:30am or change back to 10:00am.</p> <p><b>Action:</b> Kayla to send out doodle poll to committee for either 9.30 or 10 start time</p> <p><b>Update 3/5:</b> Kayla will send out poll today time TBC</p> <p><b>Update 4/9:</b> Meetings will now be held at 10am, Madeline has updated calendar invite</p>	Kayla/ ALL	N/A	C





**8. ONGOING BUSINESS – Status of Action Items**

NB-24/03/05-02		<p>Committee discussed an event in Toronto that happened recently when a rally passing by the hospital site resulted in hospital staff being accosted. Kayla asked the committee if they had any recommendations if a similar situation were to happen at C&amp;W Hospitals. It was noted BC government are currently looking at legislation that protests cannot happen at a hospital site in BC. Committee agreed that any threat on site should be escalated beyond hospital security, as security can escort people from the site, but they do have limited resources. Committee agreed that communication is key, and if protests are known of in advance, that people are informed so they can avoid the area. It was noted that UBC has emergency response through the UBC safe app or via text message, however this can be problematic as peoples work locations are pulled from Workday and are not always accurate due to cross-appointment. Mardi noted the banners on the front page of UBC website are used to alert people of potential on-campus disruptions. Kayla to ask security what their response plan is for this type of situation, and what the communication lines are in this response plan. Kayla to see if HEMBC has current guidance of protests on or near hospital sites. Mardi to ask Emergency Management if there is ability to use their resources &amp; confirm EOC communication channels for Hospital Sites.</p> <p><b>Update 4/9:</b> Kayla and Mardi have scheduled a meeting with PHSA Emergency Manager to discuss. Will report back next meeting.</p>	Kayla/ Mardi	05/07/24	RF
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**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 #202417748025A	E	Incident at Jack Bell Research Centre on February 28 where a worker was exposed to Isoflurane	N/A	March 1 2024	N/A	C
IR #202419279016A	E	On March 1 a worker dropped an ethylene oxide ampule causing it to crack. They immediately exited the room, informed their supervisor and contacted 911. The fire department responded and the worker was released from the hospital after a medical examination – Kayla confirmed EO sterilizers were not present at BCCHRI	N/A	March 4 2024	N/A	C



9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
IR #202416973032A	E	On March 25, 2024, a WorkSafeBC officer followed up on a report of an unsafe condition at the AMS Student Nest. An order was issued under section 3.10 of the OHSR as the unsafe condition as not rectified in a timely manner. For details on the process of refusing unsafe work, including steps to take and documentation requirements, please visit the SRS website: <a href="#">Refusal of Unsafe Work</a> .	N/A	March 27, 2024	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-24/03/28	E	<ul style="list-style-type: none"> <li><b>First Aid Regulation Changes:</b> Changes come into effect on November 1, 2024. Mardi and Madeline are meeting next week to discuss the scope change for this campus.</li> <li><b>BERP Submissions:</b> Recommended to review annually. Please send completed BERP to <a href="mailto:safety.risk@ubc.ca">safety.risk@ubc.ca</a>. <b>Action: Mardi to re-sent BCCHRI BERP to Kayla for review &amp; filing.</b></li> <li><b>Day of Mourning:</b> April 28<sup>th</sup> for people lost due to work-related incidents. More information and resources can be found here: <a href="https://dayofmourning.bc.ca/">https://dayofmourning.bc.ca/</a></li> </ul>	ALL	N/A	C

11. NEW & OTHER BUSINESS					
<ul style="list-style-type: none"> <li>General discussion items (list actionable items below)</li> </ul>					
Item # (NB-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status

\*NB – New Business

12. NEXT MEETING	
Date:	May 7, 2024
Time:	10:00 AM



**12. NEXT MEETING**

Location: Zoom

**13. MEETING ADJOURNED**

Time: 11:00 AM

**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):**

- [UBC C&W JOHSC SharePoint](#)