



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Faculty of Science – JOHSC

Worker Co-Chair: Kate Blackburn & Monica Clarkson
Employer Co-Chair: Glenn Sammis

Date: Thursday April 11, 2024

Time: 11:30 am
Location: Zoom

AGENDA:

<ol style="list-style-type: none"> 1. Roll Call 2. Determination of Quorum 3. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes 4. Additional Agenda Items, Review Actionable Items from Local Safety Team (LST) Minutes & Approval of Agenda 5. Review Central Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents <ol style="list-style-type: none"> a. Monthly Incident List c. Review CAIRS statistics 6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers) <ol style="list-style-type: none"> a. IR#202417748025A – b. IR#202419279016A - c. IR#202417748026A - d. IR #202419279018A - e. IR #202416973032A – 7. Review Education and Training 	<ol style="list-style-type: none"> 8. Ongoing Business – Status of Action Items <ol style="list-style-type: none"> a. Hazards posed by ebikes/bikes/etc. (from Botany LST) – committee b. BERP updates/streamlining Glenn to update if he’s received feedback, if not, close c. Chemistry building ops/trades/custodial not wearing PPE when entering lab spaces – Monica via Rich d. Website Updated with common incident reminders – Glenn via Jill 9. JOHSC Recommendation Letters (Correspondence) – nothing for discussion 10. New and Other Business <ol style="list-style-type: none"> a. CHEM Glass Waste Incident 129681/129682 from July 2022 – Monica b. First Aid Changes – new Occupational Health & Safety Regulation changes on Nov 1 c. Reminder to update your BERPs if you have not already d. April 28th Day of Mourning for those who have lost their lives to work related incidents or occupational disease and to renew our commitment to creating healthy and safe workplaces 11. Website News and Updates – anything to add? 12. Next Meeting: Thursday May 9, 2024 13. Meeting Adjournment
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1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Harry Brumer	Faculty	Michael Smith Laboratories	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brett Couch	Faculty	Dept. of Botany	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Karen Reid	M&P	Michael Smith Laboratories	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kate Blackburn	CUPE 2950	Faculty of Science	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Christopher Stinson	CUPE 116	Beaty Biodiversity Museum	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vivian Leung	M&P	Dept. Computer Sciences	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mladen Bumbulovic	M&P	Physics & Astronomy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brendan Fisher	CUPE 116	Botanical Gardens	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Tammy Tromba	CUPE 2950	Zoology	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Craig Kornak	CUPE 2950	M&I	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Urmi Mody	CUPE 2278	Chemistry	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Anna Rogers	CUPE 2950	ScienceCoop	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Theresa Lee	M&P	Math	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Monica Clarkson	M&P	Chemistry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sebastian Medrano	AAPS	Dept. EOAS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employer Representatives	Work Location		Present	Regrets	Absent
Glenn Sammis	Dept. of Chemistry		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Janie McCallum	Faculty of Science		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ray McNichol	Dean's office		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amber Stefanson	Dept. EOAS		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laura Lockyer-Cotter	Faculty of Science		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/Guests	Work Location		Present	Regrets	Absent
Richard Wambolt	Safety and Risk Services		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jillian Turner	Microbiology and Immunology		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1A. CORE GROUP ATTENDANCE					
Faculty (2) – yes M&P (2) – yes Employer Reps (2-3) – yes	CUPE 2950 (1) – yes CUPE 116 (1) – yes CUPE 2278 (2) – no		NUT (1) - no		



2. DETERMINATION OF QUORUM

- 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: Janie McCallum Seconded by: Anna Rogers

Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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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 <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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5. REVIEW 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)*



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
Item # (Use CAIRS Incident ID # and Incident Date)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
134131 (134086)-2024-02-16	C	Mercury Spill <ul style="list-style-type: none"> Sebastian to provide more info to the description (pending CAIRS update) Provided mercury spill kit Reminded to report all incidents within 48 hours. Lab did not have mercury spill kit, incident was not reported in a timely manner In disassembling equipment, several small drops of mercury spilled on a bench-top. The small spill was transferred into a waste container, and there was no direct skin contact by any personnel 	Sebastian	2024-05-09	IP
134057 (134048)-2024-03-07	C	Worker experienced back strain <ul style="list-style-type: none"> LST has not discussed this incident yet, will update next meeting Guidelines on office ergonomics to be created and provided to new staff and posted and circulated to current staff New SOP created for transporting water jugs and posted near jugs No SOP for transporting water jugs, Worker experienced back strain from reorganization project (repetitive work) and moving water jugs 	Chris	2024-05-09	IP
134061 (134053)-2024-03-13	C	<ul style="list-style-type: none"> Is there a defibrillator present? Will be added as corrective action by Monica JOHSC/LST to determine if area is being inspected annually Obtain and use voltage testers Completed various electrical upgrades to prevent further shocks Provided emergency response procedures to group Various room improvements completed (added phone, secure airlines, exit signage, spatial adjustments etc.) 	n/a	n/a	C



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

		<ul style="list-style-type: none"> In setting up for an experiment worker received a shock (they did not check if the device they were wrking on was disconnected from power). Attended and released from hospital, uninjured 			
134172 (134170)-2024-04-04	C	<ul style="list-style-type: none"> Open to confirm elevator phone is working Included as a near miss and SRS will soon be including near misses in CAIRS They put the elevator back into service Employee was stuck in elevator. Elevator had phone, but no one picked up. Phone goes to elevator company, not campus security 	Karen	2024-05-09	IP
134099 (134110)-2024-03-21	C	<ul style="list-style-type: none"> Appears to be a personal medical issue. But there is also a flickering light in the room that building ops has been tasked with fixing 911 and Campus security called Worker fell unresponsive during a meeting 	n/a	n/a	C

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

Distribute inspection checklist(s) and report(s) for meeting and use this table to record discussion and new recommendation(s)

No actionable items noted

Item # (Use Inspection #)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
IR#20241774802 5A	C	Worker exposed to Isoflurane, zero orders issued to UBC i.Report all incidents into CAIRS within 48 hours ii.Complete reports within 30 days	n/a	n/a	C
IR#20241927901 6A	C	Worker dropped an ethylene oxide ampoule, causing it to crack. zero orders issued to UBC i.Complete reports within 30 days ii.Report all serious/reportable incidents to Campus Security (after 911) iii.Info on what to do in the event of an incident on SRS site iv.Report all incidents into CAIRS within 48 hours	n/a	n/a	C
IR#20241774802 6A	E	receipt and acceptance of the employer's preliminary Incident Investigation Report, for IR#202417748025A (above)	n/a	n/a	C



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

		i.Report all incidents into CAIRS within 48 hours ii.Complete reports within 30 days			
IR #202419279018A -	E	receipt and acceptance of the employer's preliminary Incident Investigation Report, for 202419279016A (above) i.Report all incidents into CAIRS within 48 hours ii.Complete reports within 30 days	n/a	n/a	C
IR #202416973032A	C	Unsafe condition at AMS Student Nest, one order issued (UBC to submit an investigation report and corrective actions by April 19, ensuring the unsafe condition is addressed) i.Workers have the right to refuse work they reasonably believe to be unsafe and immediately report to supervisor. Supervisor required to investigate promptly and fix if possible. ii.Supervisor or employer rep must document refusal of unsafe work. If in the midst of resolving the issue – written notice must be issue to workers assigned to this work. iii.details on the process of refusing unsafe work visit	n/a	n/a	C

Annual General Inspection Tracking

Department	Notes	Date Completed
Aquatic Ecosystems Research Laboratory (AERL)		
Beaty Biodiversity Museum		
Botanical Garden & Centre for Plant Research		
Botany		
Chemistry		
Computer Science		
Earth Ocean and Atmospheric Science		



6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)		
Michael Smith Labs		
Microbiology and Immunology		
Physics and Astronomy		
Zoology		

* GI – General Inspection

7. REVIEW EDUCATION AND TRAINING					
(General discussion, confirm all training is up-to-date, etc. For all actionable items please list below)					
Item # (ED-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
		Nothing for discussion			

* 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
133826(133775)- 2024-01-31	C	<p>Strained back while using extender pole.</p> <ul style="list-style-type: none"> Chairs to discuss with Brendan Suggestion to tie off so the pole cannot be fully extended? (Glenn to discuss with Brendan) Going forward for high cuts a ladder or harness should be used – will be discussed at next horticulture meeting Using the saw at full reach, weight transfer when cutting, caused strain Strained back while using extender pole. (update from 133775 from last meeting) 	Glenn & Brendan	2024-05-09	IP



8. ONGOING BUSINESS – Status of Action Items					
133914(133898)- 2024-02-13	C	<ul style="list-style-type: none"> • Karen to update incident to include first aid given • Karen will follow up on root cause • Going forward to pay closer attention to hand placement when handling needles • Worker not paying close enough attention • Needle poke with non-clean needle. Plunger was not depressed 	n/a	n/a	C
NB-23/03/09-02	C	<p>Hazards posed by ebikes/bikes/etc. (from Botany LST)</p> <ul style="list-style-type: none"> • No update • Glenn and Kate to meet to discuss • Campus community planning has very detailed plans but they are not clearly marked, promoted or enforced. Glenn to meet with campus planning and subcommittee on how they can promote these routes. Possible tie in with upcoming Bike to Work Week? • Sharlene sent related CAIRS reports to Glenn • Campus planning is aware of the current issue/concern. Sharlene is pulling all related reports across campus. Sub-committee meeting scheduled for Tuesday May 16th. Time to be confirmed. • Cannot find enough data to support any changes (i.e., very few CAIRS reports of injury or near misses reported). Suggest reporting all near misses into CAIRS. • Another suggestion is to set up a monitoring for vehicle density and near misses on campus • JOHSC members have noticed an increase in speeding and number of electric and non-electric personal bikes/scooters/unicycles etc. on campus. • Would like UBC to start making things safer for all. • Sharlene to look for CAIRS statistics on bike accidents • Committee: Glenn, Brett, Brendan, Chris <ol style="list-style-type: none"> 1. Will start with Data collection 2. Create a proposal 3. Gain SRS support 	Glenn and committee	2024-07-07	IP



8. ONGOING BUSINESS – Status of Action Items					
		4. Gain support from Other JOHSCs <ul style="list-style-type: none"> Present to Campus Planning 			
NB-23/02/08-01	E	BERP Update Discussion <ul style="list-style-type: none"> Glenn to summarize received comments and form subcommittee to meet with SRS Please send any issues to Glenn if no issues received by April 11, we will close this item Annual BERP updates are a lot of work and wondering about the benefits If anyone works directly with the now annual BERP updates please contact Glenn with your feedback and Glenn will bring to SRS	Glenn	2024-05-09	IP
NB-24/03/14-02	C	In chemistry there is an ongoing issue of building ops/trades/custodial not wearing PPE when entering lab spaces only pants and closed toe shoes (no eye protection etc). Any other depts have this issue? <ul style="list-style-type: none"> All people should follow PPE when entering spaces. Rich will speak with Laura Suggestion to add required PPE to lab clearance form	Monica via Rich	2024-05-09	IP
NB-24/03/14-04	E	Website Updates Website updated Suggest adding the common issues in WorksafeBC Reports to the website and link to the SRS site on what to do in emergencies	n/a	n/a	C

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

9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
Item # (use Recommendation or Report #)	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status
		Nothing for discussion				

* REC – Recommendation Letter *IR – WorkSafeBC Regulatory Inspection



10. NEW & OTHER BUSINESS

- CAIRS – new near miss reporting coming soon
- Reminder to update your BERPs if you have not already
- April 28th Day of Mourning for those who have lost their lives to work related incidents or occupational disease and to renew our commitment to creating healthy and safe workplaces

Item # (NB-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
NB-24/04/11-01	E	Revised CAIRS Statistics for past 6 months Key takeaways: need for more reporting and incident levels are staying the same (not increasing).	n/a	n/a	C
NB-24/04/11-02	C	CHEM Glass Waste Incident 129681/129682 from July 2022 – Monica -Chemistry is trying a new approach to get metal bins for glass waste. Issue still in progress. Will update next meeting.	Monica	2024-05-09	IP
NB-24/04/11-03	E	First Aid Changes – new Occupational Health & Safety Regulation changes on Nov 1 -Glenn to contact departments to make sure they are aware of the changes and how it may effect them.	Glenn	2024-05-09	IP

*NB – New Business

11. NEXT MEETING

Date:	Thursday May 9, 2024
Time:	11:30 am
Location:	Zoom

12. MEETING ADJOURNED

Time:	12:01 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



PRIORITY:		STATUS:	
C	Important/low probability of re-occurrence	C	Complete
D	Reminders	IP	In Progress
E	Information	RF	Referred forward

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

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