



## Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Student Health, Wellbeing & Engagement

Worker Co-Chair: Brian Barth  
Employer Co-Chair: Dickson Ng

Date: April 17, 2024

Time: 10:00am  
Location: Virtual – Zoom Meeting

### AGENDA:

<ol style="list-style-type: none"> <li>1. Roll Call</li> <li>2. Determination of Quorum</li> <li>3. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes</li> <li>4. Additional Agenda Items, Review Actionable Items from Local Safety Team (LST) Minutes &amp; Approval of Agenda</li> <li>5. Review Centralized Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents               <ul style="list-style-type: none"> <li>• Monthly Incident List &amp; Statistical Summary Report</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)</li> <li>7. Review Education and Training</li> <li>8. Ongoing Business – Status of Action Items</li> <li>9. JOHSC Formal Recommendation Letters &amp; Regulatory Inspections</li> <li>10. New and Other Business</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
Brian Barth	AAPS	VPSO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uma Kugavaratharajah	Executive Administrative	VPSO – Student Communications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Niloo Esbak	AAPS	Student Health Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Simon Chen	AAPS	Student Health Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Simran Kaur	CUPE 2950	Student Health Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Jonathan Ngo	CUPE 2950	Counselling Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Irena Deretic (Administrator)	Executive Administrative	VPSO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Employer Representatives	Work Location	Present	Regrets	Absent
Dickson Ng	Centre for Accessibility – Brock Hall	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Eka Nagatani	Centre for Student Involvement & Careers (M&P)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rayda Sheikh	Health, Equity, Promotion & Education	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Resources/Guests	Work Location	Present	Regrets	Absent
Dustin Szeto	Safety & Risk Services	<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

*\* 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)*

- Move to adopt minutes. Moved by: Niloo Esbak Seconded by: Eka Nagatani

Minutes were reviewed and approved by the committee.

*We have updated Simon's Association/Union and Work Location.*

Are the minutes approved?

Yes

No

## 4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

- No additional agenda items.

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



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

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 CAIRS REPORT OF ACCIDENTS/INCIDENTS:

- 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
		<ul style="list-style-type: none"> <li>No new incidents for discussion</li> </ul>			

#### 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
		<ul style="list-style-type: none"> <li>Discuss creating a formal list/schedule of the building inspections to be reviewed every few months to ensure we are on track – tabled for May meeting,</li> </ul>		May 2024	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
		<ul style="list-style-type: none"> <li>No education and training items.</li> </ul>			

\* *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
		<ul style="list-style-type: none"> <li>No ongoing business items</li> </ul>			

\* *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
IR #202417748025A	E	<p><b>Description:</b></p> <ul style="list-style-type: none"> <li>This Inspection Report documents the reporting by the employer of a workplace incident that occurred on February 28 at the Jack Bell Research Centre where a worker was exposed to Isoflurane.</li> <li>There were zero (0) orders issued to the University.</li> </ul>				C



9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
		<p><b>JOHSC/LST General Learnings/Discussion Points:</b></p> <ul style="list-style-type: none"> <li>o When an incident occurs, the employer must investigate and report into CAIRS within 48 hours of the occurrence so that a preliminary investigation can be completed within 48 hours as required by section 71 of the Workers Compensation Act</li> <li>o Reminder that incident investigations must be completed within 30 days, with description, unsafe conditions, contributors, causes, corrective actions, and worker rep participation.</li> </ul>				
IR # 202419279016A	E	<p><b>Description:</b></p> <ul style="list-style-type: none"> <li>o On March 1, a worker dropped an ethylene oxide ampoule, 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.</li> <li>o There were zero (0) orders issued to the University.</li> </ul> <p><b>JOHSC/LST General Learnings/Discussion Points:</b></p> <ul style="list-style-type: none"> <li>o As a reminder, any workplace incident that has caused a serious or life-threatening injury, had the potential for serious injury, plus all other immediately reportable incidents, must be reported to Campus Security at 604-822-2222 (after calling 911 emergency services) as part of the incident response.</li> <li>o More information regarding what to do in the event of a serious incidents, possible serious incident, or other</li> </ul>				C



9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)					
		<p>immediately reportable incidents can be found on the <a href="#">SRS Website</a>.</p> <ul style="list-style-type: none"> <li>o Encourage everyone to report incidents and near misses into <a href="#">CAIRS</a> within 48 hours of the occurrence so that a preliminary investigation can be completed within 48 hours as required by <a href="#">section 71 of the Workers Compensation Act</a></li> <li>o Reminder that incident investigations require a site visit that must be completed within 30 days, and include a detailed description of incident, unsafe conditions, contributors, causes, corrective actions, and the name of the participating worker representative.</li> </ul>			
IR #202417748026A	E	<p><b>Description:</b></p> <ul style="list-style-type: none"> <li>o This Inspection Report documents the receipt and acceptance of the employer's preliminary Incident Investigation Report, relating to an incident which occurred on February 28 when a worker was exposed to Isoflurane.</li> </ul> <p>WorkSafeBC Inspection Report Summary</p> <ul style="list-style-type: none"> <li>o There were zero (0) orders issued to the University.</li> </ul> <p><b>JOHSC/LST General Learnings/Discussion Points:</b></p> <ul style="list-style-type: none"> <li>o Encourage everyone to report incidents and near misses into CAIRS within 48 hours of the occurrence so that a preliminary investigation can be completed within 48 hours as required by section 71 of the Workers Compensation Act</li> <li>o Reminder that incident investigations require a site visit that must be completed within 30 days, and include a detailed description of incident, unsafe conditions,</li> </ul>			C



9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
		contributors, causes, corrective actions, and the name of the participating worker representative.				
IR #202419279018A	E	<p><b>Description:</b></p> <ul style="list-style-type: none"> <li>o This Inspection Report documents the receipt and acceptance of the employer's preliminary Incident Investigation Report, relating to an incident which occurred on March 1, when a worker dropped an ethylene oxide ampoule, causing it to crack.</li> <li>o There were zero (0) orders issued to the University.</li> </ul> <p><b>JOHSC/LST General Learnings/Discussion Points:</b></p> <ul style="list-style-type: none"> <li>o Encourage everyone to report incidents and near misses into CAIRS within 48 hours of the occurrence so that a preliminary investigation can be completed within 48 hours as required by section 71 of the Workers Compensation Act</li> <li>o Reminder that incident investigations require a site visit that must be completed within 30 days, and include a detailed description of incident, unsafe conditions, contributors, causes, corrective actions, and the name of the participating worker representative.</li> </ul>				C
IR #202416973032A	E	<p><b>Description:</b></p> <ul style="list-style-type: none"> <li>o On March 25, 2024, a WorkSafeBC officer followed up on a report of an unsafe condition at the AMS Student Nest. The officer met with employer representatives to review matters of compliance with the Workers Compensation Act (WCA)</li> </ul>				C



9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)

and the Occupational Health and Safety Regulation (the Regulation). The reported unsafe condition is currently being investigated and will remain inactive until the concerns are addressed.

- o There was one (1) order issued to the University.
- o Unsafe Condition - Order #1: An order was issued under section 3.10 of the OHSR that states, “Whenever a person observes what appears to be an unsafe or harmful condition or act the person must report it as soon as possible to a supervisor or to the employer, and the person receiving the report must investigate the reported unsafe condition or act and must ensure that any necessary corrective action is taken without delay.” The employer must submit an investigation report and corrective actions by April 19, 2024, ensuring the unsafe condition is addressed.

**JOHSC/LST General Learnings/Discussion Points:**

- o Workers have the right to refuse work they reasonably believe to be unsafe. They should immediately inform their supervisor, who is then required to investigate the concern promptly and remedy it if feasible. For more information on responsibilities for supervisors visit the Investigations for Supervisors.
- o A supervisor or employer representative must document any refusal of unsafe work, referring to the Refusal of Unsafe Work Investigation Report for guidance. Additionally, should an employer be in the midst of resolving





9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
		<p>a work refusal, a written notice must be issued to any worker assigned to or permitted to perform the work in question using the aforementioned investigation report.</p> <p>o For comprehensive details on the process of refusing unsafe work, including steps to take and documentation requirements, please visit the UBC Safety &amp; Risk Services website at Refusal of Unsafe Work.</p>				

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

10. NEW & OTHER BUSINESS					
Item # (NB-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
NB-24/04/17-03	E	<p><b>Review and discuss the annual SHWE JOHSC Annual Evaluation Report</b></p> <ul style="list-style-type: none"> <li>- Overall it is a very good evaluation and definite improvement from the last year. A few things to highlight:               <ul style="list-style-type: none"> <li>▪ Some points were deducted because ToR were not reviewed for the past anniversary year. We need to ensure ToR are reviewed every year before our anniversary date. Review every year during January meeting.</li> <li>▪ We need to have formal process to track the inspections, i.e. an excel spreadsheet to ensure we track the locations we are doing our inspections in and to use it every year to know when our anniversary inspections dates are. We will discuss developing this in our next meeting.</li> </ul> </li> </ul>			C



10. NEW & OTHER BUSINESS					
		<ul style="list-style-type: none"> <li>Additional opportunities to promote health and safety, whether it's through newsletters, posters, etc. We did a roadshow 2 years ago, and if we can continue to do that moving forward it would be great.</li> </ul>			
NB-24/04/17-02	C	<p><b>Review and confirmation of Terms of Reference (ToR) for the period of 2024/2025</b></p> <ul style="list-style-type: none"> <li>Approved by the committee and uploaded to SharePoint</li> </ul>			C
NB-24/04/17-03	E	<p><b>Recommended items to discuss at JOHSC/LST Meeting</b></p> <p><b>First Aid Regulation Changes</b> On November 1, 2024, amendments to the Occupational Health and Safety (OHS) Regulation relating to occupational first aid will come into effect. The changes mean employers across the province will need to review their current first aid plans and make necessary adjustments.</p> <p>Employers are required to complete a first aid assessment in consultation with workers to establish first aid needs that considers factors like workplace location and hazard ratings. The OHS Regulation will also be aligning with the Canadian Standards Association standards, which will result in changes to the names and duration of the training. As a result, equipment requirements will also be aligned with the CSA standards.</p> <p><b><i>What does this mean to your JOHSC/LST?</i></b> While these changes to the first aid program at the UBC Point Grey campus will be managed by Campus Security, off campus locations will be required to implement these changes as well. Your JOHSC/LST can continue to remind faculty and staff of how they can access first aid at our workplaces (e.g. UBC-V Campus 604-822-4444). For any specific questions around regulatory changes or the process of completing first aid assessments for offsite UBC-V locations including field work, please contact <a href="mailto:dustin.szeto@ubc.ca">dustin.szeto@ubc.ca</a>. For a comprehensive overview of all updates to the first aid regulations, visit the <a href="#">WorkSafeBC website</a>.</p>			C



**10. NEW & OTHER BUSINESS**

**Building Emergency Response Plan (BERP) Submissions**

As a reminder, please review and update the Building Emergency Response Plan (BERP) for your area annually and ensure all building occupants receive the final version. This year, please note the important addition requiring the submission of the completed BERP with any individual evacuation plans to [safety.risk@ubc.ca](mailto:safety.risk@ubc.ca).

**Informational Items**

**Day of Mourning**

Across Canada, April 28 has been designated as the [Day of Mourning](#). It is a day to remember those who have lost their lives to work related incidents or occupational disease and to renew our commitment to creating healthy and safe workplaces.

**JOHSC Training**

New dates have been released for JOHSC and LST training. You can register for JOHSC training [here](#), and LST training [here](#).

JOHSC Training		LST Training	
Part 2a	Part 2b	Part 2a	Part 2b
May 14 <sup>th</sup> 11:00am – 1:00pm	May 16 <sup>th</sup> 1:00pm – 3:00pm	April 15 <sup>th</sup> 10:00am – 11:30am	April 17 <sup>th</sup> 1:00pm – 2:30pm
July 10 <sup>th</sup> 10:00am-12:00pm	July 16 <sup>th</sup> 1:00pm – 3:00pm	June 11 <sup>th</sup> 10:00am – 11:30am	June 14 <sup>th</sup> 1:00pm – 2:30pm

**WorkSafeBC Inspection Reports (IR)**

There were 5 inspection reports received since the last co-chair email. As always, the “WSBC IR Summary” attachment provides a brief summary for the inspection report and some discussion points to consider.



\*NB – New Business

11. NEXT MEETING	
Date:	May 15, 2024
Time:	10:00am
Location:	Virtual – Zoom meeting

12. MEETING ADJOURNED	
Time:	10:40am

**LEGEND**

PRIORITY:		STATUS:	
<b>A</b>	Critical/Life threatening/high probability	<b>N</b>	New
<b>B</b>	Urgent/moderate probability of re-occurrence	<b>R</b>	Repeat
<b>C</b>	Important/low probability of re-occurrence	<b>C</b>	Complete
<b>D</b>	Reminders	<b>IP</b>	In Progress
<b>E</b>	Information	<b>RF</b>	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)