



UBC Surrey Memorial Hospital Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: SMH JOHSC

Worker Co-Chair: Achille Gardellini

Employer Co-Chair: Jacqueline Cheavins

Date: April 9, 2024

Time: 1:30 PM

Location: [Zoom](#)

AGENDA

1. Roll Call & Introductions
2. Determination of Quorum
3. Overview of Committee Business & Scope
4. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes
5. Approval of Agenda
 - Additional Agenda Items per committee members
6. a) Review NEW Centralized Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents
b) Review Accident/Incident reports with ongoing action items
 - 133997
7. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)

8. Review Education and Training
 - [New Member training](#)
9. Ongoing Business – Status of Action Items
 - Committee Membership Recruitment
 - Terms of Reference
 - First Aid/ Fire Safety
10. JOHSC Formal Recommendation Letters & Regulatory Inspections
 - See WSBC attachments in SRS Co-chair email
11. Safety and Risk Services Update
 - SRS Co-Chair email
12. New and Other Business
13. Next Meeting: May 14, 2024
14. Meeting Adjournment



1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Achille Gardellini	M&P - AAPS	City Centre 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Donald Kinloch	CUPE 2950	Surrey Fraser Valley Regional Service Clinic	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michelle Wong	Faculty	Surrey Memorial Hospital	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tanya Fawkes	Faculty	OSOT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heejeung Kim	M&P - AAPS	City Centre 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employer Representatives		Work Location	Present	Regrets	Absent
Jacqueline Grace Cheavins		Surrey Memorial Hospital	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bridget Begin		Surrey Memorial Hospital	<input type="checkbox"/>	<input checked="" 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			
<i>(Statement to indicate minutes of previous meeting have been read & acknowledged and to record any corrections to it)</i>			
<ul style="list-style-type: none"> Move to adopt minutes 	Moved by: <u>Donald Kinloch</u>	Seconded by: <u>Achille Gardellini</u>	
Are the minutes approved?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>



4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA		
<ul style="list-style-type: none"> NB: Violence Risk Assessments 		
4 A. REVIEW ACTIONABLE ITEMS FROM LST MINUTES (if applicable)		
<p>Place actionable items under Accident/Incident Investigation, Safety Inspections, Correspondence, New Business etc. as applicable and assign proper item # for further discussion/action.</p> <p><input type="checkbox"/> No actionable items noted</p>		
Is the agenda approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

5. REVIEW NEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
See attached incident report:					
<ul style="list-style-type: none"> Monthly Incident List & Statistical Summary Report (For any <u>general</u> 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
		N/A			
INCIDENT/ACCIDENT INVESTIGATIONS WITH OPEN ACTIONS FROM PREVIOUS MEETING					
133997 2024-02-28	C	<p>Other: An unauthorized person was found in a building stairwell. Drug use was suspected but not confirmed; person was later seen sleeping. Security was called to the scene, but did not stay long nor spoke to the person. Police were called; however, by the time they arrived, the person had left of their own accord. The stairwell is a fire exit for the building and therefore cannot be locked to keep people from going out, only coming in. There was concern this individual may have tried to keep the door propped open. Committee member asked how many guards are on duty at any one time and if there are enough resources to service all hospital buildings.</p> <p>Root cause: Despite the floor UBC workers occupy having card-only access, this person gained access to the stairwell via a floor with no card-access to stairs</p>	Mardi/ Achille	5/14/24	IP



	<p>(floors 7 and 12) and walked down. No undiscovered entrance points that the person may have entered in.</p> <p>Corrective Actions:</p> <ul style="list-style-type: none">• Achille followed up with hospital security on lack of assistance. The operations supervisor expressed surprise at actions of security guard. An attempt was made to gather information from security company on the scope of their business but only gave general information.• Security supervisor has followed up with worker and reiterated their role is to stay on scene and provide assistance until the police arrive if necessary. Security has assured their team will patrol the floor more often including the stairs and be at the scene as required. Security has not specified how often they will increase monitoring to, but have said they will be more frequent to make themselves visible.• Doors were confirmed to be in working order, closing securely.• Achille followed up with building management to discuss other potential ways to lock the floor to make it more secure.• Confirmed there are no cameras in stairwell and proposing to install them would need to be brought up to strata as the building is not a UBC space. Cameras are installed in the hallways and the hospital campus security is already monitoring the floors.• Staff have been told to avoid the stairs, particularly in the early morning hours, and to check doors have closed securely behind them.• The installation of glass doors with card-access by the elevators has been approved. Expected installation around May-June this year. This is a great solution that will add an additional layer of security and aid with members of the public who enter the floor accidentally. <p>Achille to follow up with security on the following:</p> <ul style="list-style-type: none">• How many security guards are on patrol at one time?• What will the monitoring of this areas be increased to e.g. x amount of times per day <p>Update 4/9: No response from security team. Installation date of glass doors not yet confirmed. Communications were sent advising staff to refrain from using that stairwell early morning/late and night and be mindful of door fully closing behind you. Service agreement was not shared with committee as it is a contract between the building and security and not normally shared with</p>			
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		tenants of the building. It was confirmed first aid is not provided as part of security service. Actions: Achille to follow up with operations supervisor from security to confirm patrolling of building/area has increased. Mardi to help Achille update CAIRS report. Achille to formally request copy of service agreement for building.			
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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	E	Opportunity to produce inspection schedule. Committee to confirm date for inspections and forms required next meeting. Action: Mardi to provide templates for potential use.	Mardi	5/14/24	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-24-03-12-01	E	Joint committee members are required to take 8 hours of training within 6 months of becoming a member. Available dates can be found via the Training Calendar . Achille, Donald and Heejung enrolled for training.	ALL	Sept 2024	IP
ED-24-04-09-01	E	Action: Madeline to send links for modules that need completion. https://wpl.ubc.ca/browse/srs/johsc/programs/wpl-srs-johsco Part 2b can be taken before 2a if training dates do not suit, as they are separate modules.	Madeline	5/14/24	IP



* 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-24-03-12-02	E	<p>Committee Membership Recruitment Nick is actively recruiting for faculty representatives. The JOHSC membership should reflect the worker groups on site, so if other union groups or worker types are present and have representatives interested in joining the committee, please let us know. Nick to report back next meeting regarding faculty members Update 4/9: Michelle Wong and Tanya Fawkes will be joining next month. Committee agreed another employer representative would be beneficial. This item will stay open while more members are recruited.</p>	N/A	5/14/24	IP
NB-24-03-12-03	D	<p>Terms of Reference These define the scope of the committee. Please read and ask any questions so they can be accepted and formally adopted at the next meeting. In particular, please check the unions represented accurately reflect the workforce at SMH. Update 4/9: Terms of Reference- add voting during hybrid meetings to Terms of Reference. If members are not in attendance the person is assumed to agree. Updated Terms will be circulated prior to next meeting.</p>	ALL	5/14/24	IP
NB-24-03-12-05	C	<p>Achille communicated First Aid and Fire Safety Plan are needed on site. Committee member asked what the responsibility of this committee was in regard to these. Nick confirmed the committee does not have a responsibility to create a plan, only to review, communicate with workers and help distribute. A building emergency response plan will cover these areas, including evacuation plan and muster stations. As security at SMH are not first aid providers, first aid representatives are required. Achille is in communication with Mardi regarding this. Both to provide updates when able. Update 4/9: Awaiting input from facilities team i.e. location of shutoff, fire alarms etc. An Emergency Procedure will all this information is required. Achille is reaching out to staff to get interest in First Aid training and Fire Wardens.</p>	Mardi/ Achille	5/14/24	IP



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 #202416973032A	E	On March 25, 2024, a WorkSafeBC officer followed up on a report of an unsafe condition at the AMS Student Nest on campus which was not rectified in a timely manner. The employer must submit an investigation report and corrective actions by April 19, 2024, ensuring the unsafe condition is addressed.	N/A	3/27/24	N/A	C
N/A	E	Health and safety notices must be displayed in common areas for staff. All documents are posted on the SMH SharePoint page Please find a suitable physical location before next meeting.	ALL	N/A	5/14/24	IP

* 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"> First Aid Regulation Changes- 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. Mardi and Madeline have a meeting about what these changes will mean and will report back next meeting. This will likely not impact UBC people within SMH, but CC1 will need to ensure the first aid assessment meets the new regulation. The committee noted it is unknown what is offered in the building for First Aid. 3800 is emergency and security phone number and 8999 is non-emergency. This may be an opportunity to educate staff on what is offered. First Aid kits are also not provided in the building. Mardi to get in touch with HEMBC, then can send out comms to staff. BERP Submissions- Once this is ready it can be submitted. This will be uploaded to SharePoint. Action: Achille to send to fom.safety@ubc.ca once complete. 	Mardi/ Achille	5/14/24	IP



10. SAFETY & RISK SERVICES UPDATE

		<ul style="list-style-type: none"> Day of Mourning- April 28th, designated day of mourning for people who lost their lives at work. Information and resources are available on the BC Day of Mourning website 			
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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
24-04-09-01	D	Violence Risk Assessments- VRA are required in all work locations. Hospital sites will have their own, however CC1 may not be included or have their own. UBC has a template to create one with pre-populated questions and questions to ask staff around how safe they feel in their workplace. Actions: Mardi to work with Achille to produce a VRA for CC1	Mardi/ Achille	5/14/24	IP
24-04-09-02	E	Donald was contacted by an employee at Royal Columbian Hospital to ask about VRA. They may be covered under Fraser Health VRA, if not they can use UBC template as this is applicable for all work areas. Actions: Donald to put Nancy in touch with FoM team at fom.safety@ubc.ca	Mardi/ Donald	N/A	C

*NB – New Business

12. NEXT MEETING

Date:	May 14, 2024
Time:	1:30 PM
Location:	Zoom

13. MEETING ADJOURNED

Time:	2:30 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)

Posting of Approved Meeting Minutes (Required):

- TBC
- [SMH JOHSC SharePoint](#)