



APSC Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee:	Faculty of Applied Science	Worker Co-Chair:	Sean Buxton, MECH
		Employer Co-Chair:	Marlene Chow, CHBE
Date:	Wednesday, August 14, 2024	Time:	09:00 - 10:30am
		Location:	Hybrid - CEME 2202 & Zoom Meeting

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 <ul style="list-style-type: none"> • Monthly Incident List & Statistical Summary Report 	<ol style="list-style-type: none"> 6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers) 7. Review Education and Training 8. Ongoing Business – Status of Action Items 9. JOHSC Recommendation Letters (Correspondence) 10. New and Other Business 11. Next Meeting 12. Meeting Adjournment
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1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Aaron Hope	AAPS	MINE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carmen Jensen (A)	FAC	MINE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cindy Wong	AAPS	BPI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Erin Hagen	CUPE 116	CHBE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gable Yeung (A)	NUT	ICICS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gary Lockhart (A)	AAPS	BRIM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heli Eunike (A)	CUPE 116	MTRL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jill Mahy	FAC	NURS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Worker Representatives	Association/ Union	Work Location	Present	Regrets	Absent
Markus Fengler	FAC	MECH	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Robert Geyer	AAPS	SALA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ross Sheppard (A)	AAPS	ECE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roza Vaez Ghaemi (A)	CUPE 2278	CHBE/BME	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sabrina Fried	AAPS	ECE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scott Jackson	AAPS	CIVIL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sean Buxton	AAPS	MECH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wendie Wu	CUPE 2278	CHBE	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Employer Representatives	Association/ Union	Work Location	Present	Regrets	Absent
Ailish Statham	AAPS	APSC DO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jennifer Pelletier	AAPS	MECH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marlene Chow	AAPS	CHBE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Melissa Ethridge (A) Left at 09:22	AAPS	APSC DO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/ Guests	Association/ Union	Work Location	Present	Regrets	Absent
Richard Colwell (On leave)	Administrator	APSC DO	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Laura Thomsen	Administrator	APSC DO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Peggy Paduraru	Resource	Safety & Risk Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Note: Alternates are indicated by (A)					

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 a quorum for this meeting? <i>* If a 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)



3. APPROVAL OF PREVIOUS JOHSC MEETING MINUTES

<ul style="list-style-type: none"> • Move to adopt minutes. • List amendments to minutes Moved by: <u> Jennifer Pelletier </u> Seconded by: <u> Scott Jackson </u> 		
Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

Approved by Jennifer Pelletier Seconded by Scott Jackson	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

See the attached incident report: N/A

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

(* See Legend at the End for Priority and Status Codes)

Item # <small>(Use CAIRS Incident ID #)</small>	Priority	Date	Action Plan <small>(Actions Taken/Need to be taken)</small>	Assigned To	Follow up: Date Pending	Status
			Old reports w/follow up:			
			CHBE, CERC, & BRIC			
134616 134604	C	2024-06-17	Title: Biochar Smouldering What Happened: Researchers ran experiment on biomass pyrolysis and shut down the unit properly to cool down the unit. On the following day, they opened the unit to remove biochar product from the reactor, and found that there was some biochar stuck up in the back of the reactor and had left because they couldn't remove it at the time, leaving the door open. Because of some hot spot in the reactor where the temperature may still higher than the spontaneous ignition temperature of biochar, the biochar started to smolder exposed to air from the opened reactor door. The smoke filled the room and triggered	EH (CHBE)		C



			<p>the CO sensor and alarm. Fire truck was called in and the smoke was cleared via turned on the room ventilation.</p> <p>Corrective Actions</p> <ul style="list-style-type: none"> - Update procedure to include: checking temp of reactor before opening; not leaving the reactor door open; maintaining a low flow of nitrogen to constantly purge the system if there is any biomass inside; etc. - Update HAZOP to include the event of biomass accumulation - Obtain a new vacuum fitting to be able to reach accumulated biomass - Investigate the ventilation and alarms of the room/building and relationship between BRDF/BRIC (and update BERP with findings) <p>Corrective actions complete, being left open until ventilation investigation is complete to ensure completion.</p>			
			ECE			
134645 134722	B	2024-06-21	<p>Title: Machine shop incident, severed finger-tip</p> <p>What happened: After using the horizontal bandsaw, the worker attempted to clean material debris accumulated on the machine while the saw was still running. The right index finger got trapped between the non-serrated side of the spinning disc and the blade, cutting the tip of the finger and pulling out the nail. The middle finger also received a small cut.</p> <p>Root cause: The root cause is operator error by deviating from safety protocol.</p> <p>Actions and resolutions:</p> <p>Corrective Action 1: The machine was unplugged, locked out and isolated with caution tape.</p> <p>Date Completed: 2024-06-21</p> <p>Corrective Action 2: Preparing written safe work procedures for the horizontal bandsaw, including lockout procedures</p> <p>Estimated Completion Date: 2024-07-12</p> <p>Corrective Action 3: Organizing and documenting training of ECE machine shop operators in the safe use of the horizontal bandsaw. Assistance is being coordinated with colleagues from UBC Mechanical Engineering</p>	SF (ECE)		C



			<p>Estimated Completion Date: 2024-07-17 Corrective Action 4: Installation of safeguards to prevent or minimize the risk of opening the horizontal bandsaw wheel covers while the saw is powered. Estimated Completion Date: 2024-07-17 Corrective Action 5: Removal of waste material from the Horizontal Bandsaw Blade Wheels and areas around the wheels. Estimated Completion Date: 2024-07-09. In Progress Question: Replace bandsaw? Very old, doesn't meet modern guarding regs.</p>			
			MECH			
134694 134692	C	2024-06-27	<p>Title: Puncture impact to right index finger tendon What happened: Worker was working with sheet metal to fabricate a round metal frame to hold a sand screen for the new waterjet cutter. The metal needed to be rolled, then tabs bent. Once the sheet metal was rolled, the worker realized they had too many tabs and cut some off with a shear but did not deburr the newly cut edges. There is no machine to bend metal in this configuration so the worker was using appropriate hand tools. There is no way to clamp it. While bending one of the tabs the workpiece slipped and a sharp corner of it penetrated the back of the workers hand, behind their right index finger. The worker washed his hand and administered a band aid, then informed a colleague and called campus security. Campus security came within 10 minutes. They removed the band aid cleaned the wound, replaced the band aid, then drove the worked to UBC urgent care. The worker was not in pain, but was unable to extend their right index finger. Root cause: The worker was using appropriate tools and method for completing the task, but as other colleagues are away (and they were keen to complete the task to allow students to use the machine) they were rushing. It is not possible to create this part without using hand tools, BUT if the worker had stopped to deburr the metal before continuing, the laceration would likely have been less severe. Currently workers do not normally wear</p>	MF (MECH)		C



			gloves for this kind of work, but gloves would likely have prevented this injury. Actions and resolutions: Corrective Action 1: Review industry practices. We should consider amending MECH SOPs to require gloves for all use of metal sheets. If deburring metal is not on the Machine shop SOPs, add it. Estimated Completion Date: 2024-07-19 Corrective Action 2: This is the third incident that includes metal sheet that was not deburred in 2024. We should emphasize the importance of deburring and the wearing gloves in teaching, especially in MECH 220.			
			NURS			
134475 134389	C	2024-05-14	Title: Ampule Cut incident in the lab What Happened: Student Cut themselves on left thumb while opening the Ampule when practicing in the lab. Student was instructed to clean the cut and was dressed with small regular band aid. No other medical intervention required. Root Cause: student's knowledge and skills on being a student nurse. They are learning in the lab and this is first couple times that they are practicing how to open ampules.	JM (NURS)		C
134474 134432	C	2024-06-16	Title: Ampule cut What Happened: Student breaking open glass ampule with ampule breaker. Cut finger. Observed by other lab instructor at that time. Student instructed by other lab instructor to run finger under water and apply pressure. Minimal bleeding. Student states they do not need medical attention. Root Cause: Student inexperience	JM (NURS)		C
			NEW REPORTS			
			NURS			
134831 134741	C	2024-06-20	Title: Contact with Potentially Infectious Material (Exposure to TB) What Happened: The student worker had been taking care of a patient for 8 hours before certain tests were ordered. These tests automatically placed the patient on airborne precaution. The following week the student worker returned to the same	JM (NURS)		C



			<p>placement and inquired about the TB status of the patient. The patient was considered positive despite not having been able to complete the specific testing required to verify their positive TB status. The worker wore airborne specific PPE while working with the patient. The student was concerned about the potential TB exposure and wished to get tested. They were able to get tested via a Public Health Nurse and their result was negative.</p> <p>Root Cause: Poor communication on notifying individuals who had worked with patient with potential exposure.</p> <p>Actions (and resolutions): Clinical instructor be notified of potential exposures so students/UBC staff could take appropriate measures to ensure safety of self.</p> <p>Actions due: 7/15, 2024</p>			
134849 134854	C	2024-07-21	<p>Title: MRSA Exposure (Eye splash)</p> <p>What Happened: During a wound dressing change, which required irrigation of Normal Saline. The student was not wearing a visor and upon irrigating it back-splashed into the corner of the student nurse's eye.</p> <p>Root Cause: Not accessing point of care appropriately.</p> <p>Actions (and resolutions): : To conduct a point of care assessment, and ensure appropriate PPE is used during wound care.</p> <p>Actions due: 7/23, 2024</p>	JM (NURS)		C
134856 134837	C	2024-06-17	<p>Title: Back Injury (Back strain from moving a patient)</p> <p>What Happened: The student was assisting a patient to change the brief in bed along with the primary nurse. The patient was on a slider sheet so they planned to do a boost. I moved the bed up into a comfortable position for both the PN and me to do the boost. The PN then put the bed into a reverse Trendelenburg position to assist with the move.</p> <p>The patient did not like being on their back and was uncomfortable being in the reverse Trendelenburg position so the PN changed the position to flat, the patient remained uncomfortable, so we raised the head of the bed to about 20 degrees. As the patient shifted and became anxious about being on their back and not being able to breath, then grabbed</p>	JM (NURS)		C



			<p>student's arm and yelled pull me up pull me up. In that process they felt a strain in their back but thought that it would be fine. After about a day their lower back began to spasm and was in a lot of pain. They took anti-inflammatory medication and tried to do some stretches to help with the pain. Since that week the pain has recurred twice with the most recent episode this week.</p> <p>Root Cause: Lack of training regarding correct body mechanics during repositioning and moving the patient and carrying out peri-care</p> <p>Actions (and resolutions): Encouraging the use of prn ibuprofen and acetaminophen and ice/ cold compress as needed Reviewing body mechanics by NPE.</p> <p>Actions due: 7/31, 2024</p>			
			SALA			
134785 134793	C	2024-07-12	<p>Title: Lasserre Building Room 300 Slip</p> <p>What happened: During a Design Discovery class held in Lasserre Room 300 from July 2-12, 2024, a student accidentally spilled water on the floor. While the student and TA were retrieving paper towels from the kitchen area to clean the spill, a SALA staff member entered Room 300 from the west entrance to deliver a medium-sized box for the group. The staff member left the box near other boxes for the group and, while heading back towards the west exit, slipped on the water. Although startled, the staff member was not injured and did not seek medical attention. They returned to work and completed the remainder of their shift.</p> <p>Root Cause: The incident was caused by an accidental water spill by a student.</p> <p>Corrective Action Identified: If there is a spill in the studio, a person must remain by the spill to warn people of its location until it is cleaned up. SALA Facilities Coordinator has instructed course leader of this protocol and will instruct future course leaders of this protocol.</p> <p>Estimated Completion Date: 2024-07-15</p> <p>Final Actions Taken: Please see above.</p> <p>Date Completed: 2024-07-16 - All Corrective Actions Complete</p>	RG (SALA)		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>Attach inspection checklist(s) and report(s) to these meeting minutes and use this table to record the discussion and new recommendation(s)</i>								
		Previous inspections with follow-up items:						
		APSC						
GI-EDC Offices- 23/11/14	C	Engineering Design Centre- Office and Administration spaces: 1) No Fire drill in the last 12 months. To be scheduled for 2024. 2) Some, but not all, bookshelves are secured to walls. SR to be submitted once vacant offices are occupied.				RC (APSC) + Multiple		R
		BRIM						
GI- BRIM- 23/12/14-01	C	JOHSC Action	Date	Location	Significant Issues	GL (BRIM)		C
		none	10/23 /23	341/343 ECE lab bioelectronic materials & devices	1) update emergency contact information 2) post no eating drinking signa 3) assemble spill kit 4) dispose overflowing sharps containers 5) update chemical inventory and post 6) acquire small step ladder 7) rearrange items on overhead shelves			



6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)								
		none	11/01 /23	442/443 ECE lab 3d -printing	<ul style="list-style-type: none"> 1) fire extinguisher testing expired 2) initiate weekly eyewash testing 3) discard unsafe electrical cords 4) dispose of isopropanol waste (> 25 L) 5) update and post chemical inventory 6) initiate peroxide testing for methyl isopropyl ether 			
		none	10/25 /23	447 ECE lab silicon photonics technologies	<ul style="list-style-type: none"> 1) initiate laser safety protocols (warning signage, laser goggles) 2) update emergency contact signage 3) implement working alone procedures 4) create orientation records 5) rearrange some large items on shelves 6) post updated chemical inventory 7) dispose of waste chemicals 			
GI-BRIM-24/03/13-01	C	JOHSC Action	Date	Location	Significant Issues	GL (BRIM)		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)						
		(none)	23-11-08	BRIM 141 MTRLS (orientation)	a) Appoint a lab safety person b) Assemble a lab safety binder to hold personal safety orientation checklists (AMPEL intake form), safety certificates, and lab specific training on equipment and procedures. A digital binder is fine too. A second binder could have hard copies of SDS's. c) Post and designate a person to fill out Monthly Safety Checklist d) Post AMPEL Emergency Information form e) Update "hazard diamond"; i.e., fill out and submit SRS Signage Application form. f) Post chemical inventory near lab entrance and date. Update annually. g) Get pail from Materials Stores for clean glass laboratory waste (AMPEL will supply bags.)	
		CHBE, CERC, & BRIC				
GI-CHBE-23/02/08	C	Microwave-assisted pyrolysis (MAP) pilot plan: Not quite ready, waiting for final CSA approval, complete hazard analysis, automating a shutdown, alteration of platform to prevent falls/tripping and Personal Safety Gear. <ul style="list-style-type: none"> - Follow up with Building Ops on how/why ventilation got shut off in the lab - Add a ribbon/piece of tape to vent lines in the lab so folks can easily tell if/when there is no ventilation in the room 			EH (CHBE)	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)											
		<ul style="list-style-type: none"> - Create start up and shut down checklists to ensure each item is actioned in the procedure (include check ventilation ribbons on startup) - Update the PFD in the SOP to reflect changes made to the unit - Obtain and keep up to date a notes board of any status updates or issues with the unit for clear communication to all group members - Have the emergency shower and the eyewash stations inspected once a year and once a month <p>All items have been addressed and folks are good to start work</p> <p>Microwave TGA Inspection (Jul 30)</p> <ul style="list-style-type: none"> - Gas outlet still needs to be connected and leak tested - SOP has some updates and clarifications to be made - Follow up August 12th 									
		NEW INSPECTIONS									
		CHBE, CERC, & BRIC									
GI/CHBE-24/08/14-01	C	<table border="1"> <thead> <tr> <th>Inspection</th> <th>Notable items</th> </tr> </thead> <tbody> <tr> <td>GI-CHBE-24-07-09</td> <td> 602 / 618 - Chemicals on floor - Lab users did not appear to know where to find the lab's safety documents (SDS's, SOP's, chemical inventory, etc.) Rectified </td> </tr> <tr> <td>GI-CHBE-24-07-10</td> <td> 626 - Not all lab users were wearing appropriate PPE - Gas cylinder not chained Rectified 634 - No spill kit - Lab cleanliness is very poor - Unlabeled chemicals - Chemicals on floor - Bio-safety permits not posted in space (and not up </td> </tr> </tbody> </table>	Inspection	Notable items	GI-CHBE-24-07-09	602 / 618 - Chemicals on floor - Lab users did not appear to know where to find the lab's safety documents (SDS's, SOP's, chemical inventory, etc.) Rectified	GI-CHBE-24-07-10	626 - Not all lab users were wearing appropriate PPE - Gas cylinder not chained Rectified 634 - No spill kit - Lab cleanliness is very poor - Unlabeled chemicals - Chemicals on floor - Bio-safety permits not posted in space (and not up	EH (CHBE)		C
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GI-CHBE-24-07-10	626 - Not all lab users were wearing appropriate PPE - Gas cylinder not chained Rectified 634 - No spill kit - Lab cleanliness is very poor - Unlabeled chemicals - Chemicals on floor - Bio-safety permits not posted in space (and not up										



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			<p>to date) - No lid on biohazardous waste container - Pest issue in the lab (rat/mouse feces in the lab) - Door was propped open Immediate issues rectified; rest is ongoing</p>						
		GI-CHBE-24-07-17	<p>628 / 632 - Biosafety cabinet requires reinspection - Biosafety permit in space was not up to date Rectified</p> <p>606 - Unlabeled sample Rectified</p>						
		GI-CHBE-24-07-29	<p>622 / 624 - No spill kit in lab - Training orientation was not documented on training log - Unlabeled sample - Open sharps items laying around lab Immediate issue rectified; rest is ongoing</p> <p>608 - Fume hood took a concerningly long time to alarm Rectified</p>						
		CIVIL							
GI-CIVIL-2024/08/14-01	C	Inspection ID	Inspection Date	Location	Notable Issues or "No major concerns" C = Done, IP = In Progress	SJ (CIVIL)	2024-09-11	IP	
		GI-CEME-ENV	24/06/21	1301,1302,1304,1306	<ul style="list-style-type: none"> - Radiation & Bio Safety Manual missing (1301) IP - Radiation permit needs updating (1301J) -- IP 				



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		GI-MCM	24/06/21	80, 90, 94	<ul style="list-style-type: none"> - Users need ergonomic resource sig IP - Users need window blind closure signage (80) IP - Signage needed for emergency shower (90) IP 			
			24/07/16	1001, 1006, 1008, 1010	<ul style="list-style-type: none"> - Mezzanine storage cluttered (1006) IP - No Eating, Drinking, Smoking sign missing (1006) IP - No emergency lighting (1001) IP 			
		GI-RH-GEO	24/08/01	130, 131, 132, 133, 134, 136	<ul style="list-style-type: none"> - No emergency lighting (136a) IP - Old non-working phone to be removed from wall (136a) IP 			
		GI-RH-HYD	24/06/27	138, 139, 147, 148, 149	<ul style="list-style-type: none"> - Some lights need repairing (138, 139) IP - Eyewash bottle needs refilling (139) Done 			
		GI-CEME-MAT	24/06/27	1012 + all adjoining rooms	<ul style="list-style-type: none"> - Eyewash bottles need refilling (1012) Done - Chemical inventory needs updating (1012) IP - Bookshelf needs securing (1012) IP - Items stored up too high/unstable (1012) Done 			
		GI-CEME-SSA	24/06/18	1005, 1007, 1012, 1003,	<ul style="list-style-type: none"> - Inadequate ventilation (1003) IP - One missing window blind (1005) IP - Bookshelf by door needs securing (1003) IP 			



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				1201, 2201	- Cabinet needs securing (1201A) IP			
		GI-RH-SHP	24/07/18	RH 140, 146, 124,125	- Two lights out (RH124) IP - Some housekeeping / cleanup (144 – 146) Done - Safety glasses/face shields to be added (140) IP - Bookshelves need securing (125) Done			
		GI-CEME-C2F	24/07/11	All Civil 2 nd floor	- Private office has boxes stacked too high IP - Private office is cluttered/housekeeping IP - Unsecured object stored above door (2215) IP - Room needs blinds (2215) IP - Bookshelves need securing (2208A, B, C) IP			
		GI-ERF	24/06/25	All Earthquake facility	- Lights out in main lab, 1 in basement, 1 in control room -- IP - Housekeeping issues in North & West side of main lab IP - Genie maintenance issues (batteries, tires, log) IP - Increased ventilation in control room desired IP			
		GI-RH-STR	24/06/25	Structures lab RH100	- Some lights in main lab and 2 in 129/129A office IP - Some high items in office rm 127 - to be moved - Done - 2 extension ladders need rope and storage tie down 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)

					- 1.5T Hand hoist needs inspection IP			
		GI-MCM	24/06/21	MCM 80,90, 94	- Post instructions for blinds in rm 80 - Post ergonomic resources & signage for shower rm 90 - Old hydrogen peroxide to be disposed rm 94			
		GI-SRC	24/06/26	South Campus Facility	- Exit light + emergency light not working – Butler bldg. IP - SOP's need to be posted for drill press & mitre saw IP - SDS's needed for some chemicals IP			
NURS								
GI-NURS-24/08/14- 01	C	JOHSC Action Required?	Inspect ion Date	Locatio n	Notable Issues (or "No major concerns")	JM (NURS)		C
		Information only	N/A	KPV	No major concerns			

* 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	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status
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* 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
		APSC			
NB-21/09/08-01	D	LST membership: Asking all LSTs to submit any changes to their membership to Richard to update list on respective share-point sites.	RC (APSC)		R
NB-23/01/11-04	C	Enrolment in the new chemical safety program: Enrolment in the new chemical safety program	All Committee Members		R
NB-23/06/14-01	E	Outstanding items in JOHSC minutes: Asking all JOHSC reps with old or outstanding inspections and items arising to contact RC and LT (APSC) with updates to close items off in the minutes	All Committee Members		R
NB-24/03/13-02	B	<p>ECE: Assessment of air quality in the Makerspace 3D printer room has been completed by Kane Consulting: early indications are that the room has less than half the ventilation it needs to meet current uses, let alone our plans for growth.</p> <p>Update 2024/04/10: At the request of Building Operations project services, an attempt is being made to establish what the “baseline” VOC reading is for the MCLD building (office 1017). Began showing readings that were consistently lower than those in the Makerspace, typically around 90 or less. Spikes in VOC readings correlated with times when 3D printers in the Makerspace were known to be working. This suggests a building wide deficiency.</p> <p>Update 2024/05/12: Comments: Would a recommendation letter from the JOHSC be appropriate? More VOC monitors would also be useful.</p> <p>Update 2024/07/10: According to Makerspace Manager enclosures for the 3D printers had not been previously considered, but they may be cost-prohibitive (over \$20,000 for the existing 3D printers and even more to accommodate the anticipated future additions). Exploring whether an in-house or custom manufactured solution can be made for less.</p> <p>There is still no response from Building Ops on the project to repair/upgrade the building ventilation system.</p>	SF (ECE) + RC(APSC)	2024-09-11	IP
NB-24/07/10-08	C	Question on recent student violence incident: how should this information be distributed across APSC units? Would a CAIRS report have been appropriate? RW from SRS to follow up (RW).	PP & RW (SRS) LT (APSC)	2024-09-11	IP



		a. Peggy to follow up b. Recommendation: A Microsoft Teams' JOHSC Group Chat. APSC to invite privacy concerns.									
		Items arising from previous LST meetings:									
		CHBE									
GI-CHBE-24/02/14-01	C	FH testing: MC and RC met with JH (SRS) for an information meeting April 11/24. To be discussed at May APSC JOHSC meeting. Update: A survey to collect information on fume-hood issues has been created: https://ubc.ca1.qualtrics.com/jfe/form/SV_bCwhu702pKRvM7s	MC (CHBE) RC (APSC) JH (SRS) JB (Bops)		R						
		Items arising from LST meetings for August meeting:									
NB-24/08/14-01	E	CHBE, CERC, & BRIC: BRIC BERP has been approved by the LST	EH (CHBE)								
NB-24/08/14-02	C	ECE	SF (ECE)		C						
		<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 20%;">JOHSC Action Required?</th> <th>Item</th> </tr> </thead> <tbody> <tr> <td>Information only</td> <td> <p>Chemical amnesty – Pickup for the chemicals occurred on Monday July 8. Another chemical amnesty will be run in about 6 months or so if our hazardous waste pickup cage is not operational by then.</p> <p>Outcome of this amnesty is that the department is regularly producing the following that need to be disposed of as hazardous waste:</p> <ul style="list-style-type: none"> - Spent cleaning agent from the parts washer - 3D printer waste - Used paint, oils, lubricants - Sharps contaminated with solder and fluxes - Lead-based solders <p>This will be taken into account when the Hazardous Materials safety program for the department is developed.</p> </td> </tr> <tr> <td>Information only</td> <td> <p>Hazardous materials disposal cage for Macleod – It has been determined that a building permit is not required for this, but a street and landscape permit might be. I am assembling the documents needed for a permit application. A proposed vendor has been identified, but their emails are bouncing back and it is not clear if they are still in business. I will look for other vendors. There is a \$350 charge for the permit application.</p> </td> </tr> </tbody> </table>	JOHSC Action Required?	Item	Information only	<p>Chemical amnesty – Pickup for the chemicals occurred on Monday July 8. Another chemical amnesty will be run in about 6 months or so if our hazardous waste pickup cage is not operational by then.</p> <p>Outcome of this amnesty is that the department is regularly producing the following that need to be disposed of as hazardous waste:</p> <ul style="list-style-type: none"> - Spent cleaning agent from the parts washer - 3D printer waste - Used paint, oils, lubricants - Sharps contaminated with solder and fluxes - Lead-based solders <p>This will be taken into account when the Hazardous Materials safety program for the department is developed.</p>	Information only	<p>Hazardous materials disposal cage for Macleod – It has been determined that a building permit is not required for this, but a street and landscape permit might be. I am assembling the documents needed for a permit application. A proposed vendor has been identified, but their emails are bouncing back and it is not clear if they are still in business. I will look for other vendors. There is a \$350 charge for the permit application.</p>			
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		For discussion	Makerspace ventilation project - There is still no response from Building Ops on the project to repair/upgrade the building ventilation system. In the interim, the room that should be our 3D printer room has been converted into a swing storage room for various renovation projects going on in the department. It is a poor use of the space, but all that can be done with the existing ventilation.			
		Information only	Landscaping issues – Plants are starting to grow in again. So far they are not interfering with any egress paths or emergency infrastructure.			
		Information only	Summer camps – Summer camps have been operating on the field between the Macleod building and the EUS building for the past few weeks. I have asked camp organizers to increase their supervision of the campers as they were using the windows of my office to backstop ball sports. They have also been throwing rocks at the windows. No broken windows yet. During camper drop-off hours camp volunteers have also been closing off Engineering Road to prevent parents from blocking the street. This has caused problems with delivery vehicles. I have asked them to ensure the roadblocks are supervised to ensure proper access for delivery and emergency vehicles. Various summer camps have booked classrooms in Macleod to provide an air-conditioned space for camper activities on very hot days. I have asked for increased custodial cleaning/restocking of the washrooms to accommodate the extra demand.			
		Information only	Canvas administrator training – I have completed my Canvas administrator training and submitted my request to be an administrator so that I can create and manage the department’s safety training courses that are on Canvas.			
		Information only	Review of existing Canvas safety training courses – I have started to review Safety 101’s content modules for updating and revision. The current version refers to policies that no longer exist, and infrastructure in Macleod that has changed as a result of the renewal project.			
		For Discussion	Update on WorkSafeBC Inspection – The draft safe work procedures for the horizontal bandsaw involved in our safety			



			incident were submitted on Friday July 19 and will be reviewed at the next JOHSC meeting. Full details are below.			
		For Discussion	<p>Launch: Machine shop documentation project.</p> <p>This project is an outcome of our WorkSafeBC investigation. Please see attached file for details.</p> <p>In short, the safe work procedures documents that were created for the horizontal bandsaw in the machine shop to satisfy our WorkSafeBC order #1 must now be created for all other machines in the Machine Shop and Makerspace.</p> <p>The outcome of this project is not only the creation of these documents, but the creation of a centralized database to store them in that is accessible not only to shop staff, but also to managers and other support staff.</p> <p>A parallel version of this project will be launched to ensure there is documentation for research labs with this equipment as well. The help of the Department Head will be enlisted for this to ensure compliance.</p>			
		For Discussion	<p>Housekeeping in the Machine Shop</p> <p>WorkSafeBC order #2 was about the lack of housekeeping in the Machine Shop. Workers have been told to devote part of their shift each day to keeping the shop clean.</p>			



		<p>For Discussion</p>	<p>Chemical Safety documentation -</p> <p>I have been monitoring purchasing activities in the department to see which research groups are buying chemicals and which buildings and labs those chemicals are being used in to ensure that the people in those labs have access to the appropriate training, work environment, safe work procedures, and PPE.</p> <p>Early outcomes are that ECE Stores would not otherwise be collecting data on where these chemicals go after they arrive. This is potentially a safety and security risk. Going forward, information on where chemicals will be stored and used should be part of the order requests to ensure that these chemicals are being purchased for department research activities only and that appropriate safety measures are in place.</p> <p>There are a lack of safe working procedures for these processes. They are usually confused with the SDS for the chemical. At best, groups copy the handling and PPE instructions out of the SDS and call it a procedure. Labs may or may not have the PPE specified in the SDS. Which suggests that lab users either do not have access to the SDS and/or they are not reading it.</p> <p>Not all safety training certificates for students are accessible in Workday. Any student with a Research Assistant or Teaching Assistant appointment in Workday will appear on the training reports I can run, but students without such appointments will not. I have asked the research groups who are using chemicals to just send me the certificates of everyone in the lab until a better centralized database can be set up. It also serves as a way to remind them that training is available that they are supposed to be doing before they start working with chemicals.</p> <p>I am also requesting a lab chemical inventory from every ECE lab that orders chemicals to make sure that they have one and it was updated with SRS during the lab chemical inventory reporting period earlier this year.</p>			
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		For Discussion	<p>Access to the Macleod roof for the RCL lab</p> <p>I have asked David Michelson to provide any existing documentation that he has related to safe work procedures while working with his instruments on the roof so I can determine what needs to be created. He has done this work on the roofs of other buildings in the past. I have also asked SRS if there is a pre-existing "Roof work safety" Canvas course that the RCL researchers can be given access to. If not I have created an outline to create one that is specific to the roof of the Macleod building.</p> <p>I have initiated a project to install safety guardrails on the penthouse roof, where some of the instruments will be located. It is not clear if these should have been installed during the renewal project as they were on the main roof.</p>		
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* ED – Education and Training * GI- General Inspection *NB – New Business

9. JOHSC RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafe BC)						
Item # (use Recommendation #)	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status
IR #202416973064A	C	<p>Description:</p> <ul style="list-style-type: none"> • On July 3, 2024, WorkSafeBC officers conducted an inspection at the UBC Botanical Garden as concerns were raised about the safety of a scaffold. • There was one (1) order issued to the University. <p>Order #1 – Scaffold and General Duties: An order was issued under section WCA21(2)(e) which states, "An employer must provide to the employer's workers the information, instruction, training, and supervision necessary to ensure the health and safety of those workers in carrying out their work and to ensure the health and safety of other workers at the workplace."</p> <p>JOHSC/LST General Learnings/Discussion Points:</p> <ul style="list-style-type: none"> • The employer is responsible for ensuring the health and safety of all workers and for complying with the OHS provisions and the Regulation. This includes providing information, instruction, training, and supervision to 	FOAS JOHSC	2024-07-05		C



9. JOHSC RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafe BC)						
		<p>ensure the health and safety of workers and others at the workplace.</p> <ul style="list-style-type: none"> • Employers must ensure that scaffolds used by workers are safe and meet regulatory requirements. • Workers must take reasonable care to ensure their own health and safety and that of others who may be affected by their actions. They must follow established safe work procedures as required by the Regulation. • Workers assembling scaffolds must be trained and supervised properly to ensure safety standards are met. • Supervisors must have knowledge of their general duties and how to implement them. A lack of knowledge regarding legal responsibilities can place workers at risk of injury. Supervisors must ensure compliance with the regulatory requirements found in the Act and Regulation. • When a worker reports an unsafe condition or act, it must be investigated immediately, and corrective actions must be taken without delay. 				
IR #202416973060B	C	<p>Description:</p> <ul style="list-style-type: none"> • This follow-up Inspection Report accepted compliance measures taken to the orders issued on June 21, 2024, related to an incident involving a horizontal metal band saw. • A Notice of Compliance and 30-day Full Investigation reports were submitted to WorksafeBC outlining the immediate and planned actions to achieve compliance to the following orders: • Order #1 - Safe Work Procedures: The employer submitted written safe work procedures, including lockout procedures. • Order #2 - Waste Material: The employer confirmed the removal of accumulated metal chips from the band saw. <p>JOHSC/LST General Learnings/Discussion Points:</p>	FOAS JOHSC	2024-07-22		C



9. JOHSC RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafe BC)					
		<ul style="list-style-type: none">• Supervisors have a general duty to ensure the health and safety of their workers. Risk assessment must be conducted to take the measures necessary to meet this requirement. It provides an opportunity to consider all foreseeable hazards associated with a task and the risks associated with those hazards.• Employers must ensure written safe work procedures, including lockout procedures, are developed and implemented for all equipment being operated.• Workers must be instructed, trained, and supervised on how to operate equipment safely, including lockout procedures.• Refer to Risk Assessments & Safe Work Procedures for more information.• If work involves machinery and equipment that could unexpectedly activate or if the unexpected release of an energy source could cause injury, workers must receive instruction and training as per the Occupational Health and Safety Regulation and be knowledgeable in de-energization and lockout requirements, hazardous energy types, when locks are required, personal lockout, group lockout, and lockout procedures.• Refer to De-Energization & Lockout for more information.• Refuse, spills, and waste materials must not be allowed to accumulate as they can pose hazards. Regular clean-up procedures should be established and followed.			

* REC – Recommendation Letter



10. NEW & OTHER BUSINESS																					
Item # (NB-yy/mm/dd-01)	Priority	Discussion and/or Action Items	Assigned To	Date to be Completed	Status																
New Business																					
NB-24/08/14-03	E	Thank you for submitting your nominations for the Safety Day awards. We are in the process of compiling all the information regarding your incredible achievements. The survey to vote for your top two JOHSCs and LSTs will be available via this voting link starting Aug 5th . The survey will be available for one month from Aug 5th- Sept 5th and we highly encourage you to vote and show your support.																			
NB-24/08/14-04	E	Reminder that the JOHSC will be reviewing and ratifying the JOHSC Terms of Reference (ToR) next month in accordance with WSBC regulations.																			
NB-24/08/14-05	C	Insurance for Students: – Marlene inquired about the insurance practices of other units within APSC. JP proposed considering a change in the insurance coverage period from July to June. This adjustment is to be determined (TBD)																			
Informational Items																					
NB-24/08/14-06	E	<p>SRS: JOHSC and LST Training: New dates have been released for JOHSC and LST training. You can register for JOHSC training here, and LST training here.</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #d9e1f2;"> <th colspan="2">JOHSC Training</th> <th colspan="2">LST Training</th> </tr> <tr style="background-color: #d9e1f2;"> <th>Part 2a</th> <th>Part 2b</th> <th>Part 2a</th> <th>Part 2b</th> </tr> </thead> <tbody> <tr> <td>September 10th 10:00am-12:00pm</td> <td>September 12th 1:00pm – 3:00pm</td> <td>August 13th 9:30am – 11:00am</td> <td>August 15th 1:00pm – 2:30pm</td> </tr> <tr> <td></td> <td></td> <td>October 28th 9:30am – 11:00am</td> <td>October 30th 1:00pm – 2:30pm</td> </tr> </tbody> </table>	JOHSC Training		LST Training		Part 2a	Part 2b	Part 2a	Part 2b	September 10 th 10:00am-12:00pm	September 12 th 1:00pm – 3:00pm	August 13 th 9:30am – 11:00am	August 15 th 1:00pm – 2:30pm			October 28 th 9:30am – 11:00am	October 30 th 1:00pm – 2:30pm			
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NB-24/08/14-07	E	Health Canada newsletter																			
NB-24/08/14-08	E	Road Safety at Work																			
NB-24/08/14-09	E	WorkSafeBC:																			



10. NEW & OTHER BUSINESS

		a. Provincial government ends public health emergency for COVID-19 b. WorkSafeBC advises employers to plan ahead to protect workers from extreme heat and wildfire smoke c. E-news			
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*NB – New Business

1. NEXT MEETING

Date:	Wednesday, September 11, 2024
Time:	09:00 – 10:30
Location:	Hybrid: In person (CEME 2202) & Zoom

2. MEETING ADJOURNED

09:32	Moved by: Jennifer Pelletier Second by: Scott Jackson
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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
- Posted on any Safety Bulletin Boards (if applicable)