



## 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, September 11, 2024

Time: 09:00 - 10:30am  
Location: Hybrid - CEME 2202 & 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 Central 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 Recommendation Letters (Correspondence)</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
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 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 type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" 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)	AAPS	APSC DO	<input 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**

- Move to adopt minutes.
- List amendments to minutes      Moved by:     Jennifer Pelletier          Seconded by:     Scott Jackson

Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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**4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA**

Approved by Sabrina Fried   Seconded by Jennifer Pelletier	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
			<b>Old reports w/follow up:</b> There were no items carried over from the last meeting			
			<b>NEW REPORTS</b>			
			<b>BRIM</b>			
134917 134920	C	2024-08-07	<b>Title:</b> Tripping on Stairs: Ankle injury <b>What happened:</b> It is reported that the student stumbled on the stairs and hurt his ankle. Campus first aid was called, they treated the injury and transported the student to the hospital. <b>Root Cause:</b> Rushing down stairs. <b>Corrective Action #1:</b> Place clear, visible signs at the top and bottom of staircases reminding individuals to use handrails and to avoid rushing.	GL (APSC)		C



			<p><b>Corrective Action #2:</b> Notify all building occupants to slow down and walk at an unhurried pace, and especially to be careful when using the stairs and to make use of the handrails as needed.</p> <p><b>Corrective Action #3:</b> While improper footwear was not a factor in this instance, (the worker had on lab appropriate shoes) on occasion some workers do not adhere to wearing lab appropriate footwear. Remind building occupants and particularly lab workers that sturdy closed-toe and closed heel shoes are required in the laboratories.</p> <p><b>Corrective actions completed:</b> August 16, 2024.</p>			
			<b>MTRL</b>			
134987 134948	C	Submitted on: 2024-08-22 Incident Date: 2024-06-17	<p><b>Title:</b> Sprained Fingers</p> <p><b>What happened:</b> A staff member indicated they strained a finger while typing</p> <p><b>Root Cause:</b> Ergonomic keyboard was in use. Suggests that seat may be too low causing wrist/hand strain</p> <p><b>Action/Resolution:</b> Advised to increase height of chair. Have foot pedestals and sit/stand platform to also use. This individual has visited urgent care for further medical attention.</p> <p><b>Status:</b> completed</p>	HE (MTRL)		C
			<b>MECH</b>			
134991	C	2024-08-22	<p><b>Title:</b> Contact with chemicals</p> <p><b>What happened?</b> Student was working in the PLUME van with a pair of pliers and tosses the pliers into their toolbox, puncturing a can of WD40. The student and van were sprayed, but they were wearing long sleeves and glasses so avoided skin contact.</p> <p><b>Root Cause:</b> Improper storage of chemicals, combined with the action of tossing a tool back into the tool box.</p> <p><b>Actions and Resolutions:</b> Damaged can was disposed of. A second can was removed from toolbox area and stored in separate secured cabinet in lab. Chemicals will no longer be stored in toolbox area.</p>	JS (MECH)		C
134944	C	2024-07-23	<p><b>Title:</b> Finger laceration</p> <p><b>What happened:</b> Student was using the belt sander to sand a</p>	JS (MECH)		C



			<p>1/8" thick steel angle. The part caught on the belt and came down onto the student's left index finger pinching the finger between the steel angle and the tilt table (tool rest) resulting in a cut.</p> <p><b>Root cause:</b> Procedures not followed - knowledge / skill / experience lacking</p> <p><b>Actions and resolutions:</b> At first, machine was locked out until a new sanding belt could be installed. New sanding belt was installed and tool rest re-adjusted</p>			
134694	C	2024-06-28	<p><b>Title:</b> Puncture impact to right index finger tendon</p> <p><b>What happened:</b> 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 worker to UBC urgent care. The worker was not in pain, but was unable to extend their right index finger.</p> <p><b>Root cause:</b> 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 gloves for this kind of work, but gloves would likely have prevented this injury.</p>	JS (MECH)		C



			<p><b>Actions and resolutions:</b> 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. Staff emphasized the importance of deburring and the wearing gloves during MECH 2 welcome day, and during TA training. Also mentioned this in faculty meeting.</p>			
			<b>SALA</b>			
134785 134793	C	<p>Incident Date: 2024-07-12 Submission Date: 2024-07-16</p>	<p><b>Title:</b> Lasserre Building Room 300 Slip <b>What happened:</b> 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. <b>Root Cause:</b> The incident was caused by an accidental water spill by a student. <b>Corrective Action Identified:</b> 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. <b>Estimated Completion Date:</b> 2024-07-15 <b>Final Actions Taken:</b> Please see above. <b>Date Completed:</b> 2024-07-16 - <b>All Corrective Actions Complete</b></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)**

*Attach inspection checklist(s) and report(s) to these meeting minutes and use this table to record the discussion and new recommendation(s)*



6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)									
		<b>Previous inspections with follow-up items:</b>							
		<b>APSC</b>							
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				
		<b>CHBE, CERC, &amp; BRIC</b>							
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"> <li>- Follow up with Building Ops on how/why ventilation got shut off in the lab</li> <li>- 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</li> <li>- Create start up and shut down checklists to ensure each item is actioned in the procedure (include check ventilation ribbons on startup)</li> <li>- Update the PFD in the SOP to reflect changes made to the unit</li> <li>- 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</li> <li>- Have the emergency shower and the eyewash stations inspected once a year and once a month</li> </ul> <b>All items have been addressed and folks are good to start work</b> Microwave TGA Inspection (Jul 30) <ul style="list-style-type: none"> <li>- Gas outlet still needs to be connected and leak tested</li> <li>- SOP has some updates and clarifications to be made</li> </ul> Follow up August 12 <sup>th</sup> : This was completed and they are good to start work		EH (CHBE)	2024-10-09  IP				
GI/CHBE-24/08/14-01	C	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Inspection</th> <th>Notable items</th> </tr> </thead> <tbody> <tr> <td>GI-CHBE-24-07-10</td> <td> <b>634</b>  <ul style="list-style-type: none"> <li>- No spill kit</li> <li>- Lab cleanliness is very poor</li> <li>- Unlabeled chemicals</li> <li>- Chemicals on floor</li> <li>- Bio-safety permits not posted in space (and not up to date)</li> <li>- No lid on biohazardous waste container</li> </ul> </td> </tr> </tbody> </table>		Inspection	Notable items	GI-CHBE-24-07-10	<b>634</b> <ul style="list-style-type: none"> <li>- No spill kit</li> <li>- Lab cleanliness is very poor</li> <li>- Unlabeled chemicals</li> <li>- Chemicals on floor</li> <li>- Bio-safety permits not posted in space (and not up to date)</li> <li>- No lid on biohazardous waste container</li> </ul>	EH	2024-10-09  IP
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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)**

			<ul style="list-style-type: none"> <li>- Pest issue in the lab (rat/mouse feces in the lab)</li> <li>- Door was propped open</li> </ul> <p><b>Immediate issues rectified; rest is ongoing</b></p>			
		GI-CHBE-24-07-29	<p><b>622 / 624</b></p> <ul style="list-style-type: none"> <li>- No spill kit in lab</li> <li>- Training orientation was not documented on training log</li> <li>- Unlabeled sample</li> <li>- Open sharps items laying around lab</li> </ul> <p><b>Rectified</b></p>			
		GI-CHBE-24-08-21	<p><b>502 / 538</b></p> <ul style="list-style-type: none"> <li>- Training orientation was not documented on training log</li> <li>- Unlabeled flask</li> <li>- Waste container being stored on floor</li> <li>- Some users did not how to access safety documents</li> </ul> <p><b>In progress</b></p> <p><b>534 / 542</b></p> <ul style="list-style-type: none"> <li>- No LAB-specific orientation training</li> <li>- A couple of unlabeled flasks</li> <li>- Overall lab cleanliness could be improved</li> <li>- Chemicals on floor</li> </ul> <p><b>In progress</b></p>			
		GI-CERC-24-08-27	<p><b>271</b></p> <ul style="list-style-type: none"> <li>- Training orientation not documented on training log</li> <li>- Odour from floor drain</li> </ul> <p><b>Rectified</b></p> <p><b>272</b></p> <ul style="list-style-type: none"> <li>- Door signage does not reflect hazards</li> <li>- Cleanliness could be improved</li> <li>- Gas cylinder unchained</li> <li>- Chemicals on floor, unlabeled</li> </ul> <p><b>In progress</b></p> <p><b>273</b></p> <ul style="list-style-type: none"> <li>- Cords presenting tripping hazards</li> </ul> <p><b>Rectified</b></p> <p><b>274</b></p>			





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"> <li>- Poor lab cleanliness</li> <li>- Door signage does not reflect hazards (or proper contact info)</li> <li>- Chemicals on floor</li> <li>- Biosafety permit not posted in space</li> <li>- No lid on biohazardous waste container</li> </ul> <p><b>Immediate issues rectified; rest ongoing</b></p>		
		GI-CERC-24-08-30	<p><b>145 (HHL)</b></p> <ul style="list-style-type: none"> <li>- No general spill kit for the whole space</li> <li>- No lab specific orientation given to all lab users</li> <li>- Gas cylinders are not stored properly (over filled racks, single chained)</li> <li>- No overall chemical inventory for entire space</li> </ul> <p><b>Ongoing</b></p> <p><b>149</b></p> <ul style="list-style-type: none"> <li>- Fire extinguisher needs to have annual inspection</li> <li>- Unlabeled beaker</li> <li>- Chemical on floor</li> </ul> <p><b>Ongoing</b></p> <p><b>154</b></p> <p>No notable hazards</p> <p><b>157 158 159</b></p> <ul style="list-style-type: none"> <li>- Door signage does not reflect hazards</li> <li>- Lab cleanliness could be improved – lots of tripping hazards</li> <li>- Chemicals on floor</li> </ul> <p><b>Ongoing</b></p> <p><b>276</b></p> <ul style="list-style-type: none"> <li>- Fume hood is quite cluttered (used to store waste and chemicals)</li> <li>- Gas racks have oxidizers next to flammables</li> </ul> <p><b>Ongoing</b></p>		
			CIVIL		



6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)								
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)	2024-10-09	IP
		GI-CEME-ENV	24/06/21	1301,1302,1304,1306	- Radiation & Bio Safety Manual missing (1301) C - Radiation permit needs updating (1301J) IP			
		GI-MCM	24/06/21	80, 90, 94	- Users need ergonomic resource sig IP - Users need window blind closure signage (80) IP - Signage needed for emergency shower (90) C			
			24/07/16	1001, 1006,1008,1010	- Mezzanine storage cluttered ( 1006) IP - No Eating, Drinking, Smoking sign missing (1006) C - No emergency lighting (1001) IP			
		GI-RH-GEO	24/08/01	130, 131, 132,133, 134, 136	- No emergency lighting (136a) IP - Old non-working phone to be removed from wall (136a) C			
		GI-RH-HYD	24/06/27	138, 139, 147, 148, 149	- Some lights need repairing ( 138, 139) IP - Eyewash bottle needs refilling ( 139) C			
		GI-CEME-MAT	24/06/27	1012 + all adjoining rooms	- Eyewash bottles need refilling ( 1012) C - Chemical inventory needs updating (1012) IP - Bookshelf needs securing (1012) IP - Items stored up too high/unstable (1012) 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)**

		GI-CEME-SSA	24/06/18	1005, 1007, 1012, 1003, 1201, 2201	<ul style="list-style-type: none"> <li>- Inadequate ventilation (1003) IP</li> <li>- One missing window blind (1005) IP</li> <li>- Bookshelf by door needs securing (1003) IP</li> <li>- Cabinet needs securing (1201A) IP</li> </ul>			
		GI-RH-SHP	24/07/18	RH 140, 146, 124,125	<ul style="list-style-type: none"> <li>- Two lights out (RH124) IP</li> <li>- Some housekeeping / cleanup (144 – 146) C</li> <li>- Safety glasses/face shields to be added (140) IP</li> <li>- Bookshelves need securing (125) C</li> </ul>			
		GI-CEME-C2F	24/07/11	All Civil 2 <sup>nd</sup> floor	<ul style="list-style-type: none"> <li>- Private office has boxes stacked too high C</li> <li>- Private office is cluttered/housekeeping IP</li> <li>- Unsecured object stored above door ( 2215) IP</li> <li>- Room needs blinds ( 2215) IP</li> <li>- Bookshelves need securing ( 2208A,B,C) IP</li> </ul>			
		GI-ERF	24/06/25	All Earthquake facility	<ul style="list-style-type: none"> <li>- Lights out in main lab, 1 in basement, 1 in control room IP</li> <li>- Housekeeping issues in North &amp; West side of main lab IP</li> <li>- Genie maintenance issues( batteries, tires, log) IP</li> <li>- Increased ventilation in control room desired IP</li> </ul>			
		GI-RH-STR	24/06/25	Structures lab RH100	<ul style="list-style-type: none"> <li>- Some lights in main lab and 2 in 129/129A office IP</li> <li>- Some high items in office rm 127 - to be moved - C</li> <li>- 2 extension ladders need rope and storage tie down IP</li> <li>- 1.5T Hand hoist needs inspection IP</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)								
		GI-MCM	24/06 /21	MCM 80,90, 94	<ul style="list-style-type: none"> <li>- Post instructions for blinds in rm 80 IP</li> <li>- Post ergonomic resources &amp; signage for shower rm 90 C</li> <li>- Old hydrogen peroxide to be disposed rm 94 C</li> </ul>			
		GI-SRC	24/06 /26	South Campus Facility	<ul style="list-style-type: none"> <li>- Exit light + emergency light not working – Butler bldg. IP</li> <li>- SOP's need to be posted for drill press &amp; mitre saw IP</li> <li>- SDS's needed for some chemicals IP</li> </ul>			
<b>NEW INSPECTIONS</b>								
		ECE: Completed common areas inspections for Kaiser and Macleod. There is still a number of previously-reported deferred maintenance and projects in progress in both buildings that I am working on. Other than that, I logged a number of burned-out light bulbs which I have created a SR to have replaced.						

\* 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

\* 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	<b>Enrolment in the new chemical safety program:</b> Enrolment in the new chemical safety program	All Committee Members		R
NB-23/06/14-01	E	<b>Outstanding items in JOHSC minutes:</b> 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><b>ECE:</b> 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><b>Update 2024/04/10:</b> 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><b>Update 2024/05/12:</b> Comments: Would a recommendation letter from the JOHSC be appropriate? More VOC monitors would also be useful.</p> <p><b>Update 2024/07/10:</b> 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)	2024-10-09	IP
NB-24/07/10-08	C	<p>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).</p> <p>a. Peggy to follow up</p> <p>b. Recommendation: A Microsoft Teams’ JOHSC Group Chat. APSC to invite privacy concerns.</p>	PP (SRS) AS/LT (APSC)	2024-10-09	IP
<b>Items arising from previous LST meetings:</b>					
<b>CHBE</b>					



GI-CHBE-24/02/14-01	C	<p><b>FH testing:</b> MC and RC met with JH (SRS) for an information meeting April 11/24. To be discussed at May APSC JOHSC meeting.</p> <p><b>Update:</b> A survey to collect information on fume-hood issues has been created: <a href="https://ubc.ca1.qualtrics.com/jfe/form/SV_bCwhu702pKRvM7s">https://ubc.ca1.qualtrics.com/jfe/form/SV_bCwhu702pKRvM7s</a></p> <p><i>Question to JOSHC - Do we want to continue keeping this item on the minutes, or is it appropriate to close it at this time?</i></p>	MC (CHBE) RC (APSC) JH (SRS) JB (Bops)		R
NB-24/08/14-04	E	<p>Reminder that the JOHSC will be reviewing and ratifying the JOHSC Terms of Reference (ToR) in accordance with WSBC regulations.</p> <p><i>2024-09-11: The Terms of Reference were presented and approved by consensus.</i></p> <p><i>Motion: Jennifer Pelletier. Second: Sabrina Fried</i></p>	JOHSC		C
NB-24/08/14-05	C	<p>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)</p>			
<b>Items arising from LST meetings for September meeting:</b>					
NB-24/09/11-01	C	<b>ECE</b>		SF (ECE)	C
		JOHSC Action Required? *	Item		
		Information only	<p><b>Hazardous materials disposal cage for Macleod</b></p> <p>Still trying to find a vendor that is still in business.</p>		
		For discussion	<p><b>Makerspace ventilation project</b></p> <p>The project has been assigned to Jason Asnis, Associate Project Manager at Infrastructure Development. A site visit was held with him on Thursday August 22. He will assist with developing a specific scope for the project, so that planning and budgeting can be done.</p>		
Information only	<p><b>Annual fire drills</b></p> <p>The fire drills for the Kaiser and Macleod buildings were held on August 22, 2024. Times to clear the buildings were as follows: Kaiser – 6:20. Macleod – 6:35</p> <p>Macleod took a bit longer than expected to clear, mostly because of the summer camp groups that had to wrangle large groups of young children out of the building from upper levels.</p>				



		Information only	<p><b>Canvas administrator training</b> My account admin access to Canvas for the ECE account is now set up. This should allow me to update the courses that are outdated and launch the new courses that have been in development.</p>			
		For Discussion	<p><b>Update on WorkSafeBC Inspection</b> The SWP's for the machine involved in this incident was provided to the JOHSC for review on August 14, 2024. SRS is continuing to provide updates on this incident to WorkSafeBC. The CAIRS report related to this incident will be closed when WorkSafeBC confirms that no further investigation is required on their part.</p>			
		For Discussion	<p><b>Machine shop documentation project</b> SWP's for the following machines have now been completed. Machine Shop Horizontal bandsaw Makerspace Horizontal bandsaw Drill press Vertical bandsaw Work may slow a bit when the new school year starts, but there is a hope we can have this work done by the end of the year.</p>			
		For Discussion	<p><b>Access to the Macleod roof for the RCL lab</b> An outline for roof safety training has been completed and sent to SRS for approval Of particular concern is safety on the penthouse roof, where some of the radio tripods will be set up. As long as there are no guardrails on the penthouse roof, anyone on that roof needs to remain at least 6.5' from the edge at all times, unless they are using fall protection. Dr. Michelson's plan for the roof has already taken this into account and I am checking if we need to do the fall protection training anyway, should an extraordinary repair take someone too close to the edge.</p>			



		<p>For Discussion</p>	<p><b>ECE F1Tenth Safety Plan</b> Students in the WT1 Sections for ELEC391 will be participating in a new activity that has not been done previously at ECE – namely building and controlling autonomous scale cars to race in UPenn’s F1Tenth program.</p> <p>The main concerns for this activity are battery safety, safety around high-speed moving objects, and safety around robots operating autonomously. I have written the attached Safety Plan to address concerns and circulated it to the instructors and staff for feedback and review. The portions on battery safety were based on safety documentation from the battery and charger manufacturer and UPenn’s battery safety program</p>			
		<p>Information only</p>	<p><b>Safety training during new student bootcamp</b> The department is experimenting with running a 3-day bootcamp for new students from August 28-30. On Day 1 of the bootcamp, the students were given open lab time to complete Safety 101 before classes start. Once students completed the course, they not only received the completion sticker for safety 101, but also a toolkit assembled by Engineering Services of tools they will need to have during their courses.</p> <p>Almost all of the students were able to complete Safety 101 during the assigned lab time. Feedback was generally positive. Students like the idea of being able to complete the training at a time when they were not also facing the stress of starting on their course work.</p> <p>A modified version of the Makerspace safety training was included in the bootcamp on Day 2. The training went well, although there was not enough toecaps to go around for the group sizes and the scheduling was a bit tighter than ideal. I would recommend including the safety training components in the bootcamp again if it becomes an annual event in the department.</p>			





		<p><b>ECE cont'd: Near miss – Electrical arc from frayed extension cord</b></p> <p>On August 26, 2024 SR #311992.00 was placed to have Building Operations electricians de-energize a power outlet in an office in the Kaiser building so that a frayed extension cord could be safely removed. When the electrician arrived, they proceeded to pull the extension cord out of the plug while it was still energized. This resulted in an arc which fried the outlet and tripped the breaker. Because of the way the Kaiser offices are designed, this was the only electrical outlet in the room and all of the occupants' electronics were plugged into it at the time. Of particular concern was the office occupants' computer, which was in use at the time. The Head Electrician has confirmed that his subordinate was not injured. As of this date, the electrical shop has not filed a CAIRS report that I can access. The outlet has since been repaired. It has since been confirmed that the computer was not damaged, however numerous extension cords that were daisy-chained together were destroyed, along with the damaged one. They have been replaced with one extension cord that is of appropriate length and all the destroyed extension cords have been taken out of service and disposed of.</p> <p>The root cause of this incident was the condition of the extension cord, the fact that multiple extension cords were daisy chained together and that the cord was not replaced until it was at the point of catastrophic failure. I will bring up this incident with the Department Head. The annual office inspections would have identified this faulty extension cord had they been done.</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
202416973060B	C	Description: This follow-up Inspection Report accepted compliance measures taken in response to the order issued on June 5, 2024, related to a hazardous substance exposure incident at the In- Vessel Composting Facility. A Notice of Compliance was submitted to WorkSafeBC on July 5, 2024, outlining steps taken to ensure safety compliance.		2024-07-22		C



9. JOHSC RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafe BC)						
		<p>Order#1--Hazardous Substance Exposure: The employer implemented an interim procedure to protect workers from exposure to hazardous substances, including sodium hydroxide, and is working towards finalizing a comprehensive safe work procedure.</p> <p>JOHSC/LST General Learnings/Discussion Points: Employers must establish and maintain a process that ensures all workers are adequately informed, trained, and supervised regarding the risks associated with hazardous substances. This includes providing clear information about the substances they might encounter, proper training on safe handling practices, and continuous supervision to ensure compliance with safety protocols. Maintaining a comprehensive chemical inventory is essential for ensuring workplace safety. This inventory should include detailed information about each chemical used or stored in the workplace, including its identity, associated risks, and safety data sheets (SDSs). Workers should have easy access to this information to understand the hazards they may encounter and the precautions they need to take.</p> <p>All products, substances, wastes and byproducts that are dangerous to the environment or to human beings and are no longer of use must be disposed of safely and in a timely manner. It is important to know what and how much waste will be generated by an experiment or set of experiments and how to dispose of it in advance of doing the experimental work.</p> <p>Refer to <a href="#">Hazardous Waste Management</a> for information about chemical waste disposal</p>				
202416973064B	C	Description: This follow-up Inspection Report is in response to the order issued on July 3, 2024, related to scaffolding at UBC Botanical Garden.		2024-08-08		C



9. JOHSC RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafe BC)						
		<p>There is one (1) outstanding order requiring further action by the University.</p> <p>Order #1 - General Duties: An order was issued under section WCA21(2)(e), which requires the employer to provide workers with the necessary information, instruction, training, and supervision to ensure their health and safety.</p> <p>A Notice of Compliance (date: August 6, 2024) was submitted with steps taken and plan along with a time line to comply this order.</p> <p>Workers and supervisors designated to assemble scaffolds or supervise scaffold assembly have completed competent person training and scaffold erector re-training. Scaffolding Safe Work Procedures are being reviewed and revised. Regular safety meetings have been conducted to discuss scaffold safety, training, and compliance requirements.</p> <p>The scaffold at the Botanical Garden has been dismantled and removed.</p> <p>JOHSC/LST General Learnings/Discussion Points: 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 ensure the health and safety of workers and others at the workplace.</p> <p>Employers must ensure that scaffolds used by workers are safe and meet regulatory requirements.</p> <p>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.</p> <p>Workers assembling scaffolds must be trained and supervised properly to ensure safety standards are met.</p>				



9. JOHSC RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafe BC)					
		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.			

\* 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
<b>New Business</b>					
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 <a href="#">voting link starting Aug 5<sup>th</sup></a> . The survey will be available for one month from <b>Aug 5<sup>th</sup>- Sept 5<sup>th</sup></b> and we highly encourage you to vote and show your support.			
<b>Informational Items</b>					
NB-24/09/11-02	E	<p><b>Emergency Management Fall Engagements</b></p> <p>Safety &amp; Risk Services, Emergency Management team will be busy at work engaging with our campus community throughout the fall. We invite you to come learn more about personal preparedness and emergency management at UBC at one (or all!) of the following events:</p> <ul style="list-style-type: none"> <li>• <b>September 3:</b> We all have a role to play in an emergency. Learn more at our Emergency Preparedness booth on <b>Imagine UBC @ Main Mall, 1:00-4:30 p.m.</b></li> <li>• <b>September 4:</b> Ride the <b>Quake Cottage</b>, an 9.0 earthquake simulator, and learn tips about staying prepared @ University Commons, 10:00 a.m.-3:00 p.m.</li> </ul>			



10. NEW & OTHER BUSINESS

		<ul style="list-style-type: none"><li>• <b>September 7:</b> Stop by our Emergency Preparedness booth for fun activities and a chance to connect with your community during <b>Neighbours Day @</b> UNA Community Field, 12:00-5:00 p.m.</li><li>• <b>September 11:</b> Start the year off right by learning how to keep yourself and the UBC community safe as part of <b>Safety Awareness Week @</b> Lee Square, 11:00 a.m-3:00 p.m.</li><li>• <b>September 11:</b> Come for the food, stay for the facts! Discover more about personal emergency preparedness at the <b>UBC Staff and Faculty BBQ @</b> Flag Pole Plaza, 11:00 a.m-2:00 p.m.</li><li>• <b>September 14:</b> Personal Preparedness starts with you and your family. Stop by, get informed, and make your plan @ Acadia Park Commonsblock, 3:00-5:00 p.m.</li><li>• <b>October 16:</b> Join us in the recognition of safety across the university. Find out how we help campus safe on <b>Safety Day @</b> Great Hall (AMS Student Nest), 8:00 a.m-3:00 p.m. To sign up for the Safety Day waitlist, please email <a href="mailto:safety.risk@ubc.ca">safety.risk@ubc.ca</a>.</li><li>• <b>October 17:</b> Come hungry, leave prepared. Gain practical tips for personal and family preparedness during our <b>Lunch and Learn @</b> TBD, 12:00-1:00 p.m. If you would like to attend, please sign up <a href="#">here</a>.</li></ul> <p>Emergencies happen, and we each have a role to play. Know your hazards, make your plan, and gather your supplies. For more information on how to stay prepared, visit <a href="http://srs.ubc.ca">srs.ubc.ca</a></p>			
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10. NEW & OTHER BUSINESS																					
NB-24/09/11-03	E	<p><b>SRS:</b> JOHSC and LST Training: New dates have been released for JOHSC and LST training. You can register for JOHSC training <a href="#">here</a>, and LST training <a href="#">here</a>.</p> <table border="1"> <thead> <tr> <th colspan="2">JOHSC Training</th> <th colspan="2">LST Training</th> </tr> <tr> <th>Part 2a</th> <th>Part 2b</th> <th>Part 2a</th> <th>Part 2b</th> </tr> </thead> <tbody> <tr> <td>September 10<sup>th</sup> 10:00am – 12:00pm</td> <td>September 12<sup>th</sup> 1:00pm – 3:00pm</td> <td>October 28<sup>th</sup> 9:30am – 11:00am</td> <td>October 30<sup>th</sup> 1:00pm – 2:30pm</td> </tr> <tr> <td>November 19<sup>th</sup> 10:00am – 12:00pm</td> <td>November 22<sup>nd</sup> 1:00pm – 3:00pm</td> <td></td> <td></td> </tr> </tbody> </table>	JOHSC Training		LST Training		Part 2a	Part 2b	Part 2a	Part 2b	September 10 <sup>th</sup> 10:00am – 12:00pm	September 12 <sup>th</sup> 1:00pm – 3:00pm	October 28 <sup>th</sup> 9:30am – 11:00am	October 30 <sup>th</sup> 1:00pm – 2:30pm	November 19 <sup>th</sup> 10:00am – 12:00pm	November 22 <sup>nd</sup> 1:00pm – 3:00pm					
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NB-24/09/11-04	E	<a href="#">Healthy UBC: September 2024</a>																			
NB-24/09/11-05	E	<a href="#">Health Canada newsletter</a>																			
NB-24/09/11-06	E	<a href="#">Road Safety at Work</a>																			
NB-24/09/11-07	E	<p>WorkSafeBC:</p> <ul style="list-style-type: none"> <li>a. WorkSafeBC coverage is coming for app-based ride-hailing and delivery workers – <a href="#">Learn More</a></li> <li>b. Health and Safety <a href="#">Enews</a></li> </ul>																			

\*NB – New Business

1. NEXT MEETING	
Date:	Wednesday, October 09, 2024
Time:	09:00 – 10:30
Location:	Hybrid: In person (CEME 2202) & Zoom

  

2. MEETING ADJOURNED	
09:40	Moved by: Jennifer Pelletier Second by: Scott Jackson

**LEGEND**



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

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

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