

Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Faculty of Education JOHSC

Worker Co-Chair: Frederick Brown
Employer Co-Chair: Jean Galvani

Date: October 3, 2024

Time: 9:00 am – 10:00 am
Location: Rm 313, Scarfe Building, and Zoom

AGENDA:

<ol style="list-style-type: none"> 1. Roll Call 2. Determination of Quorum 3. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes 4. Additional Agenda Items, Review Actionable Items from Local Safety Team (LST) Minutes & Approval of Agenda 5. Review Centralized 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 Formal Recommendation Letters & Regulatory Inspections 10. New and Other Business 11. Next Meeting 12. Meeting Adjournment
---	--

1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Frederick Brown	CUPE 116	Scarfe EDCP	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Dr. Douglas Adler (A)</i>	FA	Scarfe EDCP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carl Luk	AAPS	PCN EDST	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Louise Chen	CUPE 2950	Continuing Studies ELI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kay Mun	CUPE 2950	Scarfe ECPS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maliha Jannat	CUPE 2950	PCN LLED	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kalisa Young	AAPS	Scarfe LDDI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Megan Wilson (A)</i>	CUPE 2950	PCN LLED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yvonne Li	CUPE 2950	Scarfe PDCE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. ROLL CALL				
Employer Representatives	Work Location	Present	Regrets	Absent
Jean Galvani	DNSO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Halton Lin	KIN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Huda Hamza (A)</i>	KIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Holly-Kate Collinson-Shield	EDST	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lu Tian	TEO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. ROLL CALL				
Resources/Guests	Work Location	Present	Regrets	Absent
Shilan Keshvadi	SRS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Paul Wong (A)	SRS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kate Melkert (A)	SRS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shruti Asokan	DNSO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vanessa Law (A)	DNSO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*(A) – Alternate member

2. DETERMINATION OF QUORUM		
a. A minimum of 4 members; b. Worker representatives (faculty and staff workers who do not exercise managerial functions) and employer representatives (management workers who exercise managerial functions); c. At least half of the members must be worker representatives;		
Is there quorum for this meeting <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>		
Move to adopt minutes.	Moved by: Halton Lin	Seconded by: Holly-Kate Collinson Shield
Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA		
Place actionable items under Accident/Incident Investigation, Safety Inspections, Correspondence, New Business etc. as applicable and assign proper item # for further discussion/action. <input type="checkbox"/> No actionable items noted		
Is the agenda approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

See attached incident report:

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

(* See Legend at end for Priority and Status Codes)

Item # (Use CAIRS Incident ID # and Incident Date)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
134826 24/04/24	C	<p><u>Puncture Wound</u> Update – October 2024</p> <ul style="list-style-type: none"> - Kate noted that the details from the supervisor have been noted in the main body of this report. Lu will extract the information and complete the supervisor’s report. <p>September 2024</p> <ul style="list-style-type: none"> - Shilan confirmed that a Supervisor Report is required. <p>ACTION: Shilan will check who the student supervisor is and follow-up.</p> <p>August 2024</p> <ul style="list-style-type: none"> - Student host was hurt while removing weeds, when a thorn penetrated their gloves. The wound was tended to, and they returned to work. - The supervisor took corrective action by clarifying procedure for this work, and the correct glove type to be worn. <p>ACTION: Shilan to connect co-chairs with SRS CAIRS team to confirm whether Supervisor report is required for this incident. Co-chairs to follow as needed.</p>	Lu Tian	October 2024	C
135131 24/09/15	C	<p><u>Injury using gym equipment</u></p> <ul style="list-style-type: none"> - A gymnastics instructor was adjusting a highbar and caught their forearm in the bars. The skin was pinched resulting in a bruise. - Incident was caused as their body position was in line with the bar housing. - Corrective action was taken by providing them with additional training on adjusting the bar. 	N/A	N/A	C
135193 24/09/22	C	<p><u>Injury while demonstrating skill</u></p> <ul style="list-style-type: none"> - The coach was demonstrating a back roll that extends into a handstand down an incline mat resulting in pain of the shoulder. The skill being demonstrated required the full body weight to be lifted overhead. - Supervisor to speak with the coach and review incident. 	N/A	N/A	C

135212 24/09/23	C	<p><u>Slip and Fall</u></p> <ul style="list-style-type: none"> - An individual slipped on the wet floor in front of water fountain, at the north end of the 2nd floor classroom corridor. - Staff and faculty members will be reminded to deal with, if possible, or report spills to prevent people from slipping. Major spills can be reported to building operations at 604-822-2173. 	N/A	N/A	C
135223 24/09/26	C	<p><u>Cut/Puncture Wound</u></p> <ul style="list-style-type: none"> - An individual hurt their hand on a blade. <p>ACTION: Lu to follow-up for additional details to complete the report.</p>	Lu Tian	November 2024	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)

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

No actionable items noted

Item # (Use Inspection #)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
-	-	There are no items to review for October 2024.	-	-	-

7. REVIEW EDUCATION AND TRAINING

Item # (ED-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
ED-24/06/06-01	C	<p><u>Completion of training by new member(s)</u> Update – October 2024</p> <ul style="list-style-type: none"> - Kalisa has completed her training and will share the date of completion with the co-chairs for the committee’s record. <p>ACTION: Yvonne to update committee on status of training (to be completed by March 2025). ACTION: Fred to send Lu Tian JOHSC training links.</p> <p><i>(Please refer to the previous meeting minutes for further details)</i></p>	Yvonne Li and Fred Brown	November 2024	IP
ED-24/10/03-01	E	<p><u>JOHSC and LST Training</u></p> <ul style="list-style-type: none"> - New dates have been released for JOHSC and LST training. You can register for JOHSC training here, and LST training here. 	N/A	N/A	C

* 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-24/09/05-01	C	<p><u>Welcoming new JOHSC member</u> Update – October 2024</p> <ul style="list-style-type: none"> - Lu is currently the interim representative for the TEO, until their ongoing search for new Program Managers is complete. Once the hires are finalized there might be a new TEO rep. Lu to complete training to become member. <p>September 2024</p> <ul style="list-style-type: none"> - Due to staffing changes, Lu Tian will replace Graham Setters as the representative from TEO until further notice. - Lu has been added to the roll call list. She is unable to attend the September 2024 meeting but will attend future meetings. <p>ACTION: Fred will check with Lu regarding her availability and ask if there will be an alternate member from TEO to attend meetings in her absence, as needed.</p>	N/A	N/A	C

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

Item # <i>(use Recommendation or Report #)</i>	Priority	Discussion and/or Action Items	Date of Issue	Date to be Completed	Status
IR #202418195051A	C	<p><u>Exposure to mercaptoethanol</u></p> <ul style="list-style-type: none"> - On August 27, 2024, a WorkSafeBC Officer conducted an inspection at the UBC Pharmaceutical Sciences Building following a workplace incident involving exposure due to a spill of mercaptoethanol. - The incident occurred after contaminated wipes were improperly disposed of in regular garbage handled by custodial staff. The lab manager had recently left, and newer students using the space were not fully aware of the safety protocols, resulting in improper use of the chemical outside of a fume hood and in a lab with inactive ventilation. - With input from the Pharmaceutical Sciences JOHSC, final corrective actions included updating and reviewing SOPs for handling 2-mercaptoethanol, ensuring that it is clear the chemical must only be used in a fume hood, and providing task-specific 	N/A	N/A	C

9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)					
		training to all lab members. The Custodial JOHSC will also review the incident report and provide any final recommendations.			
IR #202418823106A	C	<p><u>Bullying and harassment complaint</u></p> <ul style="list-style-type: none"> - On September 12, 2024, a WorkSafeBC Officer conducted an inspection in response to a bullying and harassment complaint at UBC. - The employer provided evidence detailing how the complaint was addressed, and the file has been closed. 	N/A	N/A	C
IR #202416973064C	C	<p><u>Follow-up report related to scaffolding at UBC Botanical Garden</u></p> <ul style="list-style-type: none"> - This follow-up Inspection Report authenticated appropriate compliance measures taken in response to the order issued on June 5, 2024, related to scaffolding at UBC Botanical Garden. - There were zero (0) orders issued to the University. 	N/A	N/A	C
IR #202416973032C	C	<p><u>Follow-up inspection at the AMS Student Nest</u></p> <ul style="list-style-type: none"> - On March 25, 2024, a WorkSafeBC Officer conducted a follow-up inspection at the AMS Student Nest in response to a previously reported unsafe condition involving scaffold safety. - On August 28, 2024, the initial order, issued under OHSR 3.10, was rescinded due to an appeal from the employer. The Review Division decision #R0323889 supported the employer's appeal, and no further action is required regarding this order. 	N/A	N/A	C

* REC – Recommendation Letter *IR – WorkSafeBC Regulatory Inspection

10. NEW & OTHER BUSINESS					
Item # (NB-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
NB-24/10/03-01	C	<p><u>Rescheduling January 2025 committee meeting</u></p> <ul style="list-style-type: none"> - The meeting is currently scheduled to take place on January 2, 2025, which will be the first day back following the Winter Break. - Meeting will be pushed to take place the following week instead; Thursday, January 9. The calendar invite will be updated following this meeting. 	N/A	N/A	C

10. NEW & OTHER BUSINESS

NB-24/10/03-02		<p><u>UBC First Aid Assessment</u></p> <ul style="list-style-type: none"> - UBC has prepared a draft First Aid Assessment template to ensure compliance with WorkSafeBC's first aid requirements. The UBC Point Grey Campus First Aid Assessment has been centrally completed by the SRS. - For off-campus locations, please reach out to Dustin Szeto at dustin.szeto@ubc.ca to complete a first aid assessment. - For more information on first aid requirements, visit the WorkSafeBC First Aid Requirements page. 	N/A	N/A	C
NB-24/10/03-03	C	<p><u>Communicable disease prevention</u></p> <ul style="list-style-type: none"> - With the academic year and fall in full swing, it is important to review ways to prevent the spread of communicable diseases. - Communicable disease prevention outlines how Public Health, UBC and individuals can work together to prevent the spread of communicable disease. - A communicable disease is an illness caused by an infectious agent or its toxic product that can be transmitted in a work, research or academic environment from one person to another (i.e. influenza, COVID-19, norovirus). - The Communicable Disease Prevention Framework is not meant to replace existing customized workplace exposure control plans. (For more information, please refer to 5.2 and 6.33 to 6.40 of the Occupational Health & Safety Regulation). 	N/A	N/A	C
NB-24/10/03-04	C	<p><u>Get Ready to Shakeout</u></p> <ul style="list-style-type: none"> - On October 17, 2024, practice how to DROP, COVER and HOLD ON at 10:17 a.m. during the annual Great BC ShakeOut. - The Great BC ShakeOut is an annual province-wide earthquake drill for everyone to practice how to protect themselves and to be better prepared in the event of an earthquake: - DROP to the ground (before the earthquake drops you!), take COVER by getting under a sturdy desk or table, and HOLD on to it until the shaking stops. 	N/A	N/A	C
NB-24/10/03-05	D	<p><u>Safety Day</u></p> <ul style="list-style-type: none"> - Safety Day is on Wednesday, October 16, 2024. - Reminder that registration will only open at 8:00am and attendees are requested to not arrive earlier than that as they will be busy setting up the space. 	N/A	N/A	C

10. NEW & OTHER BUSINESS

NB-24/10/03-06	E	<p><u>New Course on Occupational Hygiene</u></p> <ul style="list-style-type: none"> - The School of Population and Public Health is excited to announce the launch of a new CPE course, "Principles of Occupational Hygiene," starting October 23rd. This online course is designed for both newcomers and experienced professionals in the field of workplace health and safety. - Join an information session on Wednesday, October 2, from 12 to 1 pm to learn more about this learning opportunity. More information is here. 	N/A	N/A	C
-----------------------	---	--	-----	-----	---

11. NEXT MEETING

Date:	November 7, 2024
Time:	9:00 – 10:00 am
Location:	Hybrid; In-person (SCRF 309) and via Zoom

12. MEETING ADJOURNED

Time:	9:32 am
-------	---------

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)