



## UBC C&W Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: C&W JOHSC

Worker Co-Chair: Ladan Kalani  
Employer Co-Chair: Kayla Shayne

Date: November 5, 2024

Time: 10:00 AM  
Location: Zoom

### AGENDA

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| <ol style="list-style-type: none"> <li>1. Roll Call</li> <li>2. Determination of Quorum</li> <li>3. Approval of Previous C&amp;W JOHSC Meeting Minutes</li> <li>4. Approval of Agenda <ul style="list-style-type: none"> <li>• Additional Agenda Items per committee members</li> </ul> </li> <li>5. a) Review NEW Centralized Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents <ul style="list-style-type: none"> <li>• New CAIRS reports or PHSA Reports, if relevant</li> </ul> b) Review Accident/Incident reports with ongoing action items</li> <li>6. Review 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>• Completed Inspections for Committee Review – See <a href="#">Schedule here</a></li> </ul> </li> </ol> | <ol style="list-style-type: none"> <li>7. Review Education and Training <ul style="list-style-type: none"> <li>• Committee members to confirm they have registered for/completed <a href="#">JOHSC Fundamentals</a></li> </ul> </li> <li>8. Ongoing Business – Status of Action Items <ul style="list-style-type: none"> <li>• JOHSC promotion: coordinate a ‘coffee &amp; donuts’ with the JOHSC</li> <li>• <a href="#">FoM Working Alone Program 2024</a></li> </ul> </li> <li>9. JOHSC Formal Recommendation Letters &amp; Regulatory Inspections <ul style="list-style-type: none"> <li>• See WSBC attachments in SRS Co-chair email</li> </ul> </li> <li>10. Safety and Risk Services Update <ul style="list-style-type: none"> <li>• SRS Co-chair email</li> </ul> </li> <li>11. New and Other Business</li> <li>12. Next Meeting: December 3, 2024</li> <li>13. Meeting Adjournment</li> </ol> |
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1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Ladan Kalani (Co-Chair)	Non-Union Technicians and Research Assistants	BC Children's Hospital	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Beheroze Sattha	Non-Union Technicians and Research Assistants	BC Women's Hospital	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clare Beasley	Faculty Bargaining	BCCHRI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mahfuza Sreya	Non-Union Technicians and Research Assistants	BC Women's Hospital	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mike Davey	Non-Union Technicians and Research Assistants	CMMT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Emily Harvey	Non-Union Technicians and Research Assistants	CMMT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jenny Lee	M&P—AAPS	BC Children's Hospital Clinical Support Building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Theresa Williams	Non-Union Technicians and Research Assistants	BCCHRI	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kelly Brown	Faculty Bargaining	BCCHRI	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Madeleine Speck	Non-Union Technicians and Research Assistants	BCCHRI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marisa Ortiz	CUPE2950	BC Women's Hospital	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Michelle Higginson	Non-Union Technicians and Research Assistants	BCCHRI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monika Kowatsch	Student Employee	BC Women's Hospital	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
John Dado	M&P—AAPS	BCCHRI	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kendall Plant	Non-Union Technicians and Research Assistants	BCCHRI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employer Representatives	Work Location		Present	Regrets	Absent
Kayla Shayne (Co-Chair)	BCCHRI		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jeffrey Helm	BCCHRI		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/Guests	Work Location		Present	Regrets	Absent
Mardi Henderson	SRS (FoM)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Madeline Leighton	SRS (FoM)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Nick Steel (A)	SRS (FoM)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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## 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"/>
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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)*

### October JOHSC Minutes

- Move to adopt minutes                      Moved by: Kayla Shayne                      Seconded by: Clare Beasley

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

- Welcome to new member Kendall

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

*Place actionable items under Accident/Incident Investigation, Safety Inspections, Correspondence, New Business etc. as applicable and assign proper item # for further discussion/action.*

- No actionable items noted

Is the agenda approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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## 5. REVIEW NEW 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
		None this month			

**INCIDENT/ACCIDENT INVESTIGATIONS WITH OPEN ACTIONS FROM PREVIOUS MEETING**

**6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)**

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

- No Inspections Scheduled: no reports to review
- Inspections complete with no JOHSC follow up required: naming conventions listed below
- Inspections were delayed. Plan for rescheduling / follow up listed below
- Inspections require JOHSC action: listed below
- Reports were added to SharePoint:

Item # (Use Inspection #)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
GI-CMMT-date	E	<p><b>Stores Inspection CMMT:</b> Storing large amount of ethanol and flammables, no chemical inventory available. No license to sell alcohol. Unsure when last Stores inspection occurred. Worker is wearing shorts. Committee asked if reasonable to enforce wearing long pants. Committee agreed to first see an updated chemical inventory and then decide based on associated hazards of chemicals stored. Worker has been working alone for extended period with no working alone arrangement. Often works until 7pm. Committee noted noise is also a concern in the space. Other noted issues were amount of unused cardboard, and food items in unlabeled freezer.</p> <p><b>Actions:</b></p>	Kayla/ John	12/03/24	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)					
		<ul style="list-style-type: none"> <li>Kayla and John to decide on deadline for action items noted in inspection, including an updated chemical inventory</li> <li>Investigate potentially moving noisy items in space to reduce noise levels.</li> <li>Worker to complete WHMIS training, and then potentially Chem Safety Training, based on risk assessment.</li> </ul>			
GI-Parker-241104	E	<p><b>Parker Lab Inspection:</b> Inspection only found minor issues including overcrowded fume hood and excess clutter. A media tube in the biosafety cabinet had not been cleaned sufficiently and had mold growing inside. Updated signage and fridge labels will be provided.</p> <p><b>Actions: John, Ladan and Kayla following up with lab</b></p>	Kayla/ Ladan/ John	N/A	C
N/A	C	<p>Previous Inspection reports should be made available for those who are planning an inspection per the new Schedule.</p> <p><b>Action: Committee members who completed workplace inspection reports in 2024 to forward reports to Madeline for filing on Sharepoint.</b></p>	All	N/A	N

\* GI – General Inspection

7. REVIEW EDUCATION AND TRAINING					
(General discussion, confirm all training is up-to-date, etc. For all actionable items please list below)					
Item # (ED-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
ED-24/07/09-04	D	Michelle: Enrolled in September	Michelle	Due January 25	IP
ED-24/07/09-06	D	Marisa: JOHSC Training sign up TBC	Marisa	Due January 25	IP
ED-24/10/08	D	Monika: Enrolled in November	Monika	Due April 25	IP
ED-24/11/05-01	D	John: Enrolled in November	John	Due May 25	IP
ED-24/11/05-02	D	Kendall: JOHSC Training sign up TBC	Kendall	Due May 25	IP
ED-24/11/05-03	E	SRS Safety Day: Madeleine and Emily attended. Madeleine gathered information from vendors to approach for C&W event. Members noted the speaker on supervisor responsibility is important information to know. Mardi sent <a href="#">poster with more information</a>	Madeleine / Emily	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
N/A	D	<p><b>Draft Terms of Reference/ Promotional Funding:</b> See September</p> <p><b>Update 10/8:</b> Funding is available from SRS. Kayla to tie event onto fire safety event either late October/early November. Dates to be discussed next meeting.</p> <p><b>Update 11/5:</b> Date of event TBC- late November/ early December. Kayla to put up poster board with JOHSC information, members, approved minutes etc. to promote.</p>	Kayla/ Mardi	12/03/24	IP
NB-24/06/04-01	D	<p><b>FoM Working Alone Program 2024:</b> See September 2024 minutes</p> <p><b>Update 9/10:</b> SRS working on Qualtrics survey which determines required check-in times based on eligibility to work alone and tasks being performed. If you are interested in giving recommendations on the survey before it is sent faculty-wide please contact Mardi or Madeline. Kayla recommended the CMMT team.</p> <p><b>Update 10/8:</b> Qualtrics survey has been internally reviewed by SRS. Survey will be shared at next meeting for feedback. FoM survey is specific to tasks, risk assessment has been pre filled for the faculty as most worksites share similar risks. Working late at night- work assessment will only need to be done once.</p> <p><b>Update 11/5:</b> Qualtrics has been circulated to committee for feedback. Try here: <a href="https://ubc.ca1.qualtrics.com/jfe/form/SV_3BQ3xy0hZuKQIMO">https://ubc.ca1.qualtrics.com/jfe/form/SV_3BQ3xy0hZuKQIMO</a> Please do not circulate outside of committee.</p>	All	12/03/24	IP

9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
Item # (use Recommendation or Report #)	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status
		None this month				

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



**10. SAFETY & RISK SERVICES UPDATE**

Item # (SRS-yy/mm/dd)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
SRS-24/10/31	E	<p><b>Safety Day:</b> Highlights from the speakers are available on the SRS website</p> <p><b>CAIRS:</b> On October 14<sup>th</sup> a cybersecurity attack on CAIRS in an attempt to flood the system with 446 fake reports. The attack was unsuccessful, no information was compromised and user data and privacy remains intact.</p> <p><b>Daylight Savings Ends:</b> Tips to help you feel safe when the sun goes down:</p> <ul style="list-style-type: none"> <li>• Travel with friends or colleagues</li> <li>• Use main pathways and avoid shortcuts</li> <li>• Dial 911 if you need emergency assistance</li> </ul> <p><b>December Meeting:</b> Monthly meetings are a WorkSafeBC requirement. Please reschedule December meetings if required to achieve quorum.</p>	All	N/A	C

**11. NEW & OTHER BUSINESS**

• General discussion items (list actionable items below)

Item # (NB-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status

\*NB – New Business

**12. NEXT MEETING**

Date:	December 3, 2024
Time:	10:00 AM
Location:	Zoom

**13. MEETING ADJOURNED**

Time:	10:40 AM
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**LEGEND**

PRIORITY:		STATUS:	
A	Critical/Life threatening/high probability	N	New



PRIORITY:		STATUS:	
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)

**Posting of Approved Meeting Minutes (Required):**

- [UBC C&W JOHSC SharePoint](#)