



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Faculty of Medicine – Point Grey Campus

Worker Co-Chair: Patryk Krolikowski
Employer Co-Chair: Sunny Pao

Date: November 19, 2024

Time: 10:00 AM
Location: Zoom

AGENDA:

Location: Zoom: <https://ubc.zoom.us/j/66837840702>

Standing Items

	Topic	Time (min)	Desired Outcome(s)	Document
1	Roll Call and Introductions	5	<ul style="list-style-type: none"> Land Acknowledgement Guests and new members introduced 	
2	Determination of Quorum	1	<ul style="list-style-type: none"> Minimum of 4 members Worker reps ≥ employer reps 	
3	Approval of Previous JOHSC Meeting Minutes	1	<ul style="list-style-type: none"> Agreement that minutes are a complete and accurate reflection of the previous meeting 	See Previous Minutes
4	Review of Agenda	1	<ul style="list-style-type: none"> Everyone has an opportunity to add additional agenda items Agreement on agenda 	See Meeting Agenda
5	Review Actionable Items from LST Minutes	2	<ul style="list-style-type: none"> A list of concerns that require JOHSC input is recorded An action plan is created for each item (next steps and possible resolutions) 	
6	Review Workplace Safety Inspections	5	<ul style="list-style-type: none"> Members are aware of workplace inspections and follow up on items requiring review 	
7	Review Central Accident/Incident Reporting System (CAIRS) Reports	10	<ul style="list-style-type: none"> Everyone has an opportunity to ask questions Everyone understands the details, recommendations and resolutions for each incident All incidents have a worker rep assigned Thanks to our worker rep volunteer for incidents last month, call for new worker rep 	7a) November NEW CAIRS reports 7b) See Previous Minutes
8	Ongoing Business – Status of Action Items	10	<ul style="list-style-type: none"> Updates are discussed and recorded All member questions are addressed Everyone is up to date on all items 	See Open Business Action Log <ul style="list-style-type: none"> Membership Update Working Alone Program 2024 Committee end of term
9	JOHSC Recommendation Letters	0	<ul style="list-style-type: none"> Reach consensus on any recommendation letters to send Agree on where to send letters and who/how this will be done 	See WSBC attachments in SRS Co-Chair email



10	Review Education and Training	5	<ul style="list-style-type: none">All member training is recorded (either mandatory JOHSC courses or use of additional hrs)Members are aware of available training opportunities	See items for November JOHSC Meeting
11	Safety and Risk Services Update	10	<ul style="list-style-type: none">Committee receipts WorkSafeBC Inspection Reports from SRSReview monthly recommended items to discussAny action items are discussed and assigned	See SRS Co-Chair email <ul style="list-style-type: none">Safety Day HighlightsCAIRS Cybersecurity AttackDecember Meeting

New Business

	Topic	Time (min)	Desired Outcome(s)	Document
12	December meeting		<ul style="list-style-type: none">Quorum for December 17 meeting	

Next Meeting: December 17, 2024



1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Patryk Krolikowski (Co-chair)	AAPS	DMCBH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mickey Frenklach	AAPS	UBC Campus	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jennifer Xenakis	Non-Union Tech	Koerner Pavilion	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Aaron Bogutz	Non-Union Tech	Life Sciences Centre	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Astou Thiam	Graduate Student	Koerner Pavilion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sahand Ghaffari	Postdoctoral Trainee	Life Sciences Centre	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Abbey Sugars-Keen	Graduate Student	Life Sciences Centre	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Erica McFarland	CUPE 2278	MacMillan Building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jharmela Tejano (A)	CUPE 2950	IRC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employer Representatives		Work Location	Present	Regrets	Absent
Sunny Pao (Co-chair)		DMCBH	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Melanie Bertrand		DMCBH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michelle Neilly		IRC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rupinder Dhesi		BRC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tara Chapman		CBH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/Guests		Work Location	Present	Regrets	Absent
Nick Steel		SRS (FoM)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pierre Tanguay		SRS (FoM)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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"/>
Maggie Hou		VFMP Class of 2024 Representative	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Navid Saleh		VFMP Class of 2024 Representative	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Christa Grona		NMP Class of 2024 Representative	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lucy Wang		VFMP Class of 2025 Representative	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kabeer Poonia		VFMP Class of 2025 Representative	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ella Chan		VFMP Class of 2025 Representative	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Crystal McLeod		NMP Class of 2026 Representative	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dela Shojaei		VFMP Class of 2026 Representative	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kai Leong		VFMP Class of 2026 Representative	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



Ahmad Butt	VFMP Class of 2027 Representative	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kim Kate	VFMP Class of 2027 Representative	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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?

* 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.

Yes

No

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)

IR# 202418823106A-Item 7- Bullying and Harassment. Links to additional resources added

• Move to adopt minutes

Moved by: Aaron Bogutz

Seconded by: Sahand Ghaffari

Are the minutes approved?

Yes

No

4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

- No additional items

5. 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.

Minutes were received from the following LSTs:

- None this month



5. REVIEW ACTIONABLE ITEMS FROM LST MINUTES (if applicable)

Item # (Use Inspection #)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status

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-Chan Gunn-241106	C	Chan Gunn External Inspection Nov. 6 2024	N/A	N/A	C
GI-Chan Gunn-241106	C	Perimeter Inspection Summary Report- Chan Gunn Nov. 6 2024	N/A	N/A	C

* GI – General Inspection

7. a) REVIEW OF NEW CAIRS INCIDENT / ACCIDENT REPORTS (as per attached meeting package)

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)

NOTE: The Committee has agreed that, at each meeting, a Worker Rep from this committee volunteer to be the identified as the Worker Rep for incidents that are being reviewed that do not have a Worker Rep already identified. This is practicable and appropriate because Worker Reps on this committee *are already actively participating in the review of these incidents.*

Aaron volunteered to be the Worker Rep for the incidents reviewed at this meeting.

Legends defining common types of incidents/accidents within FoM:



7. a) REVIEW OF NEW CAIRS INCIDENT / ACCIDENT REPORTS (as per attached meeting package)

- Needle Stick
- Sharp cut
- Exposure to Potentially Infectious Materials (EPIM)
- Ergonomics
- Environmental Hazards (EH)
- Contact with Chemicals (CWC)
- Spills or Gas Leaks
- Slip/Fall
- Others i.e. not covered by categories noted above

Note that A/I involving animals are traditionally reviewed by the Animal Workers JOHSC

Item # (Use CAIRS Incident ID # and Incident Date)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
135992 (135321) 2024-10-09	C	Needlestick: 3 rd year medical student on Obs/Gyno rotation pricked finger while suturing abdomen. No obvious root cause, inexperience in OR. Student debriefed with preceptor. Suture safety video was shared as a resource. No further action required	N/A	N/A	C
135939 2024-10-29	C	Spill: CAIRS report changed to Test- New report(s): 135989 (136003) Referred to BC Cancer JOHSC Worker using an incubator shaker had flask containing E. coli culture spill onto benchtop and floor. Committee noted it is common for screws to come loose as the machine is programmed to move/shake the beakers. The wrong screw was used inside machine, a box next to the machine had a number of non-fitting screws which have since been removed from the vicinity. Worker described the clean-up steps as: left for aerosols to settle and dry, at which point PPE was donned and ethanol used for cleanup. Committee questioned whether ethanol was strong enough to disinfect E. coli and recommended 5% bleach instead. Supervisor's report confirmed that 70% isopropanol was used as a disinfectant. The Supervisor also noted the flasks were fuller than what is recommended to place in a shaking incubator and the lab has been retrained on this step. Actions: Mardi to take above recommendations back to BCCR JOHSC	N/A	N/A	C
135920 (135921) 2024-10-26	C	Needlestick: Midwifery student working at patients' home, poked with needle during suturing. No response from IP or supervisor regarding any further detail but the investigation form is complete. Suture safety video was sent. No further action required	N/A	N/A	C
135912 (135901) 2024-10-22	C	Refer to BC Cancer JOHSC	N/A	N/A	C



7. a) REVIEW OF NEW CAIRS INCIDENT / ACCIDENT REPORTS (as per attached meeting package)					
		Spill: Absorbent pad from spill was put into biohazard bin, FoM team following up to confirm that procedures were followed. Also asking if they have lab-specific spill/clean-up procedures. Committee noted that biohazard waste is autoclaved, which could cause a reaction if certain chemicals are present. Mardi will take comments to BC Cancer JOHSC.			
135905 (13904) 2024-10-24	C	Refer to AW JOHSC	N/A	N/A	C
135866 (135186) 2024-09-23	C	Follow up- submission of supervisor's report	N/A	N/A	C
135865 (135213) 2024-09-25	C	Refer to VGH JOHSC	N/A	N/A	C
135851 (135852) 2024-10-18	C	Refer to VGH JOHSC	N/A	N/A	C
135843 (135348) 2024-10-07	C	EPIM: 3 rd year medical student on Obs/Gyno rotation was splashed when assisting with procedure. Student was wearing a visor, but still got a splash in their eye. Student debriefed with preceptor on body positioning suturing procedure, it was determined the splash was very unlikely to occur again. No further action required	N/A	N/A	C
135838 (135128) 2024-09-16	C	Other: Submission of supervisor's report. Supervisor confirmed there is an existing policy outlining that MRI doors are to remain closed, custodial staff were unaware. A shop talk has occurred where this was communicated with staff concerned. All corrective actions complete	N/A	N/A	C
135329 (135326) 2024-10-09	C	Needlestick: 3 rd year medical student on plastics rotation was administering anesthetic and poked themselves with needle. Supervisor confirmed this can occur when needle is going into an awkward part of the body (in this case, the ear). Supervisor debriefed with student on body positioning to better mitigate in the future. The suture safety video was shared as a resource. No further action required	N/A	N/A	C
135327 (135316) 2024-10-08	C	Referred to VGH JOHSC EPIM: Worker was soaking DNA gel tank to get rid of precipitate. Tipped water out in sink and something splashed back into eye. Person was wearing contact lenses. Committee discussed use of contact lenses in the lab. In the Chemical Safety Manual it states contact lenses are ok as long as goggles are also worn. A	N/A	N/A	C



7. a) REVIEW OF NEW CAIRS INCIDENT / ACCIDENT REPORTS (as per attached meeting package)

		list of chemicals which prohibits the use of contact lenses to be worn includes when working with acrylonitrile, methylene chloride, 1,2 dibromo-3-chloropropane, ethylene oxide, and methylene dianiline. Worker was not doing a task at a bench. Committee noted it would be a timely reminder to those working in labs to check chemicals they are working with if wearing contacts, and that fumes can affect contacts, not just splashes. Actions: Mardi to add to JOHSC Newsletter for distribution to LSTs and labs.			
--	--	---	--	--	--

7. b) REVIEW OF OPEN/ON-GOING CAIRS INCIDENT/ACCIDENT REPORTS

(* See Legend at end for Priority and Status Codes in 7a above)

Item # (Use CAIRS Incident ID # and Incident Date)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
135279 (135273) 2024-09-19	C	<p>Equipment Failure: Ammonia cylinder was being processed to be sold. Worker turned off main valve and disconnected gas line. Worker was unable to stop flow of ammonia gas. Hazmat responders attended the scene but were also unable to stop leak. They put the cylinder in a laminar flow hood they mistook for a fume hood. It was moved to a fume hood where it has been left. No workers were exposed to the gas. Workers could hear and smell ammonia leak.</p> <p>Root cause: Valve was defective in some way, maybe to do with age of the cylinder. Knowledge gaps among staff regarding response to gas leaks or spills. Lack of clarity around contacting hazmat</p> <p>Corrective actions:</p> <ul style="list-style-type: none"> • Send guidance email regarding regular inspection of cylinders, particularly old ones. • Turn off at valve, not just regulator • Dispose of cylinders when labs are closed or decommissioned • Steps to get rid of unwanted cylinders 1. Return to vendor 2. If vendor will not accept them, email SRS chem group with info about cylinder(s): number, types, content for removal via possible amnesty. • Email sent to LSC reminding how/when to call for fire dept and hazmat 	Pierre	N/A	C



7. b) REVIEW OF OPEN/ON-GOING CAIRS INCIDENT/ACCIDENT REPORTS					
		<ul style="list-style-type: none"> • SRS in communication with Vancouver Fire Dept regarding more training/ information of research labs due to confusion between laminar flow hood and fume hood. Defective gas cylinder is still in fume hood, looking at how to dispose of. Pierre to update at next meeting Update 11/19: The ammonia cylinder was vented in fume hood over 2 days. Valve was disassembled and cylinder disposed. A reminder email was sent to all LSI labs to turn off gas at valve, not just regulator. Steps around getting rid of old equipment and decommissioning labs were included. Equipment is commonly inherited by incoming labs, however cylinders should be properly addressed via the decommissioning checklist. Instructions on when and how to call for HAZMAT were included - this is the same process as calling the fire dept. 911 will refer to fire dept who will ascertain if HAZMAT is required. SRS Director invited HAZMAT crews to visit UBC labs or to receive more lab-related training / information from SRS. VFRS to consider viable options. All corrective items completed			
135186 2024-09-23	C	Needlestick: Medical practicum student assisting with biopsy received accidental scrape with scalpel. Low risk incident, student debriefed with supervisor. Update 11/19: Supervisor's report submitted (135866), see 7a above. No further action required	Nick	N/A	C
135128 2024-09-16	C	Other: Custodial team had propped open door between Zone 2 and Zone 3 (MRI room) while cleaning. Staff member asked custodians not to leave door open, Nick followed up with email. Melanie Bertrand will discuss this issue at next UBC Hospital JOHSC meeting. Update 11/19: Supervisor's report submitted (135838), see 7a above No further action required	Pierre	N/A	C
135104 2024-09-12	C	EPIM: Medical practicum student had small amount of blood splashed into eye. Eye was immediately rinsed and BBF procedure followed. Nick followed up with supervisor with no response. Update 11/19: No response from supervisor. Nick reached out to placement supervisor.	Nick	N/A	IP



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-24/01/16-01	E	<p>Membership Updates See September 2024 minutes Update 10/15: No updates, please contact FoM team if you know of potential new members, particularly CUPE 2950. Update 11/19: Lead for CUPE member who moved from Surrey JOHSC. Waiting for this person to settle into their role before they join their first meeting.</p>	Mardi	12/17/24	IP
NB-24/05/15-01	E	<p>Working Alone Program 2024: See September 2024 minutes Update 10/15: Nick ran a demo with SRS members. Try the Working Alone Qualtrics here. Please do not distribute outside of committee. Madeline to also send out link to committee, please provide any feedback to Madeline Update 11/19: Link has been sent to committee, as well as other JOHSCs. SRS to contact UBC comms team for roll out to staff and workers. Also posted on MedNet.</p>	ALL	12/17/24	IP
NB-24/09/17-01	D	<p>End of term for committee- Will be added to next month’s agenda- Madeline to circulate. Survey is not mandatory and anonymous Update 10/15: Survey link has been sent to committee. Update 11/19: Item closed. No actions for the committee based on the survey results – thank you to the co-chairs that do a great job. Next month we will add a statistical review of Incidents/accidents to the agenda.</p>	Madeline	N/A	C

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. REVIEW EDUCATION AND TRAINING

(General discussion, confirm all training is up-to-date, etc. For all actionable items please list below)

- Committee members can find Operations & Safety learning courses here: <https://wpl.ubc.ca/?query=OSSY>.

Item # (ED-yd/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
ED-24/09/17-01	D	Sahand is required to compete JOHSC fundamentals training.	Sahand	March 2025	IP
ED-24/09/17-02	D	Erica is required to compete JOHSC fundamentals training.	Erica	March 2025	IP
ED-24/09/17-03	D	Astou is required to compete JOHSC fundamentals training. 2A completed.	Astou	March 2025	IP
ED-24/09/17-04	D	Abbey is required to compete JOHSC fundamentals training.	Abbey	March 2025	IP

* ED – Education and Training

11. 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>Safety Day: Highlights from the speakers are available on the SRS website.</p> <p>CAIRS: On October 14th 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>Daylight Savings Ends: Tips to help you feel safe when the sun goes down:</p> <ul style="list-style-type: none"> • Travel with friends or colleagues • Use main pathways and avoid shortcuts • Dial 911 if you need emergency assistance <p>December Meeting: Monthly meetings are a WorkSafeBC requirement. Please reschedule December meetings if required to achieve quorum.</p>	All	N/A	C
SRS-24/11/19	E	<p>JOHSC Newsletter:</p> <p>Mardi to produce newsletter with important items from this meeting for JOHSC members to share with their LSTs and teams. Items will include:</p> <ul style="list-style-type: none"> • Chem Safety (contact lenses) • Winter weather at the Point Grey Campus • Bullying and Harassment process • Supervisor Responsibilities <p>Action: Mardi to email newsletter to JOHSC members to distribute to LSTs.</p>	All	N/A	C



12. NEW BUSINESS

Item # (NB-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
NB-24/11/19-01	E	Quorum for December 17th meeting: Please let Madeline know ASAP if you will be away. Committee likely to meet quorum, current date will be kept.	All	N/A	C

13. NEXT MEETING

Date:	December 17, 2024
Time:	10:00 AM
Location:	Zoom

14. MEETING ADJOURNED

Time:	10:50 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)