



## Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Pharm Sci JOHSC

Worker Co-Chair: Tony Seet  
Employer Co-Chair: Rehana Aziz

Date: November 19, 2024

Time: 12:00-1:00pm  
Location: Room 3340 & Zoom Videoconference

### AGENDA:

- |  |   |
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| <ol style="list-style-type: none"> <li>1. Roll Call</li> <li>2. Determination of Quorum</li> <li>3. Review &amp; Approval of Previous JOHSC Meeting Minutes</li> <li>4. Additional Agenda Items &amp; Approval of Agenda</li> <li>5. Review CAIRS Accidents/Incidents             <ul style="list-style-type: none"> <li>• 135169-24/09/17</li> <li>• 135856 (135857)-24/10/18</li> <li>• 135863 (135867)-24/10/21</li> <li>• 135964 (135957)-24/11/01</li> <li>• 136024 (136027)-24/11/08</li> </ul> </li> <li>6. Workplace Safety Inspections             <ul style="list-style-type: none"> <li>• GI-PharmSci-24/11/19</li> </ul> </li> <li>7. Education and Training             <ul style="list-style-type: none"> <li>• ED-PharmSci-24/11/19-01</li> </ul> </li> <li>8. Ongoing Business – Status of Action Items             <ul style="list-style-type: none"> <li>• NB-PharmSci-24/08/20-03</li> <li>• NB-PharmSci-24/10/15-01</li> </ul> </li> </ol> | <ol style="list-style-type: none"> <li>9. Formal Recommendation Letters &amp; Regulatory Inspections             <ul style="list-style-type: none"> <li>• None</li> </ul> </li> <li>10. New and Other Business             <ul style="list-style-type: none"> <li>• NB-PharmSci-24/11/19-01</li> <li>• NB-PharmSci-24/11/19-02</li> <li>• NB-PharmSci-24/11/19-03</li> <li>• NB-PharmSci-24/11/19-04</li> <li>• NB-PharmSci-24/11/19-05</li> </ul> </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
Tony Seet	Faculty Association	Pharm Sci Academic	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Karla Williams	Faculty Association	Pharm Sci Research	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adrian Ziemczonek	Faculty Association	Pharmacists Clinic	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paulo Tchen	Faculty Association	Pharm Sci Academic	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Winnie Vong	CUPE 2950	Pharm Sci Academic	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Sneha Singh	CUPE 2278	Graduate & Postdoctoral Studies	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Megan Thomas	CUPE 2278	Graduate & Postdoctoral Studies	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Jacob Melamed	CUPE 2278	Graduate & Postdoctoral Studies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bahira Hussein	CUPE 116	Pharm Sci Research	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amanda Tran	AAPS	Human Resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jonathan Van Drunen	AAPS	Facilities & Operations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Litsa Blanis	AAPS	Pharm Sci Research	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carolyn Rogers	AAPS	Office of the Dean	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emma Riek	AAPS	Pharm Sci Academic	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Linda Herbert ( <i>on leave</i> )	AAPS	Graduate & Postdoctoral Studies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Justin Ohata	AAPS	Pharm Sci Communications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employer Representatives		Work Location	Present	Regrets	Absent
Jamal Kurtu		Facilities & Operations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rehana Aziz		Facilities & Operations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/Ex-Officio Members		Work Location	Present	Regrets	Absent
MJ Alarcon		Pharm Sci Research, Admin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brent Page		Pharm Sci Research	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michelle Wang		adMare BioInnovations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amir Chatri		adMare BioInnovations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nancy Ford		CHTP, Faculty of Dentistry	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Diana Carlsen		MBF	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dan Williamson		UBC IT	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ben Jan		UBC IT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eve Neesham-Grenon		UBC SRS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lia Hughes		Teaching Floors Local Safety Team	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clara Ng		Office of the Dean	<input checked="" 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?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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**3. REVIEW AND APPROVAL OF PREVIOUS JOHSC MEETING MINUTES**

• Move to adopt minutes.	Moved by: Jon Van Drunen	Seconded by: Carolyn Rogers
Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

**4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA**

• Additional agenda items added: None		
• Move to adopt agenda.	Moved by: Litsa Blanis	Seconded by: Adrian Ziemczonek
Is the agenda approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

**5. REVIEW CAIRS ACCIDENTS/INCIDENTS:**

Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
135169-24/09/17	E	<p><b>Nausea and dizziness in lab</b></p> <p>Follow-Up discussion on incident discussed in previous meeting where lab member felt unwell after working in tissue culture room in a procedure involving blood and chemicals.</p> <p>It was confirmed that the amount of bleach used is already a diluted solution. There was a suggestion that the chemical reaction that occurred from this incident caused a heat reaction to create condensation and fumes.</p> <p>This item will remain open for further discussion after more information is provided.</p>	Co-Chairs	December 17, 2024	IP
135856 (135857)- 24/10/18	E	<p><b>Needle stick injury</b></p> <p>A pharmacy student had finished administering a vaccine to a patient following protocol, however when they tried to flip the safety cap after injection, the needle part became unscrewed from the syringe and they got cut from the used needle. The cut caused blood on second finger of their left hand.</p>	Co-Chairs	-	C



5. REVIEW CAIRS ACCIDENTS/INCIDENTS:					
		<p>This happened as another individual prepared the vaccines and the one was not firmly attached and the student did not check beforehand.</p> <p>It has been advised to always check the syringes before administering the vaccines and right after this incident all pre-prepared syringes were double-checked.</p>			
135863 (135867)- 24/10/21	E	<p><b>Needle stick injury</b></p> <p>Student pharmacist received a needle stick injury to their right pinky finger after administering a vaccination to a LTC resident. The student was confident administering vaccines, however it seems that their grip must have slipped or they may have lost focus for a moment while handling the syringe.</p>	Co-Chairs	-	C
135964 (135957)- 24/11/01	E	<p><b>Needle stick injury</b></p> <p>Student got a needle injury during their practicum, there was injury noted, but they were sent to ER as normal protocol.</p> <p>This injury was caused potentially due to an extension of reach. The student tried to close the needle cap further from the destination from giving the patient the vaccine. Ideally we want to close the needle cap right away to decrease needle stick injuries and decrease the time the needle is exposed once the vaccine is given, they were also advised to place a sharps container closer to where they will be administering the vaccine.</p>	Co-Chairs	-	C
136024 (136027)- 24/11/08	E	<p><b>POCl<sub>3</sub> exposure</b></p> <p>A student was removing POCl<sub>3</sub> by rotary evaporation. When the evaporation completed, the student removed the bulb that collected the POCl<sub>3</sub> and took it back to their fume hood, however, as they walked past another student, they smelt the foul odour from the POCl<sub>3</sub> and felt unwell. They consulted the SDS and went out of the lab to get fresh air. The student doing the evaporation had not smelt any POCl<sub>3</sub> or felt any ill effects. The exposed student reported feeling some irritation in their nose/throat but did not seek medical attention as it was unclear if this was resulting from the exposure.</p>	Co-Chairs	-	C



**5. REVIEW CAIRS ACCIDENTS/INCIDENTS:**

		<p>The supervisor followed up with both students, neither had any symptoms from a chemical exposure later that night or the following morning.</p> <p>This happened as student failed to follow proper procedure as this should be performed in a fume hood. Actions have been taken such as improving signage and a new bulb has been purchased to be used in the fumehood.</p>			
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**6. REVIEW OF WORKPLACE SAFETY INSPECTIONS**

Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
GI-PharmSci-24/11/19	E	<p><b>JOHSC Annual General Building Inspection Summary</b></p> <p>Building inspections have been completed and a summary report with a compilation of all findings can be found in the JOHSC sharepoint for everyone to review. There were no major infractions noted. These are addressed as priority A, B or C. With A being more serious and C more minor infractions.</p> <p>Some of the main trends that came up during this year's inspections are:</p> <ul style="list-style-type: none"> <li>• Shelving not secured, or heavy items on shelves</li> <li>• Tripping hazards</li> <li>• Emergency and lab contact info not posted</li> <li>• Work alone policy, biosafety permits and chemical manuals not available/shown in all labs</li> <li>• General clutter and possible obstruction hazards</li> <li>• Burnt out bulbs</li> <li>• Garbage and recycling bins not emptied regularly</li> <li>• Kettles and portables heaters in offices</li> </ul>	Rehana Aziz	December 17, 2024	IP



6. REVIEW OF WORKPLACE SAFETY INSPECTIONS					
		Rehana Aziz will reach out directly to the lab and office space users regarding specific infractions found in their space to address each item.			
		Reminder that all fire extinguishers need to remain clearly visible and accessible. No item should be blocking access to the extinguishers.			

\* GI – General Inspection

7. REVIEW EDUCATION AND TRAINING					
Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
ED-PharmSci-24/11/19-01	E	JOHSC Member Training Update  Rehana Aziz attended UBC Safety Day	All Members	-	C

\* ED – Education and Training

8. ONGOING BUSINESS – Status of Action Items					
Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
NB-PharmSci-24/08/20-03	E	<p><b>Annual Pharm Sci JOHSC Committee Evaluation</b></p> <p>The final JOHSC evaluation has been received. Our overall effectiveness score for 2024 is 99%, improving from 98% from previous year. Our Pharm Sci JOHSC is performing adequately. Areas for improvement were “committee engaging in various activities to promote health and safety in UBC”.</p> <p>All Goals for the previous years were met or completed. And the goals for 2024/2025 are:</p> <ul style="list-style-type: none"> <li>invite members to present a safety related topic of their choice during JOHSC meetings (quarterly)</li> </ul>	Co-Chairs	December 17, 2024	IP



**8. ONGOING BUSINESS – Status of Action Items**

		<ul style="list-style-type: none"> <li>Encourage JOHSC members to share more concerns from their areas</li> <li>Deliver an earthquake preparedness seminar</li> </ul>			
NB-PharmSci-24/10/15-01	E	<p><b>SRS Follow-up Report RE: 2-Mercaptoethanol Spill on August 26, 2024</b></p> <p>Discussion on who is responsible for following-up with the lab on completion of all the recommended actions that were requested of them after the incident. And furthermore, how would enforcement take place should these actions not be met in a timely manner.</p> <p>SRS shared that the individuals who were involved in the investigation and recommended the corrective actions should be responsible to follow-up with the lab to check that these have been completed/implemented. If these have been completed, then the report can be closed. If these have not been completed/implemented, then this gets escalated to whoever has authority over the PI for further enforcement.</p> <p><b>Action items:</b></p> <ul style="list-style-type: none"> <li>Discussion with ADR office and Building Ops team on enforcement procedure/responsibility.</li> </ul>	Co-Chairs	December 17, 2024	IP

\* ED – Education and Training    \* GI – General Inspection    \*NB – New Business

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

None

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



10. NEW & OTHER BUSINESS					
Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
NB-PharmSci-24/09/17-01	E	<p><b>UBC Safety Day Recap</b></p> <p>This event took place on October 16<sup>th</sup>. Key highlights from the speaker sessions were on statutory duties for supervisors and managers and topics on psychological health and safety.</p> <p>More details are available here: <a href="#">Safety Day page</a>.</p>	Rehana Aziz	-	C
NB-PharmSci-24/11/19-02	E	<p><b>December JOHSC Meeting Schedule</b></p> <p>Per show of hands, the next meeting will remain as scheduled on December 17<sup>th</sup>.</p>	Co-Chairs	-	C
NB-PharmSci-24/11/19-03	E	<p><b>Cybersecurity attack on CAIRS</b></p> <p>On Oct 14<sup>th</sup> there was a cybersecurity attack on CAIRS in an attempt to flood our system with numerous report submissions using the public facing forms. It has been confirmed that this attack was unsuccessful, no information was compromised and your privacy and user data remains fully intact. IT Cybersecurity acknowledged the attack attempt and confirmed no further action is required as none of the attacks were successful.</p>	Co-Chairs	-	C
NB-PharmSci-24/11/19-04	E	<p><b>Daylight Savings Ends – Personal Security Reminders</b></p> <p>A reminder that daylight savings ends on November 3 at 2:00 am. As it gets darker earlier, stay more vigilant when walking in the dark, and a reminder that there are resources available on campus for people walking alone after 2am.</p>	Co-Chairs	-	C
NB-PharmSci-24/11/19-05	E	<p><b>JOHSC Member Round Table</b></p> <p>No updates</p>	All Members	-	C

\*NB – New Business





11. NEXT MEETING	
Date:	December 17, 2024
Time:	12:00-1:00 p.m.
Location:	Videoconference / In-person (Hybrid)

12. MEETING ADJOURNED	
Time:	1:01pm

**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)

**Attachments**