



UBC St Paul’s Hospital Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: SPH JOHSC

Worker Co-Chair: Beth Whalen
Employer Co-Chair: Ivan Leversage

Date: November 27, 2024

Time: 1:00 PM
Location: Zoom

AGENDA

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| <ol style="list-style-type: none"> 1. Roll Call, introduce Guests 2. Determination of Quorum 3. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes <ul style="list-style-type: none"> • October JOHSC Meeting Minutes 4. Approval of Agenda <ul style="list-style-type: none"> • Additional Agenda Items per committee members 5. a) Review NEW Centralized Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents <ul style="list-style-type: none"> • New CAIRS reports b) Review Accident/Incident reports with ongoing action items <ul style="list-style-type: none"> • None 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"> • None 7. Review Education and Training <ul style="list-style-type: none"> • Record any members who have now completed JOHSC Fundamentals Training | <ol style="list-style-type: none"> 8. Ongoing Business – Status of Action Items <ul style="list-style-type: none"> • FoM Working Alone Program 2024: https://ubc.ca1.qualtrics.com/jfe/form/SV_3BQ3xy0hZuKQIMO & confirmation on buddy system • Chem Safety: formalin SOP – awaiting a copy to review and advise on • Facilities Maintenance working in Lab space –Letter pending • First Aid assessment BCCSU • Terms of Reference and Annual checklist – ToR motion to approve 9. JOHSC Formal Recommendation Letters & Regulatory Inspections <ul style="list-style-type: none"> • See WSBC attachments in SRS Co-chair email 10. Safety and Risk Services Update (Co-Chair Email) 11. New and Other Business <ul style="list-style-type: none"> • Round Table • December Meeting 12. Next Meeting: TBC 13. Meeting Adjournment |
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1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Beth Whalen	M&P - AAPS	Heart Lung Innovation, SPH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amrit Samra	Non-Union Tech	Heart Lung Innovation, SPH	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Chung Cheung	Faculty Non-Bargaining	Heart Lung Innovation, SPH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gurpreet Singhera	Faculty Non-Bargaining	Heart Lung Innovation, SPH	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jennifer Leong	M&P - AAPS	Centre for Advancing Health Outcomes, SPH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jingchun (John) Zhang	Non-Union Tech	Heart Lung Innovation, SPH	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Linda Jackson	Non-Union Tech	Heart Lung Innovation, SPH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lu Wang	Faculty Non-Bargaining	Heart Lung Innovation, SPH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mary Zhang	Faculty Non-Bargaining	Heart Lung Innovation, SPH	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
May Fouadi	Non-Union Tech	Heart Lung Innovation, SPH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stephanie Sellers	Faculty Non-Bargaining	Heart Lung Innovation, SPH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quinn Boyle	Student Employee	BCCSU	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sahi Hajirawala	Student Employee	BCCSU	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shun-Wei (Julia) Yang (A)	Non-Union Tech	Heart Lung Innovation, SPH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employer Representatives		Work Location	Present	Regrets	Absent
Ivan Leversage		Heart Lung Innovation, SPH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Claire Smits		Heart Lung Innovation, SPH	<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"/>

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"/>



* 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.

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 UBC SPH JOHSC Minutes

- Move to adopt minutes. Moved by: Claire Smits Seconded by: Beth Whalen

Are the minutes approved?

Yes

No

4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

- Waste procedures for the New St Paul's Building: See NB-24/11/27-01
- Emergency Exits blocked: See NB-24/11/27-02

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

No

5. A) 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
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136060 2024-08-19	C	Needlestick: Fellow from cardiology department received needlestick while assisting with surgery when attempting to recap local anesthetic needle. Fellow followed BBF procedure at ER. Supervisor's report has since been received (136130). Supervisor did not identify any contributing factors and reviewed surgical precautions with fellow. Stephanie volunteered to be worker rep for this incident No further action required	N/A	N/A	C
5. b) 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
- Animal related inspections are forwarded to the AW JOHSC for their review

Item # (Use Inspection #)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
GI-M102-241122	C	M102 Koelwyn/ Hackett Lab: Inspection completed: No actionable items. Lab was noted to be tidy and well organized. Inspection uploaded to SharePoint	Ivan/ Amrit	N/A	C

* 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 – 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-24/05/29-01	D	<p>FoM Working Alone Program 2024: See September 2024 minutes</p> <p>Update 10/30: Committee noted the Qualtrics tool was helpful. The information inputted is sent in an email to both parties, this can be downloaded as a PDF which acts as the Working Alone Agreement between manager and employee. There is no further documentation to fill in.</p> <p>Workers in Biobank are working after hours in pairs at a minimum, but go alone to the formalin storage area, freezer rooms or areas on other floors. A reminder to let colleagues know where you are going and how long you expect to be, or take a person with you if possible.</p> <p>Committee noted a refresher on the buddy system, and potential risks of working alone would be timely. It was also noted the freezer rooms should be checked that panic buttons/ doorbells inside are working during an inspection. Gurpreet to review Working Alone survey and update buddy system SOP as required.</p> <p>Update 11/27: Gurpreet absent from meeting. Mardi to connect directly to discuss buddy system in Formalin storage area. A risk assessment of the area may also be considered. UBC Working Alone survey is awaiting acceptance to be posted to MedNet and rolled out. JOHSC will be updated once this has been posted.</p>	Gurpreet/ Mardi	N/A	C
Formalin SOP	C	<p>Committee member asked whether working with small amounts of formalin should be performed in a fume hood or a downdraft table. Mardi asked for current SOP for advice from SRS Chem Safety Team. Gurpreet to send current SOP to Mardi for review</p> <p>Update 11/27: Ivan spoke to Peggy from Chem Safety and Point Grey Pathology LST Co-Chair about whether it is acceptable to use Formalin in the fume hood. Fume hoods are adequate to use. Tissue cutting is currently being done on a downdraft or backdraft table. Committee members were wondering how a user can spot check that the engineering control is ready to use (e.g. similar to the fume hood stickers that say it has been tested and ready for use). Concern was expressed around storage, especially large amounts, and pails that are used for</p>	Gurpreet/ Mardi/ Claire/ Ivan/ Beth	12/4/24	IP



8. ONGOING BUSINESS – Status of Action Items					
		<p>storage are old and may become more brittle over time. Mardi suggested to document the task and outline the steps taken, and the risks associated. At which point the Chem Safety team can review and make recommendations. This should also be added to training or orientation to ensure standardized practices are followed when training on particular process or piece of equipment.</p> <p>Actions: Claire to check maintenance register for tables. Mardi to ask Pierre about LSC gross anatomy lab protocols. Committee to work towards documenting procedure and risks to prepare for Chem Safety review.</p>			
NB-24/06/26-02	C	<p>Facilities Maintenance working in Lab space: See August 2024 minutes</p> <p>Update 9/25: No update on formal letter.</p> <p>Update 10/30: No update on letter. Claire to update next month</p> <p>Update 11/27: Claire to update next month</p>	Claire/Ivan	12/4/24	IP
First Aid at BCCSU	C	<p>First aid assessment from BCCSU: Assessment received one from 717 East Hastings office. Reviewed by Sylvia from BCCSU. JOHSC reviewed assessment. Plan is to continue going around sites where these assessments need to be completed, and the JOHSC can review and receipt.</p>	All	N/A	C
NB-24/09/25-01	D	<p>Terms of Reference and Annual checklist: Annual checklist for JOHSC members is a WorkSafeBC requirement to look at KPIs and that committee is functioning as it should. Checklist needs to be completed by January. Madeline to attach updated version of TOR for approval next meeting</p> <p>Update 10/27: Committee member asked about process of 21-day letters. An employer has 21 days to at minimum acknowledge the receipt of a formal letter. If a recommendation outlined in the letter is rejected, the JOHSC then goes back to the employer to find a solution – typically a lack of information or clarity on the issue is the cause of the delay. The employer has the due diligence to not leave a hazard uncontrolled under the Act. If committee does not receive a response, another letter would be sent. There is always the option of involving WorkSafeBC at any point.</p> <p>Update 11/27: Amendments: remove HLI LST from page 11. Approved with amendments. Madeline to upload to SharePoint</p>	All	N/A	C



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

11. NEW & OTHER BUSINESS					
<ul style="list-style-type: none"> • 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-24/11/27-01	E	<p>Waste Management for new building: New building plans to autoclave all [AW] waste, not just CL2 as it is currently. All CL1 and CL2 waste is to be autoclaved. UBC currently has documentation stating bedding waste can go in same garbage as patient room waste. Claire has suggested autoclave should be made bigger for increase in waste. This new procedure will increase manual handling of waste and repetitive tasks, there will need to be process of bringing waste down in smaller lots to ensure whole bag gets autoclaved.</p>	Claire	12/4/2024	N



11. NEW & OTHER BUSINESS					
		Suggested to invite the Research Safety Manager to the Project Management meeting if it comes up again. Claire to update when response received.			
NB-24/11/27-02	D	Emergency exit obscured: Exit in Core 3 was completely obstructed by Lights of Hope. This has occurred the last few years. Cannot jump over barrier with new fencing, obstructed by scaffolding. Fabric is zap strapped. The scaffolding has been moved and exit is usable, but committee member asked if this feedback could be passed on to Lights of Hope. Actions: Ivan to ask Dan to communicate this feedback. Ask for signage that outlines ‘this is an emergency exit – do not block’ on the outside of the building.	Ivan	12/4/2024	N

*NB – New Business

12. NEXT MEETING	
Date:	December 4 th 2024
Time:	1:00 PM
Location:	Zoom

13. MEETING ADJOURNED	
Time:	2:00 PM

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)



Posting of Approved Meeting Minutes (Required):

- Outside James Hogg Conference Room 103
- [St Paul's Hospital SharePoint](#) site