



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: December 4, 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"> • November 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
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 | <ol style="list-style-type: none"> 7. Review Education and Training <ul style="list-style-type: none"> • Record any members who have now completed JOHSC Fundamentals Training 8. Ongoing Business – Status of Action Items <ul style="list-style-type: none"> • Chem Safety: formalin SOP – awaiting a copy to review and advise on • Facilities Maintenance working in Lab space –Letter pending 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 12. Next Meeting: January 29, 2025 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jingchun (John) Zhang	Non-Union Tech	Heart Lung Innovation, SPH	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mary Zhang	Faculty Non-Bargaining	Heart Lung Innovation, SPH	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Shun-Wei (Julia) Yang (A)	Non-Union Tech	Heart Lung Innovation, SPH	<input type="checkbox"/>	<input checked="" 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)

November UBC SPH JOHSC Minutes

- Move to adopt minutes. Moved by: Claire Smits Seconded by: Linda Jackson

Are the minutes approved?

Yes

No

4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

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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
136148 (136132) 2024-11-24	C	Splash: Student was injecting local anesthetic into wound and liquid splash into eyes. Student was not wearing PPE. Student presented to ER for BBF procedure. Exposure was deemed low risk. Student debriefed with preceptor.	Madeline	1/29/24	IP



		Actions: Madeline to contact supervisor to identify root cause and corrective actions			
136130 (136060) 2024-08-19	C	Needlestick: Fellow performing surgical procedure received needlestick while attempting to recap local anesthetic needle. Fellow presented to ER for BBF procedure. Precautions were discussed with supervisor. All corrective actions complete.	N/A	N/A	C
136000 (135966) 2024-11-07	C	Near Miss: Injured person was in process of cutting cytology brush with a pair of scissors and cut through gloves. Skin was not punctured. Patient was HIV positive. Root cause identified person was holding fingers too close to area being cut. Wire cutters were recommended as an alternative. Incident will be also reviewed by Faculty of Science JOHSC. Beth added as worker rep for report. Ivan also volunteered to discuss PPE sizing options with affected person to ensure dexterity was not impacted.	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
- Relevant 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 – General Inspection

7. REVIEW EDUCATION AND TRAINING

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



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 – 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
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 Jennifer from Pathology about whether it is acceptable to use Formalin in the fume hood. Fume hoods are adequate to use, however cannot be used when cutting tissue. This must be done on a downdraft or backdraft table. Downdraft table is newer and assumed to be working sufficiently. Backdraft table is questionable. Unsure if either table has been certified, as UBC only checks fume hoods, and neither table is on the HLI register. Concern was expressed around storage, especially large amounts, and pails that are used for 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 best practice is followed when training on particular process or piece of equipment. Claire to check register for tables. Mardi to ask Pierre about LSC tables certification. Ivan and Beth to look at documenting procedure and risks to prepare for Chem Safety review.</p> <p>Update 12/4: Mardi organized a meeting with UBC worker from Gross Anatomy Lab for guidance.</p> <p>Actions: Ivan to send procedure to Peggy for review once drafted.</p>	Gurpreet/ Mardi/ Claire/ Ivan/ Beth	1/29/25	IP
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>	Claire/Ivan	1/29/25	IP



8. ONGOING BUSINESS – Status of Action Items

		Update 10/30: No update on letter. Claire to update next month Update 11/27: Claire to update next month Update 12/4: Claire to update next month			
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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
IR# 202413986130A and IR# 202413986145A	E	WorkSafeBC Issued an Inspection Report confirming that the employer has effective processes to investigate B&H. However, on November 15, 2024, a WorkSafeBC managerial review was conducted and an order was issued requiring a full B&H investigation for a historical file. Preventing and Addressing Workplace Bullying and Harassment Training and Bullying and Harassment website	All	Oct 24, 2024	N/A	C
IR# 202413986141A	E	On November 1, 2024, a WorkSafeBC Officer reviewed documentation in the form of an Executive Summary, pertaining to a bullying and harassment questionnaire submitted by the employer. WorkSafeBC confirmed that the employer followed the intent of the Workers Compensation Act and conducted an effective investigation.	All	Nov 1, 2024	N/A	C
IR# 202416709086A	E	CCM worker fell from a ladder while addressing a ceiling leak. Worker received first aid and was transported to hospital. The ladder was found to have a loose crossbar and has been replaced.	All	Nov 14, 2024	N/A	C

* 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-24/11/29	E	Preparing for extreme Winter Weather at UBC Annual Season Shutdown and Holiday Tips: <ul style="list-style-type: none"> Switching off electronics, lights, and unplugging small appliances Closing windows and blinds 	All	N/A	C



10. SAFETY & RISK SERVICES UPDATE

		<ul style="list-style-type: none"> • Take home or lock away valuable items or portable equipment, tools or laptops • Shutting fume hood sashes, shutting down non-essential lab equipment 			
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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-24/12/4-01	E	Update on Waste Management: Claire sent survey to managers on what their process is with bedding waste disposal. Claire met with Project Manager and Providence employer- will check with GBRD on their guidelines with autoclaving or not autoclaving CL1 bedding. Concern is CL1 waste is going into landfills. Should have update by January.	Claire	N/A	IP

*NB – New Business

12. NEXT MEETING

Date:	January 29th 2025
Time:	1:00 PM
Location:	Zoom

13. MEETING ADJOURNED

Time:	1:25 PM
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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