



## VGH Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: VGH JOHSC

Worker Co-Chair: Dr Susan Moore  
Employer Co-Chair: Karen Donaldson

Date: December 5, 2024

Time: 11:00 AM  
Location: JBRC Seminar Rm 237/ Zoom

### AGENDA

- |  |  |
|--|--|
| <ol style="list-style-type: none"> <li>1. Roll Call</li> <li>2. Determination of Quorum</li> <li>3. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes <ul style="list-style-type: none"> <li>• November JOHSC Minutes</li> </ul> </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 – see attached reports</li> <li>• PHSA Reports</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>• <a href="#">Research Pavilion Schedule:</a> <ul style="list-style-type: none"> <li>○ Completed &amp; Submitted for Review – none</li> <li>○ Open Actions: <ul style="list-style-type: none"> <li>• Dept of Surgery Lab under Dr Ao (was Road Safety Lab): Open actions for PI with no response</li> </ul> </li> <li>○ Outstanding Reports: <ul style="list-style-type: none"> <li>• APEL &amp; Biobank: waiting for report</li> </ul> </li> </ul> </li> <li>• Review any other Inspections Submitted for JOHSC attention</li> </ul> </li> </ol> | <ul style="list-style-type: none"> <li>• Faculty of Medicine Space Reviews <ul style="list-style-type: none"> <li>○ SRS Research Safety assisting with gap assessment</li> </ul> </li> </ul> <ol style="list-style-type: none"> <li>7. Review Education and Training <ul style="list-style-type: none"> <li>• <a href="#">New Member training:</a> Confirmation of outstanding members</li> <li>• Record any additional H&amp;S education attended by JOHSC members</li> </ul> </li> <li>8. Ongoing Business – Status of Action Items <ul style="list-style-type: none"> <li>• Chem Waste Room JBRC 113 – Karen to update committee on recommendations</li> <li>• Diesel Fumes – Metro Vancouver Site Visit to Carlsten Lab, Mardi to update</li> <li>• FoM Working Alone Program 2024: request for committee feedback</li> <li>• Posting Minutes Online</li> <li>• Safety review on new equipment</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. Facility Updates</li> <li>12. New and Other Business <ul style="list-style-type: none"> <li>• JOHSC Annual Evaluation Report</li> </ul> </li> <li>13. Next Meeting: January 9, 2025</li> <li>14. Meeting Adjournments</li> </ol> |
|--|--|



1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Susan Moore	Faculty Non-Bargaining	Prostate Centre - JBRC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eunice Li	Non Union Technicians and Research Assistants	OVCARE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mitali Pandey	Non Union Technicians and Research Assistants	Prostate Centre - JBRC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Danmei Liu	M&P - AAPS	Centre for Aging SMART – R.Ho	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Orson Moritz	Faculty	Eye Care Centre	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Andee Biason	M&P - AAPS	UGME - Diamond Health Care Centre	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dilraj Kaur Longowal	Non Union Technicians and Research Assistants	IIRC- JBRC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hani Yavari	CUPE 2950	8 <sup>th</sup> Floor, DHCC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gigi Leung	Non-Union Technicians and Research Assistants	Research Pavilion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sarah Simmons	Student Employee	Research Pavilion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jordan Bird	Student Employee	Research Pavilion	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Christina Whang	Student Employee	Blusson Spinal Cord Centre	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Yu-Chi (Pat) Chiu (A)	Non Union Technicians and Research Assistants	MAF JBRC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joanne Matsubara (A)	Faculty	Eye Care Centre	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Zackary Grant (A)	Non Union Technicians and Research Assistants	Blusson Spinal Cord Centre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vivian Chung (A)	M&P - AAPS	Centre for Aging SMART – R.Ho	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employer Representatives	Work Location		Present	Regrets	Absent
Karen Donaldson	Facilities and Administration, VCHRI		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stephanie Smith	MAF JBRC		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yuan Jiang	Blusson Spinal Cord Centre		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kate Orchard (A)	MAF JBRC		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Resources/Guests	Work Location		Present	Regrets	Absent
Mardi Henderson	SRS (FoM)		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Madeline Leighton	SRS (FoM)		<input checked="" 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?

*\* 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)*

November JOHSC Minutes

- Move to adopt minutes. Moved by: Mitali Pandey Seconded by: Dilraj Longowal

Are the minutes approved?

Yes

No

## 4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

- Elevator Update

### 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. 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
135969 (135968) 2024-11-05	C	<p><b>Slip:</b> Employee was conducting a room inspection before a room decontamination. The ceiling lights were unable to be turned on and when the employee turned to look at the ceiling vents their foot slipped into a drain. Worker did not sustain lasting injuries and returned to normal work duties.</p> <p><b>Root cause:</b> Drain cover had been removed earlier in the day for cleaning and was not replaced. Ceiling lights were not functional.</p> <p>A work order was submitted to FMO for the lights, workers were reminded to replace drain covers after cleaning.</p> <p><b>No further action required</b></p>	N/A	N/A	C
136098 (136099) 2024-11-19	C	<p><b>Needlestick:</b> Employee using a new cryostat machine to cut thin section samples. The blade was removed for cleaning but was stuck and worker cut finger along the blade. Worker presented to ER and was treated with skin glue.</p> <p><b>Root cause:</b> The new machine did not have any instructions and workers were not trained to new machine as it is very similar to the one it replaced. Workers muscle memory meant too much pressure was put onto blade to remove it resulting in cut.</p> <p><b>Corrective actions:</b> A sign was put onto the new machine saying to use caution as it is different to old machine. A service person from the manufacturer will be checking the machine in March 2025 and can adjust the tightness of blades if still required. Mardi suggested sharing the <a href="#">BIO-GDL-010 Working with Microtomes and Cryostats (PDF)</a> resource.</p> <p><b>All corrective actions complete.</b></p>	N/A	N/A	C
136084 (136054) 2024-11-13	C	<p><b>Exposure to cold:</b> Student was taking out cell towers from tank and spilt liquid nitrogen (LN2) onto arm. Student was wearing appropriate PPE but cryo gloves were not long enough and LN2 soaked through lab coat.</p> <p><b>Corrective actions:</b> New longer gloves have been ordered. IP was retrained on procedure for changing towers.</p> <p><b>All corrective actions complete</b></p>	N/A	N/A	C
136044 2024-08-08	C	<p><b>Needlestick:</b> Practicum student was poked by electrode. CAIRS report has limited details, unable to contact supervisor for report.</p> <p><b>Actions: Mardi following up with DSSL, to update next month</b></p>	Mardi	1/9/25	IP
136043 (136032)	C	<p><b>Fumes:</b> Diesel fumes reported from research Pavilion. Windows were closed.</p>	Karen	1/9/25	IP



2024-11-12		<p>Last updates from the lab re: trouble shooting &amp; corrective actions:</p> <ul style="list-style-type: none"> <li>Eric FMO confirmed a charcoal filter has been applied to the air handler that feeds into the lobby</li> <li>They've had a technician visiting for further refines of some pipe connections.</li> </ul> <p>Waiting for external contractor to look at ducting in engine for further recommendations. CAIRS report to be closed as corrective actions already in place. <b>Actions: Mardi to close CAIRS report</b></p>			
135989 (136003) 2024-10-29	C	Refer to BCCRC	N/A	N/A	C
PHSA #82584	C	<p><b>Crush Injury:</b> Worker was transporting crate on wheels from elevator which was difficult to maneuver. While maneuvering around a corner crate slipped causing one of the wheels to jump onto workers' toe. Worker applied ice and went home, has now returned to normal work duties. Corrective Actions have been forwarded to complete and close investigation <b>No further action required</b></p>	N/A	N/A	C
<b>5b. INCIDENT/ACCIDENT INVESTIGATIONS WITH OPEN ACTIONS FROM PREVIOUS MEETING</b>					

**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

Link to [Research Pavilion Schedule](#)

Item # (Use Inspection #)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
GI- APEL Biobank- 2023-10-05-02	C	<b>Research Pavilion: APEL Lab and Biobank--</b> See November 2024 minutes <b>Update 12/5:</b> Karen to connect w Joanne. Issue with signage which has	Joanne and Karen	1/9/25	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)					
		already been addressed in person. Joanne to send Karen bullet points of issues discussed at time of inspection.			
Dr Ao 4 <sup>th</sup> Floor Lab (was Road Safety Lab)	C	<b>Road Safety Lab- Eunice &amp; Mitali</b> -- See November 2024 minutes <b>Update 12/5:</b> UBC no longer has capacity to support lab cleanouts. Now recommended people keep a monthly checklist of chemicals and disposed of old/ unrequired chemicals as needed. It is the responsibility of the lab to pay to have an environmental group pick up and dispose of chemicals-this can be costly when chemicals are unlabeled as they will be handled as highest class. This lab has downsized to one bench- SUMAS waiting on quote for disposal which will likely need to be paid for by dept. Inspection is complete- space/ chemicals are to be completed.	Eunice/ Mitali/ Karen	1/9/25	C
Space Review Actions	D	<b>Space Review:</b> See November 2024 minutes <b>Update 12/5:</b> Mardi connected with Karen- walk through completed. <b>Mardi to update next month.</b>	Mardi/ Karen	1/9/25	IP
Eye Care Centre	E	<b>Eye Care Centre:</b> Potential building for JOHSC inspection schedule in 2025. Members will be assigned labs to inspect. <b>Actions: Joanne to send Karen/ Madeline floor plan with labs and allocated Pls.</b>	Joanne/ Karen	1/9/25	IP

\* 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-24/06/06-03	D	<b>New Member Training:</b> Hani to complete fundamentals training by Dec 2024	Hani	12/05/2024	IP
ED-24/09/12-01	D	<b>New Member Training:</b> Gigi to complete fundamentals training by Mar 2025	Gigi	03/06/25	IP
ED-24/10/03-01	D	<b>New Member Training:</b> Jordan to complete fundamentals training by Apr 2025	Jordan	04/03/25	IP
ED-24/10/03-02	D	<b>New Member Training:</b> Sarah to complete fundamentals training by Apr 2025	Sarah	04/03/25	IP
ED-24/10/03-03	D	<b>New Member Training:</b> Christina to complete fundamentals training by Apr 2025	Christina	04/03/25	IP

\* 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-23-12-07-02	C	<b>Chemical Waste room JBRC 113 flagged by VCH:</b> See November 2024 minutes <b>Update 12/5:</b> Cabinet has been purchased, room needs reconfiguring. Susan and Mitali to assist with moving chemicals. Karen to ask for waste pick up for others to get room empty first.	Karen/ Susan	1/9/25	IP
NB-24/3/7-03	C	<b>Diesel Fumes, occupants noticing fumes in research pavilion:</b> See November 2024 minutes <b>Update 12/5:</b> Work is ongoing, contractors are investigation air intakes, engine filters and ducting.	Mardi/ Karen	1/9/25	IP
NB-24/06/06-02	D	<b>FoM Working Alone Program 2024:</b> See November 2024 minutes <b>Update 12/5:</b> Survey is to be distributed in the new year and included in January inspection survey.	All	1/9/25	IP
NB-24/07/11-01	E	<b>Posting minutes online:</b> <b>Update 8/1:</b> Steph to discuss with director- RF <b>Update 9/12:</b> Minutes will refer to “skin puncture”. Steph to follow up with manager. Committee agreed to language changes. <b>Update 10/3:</b> Steph not present at meeting <b>Update 11/7:</b> Steph not present at meeting <b>Update 12/5:</b> resolved. The committee agreed to changes in the minutes which has been working. Steph can update director as required.	Mardi/ Steph	1/9/25	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
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. <a href="#">Preventing and Addressing</a>	All	Oct 24, 2024	N/A	C



9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
		<a href="#">Workplace Bullying and Harassment Training</a> and <a href="#">Bullying and Harassment website</a>				
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. Reminder that a <a href="#">Ladder Inspection Checklist</a> exists and should be used if workers require ladders.	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	<p><b>Preparing for extreme Winter Weather at UBC Annual Season Shutdown and Holiday Tips:</b></p> <ul style="list-style-type: none"> <li>• Switching off electronics, lights, and unplugging small appliances</li> <li>• Closing windows and blinds</li> <li>• Take home or lock away valuable items or portable equipment, tools or laptops</li> <li>• Shutting fume hood sashes, shutting down non-essential lab equipment</li> </ul> <p><b>Karen has sent out email with tips which include those posted.</b></p>	All	N/A	C

11. FACILITIES UPDATES					
Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status





11. FACILITIES UPDATES					
09/12/24-01	E	<p><b>VGH OR Project</b>- More work is required outside JBRC and RHO. This will be noisy work, dates TBC.</p> <p><b>Update 11/7:</b> Planning early works for project. Hospital is constructing new ORs, generators for these will be in green space between JBRC and DHCC. Karen has communicated issues with odors, noise and vibration. Starting Feb or March 2025 digging up west side of JBRC. Investigating how they will do this reduce noise and vibration. Main construction starting April 2025 for 1.5 yrs. Trailers and generators will be between JB and DHCC to power excavating equipment. Karen to send out communication ASAP. Unclear how often temporary generators will be running. Work in plaza and work in green space will affect different areas of JBRC.</p> <p><b>Update 12/5:</b> Work is ongoing, Karen to update when able.</p>	Karen	1/9/25	IP
09/12/24-02	E	<p><b>Work on leak repairs</b> outside JBRC will be noisy work. Karen to follow up to confirm details and dates. Incubators may need to be moved with jackhammering.</p> <p><b>Update 10/3:</b> Karen sent email with affected areas; expansion joint will be replaced. Start Oct 15<sup>th</sup>- approx. 1.5 months. Drilling approx. 3 days from oct 16<sup>th</sup>. Odors approx. 3 days.</p> <p><b>Update 11/7:</b> JBRC plaza is on hold. Cautious of leaks in areas underneath expansion joint. Karen to send out schedule as soon as received.</p> <p><b>Update 12/5:</b> More issues were found underneath membrane in JBRC plaza. Karen awaiting instructions from VCH on next steps. This work will affect railing, VCH is looking at solutions. Depending on VCH, schedule may/may not change.</p>	Karen	1/9/25	IP
09/12/24-04	E	<p><b>Steam pipe cracked</b> in MAF, leaking steam and causing condensation. Work underway to address/mitigate issue.</p> <p><b>Update 10/3:</b> Steph absent from meeting</p> <p><b>Update 11/7:</b> Steph absent from meeting- See item above</p> <p><b>Update 12/5:</b> Steam problem has been fixed, more leaks have been found. Ceiling in office has been replaced and hose and bucket installed for new leaks.</p>	Karen	1/9/25	IP
11/7/24-01	E	<p><b>Elevator</b> in Robert Ho is awaiting software to arrive. Elevator in JBRC is awaiting procurement after which it will go out to tender. Replacement is expected to take approximately one year</p> <p><b>Update 12/5:</b> Issues with Jack Bell elevators have been escalated to leadership and FMO. Looking for experts to assess. <b>The JB1 'passenger elevators'</b> have</p>	Karen	1/9/25	IP



11. FACILITIES UPDATES					
		<p>funding and are awaiting procurement/tender. Current completion of summer 2025.</p> <p><b>JB2 elevator:</b> Karen has asked for it to be turned off as issue is unknown. <b>RHO elevator</b> requires part replacements. This elevator present multiple issues including moving liquid nitrogen tanks, waste, washing. Seating options were suggested to put on landing of each floor for research participants to rest. Boardrooms may need to be temporarily reallocating as rooms for research participants so stairs do not need to be used. Elevator issues could be escalated to WorkSafeBC but they likely will only look at what the employer is doing to implement the hierarchy of controls and make recommendations. Karen to discuss presenting issues from each department to leadership. Steph, Mitali, Dilraj and Danmei to represent their areas, Karen to discuss with other staff. Joanne to send recommendations from Eye Care Centre</p>			
12/5/24-01	E	<p><b>Fume hoods:</b> None failed testing from UBC. New hood in Research Pavilion has been installed, sink to be reinstalled. Fume hood in JBRC requires replacement of phoenix valves. Asbestos testing completed.</p>	N/A	N/A	C

12. NEW & OTHER BUSINESS					
<ul style="list-style-type: none"> <li>General discussion items (list actionable items below)</li> </ul>					
Item # (NB-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
24/12/09-01	E	<p><b>JOHSC Annual Evaluation Report:</b> Committee completed initial review. Report will be discussed in January as Mardi away for this meeting. Proposed Goals for the next period:</p> <p>Goal 1: Inspections - Prioritize and improve inspection compliance at the Eye Care Centre over the upcoming year.</p> <p>Goal 2: Awareness about the VGH JOHSC - Identify strategies to raise awareness of the JOHSC, including the promotion of membership information, the JOHSC website, and related resources.</p> <p>Goal 3: Refusal of Unsafe Work - Collaborate on a JOHSC initiative aimed at promoting workers' right to refuse unsafe work, including the steps involved in the process.</p>	All	1/9/25	IP



12. NEW & OTHER BUSINESS					
		Goal 4: Awareness about emergency procedures - Promote first aid and other emergency procedures across all units to ensure staff awareness and preparedness.			
24/12/09-02	C	<p><b>Contractors using Internal elevator to 1<sup>st</sup> floor to basement:</b> Committee member raised issue of FMO and security staff using the elevator to access the tunnel so they don't need to go outside. This is a clean area which requires boots to be worn which is likely not occurring. Procedure is to walk through the facility with appropriate PPE. Workers already have access, so cannot be blocked. Please send recommendations to Karen.</p> <p><b>Actions: Karen to escalate to director of FMO.</b></p>	Karen	1/9/25	IP
24/12/09-03	E	<p><b>EFAP changing to GreenShield Plus.</b> There has been feedback that the transition is confusing as everything else in under SunLife and staff need to create a new account with GreenShield. Mardi suggested posting instructions on how to access GreenShield on noticeboards—see link.</p>	All	N/A	C

\*NB – New Business

13. NEXT MEETING	
Date:	January 9, 2025
Time:	11:00 AM
Location:	Zoom

14. MEETING ADJOURNED	
Time:	12:15 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](mailto:ubcsafety.committee@ubc.ca)
- Posted on any Safety Bulletin Boards

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

- JBRC: IIRC – 4<sup>th</sup> floor & on-line
- RHNH: 7<sup>th</sup> Floor
- ECC: Room 379
- Blusson: Ground floor by deliveries
- VPC Common Drive (employees access only)
- Skin Science (Dermatology): TBD
- RP: 1<sup>st</sup> floor mailroom 100
- VGH SharePoint site
- JBRC: VPC – 5<sup>th</sup> Floor