



APSC Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Faculty of Applied Science

Worker Co-Chair: Sean Buxton, MECH
Employer Co-Chair: Marlene Chow, CHBE

Date: Wednesday, December 11, 2024

Time: 09:00 - 10:30am
Location: Hybrid - CEME 2202 & Zoom Meeting

AGENDA:

<ol style="list-style-type: none"> 1. Roll Call 2. Determination of Quorum 3. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes 4. Additional Agenda Items, Review Actionable Items from Local Safety Team (LST) Minutes & Approval of Agenda 5. Review Central Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents <ul style="list-style-type: none"> • Monthly Incident List & Statistical Summary Report 	<ol style="list-style-type: none"> 6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers) 7. Review Education and Training 8. Ongoing Business – Status of Action Items 9. JOHSC Recommendation Letters (Correspondence) 10. New and Other Business 11. Next Meeting 12. Meeting Adjournment
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1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Aaron Hope	AAPS	MINE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Carmen Jensen (A)	FAC	MINE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cindy Wong	AAPS	BPI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Erin Hagen	CUPE 116	CHBE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gary Lockhart (A)	AAPS	BRIM	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Heli Eunike (A)	CUPE 116	MTRL	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jill Mahy	FAC	NURS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Worker Representatives	Association/ Union	Work Location	Present	Regrets	Absent
Markus Fengler	FAC	MECH	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Robert Geyer	AAPS	SALA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ross Sheppard (A)	AAPS	ECE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roza Vaez Ghaemi (A)	CUPE 2278	CHBE/BME	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sabrina Fried	AAPS	ECE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scott Jackson	AAPS	CIVIL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sean Buxton	AAPS	MECH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wendie Wu	CUPE 2278	CHBE	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Employer Representatives	Association/ Union	Work Location	Present	Regrets	Absent
Ailish Statham	AAPS	APSC DO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jennifer Pelletier	AAPS	MECH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marlene Chow	AAPS	CHBE	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Melissa Ethridge (A)	AAPS	APSC DO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/ Guests	Association/ Union	Work Location	Present	Regrets	Absent
Richard Colwell	Administrator	APSC DO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laura Thomsen	Administrator	APSC DO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Peggy Paduraru	Resource	Safety & Risk Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Note: Alternates are indicated by (A)					

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 a quorum for this meeting? <i>* If a 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.</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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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)



3. APPROVAL OF PREVIOUS JOHSC MEETING MINUTES

<ul style="list-style-type: none"> • Move to adopt minutes. • List amendments to minutes Moved by: <u>Sabrina Fried</u> Seconded by: <u>Scott Jackson</u> 		
Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

ADD - ICICS: Membership Change: Gable attended their final meeting Approved by Sabrina Fried Seconded by Scott Jackson	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

See the attached incident report: N/A

- Monthly Incident List & Statistical Summary Report *(make note of trends etc. For any general CAIRS information that requires discussion or action, please record under "New Business." Any incident-specific items and follow up requests are to be listed below)*

(* See Legend at the End for Priority and Status Codes)

Item # <small>(Use CAIRS Incident ID #)</small>	Priority	Date	Action Plan <small>(Actions Taken/Need to be taken)</small>	Assigned To	Follow up: Date Pending	Status
			Old reports w/follow up			
			CHBE, CERC, & BRIC			
135333 135332	C	2024-10-09	Overpressure and flooding incident: Students ran a pilot scale pyrolysis experiment. They decided to add water to their condensing tank mid-experiment. The student got distracted, leaving the water running for about 10 minutes. At this time, the pressure alarm of the reactor was triggered and steam and water started to leak out of the reactor. The emergency shut down procedure was applied and the space was evacuated. They called campus security who suggested they call the fire department. They stayed on the scene until the air in the room was clear. Then they allowed the group back inside for cleanup. No one was injured	EH (CHBE)		C



			<p>Corrective Actions:</p> <ul style="list-style-type: none"> - Shut down and clean up unit - Install a valve on the tap that would force the individual to hold it open - Update SOP and HAZOP to include a procedure for adding water to the unit - Have the water flowmeter displayed on the monitoring system - Have more folks trained and available to work on the unit in shifts - Check the integrity of the system as a whole, and of the reactor – pressure test at high temperature and ensure rupture disk is the weakest point - Train group on proper SOP amendment procedures <p>Complete</p>			
			ECE			
135106 135105	C	2024-09-10	<p>Worker struck by door: We’ve posted “please open door slowly” signs at all the crossover doors to the Macleod building <i>2024-12-11 Update: Updating the signs to laminated signs has been delayed due to staffing shortages</i></p>	SF (ECE)		R
			NURS			
135228 135211	C	2024-09-25	<p>Title: Bodily Reaction (fainted) What Happened: Bodily Reaction (fainted) – The student was feeling anxious and lightheaded during shadowing. They went into supply room to do breathing exercises. The student fainted, and staff heard the student fall and found the student on the floor. Staff checked the student’s vital signs and blood glucose levels. The supervisor then took the student to the Emergency Room. The student was discharged a few hours later after being checked by a doctor. Root Cause: Lack of nutrition and high stress Actions (and resolutions): Follow up with ‘corrective action’: Remind the student to stay hydrated and well fed before participating in activities. Actions due: 10/15, 2024</p>	JM (NURS)		C



135299 135298	C	2024-10-04	<p>Title: Fall from Elevation (contusion)</p> <p>What Happened: Faculty member was carrying a large canvas artwork (2.5 x 3 ft), and said it blocked their view of the steps, so they tripped and fell on the stairs.</p> <p>Root Cause: Carrying bulky object in a way that obscured vision of stairs. Cause 2: possible water or slippery polish on marble stairs</p> <p>Root Cause: Faculty member not carrying object to be able to visualize steps.</p> <p>Actions (and resolutions): Discussed different ways to carry bulky artwork to prevent obscured vision, attention to surroundings. Remind people to use elevators when carrying large items.</p> <p>Actions due: 11/15, 2024</p>	JM (NURS)		C
135323 135313	C	2024-10-06	<p>Title: Syncope (fainting)</p> <p>What Happened: The student was with the primary nurse, who demonstrated how to instruct a patient on breastfeeding and also took the baby's blood sugar. The student then began to feel faint and sat down in a chair. They blacked out and later woke up still in the chair. The student was then taken to the ER and checked by a physician.</p> <p>Root Cause:</p> <p>Actions (and resolutions): Remind the student to stay hydrated and well fed before participating in activities.</p> <p>Actions due: 11/15, 2024</p>	JM (NURS)		C
135354 135353	C	2024-10-15	<p>Title: Laceration (Finger cut)</p> <p>What Happened: During the nursing lab, the student received instruction on the proper technique for preparing medications using glass ampules. They were given a glass ampule guard designed to minimize the risk of injury while breaking the ampule. Despite these precautions, the student sustained a laceration to their right thumb. First aid was administered to the student.</p> <p>Root Cause: The student did not break the glass ampule using proper technique demonstrated.</p> <p>Actions (and resolutions): Remind the student about the proper procedure for safely opening an ampule, to reduce the risk of laceration.</p>	JM (NURS)		C



			Actions due: 11/15, 2024			
			NEW REPORTS			
			ECE			
136050 136052	C	2024-11-14	<p>Title: Isopropyl Alcohol Spray Incident Resulting in Eye Injury</p> <p>What Happened: A worker was feeding isopropyl alcohol through a syringe into a flow sensor when a blockage occurred, causing a spray of isopropyl alcohol to make contact with the worker's eye. The worker followed first aid procedures and contacted Campus First Aid. The worker was taken to the hospital for precautionary treatment and received recommendations for follow-up care. The worker was away from work for 6 days due to the injury but has since returned with no ongoing issues.</p> <p>Root Cause:</p> <ul style="list-style-type: none"> - The worker was not wearing safety glasses during the task, despite a written procedure requiring them. - The syringe used was not the appropriate size for the task, contributing to the spray of alcohol. <p>Actions (and Resolutions):</p> <ol style="list-style-type: none"> 1. Lab Procedure Update: The lab will update the work procedure to emphasize the necessity of wearing safety glasses during this task. 2. Safety Glasses Availability: The lab has purchased enough safety glasses to ensure at least one pair is available for each worker in the lab. 3. Syringe Sizing Clarification : The revised procedure will specify the need to use an appropriately sized syringe for the task, and the lab already has the correct syringes in stock. 4. Facilities Check: The facility manager has confirmed that no facilities-related issues contributed to this incident. <p>Actions Due (or Follow-Up): Ensure that the updated procedure, emphasizing the use of safety glasses and appropriately sized syringes, is communicated and followed by all workers in the lab. Conduct a review and training to ensure all lab staff are aware of the revised procedure and safety requirements.</p> <p>Corrective Actions:</p>	SF (ECE)		C



			<ul style="list-style-type: none"> - Implementation of the updated work procedure to ensure safety glasses are worn and syringes are the correct size. - Immediate availability of safety glasses for all workers in the lab to prevent further incidents. 			
			MECH			
136075 136100	C	2024-11-15	<p>Title: Battery Spark from Soldered Batteries Found in CEME 2207</p> <p>What Happened: A student found a set of batteries that had been soldered together as part of a MECH 2 design project from 2023, which had been left in CEME 2207. When the batteries were discovered, they sparked. The student stored the battery in an insulated container and brought it to the instrumentation lab on Monday. Staff there diffused the battery and safely disposed of it.</p> <p>Root Cause: The root cause of the incident was the improper storage and management of the soldered batteries. They were left unattended in the lab for an extended period, which led to the potential for sparking.</p>	JA (MECH)		C
136082 136089	C	2024-11-15	<p>Title: Confrontational Behavior by 4th-Year Capstone Student</p> <p>What Happened: A 4th-year Capstone student displayed inappropriate and rude behavior towards staff in the MECH Student Machine Shop and MECH MakerSpace. As a result, the Office of Student Conduct decided to revoke the student’s access to these spaces. Staff were instructed to ask the student to leave if encountered and, if the student refused, to leave with the student and call security from a safe location. The student had previous issues with female staff/students, though two incidents were not reported to CAIRS.</p> <p>Actions (and Resolutions): Incident highlighted that the reaction time of the University response system that is in place is way too slow, so we are going to locally reinstate our rules by revoking access immediately. Department was advised not to revoke students access by the office of Student discipline committee, and stated that, “there is a non-academic misconduct process already established for these sorts of incidents.” Resolved, as access has been removed.</p>	MF (MECH)		C



MINE						
136083	C	2024-11-19	Undergraduate student fainting episode. Incident Summary: pre-existing condition, no injury occurred, no hazards present and no actions to be taken.	AH (MINE)		C
NURS						
135956 135932	C	2024-10-29	<p>Title: Laceration (Finger cut)</p> <p>What Happened: The student nurse was in practice lab and accidentally cut right thumb while taking off the cap of an ampule.</p> <p>Root Cause: Lack of experience while still gaining and practicing their skills</p> <p>Actions (and resolutions): Remind the student of the proper procedure for safely opening an ampule to reduce the risk of laceration, such as using an ampule breaker and wearing gloves. Consider providing a Video tutorial/training for the students to help them understand the nuances of the procedure.</p>	JM (NURS)		C

6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)

Attach inspection checklist(s) and report(s) to these meeting minutes and use this table to record the discussion and new recommendation(s)

Previous inspections with follow-up items:						
APSC						
GI-EDC Offices-23/11/14	C	Engineering Design Centre- Office and Administration spaces: 1) No Fire drill in the last 12 months. To be scheduled for 2024. 2) Some, but not all, bookshelves are secured to walls. SR to be submitted once vacant offices are occupied.		RC (APSC) + Multiple		R
CHBE, CERC, & BRIC						
GI/CHBE-24/08/14-01	C	Annual Lab Inspections: Complete – last items just need wrapping up		EH (CHBE)	2025-01-08	IP
		Inspection	Notable items			



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		GI-CERC-24-08-27	272 - Door signage does not reflect hazards - Cleanliness could be improved - Gas cylinder unchained - Chemicals on floor, unlabeled Completed 274 - Poor lab cleanliness - Door signage does not reflect hazards (or proper contact info) - Chemicals on floor - Biosafety permit not posted in space - No lid on biohazardous waste container Ongoing – returned student completing this month						
		GI-GG-24-09-13	Gas Gun: - Flammable cabinet needs to be fixed or replaced - Eyewash station not checked in years - Unlabeled liquid in lab space Complete						
CIVIL									
GI-CIVIL-2024/08/14-01	C	About 98% of the deficiencies have now been addressed				SJ (CIVIL)	2025-01-08	IP	
		Inspection ID	Inspection Date	Location	Notable Issues or "No major concerns" C = Done, IP = In Progress				
		GI-ERF	24/06/25	All Earthquake facility	- Genie maintenance issues (batteries, tires, log) C - Increased ventilation in control room desired C				
		GI-RH-STR	24/06/25	Structures lab RH100	- 1.5T Hand hoist needs inspection IP				



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		GI-SRC	24/06/26	South Campus Facility	<ul style="list-style-type: none"> - Exit light + emergency light not working – Butler bldg. C - SOP's need to be posted for drill press & mitre saw C - SDS's needed for some chemicals C 						
NEW INSPECTIONS											
GI-MECH-2024/12/11-01	C	RH 105-111: No major issues recorded/just minor issues like lights being out.						JA (MECH)			C
MINE											
GI-MINE-2024/12/11-01	C	Item #	P	Action Plan (Actions Taken/Need to be taken)	Assign ed To	Follow up: Date	S	AH (MINE)	2025-01-08	IP	
		GI-CMP-24/11/22	B/C	Inspection Date: Nov.22, 2024 Location: CMP 102; 110; 111; 111A Notable Issues: Bench tops in CMP 111 have asbestos in them and labelled by UBC. Only an issue when core sample prep takes place and scratches surface. Temporary covers are in place but Supervisor would like long-term solution. JOHSC Action Required? No	Minin g LST/ Lab Super visor	May 2025	IP				
		GI-CMP-24/11/22	C	Inspection Date: Nov.22, 2024 Location: CMP 102; 110; 111; 111A Notable Issues: Supervisor has concerns over access to the lab space as they don't know who has a key. Suggest updating to card access. A key allocation list	AH		C				



6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)

				has been provided and card access will be reviewed. JOHSC Action Required? No						
		GI-CMP-24/11/22	B/C	<p>Inspection Date: Nov.22, 2024 Location: CMP 102; 110; 111; 111A Notable Issues: CMP 111- Students using compressive testing device have been found to not wear proper PPE (safety glasses, steel-toe capped boots). Clear signage to mandate using correct PPE. Stop access to students JOHSC Action Required? No</p>	AH/Lab Supervisor	Feb 2025	IP			
		GI-CMP-24/11/13	C	<p>Inspection Date: Nov.13, 2024 Location: CMP 116 Notable Issues: Storage rack needs to be anchored to the wall. Notes: this rack is under 8ft an manually loaded/unloaded. It will be anchored and included in the ongoing lab safety updates. JOHSC Action Required? No</p>	FY/C M	Feb 2025	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)

		GI-CMP-24/11/01	C	Inspection Date: Nov.1, 2024 Location: CMP 100; 101; 101A; 101B; 108; 109 (Storage) Notable Issues: Updating of equipment SWP and maintenance logs. JOHSC Action Required? No	CM	Feb 2025	IP			
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* 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	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status
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* 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
		APSC			
NB-21/09/08-01	D	LST membership: Asking all LSTs to submit any changes to their membership to Richard to update list on respective share-point sites.	RC (APSC)		R
NB-23/01/11-04	C	Enrolment in the new chemical safety program: Enrolment in the new chemical safety program	All Committee Members		R
NB-23/06/14-01	E	Outstanding items in JOHSC minutes: Asking all JOHSC reps with old or outstanding inspections and items arising to contact RC and LT (APSC) with updates to close items off in the minutes	All Committee Members		R



NB-24/03/13-02	B	<p>ECE: Assessment of air quality in the Makerspace 3D printer room has been completed by Kane Consulting: early indications are that the room has less than half the ventilation it needs to meet current uses, let alone our plans for growth.</p> <p>Update 2024-04-10: At the request of Building Operations project services, an attempt is being made to establish what the “baseline” VOC reading is for the MCLD building (office 1017). Began showing readings that were consistently lower than those in the Makerspace, typically around 90 or less. Spikes in VOC readings correlated with times when 3D printers in the Makerspace were known to be working. This suggests a building wide deficiency.</p> <p>Update 2024-05-12: Comments: Would a recommendation letter from the JOHSC be appropriate? More VOC monitors would also be useful.</p> <p>Update 2024-07-10: According to Makerspace Manager enclosures for the 3D printers had not been previously considered, but they may be cost-prohibitive (over \$20,000 for the existing 3D printers and even more to accommodate the anticipated future additions). Exploring whether an in-house or custom manufactured solution can be made for less.</p> <p>There is still no response from Building Ops on the project to repair/upgrade the building ventilation system.</p> <p>Update 2024-10-16: Makerspace Ventilation Project Update: Jason Asnis proposed merging the Makerspace ventilation project with a new powder coating booth project. Concerns were raised about the scale and complexity of the Makerspace project, which is expected to be extensive and time-consuming. Consideration for merging will depend on whether issues with the Makerspace ventilation affect the machine shop or building-wide systems, as the same contractors have worked on both. Currently, no discussions on project funding have occurred, as the scope of work is still being defined. The department is covering costs for initial consultant evaluations of airflow issues. Further assessments will determine necessary air quality standards and inform project planning</p> <p>Update 2024-12-11: SF is required to conduct a room-by-room inspection.</p>	SF (ECE) RC (APSC)		R
Items arising from previous LST meetings:					
CHBE					
GI-CHBE-24/02/14-01	C	<p>FH testing: MC and RC met with JH (SRS) for an information meeting April 11/24. To be discussed at May APSC JOHSC meeting.</p>	MC (CHBE) RC (APSC)		R



		Update: A survey to collect information on fume-hood issues has been created: https://ubc.ca1.qualtrics.com/jfe/form/SV_bCwhu702pKRvM7s	JH (SRS) JB (Bops)						
NB-24/10/09-04.02	E	MECH: Can SRS share statistics at least annually, about accidents, incidents or near misses in similar facilities (such as in machine shops across campus.) At the moment the only way to find information about CAIRS reports from other departments is to go through the JOHSC minutes for each group. Action Item: Peggy will reach out to the team responsible for compiling the statistics for the executive team to clarify how get the data. There may be discrepancies due to grey areas on how they define different spaces, such as labs that could also be categorized as machine shops. Peggy will provide an update on this by the next meeting – 2024-12-11 <i>CAIRS stats for task-specific incidents from other faculties. RC to follow up with Science and Arts regarding workshop incidents. IP.</i>	RC (APSC)	2025-01-08	IP				
NB-24/10/09-04.03	E	There is an issue with our current FOB system for access to rooms. If there is ever an active shooter that is a member of the community, they will have FOB access to any space that students might be hiding in. Right now students/faculty/staff do not have a way to shut/lock doors in this kind of situation. To follow up on this, there are solutions available; https://www.securitech.com/en/products/lockdown-and-safe-haven-solutions . Action Item: Requesting a comprehensive response regarding active shooter protocols. Peggy will follow up with SRS <i>2024/12/03: Follow-up regarding inquiry by MECH about job-accessible doors during shelter-in-place incidents by AS and RC with SRS. SRS to discuss internally and respond at APSC JOHSC Jan. 8/25 meeting. IP</i>	AS + RC + SRS	2025-01-08	IP				
Items arising from LST meetings for November meeting:									
NB-24/12/11-01	E/C	ECE: Include concerns / issues that cannot be solved at the local level or that may impact other areas and any items that may be a good learning opportunity / useful to other LSTs and the JOHSC. <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">JOHSC Action Required?</td> <td>Item</td> </tr> <tr> <td>Information only</td> <td>Hazardous materials disposal cage for Macleod Work ongoing</td> </tr> </table>	JOHSC Action Required?	Item	Information only	Hazardous materials disposal cage for Macleod Work ongoing	SF (ECE)		C
JOHSC Action Required?	Item								
Information only	Hazardous materials disposal cage for Macleod Work ongoing								



		<p>Information only</p>	<p>Makerspace ventilation project A tour of the Makerspace was done with our Project Manager and an engineering consultant on October 30, 2024. The engineering consultant confirmed that the ventilation system in the Makerspace is not fit for purpose. As a result of this visit, this project has progressed to the next stage, which is a feasibility review of the space to produce tangible criteria that a revamped system must meet and to determine if the building infrastructure is capable of supporting the revamped system. This feasibility estimate will cost approximately \$58,000. The estimate was submitted to Steve Wilton and Darla LaPierre for approval on November 28, 2024. Further work on this project is contingent on approval of this expenditure.</p>			
		<p>For Discussion</p>	<p>Revamp of Safety 101 A preliminary draft of the first module for the revamped Safety 101 is in progress. I am merging all the “safety theory” from the first two modules into this module so that other modules can focus on more practical applications. Discussion question: Should we continue with one version of Safety 101 for everyone, or should I create a simplified version for new staff/faculty? Teaching Assistant Safety Training The prototype for the course has been built in Canvas and is currently being reviewed/tested before being published. I still expect this process to be completed in time for use by the new TA’s who will start in January. Other Proposed safety training topics <ul style="list-style-type: none"> - Robotics Safety - Others? Canvas and/or hybrid training that uses Canvas is the preferred method of doing safety training of any kind since it will automate the process of creating documentation to track who has completed the training.</p>			



		<p>For Discussion</p>	<p>Update on WorkSafeBC Inspection All remaining SWPs for the Machine Shop and Makerspace are now complete and will be submitted to the JOHSC in time for the next meeting. SRS has been informed of this development. They will be contacted by WorkSafeBC should they wish to do any further inspections, or when they are satisfied and ready to close this file.</p>			
		<p>For Discussion</p>	<p>Access to the Macleod roof for the RCL lab Although access to the roof is supposed to be restricted to a select few, all of the RCL lab research group technically have access to the roof because they have been given access to the 5th floor to access the RCL storage area there. Blanket access to this storage room should be reconsidered. The project to move RCL equipment onto the penthouse roof is currently awaiting inspection of the anchor points since workers will be tying off on these anchor points. This work is being coordinated by Building Operations. We hope to get the inspection and the move done before winter weather sets in.</p>			



		<p>For Discussion</p>	<p>Records keeping for task specific training Under section 21 of the <i>Workers' Compensation Act</i>, the department as an employer has an obligation to provide worker instruction and training. We also have an obligation to ensure that records are kept of this training. All training done through a Canvas course can be administered by me as I either have direct access to those course pages or else a report that I can run in Workday that reports on completion of Canvas safety training, but there is currently no mechanism in the department to require faculty to document the task-specific training they provide to their students/researchers/visitors/co-ops in any way. As the department has already received one official order from WorkSafeBC regarding a lack of documentation, this is a high-risk concern, especially in the higher-risk labs. We should develop a departmentwide policy on how to document the task-specific training a faculty member is providing in their research group so that all research groups have a consistent approach to this records-keeping. If necessary, this documentation can be transferred to me for long-term records administration.</p>			
		<p>For Discussion</p>	<p>Students looking for replacement safety glasses A clear policy needs to be created regarding students who do not come to lab prepared for lab. A number of students have been visiting the Safety Office when they forget their safety glasses, some students do this on a regular basis. Instructors should remind students that they are expected to show up to lab prepared with everything they need to do their lab including any required PPE. Recommend that the first pair of safety glasses that the students receive can be given to them with the toolkit as we did this term. Any subsequent pair should be purchased at cost. To do this we will need a mechanism to sell safety glasses to students. Revenue from the sale of safety glasses to students will be used to purchase more safety glasses, or other lab safety supplies.</p>			



		<p>For discussion</p>	<p>Furniture interfering with fire doors</p> <p>This is a recurring problem in the MCLD building. Someone, presumably students, are taking furniture from the informal learning spaces and using it to prop open stairwell doors or other exterior doors. Not only is this a security issue, but this is also leading to fire doors and fire egresses becoming constricted.</p> <p>The first order of dealing with this issue is to post signage asking people not to remove furniture from ILS areas and not to block or prop open fire doors. Signage to the latter already exists on some doors but it is small and text based which means it is not effective. I have proposed signage that uses ISO standard pictograms to identify the fire door in addition to large-font text.</p> <p>The second order of dealing with this issue is to remove non-fixed furniture from the ILS areas, but the department does not have the budget for this at this time.</p>			
		<p>For discussion</p>	<p>Macleod building renewal deficiencies</p> <p>Per Roberto Rosales' request, an updated list of the remaining deficiencies from the Macleod renewal project was supplied both to Steve Wilton and our building manager on November 29, 2024. This list includes over 40 active deficiencies, about half of which touch on matters of building safety and/or security and includes large projects like the Makerspace ventilation project.</p> <p>I have been addressing these deficiencies piecemeal since I started in this position, but I am hoping for a larger project where some of the smaller, localized deficiencies can be address en masse, so that we can better focus on the big building wide issues.</p>			



		For discussion	<p>Winter term 2 building security</p> <p>A request has been made to enhance after-hours building security for the Kaiser and Macleod buildings during Winter term 2. Historically, this is the busier term for ECE students, and the term when more students are spending more time in the buildings after hours. There has been problems in the past with matters such as unauthorized access, inappropriate use of spaces in the building, vandalism, etc.</p> <p>I am currently engaging with Campus Security to see if after-hours patrols inside the building are possible and if there would be any cost to the department for them.</p> <p>At minimum, Campus Security would be asked to restrict after-hours access to members of the UBC community only. Everyone who is in the building after hours would be required to carry their UBC ID card with them and present it to patrollers on request.</p> <p>Mores stringent access criteria would be laid out for any teaching lab where lab work outside of scheduled class time is required.</p>			
NB-24/12/11-02	E		<p>ICICS: There is no report at the moment. The unit will be assigning a new JOHSC representative</p>			
NB-24/12/11-03	E		<p>MTRL: Completed this year's fire drill for the Frank Forward building</p>			
NB-24/12/11-04	C		<p>MECH:</p> <ol style="list-style-type: none"> Psychological Safety. Markus F followed up discussing that employer has no distinct 'psychological safety processes in place other than UBC's SC18 'retaliation' policy, which serves as a 'catch all' policy. CAIRS has reporting categories for handling psychological health issues via bullying and harassment. Have not received any communication back from Safety and Risk Services about the procedure. Markus attended CHBE Linde presentation on gas bottle handling and found the need for a training course with a "focus on the design and implementation of apparatus attached to compressed gases" <p>Action Item: RC and MC will determine if they can gather enough information to create a set of standard procedures for APSC.</p>	RC (APSC) MC (CHBE)	2025-01-08	IP
NB-24/12/11-05			<p>MINE: Annual lab inspections have been requested</p>			

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



9. JOHSC RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafe BC)						
Item # (use Recommendation #)	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status
		There have been 4 inspection reports received since the last co-chair email. Two of these reports were combined into a single summary.				
IR #202413986130A IR #202413986145A	C	<p>Description:</p> <ul style="list-style-type: none"> ○ On October 25, 2024, 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. ○ Order #1 - General Duties: An order was issued under section WCA21(1)(a), which states every employer must ensure the health and safety of all workers working for that employer, and any other workers present at a workplace at which that employer's work is being carried out. ○ The employer is required to submit a Notice of Compliance report by December 18, 2024. <p>JOHSC/LST General Learnings/Discussion Points:</p> <ul style="list-style-type: none"> ○ Employers are required to have clear policies in place to prevent, address, and investigate bullying and harassment complaints. Workers should be encouraged to report incidents promptly. ○ Employers must ensure the health and safety of all workers by taking necessary steps to minimize or eliminate workplace bullying and harassment. Complaints related to bullying and harassment must be thoroughly investigated and documented. Appropriate corrective actions must be taken to prevent recurrence. 		2024-10-25		C



9. JOHSC RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafe BC)					
		<ul style="list-style-type: none"> ○ All workers should contact their administrative head of unit, Union/Association representative, or Human Resources Advisor, as they lead these investigations and provide necessary guidance throughout the process. ○ Employers should provide ongoing training and education to ensure that workers understand their rights and responsibilities regarding workplace bullying and harassment. ○ It is important to maintain confidentiality throughout the investigation process, and employers should offer support services (EFAP) to workers who are involved in or affected by harassment complaints. ○ Refer to Bullying and Harassment for information on bullying and harassment. 			
IR #202413986141A	C	<p>Description:</p> <ul style="list-style-type: none"> ○ 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. ○ There were zero (0) orders issued to the University. <p>JOHSC/LST General Learnings/Discussion Points:</p> <ul style="list-style-type: none"> ○ Employers are required to have clear policies in place to prevent, address, and investigate bullying and harassment complaints. Workers should be encouraged to report incidents promptly. ○ Employers must ensure the health and safety of all workers by taking necessary steps to minimize or eliminate workplace bullying and harassment. 		2024-11-01	



9. JOHSC RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafe BC)						
		<p>Complaints related to bullying and harassment must be thoroughly investigated and documented. Appropriate corrective actions must be taken to prevent recurrence.</p> <ul style="list-style-type: none"> ○ All workers should contact their administrative head of unit, Union/Association representative, or Human Resources Advisor, as they lead these investigations and provide necessary guidance throughout the process. ○ Employers should provide ongoing training and education to ensure that workers understand their rights and responsibilities regarding workplace bullying and harassment. ○ It is important to maintain confidentiality throughout the investigation process, and employers should offer support services (EFAP) to workers who are involved in or affected by harassment complaints. ○ Refer to Bullying and Harassment for information on bullying and harassment. 				
IR #202416709086A	C	<p>Description:</p> <ul style="list-style-type: none"> ○ On November 12, 2024, a WorkSafeBC Officer conducted an inspection at the UBC Centre for Comparative Medicine following a worker’s fall from a ladder while addressing a ceiling water leak. ○ The worker received first aid and was transported to the hospital. ○ The ladder, found to have a loose crossbar, was removed from service and will be replaced. There were zero (0) orders issued to the University. <p>JOHSC/LST General Learnings/Discussion Points:</p> <ul style="list-style-type: none"> ○ Employers must ensure that all ladders used in the workplace are regularly inspected and maintained to 		2024-11-14		



9. JOHSC RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafe BC)						
		<p>prevent equipment failures. Damaged or faulty ladders must be removed from service immediately.</p> <ul style="list-style-type: none"> ○ As a reminder, any workplace incident that has caused a serious or life-threatening injury, had the potential for serious injury, plus all other immediately reportable incidents, must be reported to Campus Security at 604-822-2222 (after calling 911 emergency services) as part of the incident response. ○ Encourage everyone to report incidents and near misses into CAIRS within 48 hours of the occurrence so that a preliminary investigation can be completed within 48 hours as required by section 71 of the Workers Compensation Act ○ Reminder that incident investigations require a site visit that must be completed within 30 days, and include a detailed description of incident, unsafe conditions, contributors, causes, corrective actions, and the name of the participating worker representative. 				

* REC – Recommendation Letter

10. NEW & OTHER BUSINESS					
Item # (NB-yy/mm/dd-01)	Priority	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
		New Business			
NB-24/12/11-06	E	In light of the recent student confrontation incident, it is important to remind all departments within APSC that a Violence Risk Assessment should be completed and maintained for all public-facing administration areas to ensure the safety of staff, students, and visitors. Departments are encouraged to review and complete any outstanding VRAs and submit them for filing with JOHSC.			



10. NEW & OTHER BUSINESS					
NB-24/12/11-07	E	<p>The WSBC guidelines highlight the safety risks associated with the use of earbuds or headphones in the workplace. According to the attached document, Hidden Hazards in the Workplace: An Educator’s Guide, “Earbuds (headphones) are not work equipment and don’t provide hearing protection. Listening to music on phones or other portable devices while working puts workers at risk. These devices can distract workers from other important sounds, such as approaching machinery, alarms, or warnings from other workers.”</p> <ul style="list-style-type: none"> ○ Is there going to be a campus-wide policy in place that considers WSBC’s guidance on the use of earbuds/headphones in work environments? 			
		Informational Items			
NB-24/12/11-08	E	<p>Preparing for Extreme Winter Weather at UBC: As per the Snow Policy, if UBC is subject to extreme winter weather conditions, the Deputy Vice-Chancellor of each campus or his/her delegate may decide to cancel or reschedule classes and/or curtail non-essential services. You are advised to regularly check the following website: https://www.ubc.ca/ in the event of extreme weather. Download the UBC Safe Vancouver app and turn on your push notifications to receive immediate information and updates that are impacting the entire campus — e.g. weather advisories, class cancellations, etc. The mobile safety app is available for download on the iOS/Apple Store for iPhone or Google Play Store for Android. Facilities’ Municipal Services and Custodial Service teams provides ice prevention and snow removal services on the Vancouver Campus. Visit the website to see a map that identifies priority roads, sidewalks and pathways that crews will work towards when dealing with an ice or snow event. If you see any areas that need attention, please contact the Facilities Service Centre at 604-822-2173.</p>			
NB-24/12/11-09	E	<p>Annual Seasonal Shutdown and Holiday Tips: Before leaving for this holiday season, help save energy and keep valuables safe by taking some simple actions:</p>			



10. NEW & OTHER BUSINESS																					
		Seasonal Shutdown Tips from Sustainability <ul style="list-style-type: none"> Switching off electronics Turning off the lights Unplugging small appliances Closing windows and blinds Reporting any air or water leaks Shutting fume hood sashes Shutting down non-essential lab equipment 	Holiday Tips from Campus Security <ul style="list-style-type: none"> Closing and locking office and exterior building doors & windows Turning off office lights and electronic equipment Locking away portable equipment, tools, laptops and any external data devices Closing blinds and curtains Locking valuable personal property out of sight or taking it home Ensuring all your data devices are encrypted for security Protecting your building and office keys at all times to prevent risk to your workspace. 																		
NB-24/12/11-10	E	JOHSC Training: New dates have been released for JOHSC and LST training. You can register for JOHSC training here , and LST training here .																			
		<table border="1"> <thead> <tr> <th colspan="2">JOHSC Training</th> <th colspan="2">LST Training</th> </tr> <tr> <th>Part 2a</th> <th>Part 2b</th> <th>Part 2a</th> <th>Part 2b</th> </tr> </thead> <tbody> <tr> <td>January 13th 9:00am – 11:00am</td> <td>January 16th 1:00pm – 3:00pm</td> <td>December 10th 10:00am – 11:30am</td> <td>December 12th 1:00pm – 2:30pm</td> </tr> <tr> <td></td> <td></td> <td>February 18th 10:00am – 11:30am</td> <td>February 20th 1:00pm – 2:30pm</td> </tr> </tbody> </table>		JOHSC Training		LST Training		Part 2a	Part 2b	Part 2a	Part 2b	January 13 th 9:00am – 11:00am	January 16 th 1:00pm – 3:00pm	December 10 th 10:00am – 11:30am	December 12 th 1:00pm – 2:30pm			February 18 th 10:00am – 11:30am	February 20 th 1:00pm – 2:30pm		
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NB-24/12/11-11	E	Healthy UBC																			
NB-24/12/11-12	E	Road Safety at Work																			
NB-24/12/11-13	E	WorkSafe BC: a. First aid assessment (interactive online tool)																			



10. NEW & OTHER BUSINESS					
		b. Improving your workplace health and safety culture			
		c. Recent work-related incidents reported to WorkSafeBC			
		d. Enews			

*NB – New Business

1. NEXT MEETING	
Date:	Wednesday, January 8, 2025
Time:	09:00 – 10:30
Location:	Hybrid: In person (CEME 2202) & zoom

2. MEETING ADJOURNED	
09:49	Moved by: Jill Mahy Second by: Scott Jackson

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)