



## Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Faculty of Science – JOHSC

Worker Co-Chair: Kate Blackburn/Monica Clarkson  
Employer Co-Chair: Glenn Sammis

Date: Thursday December 12, 2024

Time: 11:30 am  
Location: 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</li> <li>4. Additional Agenda Items, Review Actionable Items from Local Safety Team (LST) Minutes &amp; Approval of Agenda</li> <li>5. Review Central Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents             <ol style="list-style-type: none"> <li>a. Monthly Incident List</li> <li>b. Previous Month incidents:</li> </ol> </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)             <ol style="list-style-type: none"> <li>a. – IR #202413986130A AND IR #202413986145A</li> <li>b. IR #202413986141A</li> <li>c. IR#202416709086A</li> </ol> </li> <li>7. Review Education and Training             <ol style="list-style-type: none"> <li>a. Jacqueline to complete training by April 2025 – complete!</li> </ol> </li> <li>8. Ongoing Business – Status of Action Items             <ol style="list-style-type: none"> <li>a. LST membership update – complete &amp; SharePoint is updated!</li> </ol> </li> </ol> | <ol style="list-style-type: none"> <li>b. Reminder: General inspections due December 31 2024 please use the new form that includes BERP update details – Everyone please provide an update</li> <li>c. Working Alone Protocol from Zoology LST, review complete!</li> <li>9. JOHSC Recommendation Letters (Correspondence) – nothing for discussion</li> <li>10. New and Other Business             <ol style="list-style-type: none"> <li>a. Preparing for Extreme Winter Weather at UBC – check <a href="http://ubc.ca">ubc.ca</a> for closures on snowy days. Reminders on <a href="#">UBC snow policy</a> and <a href="#">Safe App</a> and check the map for <a href="#">snow removal priority roads/walkways</a></li> <li>b. Check the Annual Seasonal Shutdown and Holiday Tips in the meeting email</li> </ol> </li> <li>11. Website News and Updates – anything to add?</li> <li>12. Next Meeting: January 9, 2025</li> <li>13. Meeting Adjournment</li> </ol> |
|--|--|



1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Harry Brumer	Faculty	Michael Smith Laboratories	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brett Couch	Faculty	Dept. of Botany	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Karen Reid	M&P	Michael Smith Laboratories	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kate Blackburn	CUPE 2950	Faculty of Science	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Christopher Stinson	CUPE 116	Beaty Biodiversity Museum	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vivian Leung	M&P	Dept. Computer Sciences	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mladen Bumbulovic	M&P	Physics & Astronomy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brendan Fisher	CUPE 116	Botanical Gardens	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Tammy Tromba	CUPE 2950	Zoology	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Urmi Mody	CUPE 2278	Chemistry	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Anna Rodgers	CUPE 2950	ScienceCoop	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Theresa Lee	M&P	Math	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Monica Clarkson	M&P	Chemistry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sebastian Medrano	AAPS	Dept. EOAS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
John Nomellini	M&P	M&I	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jacqueline Higgins	CUPE 2278	Chemistry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employer Representatives		Work Location	Present	Regrets	Absent
Glenn Sammis		Dept. of Chemistry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amber Stefanson		Dept. EOAS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laura Lockyer-Cotter		Faculty of Science	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/Guests		Work Location	Present	Regrets	Absent
Richard Wambolt		Safety and Risk Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jillian Turner		Microbiology and Immunology	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pierre Tanguay		Safety and Risk Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1A. CORE GROUP ATTENDANCE					
Faculty (2) – yes M&P (2) – yes Employer Reps (2-3) – yes		CUPE 2950 (1) – no CUPE 116 (1) –yes CUPE 2278 (2) – no	NUT (1) - no		
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 <i>* 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.</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

3. APPROVAL OF PREVIOUS JOHSC MEETING MINUTES		
<i>(Statement to indicate minutes of previous meeting have been read &amp; acknowledged and to record any corrections to it)</i>		
• Move to adopt minutes. Moved by: <u>Mladen</u> Seconded by: <u>Sebastian</u>		
Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA		
• Future JOHSC improvements		
4 A. REVIEW ACTIONABLE ITEMS FROM LST MINUTES (if applicable)		
<i>Place actionable items under Accident/Incident Investigation, Safety Inspections, Correspondence, New Business etc. as applicable and assign proper item # for further discussion/action.</i>		
<input checked="" type="checkbox"/> No actionable items noted		
Is the agenda approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
See attached incident report:					
• Monthly Incident List & Statistical Summary Report <i>(For any <u>general</u> 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)</i>					
<i>(* See Legend at end for Priority and Status Codes)</i>					
Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
(Use CAIRS Incident ID # and Incident Date)					
136136 (136028)-2024-11-08	C	<ul style="list-style-type: none"> <li>For Animal Care JOHSC</li> <li>Glenn to follow up to ensure they have sharps protocol</li> </ul>			
136116(136063)-2024-11-14	C	<ul style="list-style-type: none"> <li>JOHSC: no clear sequence of events in CAIRS report. This incident has already been discussed by another JOHSC</li> <li>Results: purchased several small step ladders to use (and placed throughout building) and discussing this work with staff</li> <li>Investigation: worker was on stool to dust something. Stool was too short and was reaching to access area to dust.</li> <li>Worker fell off step stool and got a concussion. First Aid was called</li> </ul>	n/a	n/a	C
136067(136055)-2024-11-14	C	<ul style="list-style-type: none"> <li>JOHSC: Pierre to discuss with campus security on communication – what can be done to alert other occupants when they don't need to evacuate and are unsure of what is going on.</li> <li>JOHSC: regular inspections and general observations can catch these incidents of poorly stored chemicals. This will be included on the CHEM monthly inspections</li> <li>Results: reminded group of emergency spill procedures, removed all improperly stored chemicals and retraining on chemical storage. Have followed up with lab to ensure they have enough storage and suggested to dispose of items they no longer use.</li> <li>Investigation: the solvent was stored on the floor and knocked over by the door. Solvents and chemicals are not to be stored on the floor</li> <li>Solvent broke on floor when worker opened cabinet door</li> </ul>	n/a	n/a	C
136095-2024-11-19	C	<ul style="list-style-type: none"> <li>Results: reminder to be more observant of their surroundings when working in the garden area</li> <li>Investigation: worker was focused on task and did not see branch</li> <li>Worker walked into branch and bit tongue</li> </ul>	n/a	n/a	C
136128(136126)-2024-11-21	C	<ul style="list-style-type: none"> <li>Monica to confirm there is a written protocol for uncapping needles.</li> </ul>	Monica	2025-01-30	IP



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
		<ul style="list-style-type: none"> <li>Results: reminder to use blunt needles and where to purchase. Reminder to use caution when uncapping needles.</li> <li>Investigation: procedures were not followed should have used blunt needle for this work. Student demonstrated that they knew the procedure.</li> <li>Worker stabbed themselves while opening clean needle. First aid called and declined.</li> </ul>			
136143-2024-11-25	C	<ul style="list-style-type: none"> <li>More information needed</li> <li>Forearm pain from working in gardens</li> </ul>	Brendan	2025-01-30	IP
135988(136006)-2024-10-31	C	<ul style="list-style-type: none"> <li>Results: Old cotton oven mitts have now all been replaced</li> <li>Investigation: was using an old (incorrect) oven mitt.</li> <li>Student burned hand on molten agarose that was heated in microwave. Oven mitt was worn. First aid offered but declined.</li> </ul>	n/a	n/a	C
135982(135976)-2024-11-05	C	<ul style="list-style-type: none"> <li>For animal care JOHSC</li> </ul>			
135983(135977)-2024-11-05	C	<ul style="list-style-type: none"> <li>For animal care JOHSC</li> </ul>			
136000(135966)-2024-11-05	C	<ul style="list-style-type: none"> <li>JOHSC: this should also be reviewed by SPH – Glenn to confirm they are reviewing</li> <li>Results: reminded staff to hold the Cytology brush further away from the cutting site and recommended to use wire cutters which have shorter cutting length; and mentioned the option of holding the Cytology brush with a metal force for added safety.</li> <li>Investigation: staff holding cytology brush too close to the cutting site. Hands were washed and because no puncture to not attend ER</li> <li>Worker was wearing gloves while working with cytology brush. Noticed cut tip of gloves but no puncture wound to skin. Was working with sample infected with HIV</li> </ul>	Glenn	2025-01-30	IP
136004-2024-11-07	C	<ul style="list-style-type: none"> <li>JOHSC: more information needed</li> <li>Cut finger</li> </ul>	Nomo	2025-01-30	IP



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
136034-2024-11-12	C	<ul style="list-style-type: none"> <li>Confirmed this is FoM and was mislabeled in CAIRS. They will review and we will close.</li> <li>Pierre to confirm if this is for our JOHSC</li> <li>Needle stick while practicing suturing on pig's foot. Advised to go to ER.</li> </ul>	n/a	n/a	C
136187(136186)-2024-11-28	C	<ul style="list-style-type: none"> <li>Worker does NOT need to be on exposure list.</li> <li>JOHSC: possibly using an outdated protocol, Monica to confirm. Pierre to confirm if worker needs to be on exposure list.</li> <li>Results: reminded that chloroform should be used under fume hood and transferred via closed vessel. Provided PI with emergency response procedures with request to review with group</li> <li>Investigation: did not follow procedure and was working in tight space</li> <li>Chloroform spill while preparing for experiment. Room evacuated and spill mats used</li> </ul>	Monica	2025-01-30	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)					
Distribute inspection checklist(s) and report(s) for meeting and use this table to record discussion and new recommendation(s)					
<input checked="" type="checkbox"/> No actionable items noted					
Item # (Use Inspection #)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
IR#202413986130 A AND IR #202413986145A	C	<p><b>Bullying &amp; Harassment notice of compliance due Dec 18</b></p> <p>Departments must follow B&amp;H procedures and contact HR</p> <ol style="list-style-type: none"> <li>required to have clear policies to prevent, address, and investigate bullying and harassment. Workers should be encouraged to report</li> <li>take necessary steps to minimize/eliminate workplace bullying and harassment. Complaints must be thoroughly investigated and documented. Appropriate corrective actions must be taken</li> </ol>	n/a	n/a	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)**

		<ol style="list-style-type: none"> <li>3. workers should contact administrative head of unit, Union/Association rep, or HR Advisor, to provide necessary guidance throughout the process.</li> <li>4. provide ongoing training and education to ensure that workers understand their rights and responsibilities</li> <li>5. maintain confidentiality throughout the process, and offer support services (EFAP) to workers</li> <li>6. <a href="https://bullyingandharassment.ubc.ca/">https://bullyingandharassment.ubc.ca/</a> for information</li> </ol>			
IR #202413986141A	C	<b>WorkSafe reviewed a bullying &amp; Harassment questionnaire completed by UBC, zero orders issued – (see above)</b>	n/a	n/a	C
IR#202416709086 A	C	<b>fall off ladder due to loose crossbar, ladder removed and no orders issued to UBC</b> <ol style="list-style-type: none"> <li>1. ensure all ladders are regularly inspected and maintained, damaged or faulty ladders must be removed</li> <li>2. Complete reports within 30 days</li> <li>3. Report all serious/reportable incidents to Campus Security (after 911)</li> <li>4. Report all incidents into CAIRS within 48 hours</li> </ol>	n/a	n/a	C

**Annual General Inspection Tracking**

Department	Notes	Date Completed
Aquatic Ecosystems Research Laboratory (AERL)		
Beaty Biodiversity Museum		
Botanical Garden & Centre for Plant Research		
Botany		
Chemistry	Complete and uploaded	Dec 2024



6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)		
Computer Science	Complete and uploaded	Dec 2024
Earth Ocean and Atmospheric Science		
Michael Smith Labs	Complete and uploaded	Dec 2024
Microbiology and Immunology		
Physics and Astronomy		
Zoology		

\* 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-24/11/10-01	D	<ul style="list-style-type: none"> <li>• Training completed &amp; recorded in SharePoint</li> <li>• Jacqueline to complete training by April 2025 (upcoming training dates provided)</li> </ul>	n/a	n/a	C

\* 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
135924 (135872)-2024-09-07	C	<b>Faculty painted wall</b> <ul style="list-style-type: none"> <li>• still open and is awaiting the lead monitoring report from a third party consultant. There are several health and safety risks that have been identified with this incident which includes not following</li> </ul>	Glenn via Rich	2024-12-12	IP





8. ONGOING BUSINESS – Status of Action Items					
		<p>established safety protocols, lack of knowledge of the building construction materials, improper use of controls, working alone, etc. SRS and Facilities are working with the Math dept. on this file and updates will be provided to the JOHSC as they become available.</p> <ul style="list-style-type: none"> <li>• Rich to follow up</li> <li>• Results: informed faculty to not do any service work</li> <li>• Investigation: Faculty waited four months for service request and decided to take on work themselves.</li> <li>• Incident: <b>faculty painted wall</b> in office after waiting four months for service request. No incident but want to flag for lack of response to service request.</li> </ul>			
135274-2024-10-03	C	<p><b>while walking upstairs worker felt back spasm</b></p> <ul style="list-style-type: none"> <li>• Glenn to follow up with Brendan</li> <li>• Question from JOHSC: Was first aid called?</li> <li>• Results: reminded worker to stretch and take micro breaks when working</li> <li>• Investigation: likely caused by repeated stress injury from previous day's work</li> <li>• Incident: <b>while walking upstairs worker felt back spasm</b></li> </ul>	Glenn via Brendan	2025-01-30	IP
135345 (135346)-2024-10-11	C	<ul style="list-style-type: none"> <li>• The VGH JOHSC had NOT reviewed but will in January</li> <li>• JOHSC: Glenn to confirm if this is for our JOHSC, if PPE was worn and first aid called</li> <li>• Results: supervisor reviewed procedure with student. Student given safety glasses. Eye wash station work order submitted to maintenance</li> <li>• Investigation: student was not experienced. Student washed eye in eyewash for 20 mins</li> <li>• Incident: <b>waste splashed in student eye</b> while dumping washing buffer in sink</li> </ul>	n/a	n/a	C



8. ONGOING BUSINESS – Status of Action Items					
135862-2024-10-20	C	<ul style="list-style-type: none"> <li>Results: Reviewing setup/takedown procedures with staff. If tents are lowered they should be lifted prior to access by volunteers and staff</li> <li>Investigation: tent was lower than normal and they were expecting the usual height</li> <li>Worker hit head on tent and consulted first aid</li> <li>Need more information from Brendan</li> <li>Incident: <b>hit head-on pop-up shelter they were setting up</b></li> </ul>	n/a	n/a	C
135871-2024-10-21	C	<ul style="list-style-type: none"> <li>Still waiting on final test results to ensure room is fully decontaminated. LST working out how to disseminate the procedures in the best way, first will be an email blast.</li> <li>Currently waiting for the results to be announced and a recommendation from SRS for next steps. The source of the mercury has been found. Corrective actions to provide procedures.</li> <li>Sebastian has updated the CAIRS report that a specialized hazmat team called in.</li> <li>Investigation: Mercury collected and room closed off until investigation complete</li> <li>Incident: PI was sweeping room when noticed <b>mercury droplets</b> throughout</li> </ul>	n/a	n/a	C
NB-24/09/12-03	E	<p><b>Annual LST membership update in SharePoint</b></p> <ul style="list-style-type: none"> <li>Edits complete &amp; SharePoint updated.</li> <li>Rich to liaise with SRS on edits</li> <li>Everyone has sent in their lists (thank you!) SharePoint is updated but waiting on SRS for edits</li> <li>You can enter yourselves or send the list to Jill (can send your minutes with attendance)</li> </ul>	n/a	n/a	C
NB-24/11/14-01	E	<p><b>Working Alone Protocol from Zoology LST</b></p> <ul style="list-style-type: none"> <li>Comments sent &amp; complete</li> <li>Jill to send comments back to Chris for Zoology LST</li> </ul>	n/a	n/a	C



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

		<ul style="list-style-type: none"> <li>Committee to review and send comments to Jill by November 25<sup>th</sup> Protocol draft to be emailed to committee</li> </ul>			
--	--	---	--	--	--

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

**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
		Nothing for discussion				

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

**10. NEW & OTHER BUSINESS**

- Reminder: General inspections due December 31 2024 please use the new form that includes BERP update details – Everyone please provide an update
- Reminder: Preparing for Extreme Winter Weather at UBC – check tips in the meeting email
- Reminder: Annual Seasonal Shutdown and Holiday Tips in the meeting email

Item # (NB-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
NB-24/12/12-01	E	<b>JOHSC Improvement Goals for 2025</b> <ul style="list-style-type: none"> <li>Review general inspection report trends from previous year in January/February/March of following year. (Jill to add to agenda)</li> <li>Monica &amp; Glenn to attend more LST meetings this year. Please invite Monica to your LST meetings</li> <li>Think about strategies to improve CAIRS report submission times. Suggestion is to have 1-2 go-to people in each department to help fill out the forms and promote this service.</li> <li>Promoting details on Workers right to refuse unsafe work</li> </ul>	Glenn/Monica	2025-12-12	IP

\*NB – New Business



11. NEXT MEETING	
Date:	Thursday January 9, 2025
Time:	11:30 am
Location:	Zoom

12. MEETING ADJOURNED	
Time:	12:10 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 (if applicable)