



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Pharm Sci JOHSC

Worker Co-Chair: Tony Seet
Employer Co-Chair: Rehana Aziz

Date: December 17, 2024

Time: 12:00-1:00pm
Location: Room 3101 & Zoom Videoconference

AGENDA:

<ol style="list-style-type: none"> 1. Roll Call 2. Determination of Quorum 3. Review & Approval of Previous JOHSC Meeting Minutes 4. Additional Agenda Items & Approval of Agenda 5. Review CAIRS Accidents/Incidents <ul style="list-style-type: none"> • 135169-24/09/17: Nausea and dizziness in lab • 136097 (136081)-24/11/19: Walkway fall • 136222 (136209)-24/12/05: Exposure to a gas 6. Workplace Safety Inspections <ul style="list-style-type: none"> • GI-PharmSci-24/11/19: JOHSC Annual General Building Inspection Summary • GI-PharmSci-24/12/17-General Inspection Report-A/B/C • GI-PharmSci-24/12/17-Offices and Open Workstations-D • GI-PharmSci-24/12/17-Classrooms and Lecture Halls-E • GI-PharmSci-24/12/17-Shipping and Receiving Areas-H • GI-PharmSci-24/12/17-Laboratories-M • GI-PharmSci-24/12/17-Clinic-N 7. Education and Training <ul style="list-style-type: none"> • ED-PharmSci-24/12/17-01: JOHSC Member Training Update 8. Ongoing Business – Status of Action Items 	<ul style="list-style-type: none"> • NB-PharmSci-24/08/20-03: Annual Pharm Sci JOHSC Committee Evaluation • NB-PharmSci-24/10/15-01: SRS Follow-up Report RE: 2-Mercaptoethanol Spill on August 26, 2024 <ol style="list-style-type: none"> 9. Formal Recommendation Letters & Regulatory Inspections <ul style="list-style-type: none"> • IR#202413986130A/IR#202413986145A: Review of bullying and harassment policies and processes • IR#202413986141A: Review of bullying and harassment questionnaire • IR#202416709086A: Worker fell from ladder at UBC Centre for Comparative Medicine 10. New and Other Business <ul style="list-style-type: none"> • NB-PharmSci-24/12/17-01: Holiday Closure Building Checks • NB-PharmSci-24/12/17-02: Recent Security Incidents (AV/IT tampering, misuse of teaching spaces) • NB-PharmSci-24/12/17-03: Use of Earbuds/Headphones in Lab Areas • NB-PharmSci-24/12/17-04: Preparing for Extreme Winter Weather • NB-PharmSci-24/12/17-05: Annual Seasonal Shutdown Tips and Reminders • NB-PharmSci-24/12/17-06: JOHSC Member Round Table 11. Next Meeting 12. Meeting Adjournment
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1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Tony Seet	Faculty Association	Pharm Sci Academic	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Karla Williams	Faculty Association	Pharm Sci Research	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Adrian Ziemczonek	Faculty Association	Pharmacists Clinic	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Paulo Tchen	Faculty Association	Pharm Sci Academic	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Winnie Vong	CUPE 2950	Pharm Sci Academic	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sneha Singh	CUPE 2278	Graduate & Postdoctoral Studies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Megan Thomas	CUPE 2278	Graduate & Postdoctoral Studies	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Jacob Melamed	CUPE 2278	Graduate & Postdoctoral Studies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bahira Hussein	CUPE 116	Pharm Sci Research	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amanda Tran	AAPS	Human Resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jonathan Van Drunen	AAPS	Facilities & Operations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Litsa Blanis	AAPS	Pharm Sci Research	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Carolyn Rogers	AAPS	Office of the Dean	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Emma Riek	AAPS	Pharm Sci Academic	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda Herbert (<i>on leave</i>)	AAPS	Graduate & Postdoctoral Studies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Justin Ohata	AAPS	Pharm Sci Communications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employer Representatives		Work Location	Present	Regrets	Absent
Jamal Kurtu		Facilities & Operations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rehana Aziz		Facilities & Operations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/Ex-Officio Members		Work Location	Present	Regrets	Absent
MJ Alarcon		Pharm Sci Research, Admin	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Brent Page		Pharm Sci Research	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michelle Wang		adMare BioInnovations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amir Chatri		adMare BioInnovations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nancy Ford		CHTP, Faculty of Dentistry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diana Carlsen		MBF	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dan Williamson		UBC IT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ben Jan		UBC IT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eve Neesham-Grenon		UBC SRS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lia Hughes		Teaching Floors Local Safety Team	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Clara Ng		Office of the Dean	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Katy Law		Office of the Dean, Admin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



* (A) – Alternate member

2. DETERMINATION OF QUORUM		
a. A minimum of 4 members; b. Worker representatives (faculty and staff workers who do not exercise managerial functions) and employer representatives (management workers who exercise managerial functions); c. At least half of the members must be worker representatives;		
Is there quorum for this meeting?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
3. REVIEW AND APPROVAL OF PREVIOUS JOHSC MEETING MINUTES		
• Move to adopt minutes. Moved by: Jon Van Drunen Seconded by: Paulo Tchen		
Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA		
• Additional agenda items added: None • Move to adopt agenda. Moved by: Emma Riek Seconded by: Bahira Hussein		
Is the agenda approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

5. REVIEW CAIRS ACCIDENTS/INCIDENTS:					
Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
135169-24/09/17	E	Nausea and dizziness in lab A follow-up discussion was held regarding the incident where a lab member felt unwell after working in a tissue culture room with blood and chemicals. It was confirmed that the bleach used was already diluted. A suggestion was made to cool the bleach prior to use to mitigate the heat reaction, which caused condensation and fumes during the procedure. Additionally, it was noted that the vessel size might influence the reaction, as the typical jug size used is 4L.	Co-Chairs	-	C



5. REVIEW CAIRS ACCIDENTS/INCIDENTS:					
136097 (136081)- 24/11/19	E	<p>Walkway Fall</p> <p>An employee slipped on slushy ground due to inclement weather, impacting the left side of their body and jerking their neck. The root cause was identified as insufficient walkway maintenance during winter conditions.</p> <p>Corrective actions included ensuring walkways are cleared and salted before employees arrive (however, cannot be guaranteed) and issuing a safety reminder via <i>Pharm Sci Daily</i>. The notice outlined precautions, provided contact information for reporting hazards, and emphasized using main pathways and appropriate footwear.</p> <p>All corrective actions have been completed, and the issue has been addressed.</p>	Co-Chairs	-	C
136222 (136209)- 24/12/05	E	<p>Exposure to a gas</p> <p>On December 5, 2024, a student reported an incident in lab room 6206D of the Pharmaceutical Sciences building. While neutralizing bleach in a tissue culture flask with sodium metabisulfite, the student observed excessive bubbling and heat generation, which released gas that irritated their eyes, nose, and throat. The student declined first aid but was assessed by the floor safety warden and monitored by the supervisor, with no further symptoms reported.</p> <p>The root cause was identified as "Procedures not followed," likely due to an excessive amount of bleach added by another student.</p> <p>Corrective actions included implementing a new procedure: tissue culture flasks undergoing sterilization with bleach will be stored in a designated bin and transferred to a nearby fume hood for neutralization. This change minimizes the risk of gas exposure.</p>	Co-Chairs	-	C



5. REVIEW CAIRS ACCIDENTS/INCIDENTS:					
		All corrective actions have been completed, and the new procedure was implemented by December 6, 2024.			
		There was a suggestion to dump the bleach if its bubbling and to encourage reporting incidents as this was the second incident involving bleach.			

6. REVIEW OF WORKPLACE SAFETY INSPECTIONS					
Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
GI-PharmSci-24/11/19	E	<p>JOHSC Annual General Building Inspection Summary</p> <p>Building inspections have been completed and a summary report with a compilation of all findings can be found in the JOHSC sharepoint for everyone to review. There were no major infractions noted.</p> <p>Lab and office space users have been informed regarding specific infractions found in their space and some items such as blockage to fire exits have been addressed.</p> <p>General report is a working file and can be updated on SharePoint. Each infraction has a person responsible. Service numbers have also been recorded for UBC Building Ops tickets.</p>	Rehana Aziz	-	C
GI-PharmSci-24/12/17	E	<p>General Inspection Report-A/B/C</p> <p>Infractions are addressed as priority A, B or C. With A being more serious and C more minor infractions. There are no infractions in the A checklist.</p> <p>There are some minor issues for B including lights that were out or minor damage to the walls. Details could be found in the report. Sections are assigned according to nature of infraction.</p>	Rehana Aziz	-	C



6. REVIEW OF WORKPLACE SAFETY INSPECTIONS					
GI-PharmSci-24/12/17	E	<p>Offices and Open Workstations-D</p> <p>Trends in open workstations include clutter, garbage, and a buildup of surplus materials. Follow-up is required to address these issues, and reminders have been sent out that garbage removal is the responsibility of office users. A safety reminder was issued regarding loose items above head level, as they pose a seismic hazard.</p> <p>Window replacement, including weather stripping and addressing mold buildup, is under discussion, with replacements needed for some windows. Electrical issues have been reported, and users are reminded to report unused computers to UBC IT for secure data removal and recycling. The UBC Reuse-It program is also available as a resource for surplus items.</p>	Rehana Aziz	-	C
GI-PharmSci-24/12/17	E	<p>Classrooms and Lecture Halls-E</p> <p>Clutter was reported. Lights can only be replaced when there are no lectures.</p>	Rehana Aziz	-	C
GI-PharmSci-24/12/17	E	<p>Shipping and Receiving Areas-H</p> <p>Refer to report.</p>	Rehana Aziz	-	C
GI-PharmSci-24/12/17	E	<p>Laboratories-M</p> <p>The discussion covered labs in the basement, teaching labs, and the 5th and 6th floors (excluding AdMare). Fire exit blockages and chemical disposal concerns have been resolved. Identified trends include clutter and waste buildup, as well as gaps in training documentation and posting of required permits. Plans to build additional lab storage are being explored, with responsibility for maintenance assigned to lab users.</p>	Rehana Aziz	-	C
GI-PharmSci-24/12/17	E	<p>Clinic-N</p> <p>Refer to report.</p>	Rehana Aziz	-	C

* GI – General Inspection



7. REVIEW EDUCATION AND TRAINING

Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
ED-PharmSci-24/12/17-01	E	JOHSC Member Training Update Emma Riek will be leaving for a new position.	All Members	-	C

* ED – Education and Training

8. ONGOING BUSINESS – Status of Action Items

Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
NB-PharmSci-24/08/20-03	E	Annual Pharm Sci JOHSC Committee Evaluation The final JOHSC evaluation has been received. As continued from the previous meeting, the goals for 2024/2025 are: <ul style="list-style-type: none"> • invite members to present a safety related topic of their choice during JOHSC meetings (quarterly) • Encourage JOHSC members to share more concerns from their areas • Deliver an earthquake preparedness seminar This item will remain open for further discussion and suggestions for goals for 2024/2025.	Co-Chairs	March 2025	IP
NB-PharmSci-24/10/15-01	E	SRS Follow-up Report RE: 2-Mercaptoethanol Spill on August 26, 2024 From previous discussion, responsibility for following up on recommended corrective actions lies with the individuals involved in the investigation. If actions are completed, the report can be closed. If not, the issue should be escalated to the authority overseeing the PI for enforcement.	Co-Chairs	January 21, 2025	IP



8. ONGOING BUSINESS – Status of Action Items

		PI has given a response on the report. They will address all the issues in January.			
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* ED – Education and Training * GI – General Inspection *NB – New Business

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

<p>IR#20241398613 OA/IR#202413986 145A</p>	<p>E</p>	<p>Review of bullying and harassment policies and processes</p> <p>On October 25, 2024, WorkSafeBC issued an Inspection Report confirming the employer's processes for investigating bullying and harassment (B&H) were effective. However, following a managerial review on November 15, 2024, WorkSafeBC issued an order requiring a full investigation for a historical B&H file under section WCA21(1)(a), which mandates employers to ensure the health and safety of all workers. A Notice of Compliance report is due by December 18, 2024.</p> <p>The JOHSC/LST discussion emphasized the importance of employers having clear policies to prevent, address, and investigate B&H complaints. Workers should report incidents promptly, and investigations must be thorough, well-documented, and followed by corrective actions to prevent recurrence. Workers are advised to contact their administrative unit head, union representative, or HR advisor for support. Employers must also provide ongoing training on workplace B&H, maintain confidentiality during investigations, and offer support services such as EFAP to those affected.</p> <p>Additional guidance can be found under the <i>Bullying and Harassment</i> resource.</p>	<p>Co-Chairs</p>	<p>-</p>	<p>C</p>
<p>IR#20241398614 1A</p>	<p>E</p>	<p>Review of bullying and harassment questionnaire</p> <p>On November 1, 2024, a WorkSafeBC Officer reviewed an Executive Summary related to a bullying and harassment questionnaire submitted</p>	<p>Co-Chairs</p>	<p>-</p>	<p>C</p>



9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)					
		<p>by the employer. WorkSafeBC confirmed that the employer had conducted an effective investigation in compliance with the Workers Compensation Act, and no orders were issued to the University.</p> <p>The JOHSC/LST discussion highlighted the importance of clear policies for preventing, addressing, and investigating bullying and harassment. Workers should report incidents promptly, and employers must thoroughly investigate and document complaints, implementing corrective actions to prevent recurrence. Workers are encouraged to contact their administrative head of unit, union representative, or HR advisor for guidance during investigations.</p> <p>Employers should also provide regular training to ensure workers understand their rights and responsibilities regarding bullying and harassment, maintain confidentiality throughout investigations, and offer support services such as EFAP to affected individuals. Further guidance can be found in the <i>Bullying and Harassment</i> resource.</p>			
IR#20241670908 6A	E	<p>Worker fell from ladder at UBC Centre for Comparative Medicine</p> <p>On November 12, 2024, a WorkSafeBC Officer inspected the UBC Centre for Comparative Medicine after a worker fell 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. No orders were issued to the University.</p> <p>The JOHSC/LST discussion emphasized the need for regular inspection and maintenance of workplace ladders to prevent equipment failures. Damaged or faulty ladders must be immediately removed from service. Additionally, all serious incidents, potential serious injuries, or immediately reportable events must be reported to Campus Security at 604-822-2222 after calling 911.</p> <p>Incidents and near misses should be logged into CAIRS within 48 hours to allow for timely preliminary investigations, as required under section</p>	Co-Chairs	-	C



9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)					
		71 of the Workers Compensation Act. Full site investigations must be completed within 30 days, providing a detailed description of the incident, unsafe conditions, causes, corrective actions, and the name of the participating worker representative.			

* REC – Recommendation Letter *IR – WorkSafeBC Regulatory Inspection

10. NEW & OTHER BUSINESS					
Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
NB-PharmSci-24/12/17-01	E	<p>Holiday Closure Building Checks</p> <p>The building will close at noon on December 24, 2024, and reopen on January 2, 2025. PharmSci Ops and AdMare have hired postdocs to perform general building checks and monitor conditions during extreme weather.</p> <p>Lab users should notify the PharmSci Ops team of any concerns needing attention. Updated freezer information forms must be placed on freezers; the postdocs will check but are not responsible for repairs or transfers. Ensure all working-alone procedures are followed.</p>	Co-Chairs	-	C
NB-PharmSci-24/12/17-02	E	<p>Recent Security Incidents (AV/IT tampering, misuse of teaching spaces)</p> <p>AV equipment was found unplugged and tampered with, raising concerns about potential theft. Some batteries have already been stolen. These security issues will be reported to SMT in December.</p>	Co-Chairs	-	C
NB-PharmSci-24/12/17-03	E	<p>Use of Earbuds/Headphones in Lab Areas</p> <p>The use of earbuds and headphones in labs is under review due to safety concerns. This follows an incident in another building where calls for help went unheard. A survey of building users will be conducted to revisit the policy.</p>	Co-Chairs	-	C
NB-PharmSci-24/12/17-04	E	<p>Preparing for Extreme Winter Weather</p>	Co-Chairs	-	C



10. NEW & OTHER BUSINESS					
		<p>In extreme winter weather, UBC may cancel classes or curtail non-essential services as determined by the Deputy Vice-Chancellor. Check updates at ubc.ca and enable push notifications on the UBC Safe Vancouver app for real-time alerts.</p> <p>Facilities' teams handle ice prevention and snow removal on campus, prioritizing key roads, sidewalks, and pathways. Refer to the online priority map and report any concerns to the Facilities Service Centre at 604-822-2173.</p>			
NB-PharmSci-24/12/17-05	E	<p>Annual Seasonal Shutdown Tips and Reminders</p> <p>Before the holiday season, take steps to save energy and secure valuables:</p> <ul style="list-style-type: none"> • Sustainability Tips: Turn off lights, electronics, and non-essential lab equipment; unplug small appliances; close windows, blinds, and fume hood sashes; and report any air or water leaks. • Security Tips: Lock office and building doors, secure portable equipment and personal valuables, encrypt data devices, and protect building/office keys. Consider taking valuable items home for safekeeping. <p>Please inform the team if there are any areas or items that need to be secured.</p>	Co-Chairs	-	C
NB-PharmSci-24/12/17-06	E	<p>JOHSC Member Round Table</p> <p>No updates</p>	All Members	-	C

*NB – New Business

11. NEXT MEETING	
Date:	January 21, 2025
Time:	12:00-1:00 p.m.
Location:	Videoconference / In-person (Hybrid)



12. MEETING ADJOURNED

Time: 1:02pm

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)

Attachments