



UBC C&W Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: C&W JOHSC

Worker Co-Chair: Ladan Kalani
Employer Co-Chair: Kayla Shayne

Date: January 7, 2025

Time: 10:00 AM
Location: Zoom

AGENDA

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| <ol style="list-style-type: none"> 1. Roll Call 2. Determination of Quorum 3. Approval of Previous C&W JOHSC Meeting Minutes 4. Approval of Agenda <ul style="list-style-type: none"> • Additional Agenda Items per committee members 5. a) Review NEW Centralized Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents <ul style="list-style-type: none"> • New CAIRS reports or PHSA Reports, if relevant • 2024 CAIRS statistical review <p>b) Review Accident/Incident reports with ongoing action items</p> 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"> • Completed Inspections for Committee Review – See Schedule here <ul style="list-style-type: none"> ○ Pouladi Lab: Inspection completed, awaiting report. To be reviewed next month • 2025 Inspection Survey – Admin/office areas within FoM | <ol style="list-style-type: none"> 7. Review Education and Training <ul style="list-style-type: none"> • Committee members to confirm they have registered for/completed JOHSC Fundamentals 8. Ongoing Business – Status of Action Items <ul style="list-style-type: none"> • JOHSC promotion: coordinate a ‘coffee & donuts’ with the JOHSC • FoM Working Alone Program 2024 • Liquid Nitrogen tanks missing wrenches • Liquid Nitrogen SOP: HLI Videos for reference 9. JOHSC Formal Recommendation Letters & Regulatory Inspections <ul style="list-style-type: none"> • See WSBC attachments in SRS Co-chair email 10. Safety and Risk Services Update <ul style="list-style-type: none"> • SRS Co-chair email 11. New and Other Business <ul style="list-style-type: none"> • JOHSC Evaluation 12. Next Meeting: February 4, 2024 13. Meeting Adjournment |
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1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Ladan Kalani (Co-Chair)	Non-Union Technicians and Research Assistants	BC Children’s Hospital	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Beheroze Sathha	Non-Union Technicians and Research Assistants	BC Women’s Hospital	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clare Beasley	Faculty Bargaining	BCCHRI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mahfuza Sreya	Non-Union Technicians and Research Assistants	BC Women’s Hospital	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mike Davey	Non-Union Technicians and Research Assistants	CMMT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emily Harvey	Non-Union Technicians and Research Assistants	CMMT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jenny Lee	M&P—AAPS	BC Children’s Hospital Clinical Support Building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Theresa Williams	Non-Union Technicians and Research Assistants	CMMT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kelly Brown	Faculty Bargaining	BCCHRI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Madeleine Speck	Non-Union Technicians and Research Assistants	BCCHRI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marisa Ortiz	CUPE2950	BC Women’s Hospital	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Michelle Higginson	Non-Union Technicians and Research Assistants	BCCHRI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monika Kowatsch	Student Employee	BC Women’s Hospital	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
John Dado	M&P—AAPS	BCCHRI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kendall Plant	Non-Union Technicians and Research Assistants	BCCHRI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employer Representatives		Work Location	Present	Regrets	Absent
Kayla Shayne (Co-Chair)		BCCHRI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jeffrey Helm		BCCHRI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/Guests		Work Location	Present	Regrets	Absent
Mardi Henderson		SRS (FoM)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Madeline Leighton		SRS (FoM)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Nick Steel (A)		SRS (FoM)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. DETERMINATION OF QUORUM
<ul style="list-style-type: none"> 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"/>
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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)

December JOHSC Minutes

• Move to adopt minutes Moved by: Kelly Brown Seconded by: Jeffrey Helm

Are the minutes approved?

Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

- none

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 <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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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
		No new incident/accident reports this month			
CAIRS-25/01/07	E	Committee reviewed the attached summary of Incident/Accidents from January 1, 2024 – December 23, 2024. The committee observed:	Kayla, Mardi	2/4/25	N



		<ul style="list-style-type: none"> The number of incidents/accidents reported by paid students, staff and faculty at the CW Hospital campus last year was low. The committee estimates this is an underrepresentation of the number of incidents or near misses that occurred but were not reported. The committee shared feedback about the use of the UBC Centralized Accident / Incident Reporting System (CAIRS). It looks laborious and often includes more steps than is sometimes warranted by the severity/risk factors involved. Supervisors do not receive training on incident/accident reporting (other than what is covered in the Safety Supervision course available on WPL) There could be a perception that an incident prompts negative attention on a lab, rather than the investigation being impartial and focuses on corrective actions/learning opportunity. <p>Follow-up Actions:</p> <ul style="list-style-type: none"> Mardi to try and find out the incident/accident rate (compared to hours worked) for the CW Hospital Campus (All) Committee members can ask lab members whether they know how to use CAIRS when they interact with them during inspections Kayla to create an email template that can be sent post-inspection with lessons learnt/reminders to the lab that includes circulating a reminder to all users the steps and importance of timely incident/accident reporting. 			
INCIDENT/ACCIDENT INVESTIGATIONS WITH OPEN ACTIONS FROM PREVIOUS MEETING					
		None			

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:



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

Item # (Use Inspection #)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
Pouladi Lab 11/20/24	D	Pouladi Lab: Inspection completed, awaiting report. To be reviewed next month Update 1/7: John to send inspection form for upload	John	N/A	C
Rozmus Lab 12/17/24	D	Inspection complete. Mostly in good order just a few items like WHIMS labeling, minor trip hazards and spill kits. No follow up from JOHSC required.	N/A	N/A	C
Inspection Schedule for 2025	E	Kayla & John to create a schedule & then circulate to committee to sign up to inspections. Question from Committee: is the Children’s Hospital Foundation in scope?	Kayla/ John / Mardi	2/4/25	N
FoM inspection initiative 2025	E	Inspection circulated to Department & Centre Admins. Intended for UBC folks in offices/administrative spaces. FAQs are covered on MedNet . Benches covered by wet lab inspections do not have to be inspected twice. Actions: Mardi to ask the PHSA JOHSC whether they are already tracking.	Mardi	January 21, 2025	N

* 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-24/07/09-06	D	Marisa: JOHSC Training sign up TBC	Marisa	Due January 25	IP
ED-24/11/05-02	D	Kendall: JOHSC Training sign up TBC	Kendall	Due May 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
N/A	D	Promotional Funding: See September	John	March 2025	RF



8. ONGOING BUSINESS – Status of Action Items					
		<p>Update 10/8: Funding is available from SRS. Kayla to tie event onto fire safety event either late October/early November. Dates to be discussed next meeting.</p> <p>Update 11/5: Date of event TBC- late November/ early December. Kayla to put up poster board with JOHSC information, members, approved minutes etc. to promote.</p> <p>Update 12/3: Kayla to go ahead with safety talk during December and plan something in the new year.</p> <p>Update 1/7: John is going to be taking over the Institute training days and then once acclimatized to this will take over this event planning. Committee agreed to table for 3 months until John has had some time to take on those duties.</p>			
NB-24/06/04-01	D	<p>FoM Working Alone Program 2024: See September 2024 minutes</p> <p>Update 10/8: Qualtrics survey has been internally reviewed by SRS. Survey will be shared at next meeting for feedback. FoM survey is specific to tasks, risk assessment has been pre filled for the faculty as most worksites share similar risks. Working late at night- work assessment will only need to be done once.</p> <p>Update 11/5: Qualtrics has been circulated to committee for feedback. Try here: https://ubc.ca1.qualtrics.com/jfe/form/SV_3BQ3xy0hZuKQIMO Please do not circulate outside of committee.</p> <p>Update 12/3: Survey to be hosted on MedNet and promoted in Annual Inspection survey sent in January. Mardi to send note when ready to go. Mardi confirmed that this tool is to document the process, it is not intended to be used every time a person works alone. If workers already have a documented process that is working, it is not required to be completed.</p> <p>Update 1/7: Complete. Can now be accessed on MedNet</p>	N/A	N/A	C
NB-24/12/03-03	N	<p>Liquid nitrogen tanks missing wrenches: Shared tanks are provided by CMMT. A group of workers has been asked on several occasions to ensure there are multiple back up tanks and wrenches available for troubleshooting. Kayla and John to follow up.</p> <p>Update 1/7: Kayla presented a letter to the committee for consideration regarding the centralization of the supply of LN2.</p> <ul style="list-style-type: none"> Committee would like to support the recommendation rather than pen the letter directly to the department 	Kayla	2/4/25	IP



8. ONGOING BUSINESS – Status of Action Items					
		<ul style="list-style-type: none"> Committee recommended outlining the risks reduced by the proposed solution to better strengthen the recommended approach e.g. “the committee is supportive based on the following hazard reductions” Letters sent on behalf of the joint committee should be signed by both worker and employer co-chairs <p>Outcome/Action required: Not yet approved - Kayla to bring an updated draft back to the committee next meeting.</p>			
NB-24/12/03-04	N	<p>Liquid Nitrogen SOP: Committee identified opportunity for institute-wide SOP for liquid nitrogen tanks. In particular, labelling different parts of the tanks and troubleshooting. Workers often use tanks irregularly and are not well versed in using them. Mardi suggested a video like the ones made by HLI as a possible solution. Kayla to get John to gather existing SOPs. Mardi to share HLI videos</p> <p>Update 1/7: have begun drafting site wide procedures</p> <p>Committee noted importance of reminding whoever uses the nitrogen to make sure they shut it off completely when done.</p>	All	2/4/25	IP

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# 202416709097A	E	This Inspection Report documents the receipt and acceptance of the employer's full incident investigation report (EIIR) relating to an incident which occurred on November 12, when a worker fell from a ladder while addressing a ceiling water leak.	All	12/07/2024	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-25/01/07	E	<ul style="list-style-type: none"> Engineering Control Survey <p>SRS Assistants will be touring lab spaces (Point Grey Campus only) to record the location, condition and type of vented equipment – including (but not</p>	All	N/A	C



10. SAFETY & RISK SERVICES UPDATE

		<p>limited to) fume hoods, solvent cabinets, custom enclosures and Nederman arms connected into ducting. This information will be used to establish a record of engineering controls requiring HVAC connection, building level upgrades and repairs to HVAC systems. For any questions regarding this survey, contact research.safety@ubc.ca.</p> <ul style="list-style-type: none"> UBC Alert Testing UBC Alert will be sending out a test notification to UBC Vancouver students, faculty, and staff via a phone call and text message on Friday, January 17, 2025. To ensure you are receiving notifications, make sure your mobile number is up to date on Workday. Bell Let's Talk—Mental Health Day January 22nd is Bell Let's Talk Day which raises funds for mental health initiatives and aims to reduce the stigma around mental illness. Find out more information at Bell Let's Talk 			
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11. NEW & OTHER BUSINESS

- General discussion items (list actionable items below)

Item # (NB-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
NB-25/01/07-01	D	JOHSC Evaluation upcoming: Mardi to help Ladan and Kayla with the evaluation tool when we get this gets sent out by SRS to complete. Committee is looking good compliance wise – gives an opportunity for some strategic planning. Committee will receive a final copy of the report to review in ~3 months.	N/A	N/A	C

*NB – New Business

12. NEXT MEETING

Date:	February 4, 2025
Time:	10:00 AM
Location:	Zoom

13. MEETING ADJOURNED

Time:	11:02 AM
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LEGEND

PRIORITY:		STATUS:	
A	Critical/Life threatening/high probability	N	New
B	Urgent/moderate probability of re-occurrence	R	Repeat
C	Important/low probability of re-occurrence	C	Complete
D	Reminders	IP	In Progress
E	Information	RF	Referred forward

Monthly Distribution and Posting of Approved Meeting Minutes (Required):

- Responsible VP
- Responsible Managing Director/Dean
- All JOHSC members
- Internal Communications Person
- Safety & Risk Services ubcsafety.committee@ubc.ca
- Posted on any Safety Bulletin Boards (if applicable)

Posting of Approved Meeting Minutes (Required):

- [UBC C&W JOHSC SharePoint](#)