



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: December 3, 2024

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 b) Review Accident/Incident reports with ongoing action items 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"> ○ Completed Stores Inspection ○ Removing Xray sections on Inspection Template | <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 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"> • 2025 Meeting Schedule 12. Next Meeting: January 7, 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 Sатtha	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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Monika Kowatsch	Student Employee	BC Women's Hospital	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
John Dado	M&P—AAPS	BCCHRI	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nick Steel (A)		SRS (FoM)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Christin Jung (Guest)		BC Children's Hospital Clinical Support Building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. DETERMINATION OF QUORUM	
a. A minimum of 4 members; b. Worker representatives (faculty and staff workers who do not exercise managerial functions) and employer representatives (management workers who exercise managerial functions);	



c. At least half of the members must be worker representatives;		
Is there quorum for this meeting <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

(Statement to indicate minutes of previous meeting have been read & acknowledged and to record any corrections to it)

November JOHSC Minutes

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

Are the minutes approved?

Yes
 No

4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

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4 A. REVIEW ACTIONABLE ITEMS FROM LST MINUTES (if applicable)

Place actionable items under Accident/Incident Investigation, Safety Inspections, Correspondence, New Business etc. as applicable and assign proper item # for further discussion/action.

No actionable items noted

Is the agenda approved?

Yes
 No

5. REVIEW NEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

See attached incident report:

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

Item # (Use CAIRS Incident ID # and Incident Date)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status



INCIDENT/ACCIDENT INVESTIGATIONS WITH OPEN ACTIONS FROM PREVIOUS MEETING

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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:

Item # (Use Inspection #)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
GI-CMMT-date	E	<p>Stores Inspection CMMT: Storing large amount of ethanol and flammables, no chemical inventory available. No license to sell alcohol. Unsure when last Stores inspection occurred. Worker is wearing shorts. Committee asked if reasonable to enforce wearing long pants. Committee agreed to first see an updated chemical inventory and then decide based on associated hazards of chemicals stored. Worker has been working alone for extended period with no working alone arrangement. Often works until 7pm. Committee noted noise is also a concern in the space. Other noted issues were amount of unused cardboard, and food items in unlabeled freezer.</p> <ul style="list-style-type: none"> Kayla and John to decide on deadline for action items noted in inspection, including an updated chemical inventory Investigate potentially moving noisy items in space to reduce noise levels. Worker to complete WHMIS training, and then potentially Chem Safety Training, based on risk assessment. <p>Update 12/3: Chemicals identified include xylene, methanol, TRIZOL and phenol. Committee agreed to ask Stores manager to wear long pants considering risk of chemicals handled. An updated list of chemicals has been provided which will be put into an inventory and displayed on outside of door. Links to biosafety and chem safety training have been sent to manager for completion. All other corrective actions have been completed, including removing human food from fridges.</p>	Kayla/ John	1/7/25	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)					
		Actions: Kayla to contact Peggy for guidance on inventory template.			
N/A	E	Previous Inspection reports should be made available for those who are planning an inspection per the new Schedule. Committee members who completed workplace inspection reports in 2024 to forward reports to Madeline for filing on SharePoint. Update 12/3: Reports were forwarded and uploaded to SharePoint	All	N/A	C
GI-Parker-241104	E	Parker Lab: Only minor issues noted, including signage and WHMIS labels.	Ladan/ John	N/A	C
Pouladi Lab	D	Pouladi Lab: Inspection completed, awaiting report. To be reviewed next month	John/ Ladan	N/A	IP
N/A	E	Laser sections and radiation sections have been removed from inspection template	N/A	N/A	C

* 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-24/11/05-01	D	John: Enrolled in November	John	Due May 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	Kayla/ Mardi	1/7/25	IP



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>				
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>	All	1/7/25	C	

9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
Item # (use Recommendation or Report #)	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status
IR# 202413986130A and IR# 202413986145A	E	<p>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. Preventing and Addressing Workplace Bullying and Harassment Training and Bullying and Harassment website</p>	All	Oct 24, 2024	N/A	C



9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
IR# 202413986141A	E	On November 1, 2024, a WorkSafeBC Officer reviewed documentation in the form of an Executive Summary, pertaining to a bullying and harassment questionnaire submitted by the employer. WorkSafeBC confirmed that the employer followed the intent of the Workers Compensation Act and conducted an effective investigation.	All	Nov 1, 2024	N/A	C
IR# 202416709086A	E	CCM worker fell from a ladder while addressing a ceiling leak. Worker received first aid and was transported to hospital. The ladder was found to have a loose crossbar and has been replaced.	All	Nov 14, 2024	N/A	C

* REC – Recommendation Letter *IR – WorkSafeBC Regulatory Inspection

10. SAFETY & RISK SERVICES UPDATE					
Item # (SRS-yy/mm/dd)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
SRS-24/11/29	E	Preparing for extreme Winter Weather at UBC Annual Season Shutdown and Holiday Tips: <ul style="list-style-type: none"> Switching off electronics, lights, and unplugging small appliances Closing windows and blinds Take home or lock away valuable items or portable equipment, tools or laptops Shutting fume hood sashes, shutting down non-essential lab equipment 	All	N/A	C

11. NEW & OTHER BUSINESS					
<ul style="list-style-type: none"> 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-24/12/03-01	E	2025 Meeting Schedule: Committee accepted proposed dates for meetings. Madeline to send calendar invites.	All	N/A	C
NB-24/12/03-02	E	Terms of Reference: Committee approved TOR on December 3 rd , 2024. Madeline to upload to SharePoint	All	N/A	C
NB-24/12/03-03	N	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	1/7/25	IP



11. NEW & OTHER BUSINESS					
		Actions: Kayla and John to follow up.			
NB-24/12/03-04	N	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. Actions: Kayla to get John to gather existing SOPs. Mardi to share HLI videos	All	1/7/25	IP

*NB – New Business

12. NEXT MEETING	
Date:	January 7, 2025
Time:	10:00 AM
Location:	Zoom

13. MEETING ADJOURNED	
Time:	10:40 AM

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

Posting of Approved Meeting Minutes (Required):