



## UBC Surrey Memorial Hospital Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: SMH JOHSC

Worker Co-Chair: Achille Gardellini

Employer Co-Chair: -

Date: December 10, 2024

Time: 1:30 PM

Location: [Zoom](#)

### AGENDA

<ol style="list-style-type: none"> <li>1. Roll Call &amp; Introductions</li> <li>2. Determination of Quorum</li> <li>3. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes</li> <li>4. Approval of Agenda <ul style="list-style-type: none"> <li>• Additional Agenda Items per committee members</li> </ul> </li> <li>5. a) Review NEW Centralized Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents b) Review Accident/Incident reports with ongoing action items</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) <ul style="list-style-type: none"> <li>• View <a href="#">SRS inspection templates here</a></li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>7. Review Education and Training <ul style="list-style-type: none"> <li>• <a href="#">New Member training</a></li> </ul> </li> <li>8. Ongoing Business – Status of Action Items <ul style="list-style-type: none"> <li>• First Aid/ Fire Safety CC1</li> <li>• Violence Risk Assessments</li> </ul> </li> <li>9. JOHSC Formal Recommendation Letters &amp; Regulatory Inspections <ul style="list-style-type: none"> <li>• See WSBC attachments in SRS Co-chair email</li> </ul> </li> <li>10. Safety and Risk Services Update <ul style="list-style-type: none"> <li>• SRS Co-Chair email</li> </ul> </li> <li>11. New and Other Business <ul style="list-style-type: none"> <li>• Roundtable</li> </ul> </li> <li>12. Next Meeting: January 14, 2025</li> <li>13. Meeting Adjournment</li> </ol>
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1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Achille Gardellini	M&P - AAPS	City Centre 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tanya Fawkes	Faculty	City Centre 1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sharon Doubt	CUPE 2950	Surrey Memorial Hospital	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
James Wrightson	M&P - AAPS	City Centre 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bruna Mendrone	CUPE 2950	City Centre 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employer Representatives		Work Location	Present	Regrets	Absent
Heejung Kim		City Centre 1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bridget Begin		Surrey Memorial Hospital	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gary Mak		Surrey Memorial Hospital	<input type="checkbox"/>	<input checked="" 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"/>

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>Bridget Begin</u> Seconded by: <u>James Wrightson</u>		
Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>



**4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA**

- New CAIRS report- added to Section 5.

**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
136199 2024-12-04	C	<b>Strain:</b> Student was assisting patient to transfer to wheelchair. Patient’s knees buckled, student reached out for them, straining their back. Safety team reached out to preceptor who has submitted a report (CAIRS 136235). Student has been given alternate duties, so not time loss incident. Committee recommended looking at what tips are being given to students for transfer of patients e.g. body positioning and bracing. <b>Actions:</b> Mardi to reach out to the MPT-FV Clinical Site Lead to see if they have any additional corrective actions before closing the report.	N/A	N/A	C
<b>INCIDENT/ACCIDENT INVESTIGATIONS WITH OPEN ACTIONS FROM PREVIOUS MEETING</b>					

**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)*



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

- 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-SMH-2024/10/29	D	<p><b>Surrey Mem Hospital Inspection</b> Unknown when last fire drill was conducted- new manager will follow up. Reminder it is the supervisor’s responsibility to keep a record of staff safety orientation. It is not dictated how or where this information is kept, but it needs to be retrievable if requested.</p> <p><b>Update 12/10:</b> Currently waiting for Jacqueline replacement to be appointed to follow up on outstanding items. Item will be closed until replacement is hired.</p>	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-24-07-09-03	D	Tanya	Tanya	Dec 2024	IP
ED-24-07-09-04	D	Heejung	Heejung	Oct 2024	IP
ED-24-07-09-06	D	Bridget	Bridget	Sept 2024	IP
ED-24-09-10-01	D	Sharon	Sharon	March 2025	IP
ED-24-12-10-01	D	James	James	May 2025	IP
ED-24-12-10-02	D	Bruna	Bruna	May 2025	IP
ED-24-12-10-03	D	Gary	Gary	May 2025	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
NB-24-03-12-05	C	<p><b>First Aid and Fire Safety Plan:</b> See November 2024 minutes</p> <p><b>Update 12/10:</b> Most First Aid training now complete. Fire inspection completed November 28<sup>th</sup>. Tested rooms for smoke detectors and bells. Space and Facilities planning committee met to discuss fire safety, and who is point of contact. Mardi to reach out and get a contact.</p>	Mardi/ Achille	N/A	IP
24-04-09-01	D	<p><b>Violence Risk Assessments:</b> See August 2024 minutes</p> <p><b>Update 9/10:</b> Mardi to attach to next meeting for time to review</p> <p><b>Update 10/8:</b> Mardi away- TBC next meeting. Jacqueline confirmed VRA and has distributed at Surrey. Achille to confirm details with Mardi first.</p> <p><b>Update 11/21:</b> Midwifery details were confirmed. Staff to have phrase to say in situation where they feel unsafe in a way to not escalate a situation. This can be put into final VRA.</p> <p><b>Update 12/10:</b> Doors have been installed, swipe card access TBC. Waiting for card reader. No students this week so door will be left unlocked. Long term plan for door access TBC, recommendation of FoM SRS to keep doors locked. Achille meeting with faculty to discuss.</p>	Mardi/ Achille	1/14/25	IP
NB-24/09/10-02	C	<p><b>Children Participants in CC1</b> Committee asked if there are any safety considerations to take into account when children are on site (being new). Mardi to send draft of VRA for review</p> <p><b>Update 10/8:</b> Achille waiting for response from faculty to confirm if there is a waiver for children participants. Nick forwarded to John from Loss Prevention at SRS.</p> <p><b>Update 11/21:</b> Uncertain if the program is planning on bringing children back in, if No – no action required, if Yes – recommend a waiver/memorandum of understanding is created.</p> <p><b>Update 12/10:</b> PT/OT participants are always under supervision of parents; most are people they know not strangers. No formal waiver, potential risks are minimal. Waiver template is available from SRS <b>Actions: Mardi to discuss with Nick</b> – outside of committee scope.</p>	Achille/ Mardi	1/14/25	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	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. <a href="#">Preventing and Addressing Workplace Bullying and Harassment Training</a> and <a href="#">Bullying and Harassment website</a>	All	Oct 24, 2024	N/A	C
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	<p><b>Preparing for extreme Winter Weather at UBC:</b> In case of snow day, if UBC closes, SMH will also close. General procedure and safety measures are the same.</p> <p><b>Annual Season Shutdown and Holiday Tips:</b></p> <ul style="list-style-type: none"> <li>• Switching off electronics, lights, and unplugging small appliances</li> <li>• Closing windows and blinds</li> </ul>	All	N/A	C



**10. SAFETY & RISK SERVICES UPDATE**

		<ul style="list-style-type: none"> <li>• Take home or lock away valuable items or portable equipment, tools or laptops</li> <li>• Shutting fume hood sashes, shutting down non-essential lab equipment</li> </ul> <p><b>Achille will follow up with email with these recommendations</b></p>			
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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 – New Business

**12. NEXT MEETING**

Date:	January 14, 2025
Time:	1:30 PM
Location:	Zoom

**13. MEETING ADJOURNED**

Time:	2:00 PM
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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):**

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Responsible VP</li> <li>• Responsible Managing Director/Dean</li> </ul> | <ul style="list-style-type: none"> <li>• All JOHSC members</li> <li>• Internal Communications Person</li> </ul> |
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- Safety & Risk Services [ubcsafety.committee@ubc.ca](mailto:ubcsafety.committee@ubc.ca)

- Posted on any Safety Bulletin Boards (if applicable)

**Posting of Approved Meeting Minutes (Required):**

- [SMH JOHSC SharePoint](#)