



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Faculty of Medicine – Point Grey Campus

Worker Co-Chair: Patryk Krolikowski
Employer Co-Chair: Sunny Pao

Date: December 17, 2024

Time: 10:00 AM
Location: Zoom

AGENDA:

Location: Zoom: <https://ubc.zoom.us/j/66837840702>

	Topic	Time (min)	Desired Outcome(s)	Document
1	Roll Call and Introductions	5	<ul style="list-style-type: none"> Land Acknowledgement Guests and new members introduced 	
2	Determination of Quorum	1	<ul style="list-style-type: none"> Minimum of 4 members Worker reps ≥ employer reps 	
3	Approval of Previous JOHSC Meeting Minutes	1	<ul style="list-style-type: none"> Agreement that minutes are a complete and accurate reflection of the previous meeting 	See Previous Minutes
4	Review of Agenda	1	<ul style="list-style-type: none"> Everyone has an opportunity to add additional agenda items Agreement on agenda 	See Meeting Agenda
5	Review Actionable Items from LST Minutes	2	<ul style="list-style-type: none"> A list of concerns that require JOHSC input is recorded An action plan is created for each item (next steps and possible resolutions) 	
6	Review Workplace Safety Inspections	5	<ul style="list-style-type: none"> Members are aware of workplace inspections and follow up on items requiring review 	
7	Review Central Accident/Incident Reporting System (CAIRS) Reports	10	<ul style="list-style-type: none"> Everyone has an opportunity to ask questions Everyone understands the details, recommendations and resolutions for each incident All incidents have a worker rep assigned Thanks to our worker rep volunteer for incidents last month, call for new worker rep 	7a) December NEW CAIRS reports 7b) See Previous Minutes
8	Ongoing Business – Status of Action Items	10	<ul style="list-style-type: none"> Updates are discussed and recorded All member questions are addressed Everyone is up to date on all items 	See Open Business Action Log <ul style="list-style-type: none"> Membership Update Working Alone Program 2024 Follow-up Items for LSTs
9	JOHSC Recommendation Letters (Correspondence)	0	<ul style="list-style-type: none"> Reach consensus on any recommendation letters to send Agree on where to send letters and who/how this will be done 	See WSBC attachments in SRS Co-Chair email



10	Review Education and Training	5	<ul style="list-style-type: none">• All member training is recorded (either mandatory JOHSC courses or use of additional hrs)• Members are aware of available training opportunities	See items for December JOHSC Meeting
11	Safety and Risk Services Update	10	<ul style="list-style-type: none">• Committee reviews WorkSafeBC Inspection Reports from SRS• Review monthly recommended items to discuss• Any action items are discussed and assigned	See SRS Co-Chair email <ul style="list-style-type: none">• Preparing for extreme Winter Weather at UBC• Annual Season Shutdown and Holiday Tips

New Business

	Topic	Time (min)	Desired Outcome(s)	Document
12	CAIRS Statistics Review	10	<ul style="list-style-type: none">• Review incident/accident data with committee members for comment• Record any initiatives proposed by the committee based on data presented	See calendar attachment

Next Meeting: January 21, 2025



1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Patryk Krolikowski (Co-chair)	AAPS	DMCBH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mickey Frenklach	AAPS	UBC Campus	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jennifer Xenakis	Non-Union Tech	Koerner Pavilion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aaron Bogutz	Non-Union Tech	Life Sciences Centre	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Astou Thiam	Graduate Student	Koerner Pavilion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sahand Ghaffari	Postdoctoral Trainee	Life Sciences Centre	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Abbey Sugars-Keen	Graduate Student	Life Sciences Centre	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Erica McFarland	CUPE 2278	MacMillan Building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jharmela Tejano (A)	CUPE 2950	IRC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Donald Kinloch	CUPE 2950	Koerner Pavilion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employer Representatives		Work Location	Present	Regrets	Absent
Sunny Pao (Co-chair)		DMCBH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Melanie Bertrand		DMCBH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michelle Neilly		IRC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Rupinder Dhesi		BRC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tara Chapman		CBH	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Resources/Guests		Work Location	Present	Regrets	Absent
Nick Steel		SRS (FoM)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pierre Tanguay		SRS (FoM)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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"/>
Maggie Hou		VFMP Class of 2024 Representative	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Navid Saleh		VFMP Class of 2024 Representative	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Christa Grona		NMP Class of 2024 Representative	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lucy Wang		VFMP Class of 2025 Representative	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kabeer Poonia		VFMP Class of 2025 Representative	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ella Chan		VFMP Class of 2025 Representative	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Crystal McLeod		NMP Class of 2026 Representative	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dela Shojaei		VFMP Class of 2026 Representative	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



Kai Leong	VFMP Class of 2026 Representative	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ahmad Butt	VFMP Class of 2027 Representative	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kim Kate	VFMP Class of 2027 Representative	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

* (A) – Alternate member

2. DETERMINATION OF QUORUM		
<p>a. A minimum of 4 members;</p> <p>b. Worker representatives (faculty and staff workers who do not exercise managerial functions) and employer representatives (management workers who exercise managerial functions);</p> <p>c. At least half of the members must be worker representatives</p>		
<p>Is there quorum for this meeting?</p> <p><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></p>	<p>Yes</p> <input checked="" type="checkbox"/>	<p>No</p> <input type="checkbox"/>

3. APPROVAL OF PREVIOUS JOHSC MEETING MINUTES		
<i>(Statement to indicate minutes of previous meeting have been read & acknowledged and to record any corrections to it)</i>		
<ul style="list-style-type: none"> Move to adopt minutes 	Moved by: Aaron Bogutz	Seconded by: Jennifer Xenakis
Are the minutes approved?	<p>Yes</p> <input checked="" type="checkbox"/>	<p>No</p> <input type="checkbox"/>

4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA
<ul style="list-style-type: none"> Inspection Initiative 2025

5. REVIEW ACTIONABLE ITEMS FROM LST MINUTES (if applicable)					
<p>Place actionable items under Accident/Incident Investigation, Safety Inspections, Correspondence, New Business etc. as applicable and assign proper item # for further discussion/action.</p> <p><input checked="" type="checkbox"/> No actionable items noted.</p> <p>Minutes were received from the following LSTs:</p> <ul style="list-style-type: none"> LSC 5th Floor Safety Meeting Minutes Nov 2024 Pathology & Laboratory Medicine Minutes October 2024 MedC November 2024 Meeting Minutes 					
Item # (Use Inspection #)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status



5. REVIEW ACTIONABLE ITEMS FROM LST MINUTES (if applicable)

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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-LSC-241118	E	LSC 2 and 3 Floors Inspection records Nov. 18, 2024	N/A	N/A	C
GI-LSC-241031	E	LSC 5 th Floor Inspection Report Nov 2024	N/A	N/A	C
GI-MedC-241126	E	Med Block C Inspection Checklist	N/A	N/A	C

* GI – General Inspection

7. a) REVIEW OF NEW CAIRS INCIDENT / ACCIDENT REPORTS (as per attached meeting package)

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)

NOTE: The Committee has agreed that, at each meeting, a Worker Rep from this committee volunteer to be the identified as the Worker Rep for incidents that are being reviewed that do not have a Worker Rep already identified. This is practicable and appropriate because Worker Reps on this committee *are already actively participating in the review of these incidents*.

Jennifer volunteered to be the Worker Rep for the incidents reviewed at this meeting.

Legends defining common types of incidents/accidents within FoM:

- Needle Stick
- Sharp cut
- Environmental Hazards (EH)
- Contact with Chemicals (CWC)



7. a) REVIEW OF NEW CAIRS INCIDENT / ACCIDENT REPORTS (as per attached meeting package)

- Exposure to Potentially Infectious Materials (EPIM)
- Spills or Gas Leaks
- Ergonomics
- Slip/Fall
- Others i.e. not covered by categories noted above

Note that A/I involving animals are traditionally reviewed by the Animal Workers JOHSC

Item # (Use CAIRS Incident ID # and Incident Date)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
136215 (136044) 2024-08-08	C	Needlestick: MD student was poked by electrode at end of surgery while cleaning up surgical field. No obvious root cause, not common. Affected student shared that reporting process was complicated, but may have already reported through Vancouver General Hospital (VGH) system as well. Committee member mentioned helpfulness of BBF cards as they have step by step instructions, SRS have plenty in the office to distribute. These are handed out in first and third year, although timing of events can mean there are not many people in attendance. SRS team can supply some to student affairs at Diamond Health Care Centre (DHCC), and ask Vancouver Fraser Medical Program to hand out at suture workshop. IMP, SMP and NMP student affairs distribute cards at their respective sites. Mardi/Nick to see if more can be distributed at upcoming academic events where attendance is expected.	Mardi	1/25/2025	N
136235 2024-12-10	C	Strain: (Was CAIRS 136199) Physical therapy student strained back while transferring patient. Preceptor and placement coordinator have discussed, no other suggestions but discussed transferring technique. Referred to Surrey Memorial Hospital (SMH) JOHSC.	N/A	N/A	C
136188 (136166) 2024-11-28	C	Referred to A/W JOHSC.	N/A	N/A	C
136169 (136162) 2024-11-27	C	Sharp Cut: Staff were working with plastic, small (2mL), cryovials that had been stored in liquid nitrogen. Some liquid is thought to have entered the vial and started to off-gas causing the vial to burst. A staff member handling the vial sustained a small cut on their finger from the glass. Cleaned wound, no further follow up required. Root cause: Vial likely had a defective cryovial seal. Staff found a small number of other vials of the same brand and disposed them out of precaution.	Pierre	1/21/25	IP



7. a) REVIEW OF NEW CAIRS INCIDENT / ACCIDENT REPORTS (as per attached meeting package)					
		Committee identified that lab workers can be uncertain on how to use certain cryovials. Committee also recommended if certain brands have been identified as defective - please share information to other labs. Pierre to discuss with Rupl about whether a guidance document could be developed for lab workers.			
136152 (136109) 2024-10-23	C	Needlestick: MD student working with preceptor in surgical field received needlestick. Report was submitted late. Suture safety video was sent as a resource. Program director was reminded of reporting protocols. Mardi & Nick met with education team who suggested one of the academic half-days at beginning of rotations could include a needlestick case study. No further action required	N/A	N/A	C
136148 (136132) 2024-11-26	C	EPIM: MD student injecting local anesthesia into wound accidentally had the liquid splashed into their eyes. Student was not wearing eye protection as it is not common PPE required while giving anesthesia. Supervisor noted they would suggest face/ eye protection to students in future until they are more comfortable performing the task. Committee identified a root cause can sometimes be using the incorrect gauge of needle. No further action required	N/A	N/A	C
136130 (136060) 2024-08-19	C	Referred to St. Paul's Hospital (SPH) JOHSC	N/A	N/A	C
136123 2024-11-22	C	Referred to SPH JOHSC	N/A	N/A	C
136098 (136099) 2024-11-19	C	Referred to VGH JOHSC	N/A	N/A	C
136084 (136054) 2024-11-13	C	referred to VGH JOHSC	N/A	N/A	C
136052 (136050) 2024-11-08	C	Contact with Chemicals: Staff member was flushing isopropyl alcohol through flow sensor with 10ml syringe. When pressure was applied to syringe it caused the hosing train to disconnect and splashed fluid into eye. Worker flushed their eye for 20 mins, called UBC security. Followed procedure at ER and was referred to ophthalmologist. Returned to normal work duties. Root cause: Using overly large syringe to attempt to clear a blockage in the syringe. Person was not wearing eye protection.	N/A	N/A	C



7. a) REVIEW OF NEW CAIRS INCIDENT / ACCIDENT REPORTS (as per attached meeting package)					
		<p>Corrective actions: In future using a smaller syringe and pointing away from themselves and wearing eye protection. More eye protection has been ordered for the lab.</p> <p>All corrective actions complete</p>			
136043 (136032) 2024-11-12	C	Referred to VGH JOHSC	N/A	N/A	C
136010 (136091) 2024-11-07	C	<p>Other: Teaching Assistant working in gross anatomy labs at cadaver tables. Worker moved one of the tables and the tray that sits on top of table fell onto worker, striking thigh and foot. Their foot was protected by their boot. Helped to replace tray to table. First aid was administered.</p> <p>Root cause: Locks on table were in the unlocked position when table was moved.</p> <p>Corrective actions: Update anatomy labs rules to include checking locks are locked on tables, add signage on how to tell if locks are applied correctly on the table to prevent incidents in future.</p> <p>All corrective actions complete</p>	N/A	N/A	C

7. b) REVIEW OF OPEN/ON-GOING CAIRS INCIDENT/ACCIDENT REPORTS					
(* See Legend at end for Priority and Status Codes in 7a above)					
Item # (Use CAIRS Incident ID # and Incident Date)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
135104 2024-09-12	C	<p>EPIM: Medical practicum student had small amount of blood splashed into eye. Eye was immediately rinsed and BBF procedure followed. Nick followed up with supervisor with no response.</p> <p>Update 11/19: No response from supervisor. Nick reached out to placement supervisor.</p> <p>Update 12/17: No report received from preceptor after several attempts. Item will be closed</p>	Nick	N/A	C



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-24/01/16-01	E	<p>Membership Updates See September 2024 minutes Update 10/15: No updates, please contact FoM team if you know of potential new members, particularly CUPE 2950. Update 11/19: Lead for CUPE member who moved from Surrey JOHSC. Waiting for this person to settle into their role before they join their first meeting. Update 12/17: Welcome to Donald (CUPE2950). Faculty member TBC.</p>	Mardi	1/21/25	IP
NB-24/05/15-01	E	<p>Working Alone Program 2024: See September 2024 minutes Update 10/15: Nick ran a demo with SRS members. Try the Working Alone Qualtrics here. Please do not distribute outside of committee. Madeline to also send out link to committee, please provide any feedback to Madeline Update 11/19: Link has been sent to committee, as well as other JOHSCs. SRS to contact UBC comms team for roll out to staff and workers. Also posted on MedNet. Update 12/17: FoM team working on publication for MedNet for January. A question regarding working alone will be included in the annual inspection survey. FAQs: 1. If you have a documented process that is already working, you do not need to use this tool. 2. You only need to document procedure once, ideally reviewing annually. You do not need to use tool to check in every time. It will create a Working Alone Agreement between worker and supervisor; establishes a worker’s eligibility for working alone based on the tasks being done and provides time intervals required for checking in based on a risk assessment.</p>	ALL	1/21/25	IP
NB-24/09/17-01	E	<p>End of term for committee: Feedback received from members. Next month committee can review and discuss annual review. Will be added as new business in January.</p>	All	N/A	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. Preventing and Addressing Workplace Bullying and Harassment Training and Bullying and Harassment website .	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. REVIEW EDUCATION AND TRAINING

(General discussion, confirm all training is up-to-date, etc. For all actionable items please list below)

- Committee members can find Operations & Safety learning courses here: <https://wpl.ubc.ca/?query=OSSY>.

Item # (ED-yd/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
ED-24/09/17-01	D	Sahand is required to compete JOHSC fundamentals training.	Sahand	March 2025	IP
ED-24/09/17-02	D	Erica is required to compete JOHSC fundamentals training.	Erica	March 2025	IP
ED-24/09/17-03	D	Astou is required to compete JOHSC fundamentals training. 2A completed.	Astou	March 2025	IP
ED-24/09/17-04	D	Abbey is required to compete JOHSC fundamentals training.	Abbey	March 2025	IP

* ED – Education and Training



11. 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>Preparing for extreme Winter Weather at UBC:</p> <ul style="list-style-type: none"> • Advice of VC if classes are cancelled/rescheduled. Advised to check UBC website or UBC safe app • Ice prevention and snow removal- look at maps for priority roads near your area <p>Annual Season Shutdown and Holiday Tips:</p> <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
JOHSC November Safety Messages	E	<p>JOHSC November Safety Messages 2024</p> <p>Discussion points from last month have been put onto JOHSC newsletter. Please distribute to LST members, or other relevant workers. Can be posted on health and safety boards etc.</p> <p>Actions: Madeline to email to LST Co-Chairs for distribution.</p>	All	N/A	C

12. NEW BUSINESS					
Item # (NB-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
NB-24/12/17-01	E	<p>CAIRS Statistics Review: Incident/ Accident Trends & KPI Review Uploaded to SharePoint.</p> <p>Faculty, Staff & Paid Students:</p> <ul style="list-style-type: none"> • Most common accident types: puncture wounds/scratches, contact with chemicals and 'other' e.g. sprains/strains. • Most common 'incident only': Puncture wounds/ abrasions. • Most common Medical Treatment & Time Loss injuries: Chemical burns, abrasions and skin punctures. <p>Practicum Students:</p> <ul style="list-style-type: none"> • Most common accident types: needlesticks, contact with infectious materials and matter in eye. 	All	N/A	C



12. NEW BUSINESS

	<ul style="list-style-type: none"> • ‘Incident only’ reports are low. • Most common Medical Treatment & Time Loss injuries: Puncture wounds (69%), splashes. <p>Key Performance Indicators: Based off regulatory compliance.</p> <ul style="list-style-type: none"> • 56% of preliminary reports were completed within 48hrs of incident occurring. Certain units doing well, others get reported much later. • Committee noted there is a lot riding on communication between worker and supervisor to ensure supervisor report is submitted in time. Occasionally the supervisor and trainer are not the same person, as is the case in other departments. • 74% of CAIRS reports were completed within 30 days. Ideally this would be 100%. This can be a result of either person (IP or supervisor) submitting a report that has already happened more than 30 days ago, or report has missing fields. • Committee noted challenges with Corrective Actions. Many supervisors are unaware that actions are required to have a date assigned, how to make actions achievable, and that they need to go back into report to note that an action has been completed with a date attached. This is lack of knowledge of the CAIRS system. • Thanks to LSTs for helping supervisors fill in CAIRS reports. • Incidents that receive First Aid that escalate to ‘time loss’ or ‘medical treatment’: Only 2/11 of these incidents made First Aid call. There is a tendency for people to not want to call First Aid. <p>Opportunities for improvement:</p> <ul style="list-style-type: none"> • Increase MD Undergraduate Program (MDUP) 48-hour reporting. • Students: Clarifying what information is needed e.g. preceptors name or details. CAIRS system in unable to be updated, so communicating that getting a report submitted is the priority as information can be added or changed after submission. Challenge for students in MDUP is remembering to do it and finding time. • Staff reporting: working more closely with HR and onboarding documents for managers and employees- self assessment for performance review could include reporting on CAIRS. Actions: Sunny to investigate guide HR is working on and add note on template with forms. 			
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13. NEXT MEETING	
Date:	January 21, 2025
Time:	10:00 AM
Location:	Zoom

14. MEETING ADJOURNED	
Time:	11:35 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)