



APSC Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Faculty of Applied Science

Worker Co-Chair: Sean Buxton, MECH
Employer Co-Chair: Marlene Chow, CHBE

Date: Wednesday, January 8, 2025

Time: 09:00 - 10:30am
Location: Hybrid - CEME 2202 & Zoom Meeting

AGENDA:

<ol style="list-style-type: none"> 1. Roll Call 2. Determination of Quorum 3. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes 4. Additional Agenda Items, Review Actionable Items from Local Safety Team (LST) Minutes & Approval of Agenda 5. Review Central Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents <ul style="list-style-type: none"> • Monthly Incident List & Statistical Summary Report 	<ol style="list-style-type: none"> 6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers) 7. Review Education and Training 8. Ongoing Business – Status of Action Items 9. JOHSC Recommendation Letters (Correspondence) 10. New and Other Business 11. Next Meeting 12. Meeting Adjournment
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Aaron Hope	AAPS	MINE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carmen Jensen (A)	FAC	MINE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cindy Wong	AAPS	BPI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Erin Hagen	CUPE 116	CHBE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gary Lockhart (A)	AAPS	BRIM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heli Eunike (A)	CUPE 116	MTRL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jill Mahy	FAC	NURS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Worker Representatives	Association/ Union	Work Location	Present	Regrets	Absent
Markus Fengler	FAC	MECH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nadine Sad-Ang (A)	CUPE 116	ECE	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Robert Geyer	AAPS	SALA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Roza Vaez Ghaemi (A)	CUPE 2278	CHBE/BME	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sabrina Fried	AAPS	ECE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scott Jackson	AAPS	CIVIL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sean Buxton	AAPS	MECH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wendie Wu (A)	CUPE 2278	CHBE	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Employer Representatives	Association/ Union	Work Location	Present	Regrets	Absent
Ailish Statham	AAPS	APSC DO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jennifer Pelletier	AAPS	MECH	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Marlene Chow	AAPS	CHBE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Melissa Ethridge (A)	AAPS	APSC DO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/ Guests	Association/ Union	Work Location	Present	Regrets	Absent
Richard Colwell	Administrator	APSC DO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laura Thomsen	Administrator	APSC DO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Peggy Paduraru	Resource	Safety & Risk Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Note: Alternates are indicated by (A)					

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 a quorum for this meeting? <i>* If a 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)



3. APPROVAL OF PREVIOUS JOHSC MEETING MINUTES

<ul style="list-style-type: none"> • Move to adopt minutes. • List amendments to minutes Moved by: <u> Sabrina Fried </u> Seconded by: <u> Ailish Statham </u> 		
Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

Add Link to Update on Recent Work-Related Incidents from WorkSafe BC Approved by Sabrina Fried Seconded by Scott Jackson	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
-------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------	--------------------------------

5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

See the attached incident report: N/A

- Monthly Incident List & Statistical Summary Report *(make note of trends etc. For any general CAIRS information that requires discussion or action, please record under “New Business.” Any incident-specific items and follow up requests are to be listed below)*

(* See Legend at the End for Priority and Status Codes)

Item # <small>(Use CAIRS Incident ID #)</small>	Priority	Date	Action Plan <small>(Actions Taken/Need to be taken)</small>	Assigned To	Follow up: Date Pending	Status
Old reports w/follow up						
ECE						
135106 135105	C	2024-09-10	Worker struck by door: We’ve posted “please open door slowly” signs at all the crossover doors to the Macleod building 2024-12-11 - Update: Updating the signs to laminated signs has been delayed due to staffing shortages <i>2024-01-08 - Update: Laminated door signage has been installed</i>	SF (ECE)		C
NURS						
135323 135313	C	2024-10-06	Title: Syncope (fainting) What Happened: The student was with the primary nurse, who demonstrated how to instruct a patient on breastfeeding and also took the baby’s blood sugar. The student then began to feel	JM (NURS)		C



		<p>faint and sat down in a chair. They blacked out and later woke up still in the chair. The student was then taken to the ER and checked by a physician.</p> <p>Root Cause:</p> <p>Actions (and resolutions): Remind the student to stay hydrated and well fed before participating in activities.</p> <p>Actions due: 11/15, 2024</p> <p><i>2024-01-08 - Update: Following the action item from the December JOHSC meeting, I reviewed the fainting incident data from the reporting system for relevant incidents. The findings are as follows: 2024: 4 fainting incidents, 2023: 1 fainting incident & 2022: 6 fainting incidents. While the data is limited, it supports the observation that there were more fainting incidents in 2024 compared to the previous year. The majority of these incidents were attributed to either insufficient food/rest or pre-existing personal medical conditions. This data is based solely on the Faculty of Applied Science.</i></p>			
		NEW REPORTS			
		No new cases were reported			

6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)						
<i>Attach inspection checklist(s) and report(s) to these meeting minutes and use this table to record the discussion and new recommendation(s)</i>						
		Previous inspections with follow-up items:				
		APSC				
GI-EDC Offices- 23/11/14	C	Engineering Design Centre- Office and Administration spaces: 1) No Fire drill in the last 12 months. To be scheduled for 2024. 2) Some, but not all, bookshelves are secured to walls. SR to be submitted once vacant offices are occupied. 2025-01-08 - Update: All items have been addressed	RC (APSC) + Multiple		C	
		CHBE, CERC, & BRIC				



6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)										
GI/CHBE-24/08/14-01	C	Annual Lab Inspections: Complete – last items just need wrapping up						EH (CHBE)		C
		Inspection	Notable items							
		GI-CERC-24-08-27	272 - Door signage does not reflect hazards - Cleanliness could be improved - Gas cylinder unchained - Chemicals on floor, unlabeled Completed 274 - Poor lab cleanliness - Door signage does not reflect hazards (or proper contact info) - Chemicals on floor - Biosafety permit not posted in space - No lid on biohazardous waste container Ongoing – returned student completing this month 2025-01-08 - Update: all items completed							
CIVIL										
GI-CIVIL-2024/08/14-01	C	About 98% of the deficiencies have now been addressed						SJ (CIVIL)	2025-02-12	IP
		Inspection ID	Inspection Date	Location	Notable Issues <i>or "No major concerns" C = Done, IP = In Progress</i>					
		GI-RH-STR	24/06/25	Structures lab RH100	- 1.5T Hand hoist needs inspection IP					
MINE										
GI-MINE-2024/12/11-01	C	Item #	P	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date	S	AH (MINE)	2025-02-12	IP



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

		GI-CMP-24/11/22	B/C	<p>Inspection Date: Nov.22, 2024 Location: CMP 102; 110; 111; 111A</p> <p>Notable Issues: Bench tops in CMP 111 have asbestos in them and labelled by UBC. Only an issue when core sample prep takes place and scratches surface. Temporary covers are in place but Supervisor would like long-term solution.</p> <p>JOHSC Action Required? No</p>	Mininig LST/ Lab Supervisor	May 2025	IP			
		GI-CMP-24/11/22	C	<p>Inspection Date: Nov.22, 2024 Location: CMP 102; 110; 111; 111A</p> <p>Notable Issues: Supervisor has concerns over access to the lab space as they don't know who has a key. Suggest updating to card access. A key allocation list has been provided and card access will be reviewed.</p> <p>JOHSC Action Required? No</p>	AH		C			
		GI-CMP-24/11/22	B/C	<p>Inspection Date: Nov.22, 2024 Location: CMP 102; 110; 111; 111A</p> <p>Notable Issues: CMP 111- Students using compressive testing device have been found to not wear proper PPE (safety glasses, steel-toe capped boots). Clear signage to mandate using</p>	AH/Lab Supervisor	Feb 2025	IP			



6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)										
				correct PPE. Stop access to students JOHSC Action Required? No						
		GI-CMP-24/11/13	C	Inspection Date: Nov.13, 2024 Location: CMP 116 Notable Issues: Storage rack needs to be anchored to the wall. Notes: this rack is under 8ft an manually loaded/unloaded. It will be anchored and included in the ongoing lab safety updates. JOHSC Action Required? No	FY/C M	Feb 2025	IP			
		GI-CMP-24/11/01	C	Inspection Date: Nov.1, 2024 Location: CMP 100; 101; 101A; 101B; 108; 109 (Storage) Notable Issues: Updating of equipment SWP and maintenance logs. JOHSC Action Required? No	CM	Feb 2025	IP			
NEW INSPECTIONS										
GI-APSC-2025/01/08	C	ASPC Inspections of the Dean's Office spaces, including KAIS 1100, 1120, KAIS 5000, MCLD 4001-4009, and the Third Space, have been completed with no major issues identified.						RC & LT (APSC)		C
BRIM										
GI-BRIM-25/01/08	C	BRIM JOHSC Action	Date	Location	Significant Issues			GL (BRIM)	C	
		none	24/06/07	BRIM111 & 245 ECE/PHAS	Deficiencies reported: <ul style="list-style-type: none"> Ensure safety goggles are accessible (111) 					



6. REVIEW OF 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">• Provide portable eye wash bottle (111)• Remove obstruction from shower and eyewash station (245)• Post emergency contact information and first aid contacts sign (111)• Elevate power bars off floor in case of flood (111)• Have written working alone procedures• Record orientations and task-specific training (111 & 245)• Provide step ladder (245) Post updated chemical inventory (111 & 245).			
--	--	--	--	--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--	--



6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)							
		none	24/05/29	BRIM373 ECE	Deficiencies reported: <ul style="list-style-type: none"> • Rearrange items on shelves so that heavy items are placed lower. • Keep a record of lab-specific training. • Post an updated chemical inventory • Post a “no eating/drinking sign. 		
		none	24/10/08	BRIM241/242/ 243/244 PHAS/QMI	Deficiencies reported: <ul style="list-style-type: none"> • Relocate food cart from in front of electrical closet. • Reposition tall instrument on top shelf so that it doesn’t pose a falling hazard. • Document local safety training • Have a written working alone policy • Ensure all chemical containers have WHMIS labels. 		
GI-ECE-2025/01/08	C	Fred Kaiser Building • All common areas, meeting rooms, and 2020/2030.			ECE	SF (ECE)	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)

		<ul style="list-style-type: none"> A number of service requests have been placed for routine maintenance (burned out light bulbs, etc.) <p>Hector J. MacLeod Building</p> <ul style="list-style-type: none"> All common areas, meeting rooms, Informal learning spaces, classrooms and teaching labs A number of service requests have been placed for routine maintenance (burned out light bulbs, etc.) 			
GI-MINE-2025/01/08	C	<p style="text-align: center;">MINE</p> <p>Item # GI-FF-24/12/02 Action Plan: Inspection Date: Dec 2, 2024 Location: FF 503 Notable Issues: Potential ergonomic hazard reported. Request for chairs with back support while working in fume hoods (FH). Note: the FHs in FF 503 may not be designed for chairs or stools as there are cabinets below. A review will be conducted by LST members to determine if standing while using the FH is the only option. JOHSC Action Required? No (Actions Taken/Need to be taken) Assigned To: FY/Mining LST Follow up: Date Pending : Feb 2025 Status: IP <i>Question to the JOHSC? Is there a regulation that prefers chairs with wheels over chairs with feet? Action Item: The answer is not really, but Peggy will check what is recommended.</i></p>	AH (MINE)	2025-02-12	IP

* 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	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status
----------------------------	----------	-------------------------------------	-------------	-------------------------	--------



* 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
APSC					
NB-21/09/08-01	D	LST membership: Asking all LSTs to submit any changes to their membership to Richard to update list on respective share-point sites.	RC (APSC)		R
NB-23/01/11-04	C	Enrolment in the new chemical safety program: Enrolment in the new chemical safety program	All Committee Members		R
NB-23/06/14-01	E	Outstanding items in JOHSC minutes: Asking all JOHSC reps with old or outstanding inspections and items arising to contact RC and LT (APSC) with updates to close items off in the minutes	All Committee Members		R
NB-24/03/13-02	B	<p>ECE: Assessment of air quality in the Makerspace 3D printer room has been completed by Kane Consulting: early indications are that the room has less than half the ventilation it needs to meet current uses, let alone our plans for growth.</p> <p>2024-04-10 - update: At the request of Building Operations project services, an attempt is being made to establish what the “baseline” VOC reading is for the MCLD building (office 1017). Began showing readings that were consistently lower than those in the Makerspace, typically around 90 or less. Spikes in VOC readings correlated with times when 3D printers in the Makerspace were known to be working. This suggests a building wide deficiency.</p> <p>2024-05-12 - update: Comments: Would a recommendation letter from the JOHSC be appropriate? More VOC monitors would also be useful.</p> <p>2024-07-10- update: According to Makerspace Manager enclosures for the 3D printers had not been previously considered, but they may be cost-prohibitive (over \$20,000 for the existing 3D printers and even more to accommodate the anticipated future additions). Exploring whether an in-house or custom manufactured solution can be made for less.</p> <p>There is still no response from Building Ops on the project to repair/upgrade the building ventilation system.</p>	SF (ECE) RC (APSC)		R



		<p>2024-10-16 - update: Makerspace Ventilation Project: Jason Asnis proposed merging the Makerspace ventilation project with a new powder coating booth project. Concerns were raised about the scale and complexity of the Makerspace project, which is expected to be extensive and time-consuming. Consideration for merging will depend on whether issues with the Makerspace ventilation affect the machine shop or building-wide systems, as the same contractors have worked on both. Currently, no discussions on project funding have occurred, as the scope of work is still being defined. The department is covering costs for initial consultant evaluations of airflow issues. Further assessments will determine necessary air quality standards and inform project planning</p> <p>2024-12-11 - update: SF is required to conduct a room-by-room inspection.</p> <p><i>2025-01-08 – Update: Checking with management to see if there is budget available to complete the work.</i></p>			
		Items arising from previous LST meetings:			
		CHBE			
GI-CHBE-24/02/14-01	C	<p>FH testing: MC and RC met with JH (SRS) for an information meeting April 11/24. To be discussed at May APSC JOHSC meeting.</p> <p>Update: A survey to collect information on fume-hood issues has been created: https://ubc.ca1.qualtrics.com/jfe/form/SV_bCwhu702pKRvM7s</p> <p><i>2025-01-08 – Update: SRS is bringing some guidelines, which are less focused on maintenance and more on the user side of things.</i></p>	MC (CHBE) RC (APSC) JH (SRS) JB (Bops)		R
NB-24/10/09-04.02	E	<p>MECH: Can SRS share statistics at least annually, about accidents, incidents or near misses in similar facilities (such as in machine shops across campus.) At the moment the only way to find information about CAIRS reports from other departments is to go through the JOHSC minutes for each group. Action Item: Peggy will reach out to the team responsible for compiling the statistics for the executive team to clarify how get the data. There may be discrepancies due to grey areas on how they define different spaces, such as labs that could also be categorized as machine shops. Peggy will provide an update on this by the next meeting – 2024-12-11</p> <p><i>CAIRS stats for task-specific incidents from other faculties. RC to follow up with Science and Arts regarding workshop incidents. IP.</i></p>	RC (APSC)	2025-02-12	IP



		<i>2025-01-08 - Update: I've emailed Science and Arts to see if they are interested in sharing CAIRS data, starting with shop/makerspace/studio incidents</i>			
NB-24/10/09-04.03	E	<p>There is an issue with our current FOB system for access to rooms. If there is ever an active shooter that is a member of the community, they will have FOB access to any space that students might be hiding in. Right now, students/faculty/staff do not have a way to shut/lock doors in this kind of situation. To follow up on this, there are solutions available; https://www.securitech.com/en/products/lockdown-and-safe-haven-solutions.</p> <p>Action Item: Requesting a comprehensive response regarding active shooter protocols. Peggy will follow up with SRS</p> <p><i>2024/12/03: Follow-up regarding inquiry by MECH about job-accessible doors during shelter-in-place incidents by AS and RC with SRS. SRS to discuss internally and respond at APSC JOHSC Jan. 8/25 meeting. The meeting took place on December 3rd, 2024, and the report can be provided at the next meeting.</i></p> <p><i>2025-01-08 - Update: The suggestion to connect with Campus Security, and a meeting is being scheduled for further discussion</i></p>	RC + SRS/CS	2025-02-12	IP
NB-24/12/11-04.02	C	<p>MECH: Markus attended CHBE Linde presentation on gas bottle handling and found the need for a training course with a "focus on the design and implementation of apparatus attached to compressed gases"</p> <p><i>Action item: RC to follow up with SMEs in APSC to get a draft checklist/guideline together to present to the JOHSC</i></p>	RC (APSC) MC (CHBE)	2025-02-12	IP
Items arising from LST meetings for December meeting:					
NB-25/01/08-01	E	ECE: Nadine Sad-Ang will be taking over as the alternate member of the JOHSC			C

* ED – Education and Training * GI- General Inspection *NB – New Business

9. JOHSC RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafe BC)						
Item # (use Recommendation #)	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status
IR #202416709097A	E	<p>a. Description:</p> <p>i. 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.</p>	JOHSC Co-Chair	2024-12-13		C



9. JOHSC RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafe BC)

		<p>ii. There were zero (0) orders issued to the University.</p> <p>b. JOHSC/LST General Learnings/Discussion Points:</p> <p>i. Employers must ensure that all ladders used in the workplace are regularly inspected and maintained to prevent equipment failures. Damaged or faulty ladders must be removed from service immediately. In addition, confirm the height of the ladder is appropriate for the task.</p> <p>ii. As a reminder, any workplace incident that has caused a serious or life-threatening injury, had the potential for serious injury, plus all other immediately reportable incidents, must be reported to Campus Security at 604-822-2222 (after calling 911 emergency services) as part of the incident response.</p> <p>iii. Encourage everyone to report incidents and near misses into CAIRS within 48 hours of the occurrence so that a preliminary investigation can be completed within 48 hours as required by section 71 of the Workers Compensation Act</p> <p>iv. Reminder that incident investigations require a site visit that must be completed within 30 days, and include a detailed description of incident, unsafe conditions, contributors, causes, corrective actions, and the name of the participating worker representative.</p>			
--	--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--	--

* REC – Recommendation Letter

10. NEW & OTHER BUSINESS

Item # (NB-yy/mm/dd-01)	Priority	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
New Business					
NB-25/01/08-02	E	<p>Engineering Control Survey</p> <p>Safety & Risk Services is gathering information on the range and apparent condition of engineering controls available within research</p>			C



10. NEW & OTHER BUSINESS					
		<p>and teaching spaces on Point Grey campus. Starting in January, SRS Assistants will be touring lab spaces to record the location, condition and type of vented equipment – including (but not limited to) fume hoods, solvent cabinets, custom enclosures and Nederman arms connected into ducting. This will be done by visual observation and photos – there will be no interruptions to experimental work nor questions to answer. What we learn will be used to establish a record of engineering controls requiring HVAC connection, inform the triage of building level upgrades and repairs to HVAC systems supporting fume hoods and local area ventilation, and revise HVAC shutdown procedures to maximize occupant and operational safety.</p> <p>We anticipate very brief (~10 min) laboratory visits. Prior to the visit, department personnel will be contacted to confirm scheduling and indicate any rooms with relevant equipment that might be overlooked. We are also asking that clear signage be posted on entry doors to any space where entry is likely to compromise the experiment due to light sensitivity. For any questions regarding this survey, contact research.safety@ubc.ca.</p>			
NB-25/01/08-03	E	<p>UBC Alert testing on January 17 – are you in the loop?</p> <p>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.</p> <p>UBC Alert is the university’s mass notification system used to send alerts in urgent situations that pose an immediate safety or security risk to the community.</p> <p>To ensure you are receiving notifications, make sure your mobile number is up to date on Workday.</p> <p>The UBC Alert system works in tandem with UBC Safe App in Vancouver, and a push notification will also be sent through the app during the test. Download the app and turn on push notifications to receive important updates for safety and security risks. Learn more about UBC Alert and UBC Safe App.</p>			C
NB-25/01/08-04	E	<p>Bell Let’s Talk – Mental Health</p>			C



10. NEW & OTHER BUSINESS																					
		<p>January 22, 2025 is Bell Let's Talk Day which raises funds for mental health initiatives and aims to reduce the stigma around mental illness. You can find more about this day and how you can contribute at Bell Let's Talk.</p> <p>Each year, 1 in 5 Canadians faces a personal mental health challenge. At UBC, we're dedicated to providing support. Faculty and staff can access a range of mental health resources at UBC Health and Wellbeing. For additional educational opportunities, explore our mental health-related courses at UBC Workplace Learning. Together, we can foster a healthier, more supportive community.</p>																			
		Informational Items																			
NB-25/01/08-05	E	<p>Additional 8 hours of Occupational Health and Safety (OHS) Training</p> <p>All JOHSC members are entitled to an additional 8 hours of OHS training. Below are a few upcoming local and virtual conferences or seminars. Registration and costs associated will be the responsibility of your department. <i>Note - Just a reminder that this 8 hour of training is in addition to the regular Continuing Medical Education (CME)/Continuing Professional Development (CPD) time that you may use from your employment.</i></p> <ul style="list-style-type: none"> • Western Conference on Safety (in-person) on April 14-15 at the Hyatt Regency Vancouver. Early bird registration ends on March 13, 2025. • Employers' Advisers Seminars (in-person or virtual): The Employers' Advisers Office In-Person and Virtual Training Schedule for January-March 2025 has now been posted for registration. 			C																
NB-25/01/08-06	E	<p>JOHSC Training: New dates have been released for JOHSC and LST training. You can register for JOHSC training here, and LST training here.</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #d9e1f2;"> <th colspan="2">JOHSC Training</th> <th colspan="2">LST Training</th> </tr> <tr style="background-color: #d9e1f2;"> <th>Part 2a</th> <th>Part 2b</th> <th>Part 2a</th> <th>Part 2b</th> </tr> </thead> <tbody> <tr> <td>January 13th</td> <td>January 16th</td> <td>February 18th</td> <td>February 20th</td> </tr> <tr> <td>9:00am – 11:00am</td> <td>1:00pm – 3:00pm</td> <td>10:00am – 11:30am</td> <td>1:00pm – 2:30pm</td> </tr> </tbody> </table>	JOHSC Training		LST Training		Part 2a	Part 2b	Part 2a	Part 2b	January 13 th	January 16 th	February 18 th	February 20 th	9:00am – 11:00am	1:00pm – 3:00pm	10:00am – 11:30am	1:00pm – 2:30pm			C
JOHSC Training		LST Training																			
Part 2a	Part 2b	Part 2a	Part 2b																		
January 13 th	January 16 th	February 18 th	February 20 th																		
9:00am – 11:00am	1:00pm – 3:00pm	10:00am – 11:30am	1:00pm – 2:30pm																		
NB-25/01/08-07	E	Healthy UBC			C																



10. NEW & OTHER BUSINESS					
NB-25/01/08-08	E	Road Safety at Work			C
NB-25/01/08-09	E	WorkSafeBC: a. Winter is coming: What employers and drivers need to know b. Backgrounder: Emergency procedures for hazardous substances c. Recent work-related incidents reported to WorkSafeBC d. Enews			C

*NB – New Business

1. NEXT MEETING	
Date:	Wednesday, February 12, 2025
Time:	09:00 – 10:30
Location:	Hybrid: In person (CEME 2202) & zoom

2. MEETING ADJOURNED	
09:35	Moved by: Markus Fengler Second by: Sabrina Fried

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)