



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Faculty of Science – JOHSC

Worker Co-Chair: Kate Blackburn/Monica Clarkson
Employer Co-Chair: Glenn Sammis

Date: Thursday January 9, 2025

Time: 11:30 am
Location: Zoom

AGENDA:

<ol style="list-style-type: none"> 1. Roll Call <ol style="list-style-type: none"> a. Welcome Michelle! 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 <ol style="list-style-type: none"> a. Monthly Incident List b. Previous incidents 6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers) <ol style="list-style-type: none"> a. IR #202416709097A - receipt and acceptance of the employer's full incident investigation report for ladder fall in November. 7. Review Education and Training <ol style="list-style-type: none"> a. Michelle to complete training by July 2025 – new dates sent 	<ol style="list-style-type: none"> b. JOHSC members are entitled to an additional 8 hours of JOHS training. Here are some upcoming options that may be of interest 8. Ongoing Business – Status of Action Items <ol style="list-style-type: none"> a. General Inspections – completion status b. General Inspections – common themes to discuss c. 2025 JOHSC Goals 9. JOHSC Recommendation Letters (Correspondence) – nothing for discussion 10. New and Other Business <ol style="list-style-type: none"> a. Engineering Control Survey- b. UBC Alert will be sending out a test notification via phone call and text message on Friday, January 17, c. January 22, Bell Let’s Talk Day 11. Website News and Updates – anything to add? 12. Next Meeting: February 13, 2025 13. Meeting Adjournment
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1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Harry Brumer	Faculty	Michael Smith Laboratories	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Brett Couch	Faculty	Dept. of Botany	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Karen Reid	M&P	Michael Smith Laboratories	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kate Blackburn	CUPE 2950	Faculty of Science	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Christopher Stinson	CUPE 116	Beaty Biodiversity Museum	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vivian Leung	M&P	Dept. Computer Sciences	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mladen Bumbulovic	M&P	Physics & Astronomy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brendan Fisher	CUPE 116	Botanical Gardens	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tammy Tromba	CUPE 2950	Zoology	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Urmi Mody	CUPE 2278	Chemistry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anna Rodgers	CUPE 2950	ScienceCoop	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Theresa Lee	M&P	Math	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monica Clarkson	M&P	Chemistry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sebastian Medrano	AAPS	Dept. EOAS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
John Nomellini	M&P	M&I	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jacqueline Higgins	CUPE 2278	Chemistry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employer Representatives	Work Location		Present	Regrets	Absent
Glenn Sammis	Dept. of Chemistry		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michelle Lundrigan Herar	Dean's office		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amber Stefanson	Dept. EOAS		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laura Lockyer-Cotter	Faculty of Science		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/Guests	Work Location		Present	Regrets	Absent
Richard Wambolt	Safety and Risk Services		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jillian Turner	Microbiology and Immunology		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1A. CORE GROUP ATTENDANCE					
Faculty (2) – no M&P (2) – yes Employer Reps (2-3) – yes	CUPE 2950 (1) – yes CUPE 116 (1) –yes CUPE 2278 (2) – yes		NUT (1) - no		
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"/>

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: <u>Karen</u> Seconded by: <u>Nomo</u> 		
Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA		
<ul style="list-style-type: none"> • 		
4 A. REVIEW ACTIONABLE ITEMS FROM LST MINUTES (if applicable)		
<i>Place actionable items under Accident/Incident Investigation, Safety Inspections, Correspondence, New Business etc. as applicable and assign proper item # for further discussion/action.</i>		
<input checked="" type="checkbox"/> No actionable items noted		
Is the agenda approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
See attached incident report:					
<ul style="list-style-type: none"> • Monthly Incident List & Statistical Summary Report <i>(For any <u>general</u> 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)</i> 					
<i>(* See Legend at end for Priority and Status Codes)</i>					
Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
(Use CAIRS Incident ID # and Incident Date)					
126729-2024-12-03	C	Slip <ul style="list-style-type: none"> • First aid offered and declined • Updating SOP to start salt/sanding Nov 1 regardless of frost. • Going forward: salt/sand earlier in season regardless of conditions and add permanent signage that are may be slippery • Area was slippery • Slip on bricked area 	n/a	n/a	C
136252(136236)-2024-12-10	C	Worker struck nose on door frame <ul style="list-style-type: none"> • Reminder to workers to not rush • Worker was in a rush getting something out of a cabinet • Worker struck nose on door frame 	n/a	n/a	C
136206-2024-12-03	C	See 136230-2024-12-03 Exposure to small amount of n-BuLi			
136230-2024-12-03	C	Exposure to n-BuLi <ul style="list-style-type: none"> • Group did a great job of retraining and reporting. A Reminder that training only exists if it is documented • Provided Emergency Response Procedures and asked to review during group meeting – complete • Updated existing procedures & discussed in group meeting, provided updated procedure and training as required • Procedures were not followed • Exposure to small amount of n-BuLi 	n/a	n/a	C
136210(136211)-2024-12-05	C	Cut from broken glass pipette <ul style="list-style-type: none"> • M&I is transitioning to plastic pipettes, Nomo will clarify if plastic can be used for this job. Root cause should be excessive force/rushing • Reminded students and lab members to be gentle with this work • A little too much force used • Cut from broken glass pipette, first aid called. 	Nomo	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)

Distribute inspection checklist(s) and report(s) for meeting and use this table to record discussion and new recommendation(s)

No actionable items noted

Item # (Use Inspection #)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
IR #202416709097A	E	receipt and acceptance of the employer's full incident investigation report for ladder fall in November. i. Report all serious/reportable incidents to Campus Security (after 911) ii. Report all incidents into CAIRS within 48 hours iii. Complete reports within 30 days iv. Ladders must be regularly inspected and heigh appropriate for the task.	n/a	n/a	C

Annual General Inspection Tracking

Department	Notes	Date Completed
Math	Not yet uploaded	
Beaty Biodiversity Museum	Complete & uploaded	
Botanical Garden & Centre for Plant Research	Complete & to be uploaded	
Botany	Complete	
Chemistry	Complete and uploaded	Dec 2024
Computer Science	Complete and uploaded	Dec 2024
Earth Ocean and Atmospheric Science	Complete & uploaded	
Michael Smith Labs	Complete and uploaded	Dec 2024
Microbiology and Immunology	Bio Sciences complete, LSC – unsure as shared with many departments	
Physics and Astronomy	Complete	



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

* 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)					
<ul style="list-style-type: none"> new training dates announced and sent to applicable members JOHSC members are entitled to an additional 8 hours of JOHS training. Upcoming options shared with committee 					
Item # (ED-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
ED-25/01/09-01	C	<ul style="list-style-type: none"> New members to complete training in 6-months Michelle to complete training by July 2025 	Michelle	2025-07-01	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
136000(135966)-2024-11-05	C	<p>Worker was wearing gloves while working with cytology brush. Noticed cut tip of gloves but no puncture wound to skin.</p> <ul style="list-style-type: none"> Glenn in contact with SPH JOHSC: this should also be reviewed by SPH – Glenn to confirm they are reviewing Results: reminded staff to hold the Cytology brush further away from the cutting site and recommended to use wire cutters which have shorter cutting length; and mentioned the option of holding the Cytology brush with a metal force for added safety. Investigation: staff holding cytology brush too close to the cutting site. Hands were washed and because no puncture to not attend ER 	n/a	n/a	C



8. ONGOING BUSINESS – Status of Action Items					
		<ul style="list-style-type: none"> Worker was wearing gloves while working with cytology brush. Noticed cut tip of gloves but no puncture wound to skin. Was working with sample infected with HIV 			
136128(136126)-2024-11-21	C	<p>Worker stabbed themselves while opening clean needle.</p> <ul style="list-style-type: none"> Monica reviewed revised SOP and provided edits and two-hand uncapping needle method Monica to confirm there is a written protocol for uncapping needles. Results: reminder to use blunt needles and where to purchase. Reminder to use caution when uncapping needles. Investigation: procedures were not followed should have used blunt needle for this work. Student demonstrated that they knew the procedure. Worker stabbed themselves while opening clean needle. First aid called and declined. 	n/a	n/a	C
136253(136143)-2024-11-25	C	<p>Forearm pain from working in gardens</p> <ul style="list-style-type: none"> All corrective actions completed Bin now has a temporary ramp so RTV can drive up and use dump feature. Will reestablish roadway ramp to allow dumping direct with RTV into compost bin Reminder to staff about getting help with heavy loads and/or leavy near compost bin and using heavy machinery to lift it at a later time Forearm pain noticed during pulling action it was an awkward and heavy load More information needed Forearm pain from working in gardens 	n/a	n/a	C
136004-2024-11-07	C	<p>Cut finger</p> <ul style="list-style-type: none"> JOHSC: more information needed Cut finger 	Nomo	2025-01-30	IP
136187(136186)-2024-11-28	C	<p>Chloroform spill</p>	n/a	n/a	C



8. ONGOING BUSINESS – Status of Action Items					
		<ul style="list-style-type: none"> All actions completed Notify group to use alternate to chloroform Notice to group to use smaller amount of solvent and twistable cap Notify student with suggestions to help prevent similar spills Worker does NOT need to be on exposure list. JOHSC: possibly using an outdated protocol, Monica to confirm. Pierre to confirm if worker needs to be on exposure list. Results: reminded that chloroform should be used under fume hood and transferred via closed vessel. Provided PI with emergency response procedures with request to review with group Investigation: did not follow procedure and was working in tight space Chloroform spill while preparing for experiment. Room evacuated and spill mats used 			
135924 (135872)-2024-09-07	C	<p>Faculty painted wall</p> <ul style="list-style-type: none"> still open and is awaiting the lead monitoring report from a third party consultant. There are several health and safety risks that have been identified with this incident which includes not following established safety protocols, lack of knowledge of the building construction materials, improper use of controls, working alone, etc. SRS and Facilities are working with the Math dept. on this file and updates will be provided to the JOHSC as they become available. Rich to follow up Results: informed faculty to not do any service work Investigation: Faculty waited four months for service request and decided to take on work themselves. Incident: faculty painted wall in office after waiting four months for service request. No incident but want to flag for lack of response to service request. 	Glenn via Rich	2024-12-12	IP
135274-2024-10-03	C	<p>while walking upstairs worker felt back spasm</p> <ul style="list-style-type: none"> First aid offered and declined 	n/a	n/a	C



8. ONGOING BUSINESS – Status of Action Items

		<ul style="list-style-type: none"> Glenn to follow up with Brendan Question from JOHSC: Was first aid called? Results: reminded worker to stretch and take micro breaks when working Investigation: likely caused by repeated stress injury from previous day's work <p>Incident: while walking upstairs worker felt back spasm</p>			
NB-24/12/12-01	E	<p>JOHSC Improvement Goals for 2025</p> <p>*Closing and breaking apart this line item into separate discussions</p> <ul style="list-style-type: none"> Review general inspection report trends from previous year in January/February/March of following year. (Jill to add to agenda) Monica & Glenn to attend more LST meetings this year. Please invite Monica to your LST meetings Think about strategies to improve CAIRS report submission times. Suggestion is to have 1-2 go-to people in each department to help fill out the forms and promote this service. <p>Promoting details on Workers right to refuse unsafe work</p>	n/a	n/a	C

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

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
		Nothing for discussion				

* REC – Recommendation Letter *IR – WorkSafeBC Regulatory Inspection

10. NEW & OTHER BUSINESS

<ul style="list-style-type: none"> Welcome to the JOHSC Michelle! Engineering Control Survey- see details in agenda & meeting email



10. NEW & OTHER BUSINESS

- UBC Alert will be sending out a test notification via phone call and text message on Friday, January 17, make sure your cell is up to date in workday & download the UBC Safe App
- January 22, Bell Let's Talk Day raises funds for mental health and aims to reduce the stigma around mental illness <https://letstalk.bell.ca/>

Item # (NB-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
NB-25/01/09-01	E	JOHSC Improvement Goals for 2025 - General Inspections – Common Themes Chemistry & MSL to bring common themes to February meeting, rest of departments will be called each month – schedule will be provided.	Feb Mtg Chemistry & MSL (Karen & Monica)	2025-07-07	IP
NB-25/01/09-02	E	JOHSC Improvement Goals for 2025 – LST Meeting Attendance <ul style="list-style-type: none"> • Monica & Glenn to attend more LST meetings this year. Please invite Monica to your LST meetings • LST Meeting tracker: 	Monica & Glenn	2025-12-12	IP
NB-25/01/09-03	E	JOHSC Improvement Goals for 2025 - strategies to improve CAIRS report submission times. <ul style="list-style-type: none"> • January – if you are interested in joining this subcommittee, please email Monica or Glenn • Suggestion is to have 1-2 go-to people in each department to help fill out the forms and promote this service. 	Glenn/Monica	2025-12-12	IP
NB-25/01/09-04	E	JOHSC Improvement Goals for 2025 - Promoting details on Workers right to refuse unsafe work January – if you are interested in joining this subcommittee, please email Monica or Glenn	Glenn/Monica	2025-12-12	IP

*NB – New Business

11. NEXT MEETING

Date:	Thursday February 13, 2025
Time:	11:30 am
Location:	Zoom



12. MEETING ADJOURNED

Time:	11:57 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)