



## Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Faculty of Land and Food Systems

Worker Co-Chair: Patrick Leung\*  
Employer Co-Chair: Andy Jeffries

Date: January 9, 2025

Time: 1:00 pm  
Location: Zoom Meeting

### AGENDA:

<ol style="list-style-type: none"> <li>1. Roll Call</li> <li>2. Determination of Quorum</li> <li>3. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes</li> <li>4. Additional Agenda Items, Review Actionable Items from Local Safety Team (LST) Minutes &amp; Approval of Agenda</li> <li>5. Review Centralized Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents <ul style="list-style-type: none"> <li>• Monthly Incident List &amp; Statistical Summary Report</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)</li> <li>7. Review Education and Training</li> <li>8. Ongoing Business – Status of Action Items</li> <li>9. JOHSC Formal Recommendation Letters &amp;Regulatory Inspections</li> <li>10. New and Other Business</li> <li>11. Next Meeting</li> <li>12. Meeting Adjournment</li> </ol>
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1. Agenda (3-5 days before, main points on the email)
2. Training (focus on training rather than fixing issues after the fact, ex: if we notice problems that occur repeatedly – like researchers not knowing how to use PPE, have someone talk at a community meeting or add to general training for LFS, maybe an LFS refresher for people to click through for updates, no need to submit a certificate)
3. Off topic (acknowledge what they are bringing up and offer to add at the end of the meeting or next meeting)
4. Action items (try not to have ongoing columns, have specific dates, note other people [outside of meeting] that can cover a task)
5. Preamble (beginning of meeting, no need go in detail)
6. Action items and discussion (going to each person asking by name, none cannot be an answer, can be a general comment, can be positive or negative).



**1. ROLL CALL**

Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent	Not Needed
Sylvia Leung	Management & Professional	MCML	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick Leung	Management & Professional	FNH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deborah Wang (A)	CUPE 2950	MCML	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Derek Dee	Faculty Association	FNH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Andy Black	Faculty Association	MCML	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tim Carter (A)	Farm Workers	UBC Farm	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Baohua Wang	Non-Union Tech & Research Associates	MCML	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Barbara Stefanska (A)	Faculty Association	FNH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Borbala Foris	Faculty Association	DAIRY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Malina Suchin (A)	Graduate Student	DAIRY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Anna Brooks	Farm Workers	DAIRY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Julia Lomb	Dairy Farm	DAIRY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Miki Goda	Management & Professional	FBIC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Employer Representatives	Work Location	Present	Regrets	Absent	Not Needed
Andy Jeffries	MCML	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Xinyan Fan	AAPS/CUPE 2950 - Dietetics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Edmund Seow	MCML	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/Guests	Work Location	Present	Regrets	Absent	Not Needed
Himani Katyal	RMS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shilan Keshvadi	RMS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lewis Fausak	NUT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\* (A) – Alternate member

**2. DETERMINATION OF QUORUM**

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



c. At least half of the members must be worker representatives;		
Is there quorum for this meeting <i>* If quorum is not met, the meeting does not qualify as a monthly meeting. The monthly meeting will need to be rescheduled within the same month.</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

### 3. APPROVAL OF PREVIOUS JOHSC MEETING MINUTES

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

<ul style="list-style-type: none"> <li>• Move to adopt minutes. Moved by: <u>AB</u> Seconded by: <u>SL</u></li> <li>• (List amendments to minutes)</li> <li>• Correct the meeting time for next meeting</li> </ul>		
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"> <li>• (List additional agenda items) <ul style="list-style-type: none"> <li>- Discuss JOHSC Review</li> <li>- Draining issue in the courtyard area of the MCML entrance</li> </ul> </li> </ul>		
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#### 4 A. REVIEW ACTIONABLE ITEMS FROM LST MINUTES (if applicable)

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

No actionable items noted

Is the agenda approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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**5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:**

No new CAIRS reports

(\* 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
<i>E.g.</i> 119975-19/09/13		<i>Enter any information relevant to the incident/accident, actions to be taken by the JOHSC, recommendations etc.</i>			
134942-24/08/08	B	The visiting researcher got bitten by a rat during the training session at CCM. The researcher was wearing the required PPE. The rats were deemed to be not dangerous to humans, so only the wound was washed and bandage was applied. No other steps were taken. The researcher was getting trained when this incident occurred. The rat was attracted to the scent of materials on the gloves perhaps, as the rat became okay after the gloves were replaced. Bring in animal care workers JOHSC co-chair Gord to provide more support. PL tried to contact the prof, but hasn't heard back yet. PL to forward to animal care workers JOHSC. Animal care workers reached out to the PI to ask for clarification about corrective actions and completeness of report. AJ will follow up with Gord and the supervisor/PI, PL to forward most recent email to AJ.	PL/AJ	February 6, 2025	IP
136094-24/11/13	B	Staff arrived at the FNH building at 10:30 a.m. I was accompanied by a friend from the Neuroscience department at UBC. They had planned to go to the library together, to wanted to check out some books. But before heading to the library they wanted to keep their belongings in the NFH building and also check on	PL/AJ	February 6, 2025	IP



**5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:**

		<p>samples in the lab. They escorted my friend to the reading room at the ground floor. They took the fire exit staircase next to the reading room to go to FNH 290 to check on samples. They would have spent almost 20 minutes there and took the same staircase to come back down to the reading room to go the library next. While there were almost 2-3 flights remaining from the ground level, their foot slipped on a flight of stairs and bent inwards. They fell with my full weight on the bent foot. They felt a sharp pain in their foot and ankle and when they were able to gather themselves together, they crawled back and sat on a flight of stairs. They realised they wouldn't be able to walk themselves, so called a friend on the cellphone who was in the reading room. They came and helped get back on one foot and took them to the reading room. They called another friend who carried them to the cab and escorted them to the UBC Emergency Hospital. PL to inspect the staircase for any slippery surfaces or lighting issues etc. PL checked staircases, since a specific one was not mentioned, but did not notice anything out of the ordinary. PL has not heard back from the supervisor or the student involved. AJ will bring it up with the supervisor.</p>			
<i>136190-24/12/03</i>	B	<p>Staff was arriving at the MCM building on a bicycle with their dog whose leash was tied to the handle bar. The dog pulled away suddenly causing them to fall from the bicycle on their left side. Staff sustained scratches on their right hand, left pinky and left knee feels sore. They were wearing a helmet at the time and it protected their head during the fall. No headaches or soreness at the time of this report. Corrective actions: Advised staff not to have pet tied to handle bars and if absolutely necessary, to be attentive to possible lunges by said pet.</p>	ES	January 9, 2025	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). Distribute inspection checklist(s) and report(s) for meeting and use this table to record discussion and new recommendation(s)**

Location	Representative	Inspections completed	
MCML	Andy Jeffries	January <input type="checkbox"/> July <input type="checkbox"/>	No new inspections, general inspection will be completed soon.
FNH	Patrick Leung	January <input type="checkbox"/> July <input type="checkbox"/>	Completed last month, will be reviewed by LST. Pooling of water was noted near entrance.
UBC FARM	Anna Brooks	March <input type="checkbox"/> November <input type="checkbox"/>	AB sent regrets, will follow up next month
DAIRY	Julia Lomb	<input type="checkbox"/> <input type="checkbox"/>	Inspections in April and will receive help from
FBIC	Miki Goda	<input type="checkbox"/> <input type="checkbox"/>	TBA since building is under construction.

**6. REVIEW OF WORKPLACE SAFETY INSPECTIONS – Specific Items**

Item # (Use Inspection #)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
<i>E.g.</i> GI-Rix-19/09/13		<i>Enter any information relevant to the inspection, JOHSC action items, status of corrective actions, etc.</i>			

\* 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



**7. REVIEW EDUCATION AND TRAINING**

<p><i>E.g.</i> ED-19/09/19-01</p>		<p><i>New members are required to complete Part 1 &amp; Part 2 of fundamentals training within 6 months of joining the committee, record the status of training until completed.</i></p>			
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**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
<p><i>E.g.</i> ED-19/03/19-01</p>	<p>E</p>	<p><i>Add any additional relevant information pertaining to the status of this item – keep most recent information on top. If long list of details, older less pertinent information can be removed as it will have already been recorded in previous minutes.</i></p>			
<p>NB-24/02/01-03</p>	<p>E</p>	<p>LF, PL, Anna B sent an updated BERP template SRS. Dairy and FBIC will be coming in soon. Conversation about including the BERP First Aid, working alone policies, and animal care services will be included. Some farm workers had their First Aid training and are willing to get recertified. JL to give names of people to take the training to AJ, and can get them certified. SK mentioned that updates about changes in SRS First Aid have not been finalized, but said that she can update us when more information is available. AB completed the UBC Farm BERP. Working with Dustin on the first aid at the UBC Farm. Will have to complete ourselves, since SRS does not have records. AJ will have to visit the site to complete the BERP. JL and AJ have been working on the First Aid Assessment level, will have to confirm the level, then forward to Justin for review. Met in December to complete the First Aid Assessment – must include FA1 two basic first aid attendants at the farm. Should always have two people on site with the training. Split this action item into two – one about the BERP and one about the First Aid Assessment.</p>	<p>PL, AJ</p>	<p>March for BERP, 2025  February for First Aid, 2025</p>	<p>IP</p>
<p>NB-5/12/24-01</p>		<p><b>Preparing for Extreme Winter Weather at UBC</b></p>			



8. ONGOING BUSINESS – Status of Action Items																			
	E	As per the <a href="#">Snow Policy</a> , if UBC is subject to extreme winter weather conditions, the Deputy Vice-Chancellor of each campus or his/her delegate may decide to cancel or reschedule classes and/or curtail non-essential services. You are advised to regularly check the following website: <a href="https://www.ubc.ca/">https://www.ubc.ca/</a> in the event of extreme weather. Download the <a href="#">UBC Safe Vancouver app</a> and turn on your push notifications to receive immediate information and updates that are impacting the entire campus — e.g. weather advisories, class cancellations, etc. The mobile safety app is available for download on the <a href="#">iOS/Apple Store</a> for iPhone or <a href="#">Google Play Store</a> for Android. Facilities' Municipal Services and Custodial Service teams provides <a href="#">ice prevention and snow removal services</a> on the Vancouver Campus. Visit the website to see a map that identifies priority roads, sidewalks and pathways that crews will work towards when dealing with an ice or snow event. If you see any areas that need attention, please contact the <a href="#">Facilities Service Centre</a> at 604-822-2173.	LF	January 9, 2025	C														
NB-5/12/24-02	E	<b>Annual Seasonal Shutdown and Holiday Tips</b> Before leaving for this holiday season, help save energy and keep valuables safe by taking some simple actions:	LF	January 9, 2025	C														
		<table border="1"> <thead> <tr> <th>Seasonal Shutdown Tips from Sustainability</th> <th>Holiday Tips from</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> <li>Switching off electronics</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>Closing and locking office windows</li> </ul> </td> </tr> <tr> <td> <ul style="list-style-type: none"> <li>Turning off the lights</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>Turning off office lights</li> </ul> </td> </tr> <tr> <td> <ul style="list-style-type: none"> <li>Unplugging small appliances</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>Locking away portable e any external data device</li> </ul> </td> </tr> <tr> <td> <ul style="list-style-type: none"> <li>Closing windows and blinds</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>Closing blinds and curtain</li> </ul> </td> </tr> <tr> <td> <ul style="list-style-type: none"> <li>Reporting any air or water leaks</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>Locking valuable person taking it home</li> </ul> </td> </tr> <tr> <td> <ul style="list-style-type: none"> <li>Shutting fume hood sashes</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>Ensuring all your data de</li> </ul> </td> </tr> </tbody> </table>				Seasonal Shutdown Tips from Sustainability	Holiday Tips from	<ul style="list-style-type: none"> <li>Switching off electronics</li> </ul>	<ul style="list-style-type: none"> <li>Closing and locking office windows</li> </ul>	<ul style="list-style-type: none"> <li>Turning off the lights</li> </ul>	<ul style="list-style-type: none"> <li>Turning off office lights</li> </ul>	<ul style="list-style-type: none"> <li>Unplugging small appliances</li> </ul>	<ul style="list-style-type: none"> <li>Locking away portable e any external data device</li> </ul>	<ul style="list-style-type: none"> <li>Closing windows and blinds</li> </ul>	<ul style="list-style-type: none"> <li>Closing blinds and curtain</li> </ul>	<ul style="list-style-type: none"> <li>Reporting any air or water leaks</li> </ul>	<ul style="list-style-type: none"> <li>Locking valuable person taking it home</li> </ul>	<ul style="list-style-type: none"> <li>Shutting fume hood sashes</li> </ul>	<ul style="list-style-type: none"> <li>Ensuring all your data de</li> </ul>
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**8. ONGOING BUSINESS – Status of Action Items**

		<ul style="list-style-type: none"> <li>Shutting down non-essential lab equipment</li> </ul>	<ul style="list-style-type: none"> <li>Protecting your building and office keys at all times to prevent risk to your workspace.</li> </ul>			
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\* ED – Education and Training \* GI – General Inspection \*NB – New Business

**9. Round Table Updates (ongoing):**

Location	Representative	
MCML	Andy Jeffries	Updated about opening up MCML for longer hours for students to study in the building. One issue is that after 5pm is that there is no oversight or custodians in the building after 5 pm. Opened up for two weeks as a ‘trial run’ with no issues, and will likely do the same for the upcoming exam season. Rodent issues seem to be ramping up again, make sure to not leave food and bedding materials out. Meeting with facilities manager to discuss further options. Also discussed that people seem to prop the exterior doors open with various items so that they can get back into the building later in the day.
MCML	Andy Black	Updating about field trips and training for new personnel.
FNH	Patrick Leung	Discussed water pooling near the front of FNH, where it could freeze over and cause a tripping hazard. There is an office near an exit door where it seems that someone took a bunch of food and locked themselves in the room, usually the room is left unlocked, but it is used as an impromptu meeting space. Discussed putting a punch code on the door or a mirror on the roof? Or leaving the door locked and it will only be used when people ask for it. Perhaps the door could be swapped for one with a window in it?
DIETETICS	Xinyan Fan	Ministry of health published a notice that people must wear masks in public care areas.
UBC FARM	Anna Brooks	No updates.
DAIRY	Julia Lomb	Had LST meeting and brought up two items, what kind of first aid kits are needed and what should the working alone policy look like at the Dairy Farm?
FBIC	Miki Goda	Under construction due to several areas that are lacking.



10. 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
E.g.: CODE-REC-2017-01		<p><i>For all JOHSC Formal Recommendation Letters and Regulatory Inspections (Provincial Regulators including but not limited to WorkSafeBC, and Federal Regulators including but not limited to Transport Canada). Note ALL Regulatory Inspections, even if issued to another department. Make sure to refer to any applicable incident, investigations or other related occurrences by item #. DO NOT MOVE OUT OF THIS SECTION – this section is to be used to ensure employer is responding within 21 calendar days. Once correspondence is complete item can be removed.</i></p> <p><i>NOTE: Item# that correspondence pertains to should remain in the “Ongoing Business” and updated with any additional information until fully resolved.</i></p>				
E.g.: IR-2019-08-08- #201913063011A		<p><i>WorkSafeBC or Regulatory Correspondence: Provide a very brief summary and indicate any communication or corrective actions for the JOHSC. E.g. WorkSafeBC confirmed an Employer Incident Investigation Report was received as required. No action required of the JOHSC.</i></p>				
IR- 2024/08/30 #20241819505 1A	E	<p><b>Description: On August 27, 2024, a WorkSafeBC Officer conducted an inspection at the UBC Pharmaceutical Sciences Building following a workplace incident involving exposure due to a spill of mercaptoethanol.</b></p> <ul style="list-style-type: none"> <li>o The incident occurred after contaminated wipes were improperly disposed of in regular garbage handled by custodial staff. The lab manager had recently left, and newer students using the space were not fully aware of the safety protocols, resulting in improper use of the</li> </ul>	PL	October 3, 2024	January 9, 2025	C



10. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)

		<p>chemical outside of a fume hood and in a lab with inactive ventilation.</p> <ul style="list-style-type: none"><li>o With input from the Pharmaceutical Sciences JOHSC, final corrective actions included updating and reviewing SOPs for handling 2-mercaptoethanol, ensuring that it is clear the chemical must only be used in a fume hood, and providing task-specific training to all lab members. The Custodial JOHSC will also review the incident report and provide any final recommendations.</li><li>o There were zero (0) orders issued to the University.</li><li>• JOHSC/LST General Learnings/Discussion Points:<ul style="list-style-type: none"><li>o <u>Workers who handle hazardous substances must be trained on safe handling, labeling, and storage practices. Safety Data Sheets (SDSs) should be accessible, and workers must be informed of the potential risks associated with these substances.</u></li><li>o <u>Employers must ensure that proper procedures are in place to manage chemical spills, including prompt clean-up and hazard communication. Access to spill kits and relevant personal protective equipment (PPE) should be readily available.</u></li></ul></li><li>o 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</li><li>o Reminder that incident investigations require a site visit that must be completed within 30 days, and include a detailed description of incident, unsafe</li></ul>				
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10. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
		conditions, contributors, causes, corrective actions, and the name of the participating worker representative. PL to send out a message to PI's about having spill kits in their labs and reviewing the contents. Peter Hoffman has reviewed the labs to make sure the spill kits are current.				
<a href="#">IR-2024/10/25</a> <a href="#">#202413986130A</a> AND IR <a href="#">#202413986145A</a>	E	<p>Description:</p> <ul style="list-style-type: none"> <li>o On October 25, 2024, WorkSafeBC Issued an Inspection Report confirming that the employer has effective processes to investigate B&amp;H. However, on November 15, 2024, a WorkSafeBC managerial review was conducted and an order was issued requiring a full B&amp;H investigation for a historical file.</li> <li>o Order #1 - General Duties: An order was issued under section WCA21(1)(a), which states every employer must ensure the health and safety of all workers working for that employer, and any other workers present at a workplace at which that employer's work is being carried out.</li> <li>o The employer is required to submit a Notice of Compliance report by December 18, 2024.</li> <li>• JOHSC/LST General Learnings/Discussion Points:               <ul style="list-style-type: none"> <li>o Employers are required to have clear policies in place to prevent, address, and investigate bullying and harassment complaints. Workers should be encouraged to report incidents promptly.</li> <li>o Employers must ensure the health and safety of all workers by taking necessary steps to minimize or eliminate workplace bullying and harassment. Complaints related to bullying and harassment must be thoroughly investigated and documented. Appropriate corrective actions must be taken to prevent recurrence.</li> </ul> </li> </ul>	AJ	December 5, 2024	January 9, 2025	C



10. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
		<ul style="list-style-type: none"> <li>○ All workers should contact their administrative head of unit, Union/Association representative, or Human Resources Advisor, as they lead these investigations and provide necessary guidance throughout the process.</li> <li>○ Employers should provide ongoing training and education to ensure that workers understand their rights and responsibilities regarding workplace bullying and harassment.</li> <li>○ It is important to maintain confidentiality throughout the investigation process, and employers should offer <a href="#">support services (EFAP)</a> to workers who are involved in or affected by harassment complaints.</li> <li>○ Refer to <a href="#">Bullying and Harassment</a> for information on bullying and harassment.</li> </ul>				
<a href="#">IR-2024/11/01</a> <a href="#">#202413986141A</a>	E	<p><b>Description:</b> 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.</p> <ul style="list-style-type: none"> <li>○ WorkSafeBC confirmed that the employer followed the intent of the Workers Compensation Act and conducted an effective investigation.</li> <li>○ There were zero (0) orders issued to the University.</li> <li>• JOHSC/LST General Learnings/Discussion Points:               <ul style="list-style-type: none"> <li>○ Employers are required to have clear policies in place to prevent, address, and investigate bullying and harassment complaints. Workers should be encouraged to report incidents promptly.</li> <li>○ Employers must ensure the health and safety of all workers by taking necessary steps to minimize or eliminate workplace bullying and harassment. Complaints related to bullying and harassment must be thoroughly investigated and</li> </ul> </li> </ul>	AJ	December 5, 2024	January 9, 2025	C



10. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
		<p>documented. Appropriate corrective actions must be taken to prevent recurrence.</p> <ul style="list-style-type: none"> <li>○ All workers should contact their administrative head of unit, Union/Association representative, or Human Resources Advisor, as they lead these investigations and provide necessary guidance throughout the process.</li> <li>○ Employers should provide ongoing training and education to ensure that workers understand their rights and responsibilities regarding workplace bullying and harassment.</li> <li>○ It is important to maintain confidentiality throughout the investigation process, and employers should offer <a href="#">support services (EFAP)</a> to workers who are involved in or affected by harassment complaints.</li> <li>○ Refer to <a href="#">Bullying and Harassment</a> for information on bullying and harassment.</li> </ul>				
<a href="#">IR-2024/11/14</a> <a href="#">#202416709086A</a>	E	<p><b>Description:</b></p> <ul style="list-style-type: none"> <li>○ On November 12, 2024, a WorkSafeBC Officer conducted an inspection at the UBC Centre for Comparative Medicine following a worker’s fall from a ladder while addressing a ceiling water leak.</li> <li>○ The worker received first aid and was transported to the hospital.</li> <li>○ The ladder, found to have a loose crossbar, was removed from service and will be replaced. There were zero (0) orders issued to the University.</li> <li>• JOHSC/LST General Learnings/Discussion Points:               <ul style="list-style-type: none"> <li>○ 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.</li> <li>○ As a reminder, any workplace incident that has caused a serious or life-threatening injury, had the potential for</li> </ul> </li> </ul>	AJ	December 5, 2024	January 9, 2025	C



10. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
		<p>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> <ul style="list-style-type: none"> <li>o Encourage everyone to report incidents and near misses into <a href="#">CAIRS</a> within 48 hours of the occurrence so that a preliminary investigation can be completed within 48 hours as required by <a href="#">section 71 of the Workers Compensation Act</a></li> <li>o 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.</li> </ul>				
IR-2024/12/13 #20241670909 7A	E	<p><b>Description:</b> o 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. o There were zero (0) orders issued to the University.</p> <p><b>• JOHSC/LST General Learnings/Discussion Points:</b></p> <ul style="list-style-type: none"> <li>o 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.</li> <li>o 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-</li> </ul>	AJ	January 9, 2025	February 6, 2025	N



**10. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)**

		<p>822-2222 (after calling 911 emergency services) as part of the incident response.</p> <ul style="list-style-type: none"> <li>o 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</li> <li>o 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.</li> </ul>				
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*\* REC – Recommendation Letter \*IR – WorkSafeBC Regulatory Inspection*

**11. NEW & OTHER BUSINESS**

General discussion items (list actionable items below)

**JOHSC Review 2024**





**11. NEW & OTHER BUSINESS**

Committee's Continual Improvement Plan				
Identified Issue	Proposed Improvement	Person Responsible	Date	Estimated Completion Date
Enhancing safety support	Goal 1: Strengthen the safety program at the UBC DERC by fostering a strong JOHSC support system to address challenges of being a remote sit (e.g. WSBC first aid updates, working-alone) in the coming year to maintain a strong safety culture.	All Committee Members	January Meeting	September 2025
Support integration of FBIC	Goal 2: Address safety challenges for the Food and Beverage Innovation Centre (FBIC) as it prepares for full operation in 2025. Integrate the FBIC team into the JOHSC to help develop policies and procedures for safe use of industrial-scale equipment by internal and external users.	All Committee Members	January Meeting	September 2025
Enhancing JOHSC engagement	Goal 3: Increase JOHSC committee member participation through round table discussions and tasking members with following up on incidents in their respective areas to promote awareness and ensure adherence to the CAIRS process.	All Committee Members	January Meeting	September 2025
Improving safety communications	Goal 4: Enhance safety communications across all LFS facilities by developing targeted materials, such as building-specific posters for remote sites, and reinforcing supervisors' responsibilities regarding their teams, research areas, and CAIRS reporting.	All Committee Members	January Meeting	September 2025

Item # (NB-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
<i>E.g.:</i> NB-19/09/19-01		<i>For new items that are not currently in "ongoing business". Enter any relevant information regarding this item, actions to be taken, etc. If this item is not completed within the meeting, it will be moved to "Ongoing Business" for the following meeting</i>			
NB-06/01/25-01	E	The LFS JOHSC review came out, all members are asked to review the document sent out last month and come up with some ways to address some of the	All	March 6, 2025	N



11. NEW & OTHER BUSINESS					
		<p>problem areas and reach the goals set out. Areas of improvement include:</p> <ul style="list-style-type: none"> <li>-Employer communicates information about additional health and safety education opportunities for the committee members to fulfill their additional 8 hours of education.</li> <li>-Committee members share the workload of the JOHSC by participating in discussions and activities (i.e. conduct inspections, review incident investigations, SOPs and risk assessments, etc.).</li> <li>-Committee ensures the quality of regular inspections and reviews and assists when necessary.</li> <li>-Committee engaged in various activities to promote health and safety at UBC (i.e. participating in audits/risk assessments, creating health &amp; safety posters, distributing newsletter, etc.).</li> </ul>			
NB-06/01/25-02	E	JOHSC Review Goal 1: Strengthen the safety program at the UBC DERC by fostering a strong JOHSC support system to address challenges of being a remote sit (e.g. WSBC first aid updates, working-alone) in the coming year to maintain a strong safety culture.	All	September 2025	N
NB-06/01/25-03	E	Goal 2: Address safety challenges for the Food and Beverage Innovation Centre (FBIC) as it prepares for full operation in 2025. Integrate the FBIC team into the JOHSC to help develop policies and procedures for safe use of industrial-scale equipment by internal and external users.	All	September 2025	N
NB-06/01/25-04	E	Goal 3: Increase JOHSC committee member participation through round table discussions and			



11. NEW & OTHER BUSINESS					
		tasking members with following up on incidents in their respective areas to promote awareness and ensure adherence to the CAIRS process.	All	September 2025	N
NB-06/01/25-05	E	Goal 4: Enhance safety communications across all LFS facilities by developing targeted materials, such as building-specific posters for remote sites, and reinforcing supervisors' responsibilities regarding their teams, research areas, and CAIRS reporting.	All	September 2025	N
NB-06/01/25-06	E	<p><b>Engineering Control Survey</b></p> <p>Safety &amp; Risk Services is gathering information on the range and apparent condition of engineering controls available within research 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. 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</p>	LF	February 6, 2025	N



11. NEW & OTHER BUSINESS					
		<p>posted on entry doors to any space where entry is likely to compromise the experiment due to light sensitivity.</p> <p>For any questions regarding this survey, contact <a href="mailto:research.safety@ubc.ca">research.safety@ubc.ca</a>.</p> <p>LF to share to LFS today.</p>			
NB-06/01/25-07	E	<p><b>UBC Alert testing on January 17 – are you in the loop?</b></p> <p><a href="#">UBC Alert</a> 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. To ensure you are receiving notifications, make sure your mobile number is <a href="#">up to date on Workday</a>.</p> <p>The UBC Alert system works in tandem with <a href="#">UBC Safe App</a> in Vancouver, and a push notification will also be sent through the app during the test. <a href="#">Download the app</a> and turn on push notifications to receive important updates for safety and security risks. Learn more about <a href="#">UBC Alert</a> and <a href="#">UBC Safe App</a>.</p> <p>LF to share to LFS today.</p>	LF	February 6, 2025	N
NB-06/01/25-08	E	<p><b>Bell Let’s Talk – Mental Health</b></p> <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 <a href="#">Bell Let’s Talk</a>.</p> <p>Each year, 1 in 5 Canadians faces a personal mental health challenge. At UBC, we're dedicated to</p>	LF	February 6, 2025	N



11. NEW & OTHER BUSINESS					
		<p>providing support. Faculty and staff can access a range of mental health resources at <a href="#">UBC Health and Wellbeing</a>. For additional educational opportunities, explore our mental health-related courses at <a href="#">UBC Workplace Learning</a>. Together, we can foster a healthier, more supportive community.</p> <p>LF to share to LFS today.</p>			
NB-06/01/25-09	E	<p><b>Occupational Health and Safety (OHS) Training</b> 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.</p> <ul style="list-style-type: none"> <li>• <a href="#">Western Conference on Safety</a> (in-person) on April 14-15 at the Hyatt Regency Vancouver. Early bird registration ends on March 13, 2025.</li> <li>• <a href="#">Employers' Advisers Seminars</a> (in-person or virtual): The Employers' Advisers Office In-Person and Virtual Training Schedule for January-March 2025 has now been posted for registration.</li> </ul> <p>LF to share to LFS today.</p>	LF	February 6, 2025	N
NB-06/01/25-10	E	<p><b>Review TOR</b> LF to send out terms of reference to JOHSC for review for the upcoming meeting in February.</p>	All	February 6, 2025	N
NB-06/01/25-11	E	<p><b>Review Refusal of Unsafe Work</b> All members to review the refusal of unsafe work for upcoming meeting in February.</p>	All	February 6, 2025	N
NB-06/01/25-12	E	<p><b>Review Common Incidences in CAIRS</b></p>	All	February 6, 2025	N



11. NEW & OTHER BUSINESS					
		LF to try and pull the CAIRS summary for LFS for a review during our upcoming meeting and send out with the meeting minutes.			
NB-06/01/25-12	E	<b>Updated Trainings</b> PL mentioned that some training programs have updates, but do not expire. Perhaps there is a way to see when courses were updated and maybe we can push internally to get people to take the training again.	PI	February 6, 2025	N

\*NB – New Business.

1. NEXT MEETING	
Date:	February 6, 2025
Time:	11:00 AM
Location:	Zoom Meeting

2. MEETING ADJOURNED	
Time:	2:03 PM

**LEGEND**

PRIORITY:		STATUS:	
<b>A</b>	Critical/Life threatening/high probability	<b>N</b>	New
<b>B</b>	Urgent/moderate probability of re-occurrence	<b>R</b>	Repeat
<b>C</b>	Important/low probability of re-occurrence	<b>C</b>	Complete
<b>D</b>	Reminders	<b>IP</b>	In Progress
<b>E</b>	Information	<b>RF</b>	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](mailto:ubcsafety.committee@ubc.ca)
- Posted on any Safety Bulletin Boards (if applicable)