



VGH Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: VGH JOHSC

Worker Co-Chair: Dr Susan Moore
Employer Co-Chair: Karen Donaldson

Date: January 9, 2025

Time: 10:00 AM
Location: Zoom

AGENDA

- | | |
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| <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 <ul style="list-style-type: none"> • December JOHSC Minutes 4. Approval of Agenda <ul style="list-style-type: none"> • Additional Agenda Items per committee members 5. a) Review NEW Centralized Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents <ul style="list-style-type: none"> • New CAIRS reports – see attached reports • PHSA Reports b) Review Accident/Incident reports with ongoing action items 6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers) <ul style="list-style-type: none"> • Research Pavilion Schedule: <ul style="list-style-type: none"> ○ Completed & Submitted for Review – none ○ Open Actions ○ Outstanding Reports: <ul style="list-style-type: none"> • APEL & Biobank: waiting for report • Review any other Inspections Submitted for JOHSC attention • Faculty of Medicine Space Reviews <ul style="list-style-type: none"> ○ SRS Research Safety assisting with gap assessment | <ol style="list-style-type: none"> 7. Review Education and Training <ul style="list-style-type: none"> • New Member training: Confirmation of outstanding members • Record any additional H&S education attended by JOHSC members 8. Ongoing Business – Status of Action Items <ul style="list-style-type: none"> • Chem Waste Room JBRC 113 – Karen to update committee on recommendations • Diesel Fumes – Metro Vancouver Site Visit to Carlsten Lab, Mardi to update • FoM Working Alone Program 2024: request for committee feedback • Safety review on new equipment 9. JOHSC Formal Recommendation Letters & Regulatory Inspections <ul style="list-style-type: none"> • See WSBC attachments in SRS Co-chair email 10. Safety and Risk Services Update <ul style="list-style-type: none"> • SRS Co-Chair email • FoM Office/Admin Inspection Survey 11. Facility Updates 12. New and Other Business <ul style="list-style-type: none"> • JOHSC Annual Evaluation Report 13. Next Meeting: February 6, 2025 14. Meeting Adjournments |
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1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Susan Moore	Faculty Non-Bargaining	Prostate Centre - JBRC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Eunice Li	Non Union Technicians and Research Assistants	OVCARE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mitali Pandey	Non Union Technicians and Research Assistants	Prostate Centre - JBRC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Danmei Liu	M&P - AAPS	Centre for Aging SMART – R.Ho	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Orson Moritz	Faculty	Eye Care Centre	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Andee Biason	M&P - AAPS	UGME - Diamond Health Care Centre	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dilraj Kaur Longowal	Non Union Technicians and Research Assistants	IIRC- JBRC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hani Yavari	CUPE 2950	8 th Floor, DHCC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gigi Leung	Non-Union Technicians and Research Assistants	Research Pavilion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sarah Simmons	Student Employee	Research Pavilion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jordan Bird	Student Employee	Research Pavilion	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Christina Whang	Student Employee	Blusson Spinal Cord Centre	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Yu-Chi (Pat) Chiu (A)	Non Union Technicians and Research Assistants	MAF JBRC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joanne Matsubara (A)	Faculty	Eye Care Centre	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Zackary Grant (A)	Non Union Technicians and Research Assistants	Blusson Spinal Cord Centre	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vivian Chung (A)	M&P - AAPS	Centre for Aging SMART – R.Ho	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employer Representatives	Work Location		Present	Regrets	Absent
Karen Donaldson	Facilities and Administration, VCHRI		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stephanie Smith	MAF JBRC		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yuan Jiang	Blusson Spinal Cord Centre		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kate Orchard (A)	MAF JBRC		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/Guests	Work Location		Present	Regrets	Absent
Mardi Henderson	SRS (FoM)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Madeline Leighton	SRS (FoM)		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



2. DETERMINATION OF QUORUM

- a. A minimum of 4 members;
- b. Worker representatives (faculty and staff workers who do not exercise managerial functions) and employer representatives (management workers who exercise managerial functions);
- c. At least half of the members must be worker representatives;

Is there quorum for this meeting?

** 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.*

Yes

No

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)

December JOHSC Minutes

- Move to adopt minutes.

Moved by: Mitali Pandey

Seconded by: Stephanie Smith

Are the minutes approved?

Yes

No

Approved with a correction (Page 11): Section 12 New Business. Item 24/12/09-02. Please send recommendations to Karen

4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

- See new items from Mitali
- Safety concern forwarded to the committee regarding the Eye Care Centre.

4 A. REVIEW ACTIONABLE ITEMS FROM LST MINUTES (if applicable)

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

No actionable items noted

Is the agenda approved?

Yes

No



5. REVIEW NEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

See attached incident report:

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

Item # (Use CAIRS Incident ID # and Incident Date)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
136268 2024-12-17	C	Needlestick: Radiology fellow sustained needlestick – Mardi to find suitable supervisor to assist with the report. Note: Incident date was 1 st of November 2024.	Mardi	02/06/25	N
136215 (136044) 2024-08-08	C	Needlestick: See Open Incidents 5b.	N/A	N/A	C
136270 (136266) 2024-12-17	C	Puncture Wound: lab work lead to broken skin. Worker offered additional PPE when there is an increased risk. Person confirmed they were comfortable with handling techniques. No further action required	N/A	N/A	C
136263 (136256) 2024-12-13	R	Fumes: (Repeat issue) The team working on the 1 st floor JBRC noticed fumes in the work area at ~11:55am. Landscape company truck was seen to be driving away and presumed to be running near the air intake to work area. At 12:15 a worker began to feel nauseous and others reported mild headaches. This was assumed to be attributed to the Energy Centre running the backup generator for the Hospital. The supervisor of the 1 st floor was not notified in advance. Afterwards, the workers went outside for fresh air and to wait for the smell to dissipate. Corrective Actions: 1) work alone procedure in the 1st floor reviewed (complete). 2) FMO asked to notify supervisor when generator is being run. Karen to check if signage can be posted as an administrative control (pending). Referred to the AW JOHSC.	Karen/Pat	02/06/25	N
136232 2024-12-10	C	Other: near miss - CO2 tank was left running (thought still connected to chamber so risk of leak was low). No symptoms reported from either technician working in the space. Worker using equipment reported needing to rush. Corrective actions: Review correct procedures and policies with user regarding use of the CO2 station. Resent SOP to entire research team to review.	N/A	N/A	C



135345 2024-10-11	C	<p>Eye Splash: The student dumped washing buffer TBS+Tween20 to the sink and the waste splashed into their left eye. Student was put to eye wash station to wash their eye for 30 min, and then rest for another 30 min. Corrective Actions: 1) The supervisor will go through the procedure with the IP. 2) IP has been given safety glasses and are using them with these kind of tasks to reduce exposure to splashes. 3) Eye wash stations are being adjusted/repaired. Temperature of water became very warm when it was used for an extended time. The flow rate was not equal for each eye spout. Work Order will be submitted to facilities maintenance. Karen to check that work order was actioned.</p>	Karen	02/06/25	N
5b. INCIDENT/ACCIDENT INVESTIGATIONS WITH OPEN ACTIONS FROM PREVIOUS MEETING					
136044 2024-08-08	C	<p>Needlestick: Practicum student was poked by electrode. CAIRS report has limited details, unable to contact supervisor for report. Mardi following up with DSSL, to update next month Update 1/9: 136215 supervisors report submitted.</p>	Mardi	N/A	C
136043 (136032) 2024-11-12	C	<p>Fumes: Diesel fumes reported from research Pavilion. Windows were closed. Last updates from the lab re: trouble shooting & corrective actions:</p> <ul style="list-style-type: none"> Eric FMO confirmed a charcoal filter has been applied to the air handler that feeds into the lobby They've had a technician visiting for further refines of some pipe connections. Waiting for external contractor to look at ducting in engine for further recommendations. <p>CAIRS report to be closed as corrective actions already in place. Mardi to close CAIRS report Update 1/9: Report closed. No new reports since dampener applied.</p>	Karen	N/A	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 Inspections Scheduled: no reports to review
- Inspections complete with no JOHSC follow up required: naming conventions listed below
- Inspections were delayed. Plan for rescheduling / follow up listed below
- Inspections require JOHSC action: listed below
- Reports were added to SharePoint

Link to [Research Pavilion Schedule](#)



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

Item # (Use Inspection #)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
GI- APEL Biobank- 2023-10-05-02	C	Research Pavilion: APEL Lab and Biobank -- See November 2024 minutes Update 12/5: Karen to connect w Joanne. Issue with signage which has already been addressed in person. Joanne to send Karen bullet points of issues discussed at time of inspection. Update 1/9: Karen to send report	Karen	02/06/25	IP
Space Review Actions	D	Space Review: See November 2024 minutes Update 12/5: Mardi connected with Karen- walk through completed. Mardi to update next month. Update 1/9: Dilraj asked Mardi to resend IRCC report for action. Mardi & Karen to plan for 2 nd half of the walk through Mardi to check w/ OHRs regarding door signage requests.	Mardi/ Karen	02/06/25	IP
Eye Care Centre	E	Eye Care Centre: Potential building for JOHSC Inspection schedule in 2025. Members will be assigned labs to inspect. Joanne to send Karen/ Madeline floor plan with labs and allocated Pls. Update 1/9: Karen has emailed the Admin manager for floorplans to create a 2025 schedule, and to ask for a representative for the spill carts register. Awaiting response.	Joanne/ Karen	02/06/25	IP
FoM Office/Admin Online Survey	E	Through the Qualtrics survey link , Faculty of Medicine workers are asked to complete 10 short questions reviewing potential hazards at their office/workstation by Friday, January 31st . The questions will focus on typical office/workstation safety concerns only – laboratory inspections are not included and will continue to be completed in-person by Local Safety Teams (LSTs). Action: Please distribute to team members with admin/office workstations.	All	02/06/25	N

* 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)



7. REVIEW EDUCATION AND TRAINING					
Item # (ED-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
ED-24/06/06-03	D	New Member Training: Hani to complete fundamentals training by Dec 2024 Hani to email ubcsafety.committee@ubc.ca to get added to the in-person training.	Hani	12/05/2024	IP
ED-24/09/12-01	D	New Member Training: Gigi to complete fundamentals training by Mar 2025	Gigi	03/06/25	IP
ED-24/10/03-01	D	New Member Training: Jordan to complete fundamentals training by Apr 2025	Jordan	04/03/25	IP
ED-24/10/03-02	D	New Member Training: Sarah to complete fundamentals training by Apr 2025	Sarah	04/03/25	IP
ED-24/10/03-03	D	New Member Training: Christina to complete fundamentals training by Apr 2025	Christina	04/03/25	IP

* ED – Education and Training

8. ONGOING BUSINESS – Status of Action Items					
Original Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
NB-23-12-07-02	C	Chemical Waste room JBRC 113 flagged by VCH: See November 2024 minutes Update 12/5: Cabinet has been purchased, room needs reconfiguring. Susan and Mitali to assist with moving chemicals. Karen to ask for waste pick up for others to get room empty first. Update 1/9: New cabinet came in. It wasn't possible to installed because of the chemicals that were already on the floor that need pick up. Still waiting for GPACK to bring some things down. People need to know the date/time of pickup so they can coordinate their own drop offs. Mitali meeting with Christine so that she can see the space because she needs to coordinate. Eunice has 2 bottles of waste from OVCARE.	Karen/ Susan	02/06/25	IP
NB-24/3/7-03	C	Diesel Fumes, occupants noticing fumes in research pavilion: See November 2024 minutes Update 12/5: Work is ongoing, contractors are investigation air intakes, engine filters and ducting. Update 1/9: No response from Metro Vancouver. No further reports from VCH.	Mardi/ Karen	02/06/25	IP
NB-24/06/06-02	D	FoM Working Alone Program 2024: See November 2024 minutes	All	N/A	C



8. ONGOING BUSINESS – Status of Action Items					
		<p>Update 12/5: Survey is to be distributed in the new year and included in January inspection survey.</p> <p>Update 1/7: Complete. Can now be accessed on MedNet</p>			
NB-24/09/12-03		<p>Safety review on new equipment - lab at ICORD is looking to purchase a furnace for research. Yuan to connect with Karen for recommendation on purchasing & energy/code requirements.</p> <p>Karen to follow up with FMO</p> <p>Update 1/7: Juan has checked with HEMBC/Fire safety specialist and they didn't have any concerns. Need to know what specifications the energy team needs to give the OK. Karen & Yuan to connect.</p>	Karen/Yuan	02/06/25	IP
NB-24/12/09-01	E	<p>JOHSC Annual Evaluation Report: Committee completed initial review. Report will be discussed in January as Mardi away for this meeting. Proposed Goals for the next period:</p> <p>Goal 1: Inspections - Prioritize and improve inspection compliance at the Eye Care Centre over the upcoming year.</p> <p>Goal 2: Awareness about the VGH JOHSC - Identify strategies to raise awareness of the JOHSC, including the promotion of membership information, the JOHSC website, and related resources.</p> <p>Goal 3: Refusal of Unsafe Work - Collaborate on a JOHSC initiative aimed at promoting workers' right to refuse unsafe work, including the steps involved in the process.</p> <p>Goal 4: Awareness about emergency procedures - Promote first aid and other emergency procedures across all units to ensure staff awareness and preparedness.</p> <p>Update 1/9: There is budget for a JOHSC promotional event (i.e. coffee & meet and greet) ideas requested. Refusal of Unsafe Work procedures recommunicated to members. Emergency management/first aid procedures distributed. Can review with JOHSC goal progress in 6 months.</p>	All	N/A	C
NB-24/12/09-02	C	<p>Contractors using Internal elevator to 1st floor to basement: Committee member raised issue of FMO and security staff using the elevator to access the tunnel so they don't need to go outside. This is a clean animal area which requires boots to be worn which is likely not occurring. Procedure is to walk through the facility with appropriate PPE. Workers already have access, so cannot be blocked.</p> <p>Please send recommendations to Karen. Karen to escalate to director of FMO.</p>	Karen	N/A	C



8. ONGOING BUSINESS – Status of Action Items

		Update 1/9: Since the elevators are back up –the issue has not been observed. If noticed again: please report to Karen.			
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9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)

Item # (use Recommendation or Report #)	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status
IR# 202416709097A	E	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.	All	12/07/2024	N/A	C

* REC – Recommendation Letter *IR – WorkSafeBC Regulatory Inspection

10. SAFETY & RISK SERVICES UPDATE

Item # (SRS-yy/mm/dd)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
SRS-25/12/20	E	<ul style="list-style-type: none"> • Engineering Control Survey 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 information will be used to establish a record of engineering controls requiring HVAC connection, building level upgrades and repairs to HVAC systems. For any questions regarding this survey, contact research.safety@ubc.ca. • UBC Alert Testing 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. To ensure you are receiving notifications, make sure your mobile number is up to date on Workday. • Bell Let’s Talk—Mental Health Day January 22nd is Bell Let’s Talk Day which raises funds for mental health initiatives and aims to reduce the stigma around mental illness. Find out more information at Bell Let’s Talk 	All	N/A	C



10. SAFETY & RISK SERVICES UPDATE

		<p>Continuing education opportunities</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. 			
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11. FACILITIES UPDATES

Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
09/12/24-01	E	<p>VGH OR Project- More work is required outside JBRC and RHO. This will be noisy work, dates TBC.</p> <p>Update 11/7: Planning early works for project. Hospital is constructing new ORs, generators for these will be in green space between JBRC and DHCC. Karen has communicated issues with odors, noise and vibration. Starting Feb or March 2025 digging up west side of JBRC. Investigating how they will do this reduce noise and vibration. Main construction starting April 2025 for 1.5 yrs. Trailers and generators will be between JB and DHCC to power excavating equipment. Karen to send out communication ASAP. Unclear how often temporary generators will be running. Work in plaza and work in green space will affect different areas of JBRC.</p> <p>Update 12/5: Work is ongoing, Karen to update when able.</p> <p>Update 1/9: no changes yes</p>	Karen	ongoing	IP
09/12/24-02	E	<p>Work on leak repairs outside JBRC will be noisy work. Karen to follow up to confirm details and dates. Incubators may need to be moved with jackhammering.</p> <p>Update 10/3: Karen sent email with affected areas; expansion joint will be replaced. Start Oct 15th- approx. 1.5 months. Drilling approx. 3 days from oct 16th. Odors approx. 3 days.</p> <p>Update 11/7: JBRC plaza is on hold. Cautious of leaks in areas underneath expansion joint. Karen to send out schedule as soon as received.</p>	Karen		IP



11. FACILITIES UPDATES					
		<p>Update 12/5: More issues were found underneath membrane in JBRC plaza. Karen awaiting instructions from VCH on next steps. This work will affect railing, VCH is looking at solutions. Depending on VCH, schedule may/may not change.</p> <p>Update 1/9: clear skies are forecast which means work can continue. MAF group having issues with a sterilizer affected by the works. A technician is checking the machine today because they need to run it to clean some materials. Work is slated to be completed by the end of January.</p> <p>Karen to flag with FMO if any equipment damaged due to drilling.</p>			
09/12/24-04	E	<p>Steam pipe cracked in MAF, leaking steam and causing condensation. Work underway to address/mitigate issue.</p> <p>Update 10/3: Steph absent from meeting</p> <p>Update 11/7: Steph absent from meeting- See item above</p> <p>Update 12/5: Steam problem has been fixed, more leaks have been found. Ceiling in office has been replaced and hose and bucket installed for new leaks.</p> <p>Update 1/9: RF February</p>	Karen	02/06/25	IP
11/7/24-01	E	<p>Elevator in Robert Ho is awaiting software to arrive. Elevator in JBRC is awaiting procurement after which it will go out to tender. Replacement is expected to take approximately one year</p> <p>Update 12/5: Issues with Jack Bell elevators have been escalated to leadership and FMO. Looking for experts to assess. The JB1 'passenger elevators' have funding and are awaiting procurement/tender. Current completion of summer 2025.</p> <p>JB2 elevator: Karen has asked for it to be turned off as issue is unknown. RHO elevator requires part replacements. This elevator present multiple issues including moving liquid nitrogen tanks, waste, washing. Seating options were suggested to put on landing of each floor for research participants to rest. Boardrooms may need to be temporarily reallocating as rooms for research participants so stairs do not need to be used. Elevator issues could be escalated to WorkSafeBC but they likely will only look at what the employer is doing to implement the hierarchy of controls and make recommendations. Karen to discuss presenting issues from each department to leadership. Steph, Mitali, Dilraj and Danmei to represent their areas, Karen to discuss with other staff. Joanne to send recommendations from Eye Care Centre</p>	Karen	02/06/25	IP



11. FACILITIES UPDATES

		<p>Update 1/9: JBRC Elevator 1 (which was out of commission for a number of years/ smaller one) now is going to be may to be fixed (early fall). Looking at funding to support the replacement of the JBRC elevator – they think they will be ready to go to procurement soon. RHNO the elevator is different – there is no machine room at the top. Research beginning on options for retrofitting a better solution. JOHSC members discussed risks related to gas storage cylinders.</p> <ul style="list-style-type: none"> o Space: Peggy from Chem safety can assist with locations o VPC lab manager group – this discussion and the lab managers can be involved? <p>Action: a working group should be created. Karen ask the H&S reps to invite people to the discussion / risk assessment.</p>			
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12. NEW & OTHER BUSINESS

<ul style="list-style-type: none"> • General discussion items (list actionable items below) 					
Item # (NB-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
NB-25/01/09-01	E	<p>Committee Membership: Mitali will be leaving her position and therefore leaving the committee. Actions Required:</p> <ul style="list-style-type: none"> - A new representative from the Prostate Centre will be nominated at their local safety team. This person will also take over responsibilities for the Spill Kit where Mitali was nominated. - Mitali had been coordinating with Sumas for chemical waste removal. Any committee members interested in being the person registered with the Hazardous Waste Inventory Systems (HWIS) can contact Karen. (Requirement will involve a few courses and assisting lab members). Nominations required by January 29th to give enough time for handover. 	Mitali/ Karen	02/06/25	N
NB-25/01/09-02	A	<p>Eye Care Centre site visit Concern was brought forward about safety/seismic issues in a lab in the eye care Centre. Mardi & biosafety team will do a special site visit and provide a copy of the report to the JOHSC.</p>	Mardi	02/06/25	N

*NB – New Business



13. NEXT MEETING	
Date:	February 6, 2025
Time:	10:00 AM
Location:	Zoom

14. MEETING ADJOURNED	
Time:	11:25AM

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

Posting of Approved Meeting Minutes (Required):

- JBRC: IIRC – 4th floor & on-line
- RHHN: 7th Floor
- ECC: Room 379
- Blusson: Ground floor by deliveries
- VPC Common Drive (employees access only)
- Skin Science (Dermatology): TBD
- RP: 1st floor mailroom 100
- VGH SharePoint site
- JBRC: VPC – 5th Floor