



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Faculty of Medicine – Point Grey Campus

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

Date: January 21, 2025

Time: 10:00 AM
Location: Zoom

AGENDA:

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

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



10	Review Education and Training	5	<ul style="list-style-type: none">All member training is recorded (either mandatory JOHSC courses or use of additional hrs)Members are aware of available training opportunities	See items for January JOHSC Meeting
11	Safety and Risk Services Update	10	<ul style="list-style-type: none">Committee reviews WorkSafeBC Inspection Reports from SRSReview monthly recommended items to discussAny action items are discussed and assigned	See SRS Co-Chair email <ul style="list-style-type: none">Engineering Control SurveyUBC Alert testingBell Let's Talk—Mental HealthFoM Admin Inspection/Survey

New Business

	Topic	Time (min)	Desired Outcome(s)	Document
12	JOHSC Annual Evaluation Report	10	<ul style="list-style-type: none">Annual assessment is completed to ensure committee is in compliance with the Act and RegulationCommittee records receiving the report	See meeting attachments

Next Meeting: February 18, 2025



1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Patryk Krolikowski (Co-chair)	AAPS	DMCBH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mickey Frenklach	AAPS	UBC Campus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jennifer Xenakis	Non-Union Tech	Koerner Pavilion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aaron Bogutz	Non-Union Tech	Life Sciences Centre	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sahand Ghaffari	Postdoctoral Trainee	Life Sciences Centre	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Abbey Sugars-Keen	Graduate Student	Life Sciences Centre	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Erica McFarland	CUPE 2278	MacMillan Building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jharmela Tejano (A)	CUPE 2950	IRC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Donald Kinloch	CUPE 2950	Koerner Pavilion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lilian Cheng	CUPE 2950	IRC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employer Representatives		Work Location	Present	Regrets	Absent
Sunny Pao (Co-chair)		DMCBH	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Melanie Bertrand		DMCBH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michelle Neilly		IRC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Rupinder Dhesi		BRC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tara Chapman		CBH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/Guests		Work Location	Present	Regrets	Absent
Nick Steel		SRS (FoM)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pierre Tanguay		SRS (FoM)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mardi Henderson		SRS (FoM)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Madeline Leighton		SRS (FoM)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lucy Wang		VFMP Class of 2025 Representative	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kabeer Poonia		VFMP Class of 2025 Representative	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ella Chan		VFMP Class of 2025 Representative	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Crystal McLeod		NMP Class of 2026 Representative	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dela Shojaei		VFMP Class of 2026 Representative	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kai Leong		VFMP Class of 2026 Representative	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ahmad Butt		VFMP Class of 2027 Representative	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kim Kate		VFMP Class of 2027 Representative	<input type="checkbox"/>	<input checked="" 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		
<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: Donald Kinloch	Seconded by: Aaron Bogutz
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"> Inspection Initiative 2025

5. 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.					
Minutes were received from the following LSTs:					
<ul style="list-style-type: none"> Collaborative of Gender & Sexual Health Equity (CGSHE) 					
Item # (Use Inspection #)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status



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

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

- No Inspections Scheduled: no reports to review
- Inspections complete with no JOHSC follow up required: naming conventions listed below
- Inspections were delayed. Plan for rescheduling / follow up listed below
- Inspections require JOHSC action: listed below
- Reports were added to SharePoint

Item # (Use Inspection #)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
GI-LSC-24/11/25	E	LSC Main and B-Levels LST- Inspection November 25, 2024	N/A	N/A	C
GI-LSC-24/12/16	E	LSC Main and B-Levels LST- LSC Building Emergency systems, external perimeter December 2024	N/A	N/A	C
GI-LSC-24/11/18	E	LSC 2 nd & 3 rd Floor LST- Inspection Report November 2024	N/A	N/A	C
GI-25/1/18-01	E	All Faculty of Medicine faculty and staff who work onsite in office/administrative spaces are asked to answer 10 short questions about their UBC office or workstation by Friday, January 31, 2025. Instructions were cascaded by Department & Centre admins. Information & link to survey available on MedNet .	All	2/18/2025	N

* GI – General Inspection

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

See attached incident report:

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

(* See Legend at end for Priority and Status Codes)

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

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

Legends defining common types of incidents/accidents within FoM:



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

- Needle Stick
- Sharp cut
- Exposure to Potentially Infectious Materials (EPIM)
- Ergonomics
- Environmental Hazards (EH)
- Contact with Chemicals (CWC)
- Spills or Gas Leaks
- Slip/Fall
- Others i.e. not covered by categories noted above

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

Item # (Use CAIRS Incident ID # and Incident Date)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
136340 (136338) 2025-01-09	C	<u>Puncture Wound</u> : refer forward to VGH / AW JOHSC	-	-	-
136332 2025-21-08	C	<u>Sharp Cut</u> : refer forward to VGH / BCCRC JOHSC	-	-	-
136320 2024-06-14	C	<u>Needlestick</u> : 3rd year MD Student got a needle stick while trying to collect blood from the umbilical cord after a c-section. Committee noted the Incident Date: 2024-06-14 vs. Submission Date: 2025-01-06. The affected person noted they did not have a BBF card – H&S team to plan re-distribution to VFMP 3rd year students. <u>Action</u> : Mardi to re-distribute cards to students in need.	Mardi	February 18, 2025	N
136311 (136251) 2024-11-16	C	<u>Needlestick</u> : 3 rd year MD Student. At the very end of the shift of a busy day preceptor was completing a perineal repair and asked student to complete the final couple of stitches. Student thought they felt something catch on the glove - couldn't see a wound but they washed hands and went to emergency anyway out of precaution. Report lateness attributed to a busy shift. Report now closed.	-	-	C
136268 2024-11-01	C	<u>Needlestick</u> : Injured person got needle stick in surgery. <u>Actions</u> : Nick following up with Supervisor for report. Mardi & Nick to review reporting requirements for Fellows.	Mardi / Nick	February 18, 2025	N

7. b) REVIEW OF OPEN/ON-GOING CAIRS INCIDENT/ACCIDENT REPORTS

(* See Legend at end for Priority and Status Codes in 7a above)



7. b) REVIEW OF OPEN/ON-GOING CAIRS INCIDENT/ACCIDENT REPORTS					
Item # (Use CAIRS Incident ID # and Incident Date)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
136215 (136044) 2024-08-08	C	<p>Needlestick: MD student was poked by electrode at end of surgery while cleaning up surgical field. No obvious root cause, not common. Affected student shared that reporting process was complicated, but may have already reported through Vancouver General Hospital (VGH) system as well. Committee member mentioned helpfulness of BBF cards as they have step by step instructions, SRS have plenty in the office to distribute. These are handed out in first and third year, although timing of events can mean there are not many people in attendance. SRS team can supply some to student affairs at Diamond Health Care Centre (DHCC), and ask Vancouver Fraser Medical Program to hand out at suture workshop. IMP, SMP and NMP student affairs distribute cards at their respective sites. Mardi/Nick to see if more can be distributed at upcoming academic events where attendance is expected.</p> <p>Update 1/21: Mardi has reached out to the Year 3 team to coordinate distribution for all sites.</p>	Mardi	2/18/2025	IP
136169 (136162) 2024-11-27	C	<p>Sharp Cut: Staff were working with plastic, small (2mL), cryovials that had been stored in liquid nitrogen. Some liquid is thought to have entered the vial and started to off-gas causing the vial to burst. A staff member handling the vial sustained a small cut on their finger from the glass. Cleaned wound, no further follow up required.</p> <p>Root cause: Vial likely had a defective cryovial seal. Staff found a small number of other vials of the same brand and disposed them out of precaution. Committee identified that lab workers can be uncertain on how to use certain cryovials. Committee also recommended if certain brands have been identified as defective - please share information to other labs. Pierre to discuss with Rupi about whether a guidance document could be developed for lab workers.</p> <p>Update 1/21: Rupi provided some guidance that is being collated. Pierre asked for committee feedback on the preferred format/way of housing or distributing the information. Committee recommendations:</p>	Pierre	2/18/2025	IP



7. b) REVIEW OF OPEN/ON-GOING CAIRS INCIDENT/ACCIDENT REPORTS

		<ul style="list-style-type: none"> Should be made available to Stores people so they can provide to groups ordering/choosing between products Recommend a guidance document that is posted online - similar to the microtome/cryostat guidance. Talking points could be extracted and copied into Cryo safe work procedures and lab training manuals. Can be sent around to JOHSCs to ask lab managers to review and discuss with those who order for their labs. <p>Action: when ready, will bring document back to the committee for review.</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
NB-24/01/16-01	E	<p>Membership Updates See September 2024 minutes</p> <p>Update 10/15: No updates, please contact FoM team if you know of potential new members, particularly CUPE 2950.</p> <p>Update 11/19: Lead for CUPE member who moved from Surrey JOHSC. Waiting for this person to settle into their role before they join their first meeting.</p> <p>Update 12/17: Welcome to Donald (CUPE2950). Faculty member TBC.</p> <p>Update 1/21: Welcome to Lilian – CUPE2950 rep. No updates on Faculty member recruitment at this time.</p>	Mardi	2/18/2025	IP
NB-24/05/15-01	E	<p>Working Alone Program 2024: See September 2024 minutes</p> <p>Update 10/15: Nick ran a demo with SRS members. Try the Working Alone Qualtrics here. Please do not distribute outside of committee. Madeline to also send out link to committee, please provide any feedback to Madeline</p> <p>Update 11/19: Link has been sent to committee, as well as other JOHSCs. SRS to contact UBC comms team for roll out to staff and workers. Also posted on MedNet.</p> <p>Update 12/17: FoM team working on publication for MedNet for January. A question regarding working alone will be included in the annual inspection survey.</p>	ALL	1/21/25	IP



8. ONGOING BUSINESS – Status of Action Items

		<p>FAQs: 1. If you have a documented process that is already working, you do not need to use this tool.</p> <p>2. You only need to document procedure once, ideally reviewing annually. You do not need to use tool to check in every time. It will create a Working Alone Agreement between worker and supervisor; establishes a worker’s eligibility for working alone based on the tasks being done and provides time intervals required for checking in based on a risk assessment.</p> <p>Update 1/21: Now posted on MedNet and available for use. Will distribute the 1 page poster/hand out for the committee when available.</p>			
NB-24/12/17-01	E	<p>Review of 2024 CAIRS data</p> <p>Opportunities for improvement:</p> <ul style="list-style-type: none"> • Increase MD Undergraduate Program (MDUP) 48-hour reporting. • Students: Clarifying what information is needed e.g. preceptors name or details. CAIRS system in unable to be updated, so communicating that getting a report submitted is the priority as information can be added or changed after submission. Challenge for students in MDUP is remembering to do it and finding time. <p>Staff reporting: working more closely with HR and onboarding documents for managers and employees- self assessment for performance review could include reporting on CAIRS. Actions: Sunny to investigate guide HR is working on and add note on template with forms.</p> <p>Update 01/21: Sunny has sent recommendations to HR: FoM HR will be modifying their PR templates to include under the safety awareness and demonstration section some key safety and wellness resources that managers should be reviewing with their staff annually. CAIRS will be part of that. Sunny to provide update once template changes have been made. FoM HR noted managers often download templates from Central HR to use, and committee should consider involving Central HR in the conversation to add more information to the PR templates for managers. Question for committee: Do we have any contacts at a Central level that can support with this?</p>	Sunny	2/18/2025	RF

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

Item #	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status
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(use Recommendation or Report #)						
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. REVIEW EDUCATION AND TRAINING

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

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

Item # (ED-yd/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
ED-24/09/17-01	D	Sahand is required to compete JOHSC fundamentals training.	Sahand	March 2025	IP
ED-24/09/17-02	D	Erica is required to compete JOHSC fundamentals training.	Erica	March 2025	IP
ED-24/09/17-04	D	Abbey is required to compete JOHSC fundamentals training.	Abbey	March 2025	IP
ED-25/01/21-01	E	Training opportunities for JOHSC members to use their 8 hours: see new business for SRS update From Jen: https://polqm.med.ubc.ca/polqm-quality-conference/	-	-	-

* ED – Education and Training

11. SAFETY & RISK SERVICES UPDATE

Item # (SRS-yy/mm/dd)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
SRS-25/01/07	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 .	Mardi/Nick	2/18/2025	N



	<p>Committee enquired whether this includes UBC hospital labs? We anticipate yes, Pierre to report back if that is incorrect.</p> <ul style="list-style-type: none"> • 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. <p>Observations from the Committee to pass on to UBC Emergency Management:</p> <ul style="list-style-type: none"> - You have to go into the app to see the banner. - People with push notifications for general texts and calls (outside of the app) didn't get a 'sound' or alert there was a notification. Checked phone settings there was nothing to make noise/warning sound. - When your phone rings/get a text there was no warning sound to say this was an emergency note. - Action: Nick to reach out to the UBCO med group to see if the test resolved any issues they reported last year when the area received Evacuation directions. - Action: Mardi to collate findings and provide to EM team. <ul style="list-style-type: none"> • 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. 			
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12. NEW BUSINESS

Item # (NB-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
NB-25/01/21-01	E	<p>JOHSC Annual Evaluation Report:</p> <ul style="list-style-type: none"> • Annual assessment is completed to ensure committee is in compliance with the Act and Regulation. <p>Overall findings:</p> <ul style="list-style-type: none"> • Not all new committee members received the minimum eight hours of training that is required within six months of becoming a committee member. 	All	2/18/2025	IP



12. NEW BUSINESS

	<ul style="list-style-type: none"> The committee composition doesn't always reflect all work areas and employee groups within the scope of the JOHSC. (which we knew - faculty representation). Committee members agreed that every 3rd Tuesday of the month at 10:00am is still the most convenient. <p>Goals:</p> <ol style="list-style-type: none"> Opportunity Identified: Effective collaboration and communication. Strengthen collaboration with the LSTs to assess the quality of inspections and identify emerging trends in their areas, while expanding the reach of communication campaigns to effectively share health and safety information within the teams. Opportunity Identified: Preliminary incident reporting Improve the timeliness of initial reporting (48-hour compliance) to students by clarifying that only preliminary information is required in the first report, with additional details provided as needed before the 30-day mark. Opportunity Identified: JOHSC membership Continue recruitment efforts to fill vacant Faculty position and other positions to ensure full committee representation. <p>Action: Suggestion to research WorkSafeBC initiatives to explore engagement opportunities for all undergraduate students</p>			
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13. NEXT MEETING

Date:	February 18, 2025
Time:	10:00 AM
Location:	Zoom

14. MEETING ADJOURNED

Time:	10:50 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)