



## Joint Occupational Health & Safety Committee Meeting Minutes

**Name of Committee:** Pharm Sci JOHSC

**Worker Co-Chair:** Tony Seet  
**Employer Co-Chair:** Rehana Aziz

**Date:** January 21, 2025

**Time:** 12:00-1:00pm  
**Location:** Room 3340 & Zoom Videoconference

**AGENDA:**

<ol style="list-style-type: none"> <li>1. Roll Call</li> <li>2. Determination of Quorum</li> <li>3. Review &amp; Approval of Previous JOHSC Meeting Minutes</li> <li>4. Additional Agenda Items &amp; Approval of Agenda</li> <li>5. Review CAIRS Accidents/Incidents             <ul style="list-style-type: none"> <li>• None</li> </ul> </li> <li>6. Workplace Safety Inspections             <ul style="list-style-type: none"> <li>• None</li> </ul> </li> <li>7. Education and Training             <ul style="list-style-type: none"> <li>• ED-PharmSci-25/01/21-01</li> </ul> </li> <li>8. Ongoing Business – Status of Action Items             <ul style="list-style-type: none"> <li>• NB-PharmSci-24/08/20-03</li> <li>• NB-PharmSci-24/10/15-01</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>9. Formal Recommendation Letters &amp; Regulatory Inspections             <ul style="list-style-type: none"> <li>• IR#202416709097A</li> </ul> </li> <li>10. New and Other Business             <ul style="list-style-type: none"> <li>• NB-PharmSci-25/01/21-01</li> <li>• NB-PharmSci-25/01/21-02</li> <li>• NB-PharmSci-25/01/21-03</li> <li>• NB-PharmSci-25/01/21-04</li> <li>• NB-PharmSci-25/01/21-05</li> <li>• NB-PharmSci-25/01/21-06</li> <li>• NB-PharmSci-25/01/21-07</li> <li>• NB-PharmSci-25/01/21-08</li> </ul> </li> <li>11. Next Meeting</li> <li>12. Meeting Adjournment</li> </ol>
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**1. ROLL CALL**

Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Tony Seet	Faculty Association	Pharm Sci Academic	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Karla Williams	Faculty Association	Pharm Sci Research	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Adrian Ziemczonek	Faculty Association	Pharmacists Clinic	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Paulo Tchen	Faculty Association	Pharm Sci Academic	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Winnie Vong	CUPE 2950	Pharm Sci Academic	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sneha Singh	CUPE 2278	Graduate & Postdoctoral Studies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Megan Thomas	CUPE 2278	Graduate & Postdoctoral Studies	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Jacob Melamed	CUPE 2278	Graduate & Postdoctoral Studies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bahira Hussein	CUPE 116	Pharm Sci Research	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Amanda Tran	AAPS	Human Resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jonathan Van Drunen	AAPS	Facilities & Operations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Litsa Blanis	AAPS	Pharm Sci Research	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carolyn Rogers	AAPS	Office of the Dean	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda Herbert <i>(on leave)</i>	AAPS	Graduate & Postdoctoral Studies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Justin Ohata	AAPS	Pharm Sci Communications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employer Representatives		Work Location	Present	Regrets	Absent
Jamal Kurtu		Facilities & Operations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rehana Aziz		Facilities & Operations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/Ex-Officio Members		Work Location	Present	Regrets	Absent
MJ Alarcon		Pharm Sci Research, Admin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brent Page		Pharm Sci Research	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Michelle Wang		adMare BioInnovations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amir Chatri		adMare BioInnovations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Nancy Ford		CHTP, Faculty of Dentistry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diana Carlsen		MBF	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dan Williamson		UBC IT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ben Jan		UBC IT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eve Neesham-Grenon		UBC SRS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lia Hughes		Teaching Floors Local Safety Team	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clara Ng		Office of the Dean	<input checked="" 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? Yes  No

## 3. REVIEW AND APPROVAL OF PREVIOUS JOHSC MEETING MINUTES

- Move to adopt minutes. Moved by: Paulo Tchen Seconded by: Carolyn Rogers

Are the minutes approved? Yes  No





**8. ONGOING BUSINESS – Status of Action Items**

		<ul style="list-style-type: none"> <li>• <b>Invite members to present a safety related topic of their choice during JOHSC meetings (quarterly)</b> <ul style="list-style-type: none"> <li>○ Idea is to have a member of the committee to present a safety related topic of their choice. In a quarterly basis, a member can take the lead and present something of interest or present about a training that they participated in, that is safety related.</li> <li>○ Potential dates would be March, June, September, December. Rehana and Tony will set up a sign-up sheet for potential presenters and dates</li> </ul> </li> <li>• <b>Encourage JOHSC members to share more concerns from their areas</b></li> <li>• <b>Deliver an earthquake preparedness seminar</b> <ul style="list-style-type: none"> <li>○ The goal is to hold a seminar for the whole faculty in October 2025. To coincide with the Earthquake preparedness month. This seminar will be held in collaboration with Admare. Date will be confirmed.</li> </ul> </li> </ul>			
NB-PharmSci-24/10/15-01	E	<p><b>SRS Follow-up Report RE: 2-Mercaptoethanol Spill on August 26, 2024</b></p> <p>The ADR Office has followed up with the responsible PI on all recommended corrective actions that resulted from the incident in August 2024. PI has confirmed that all action items have been addressed.</p>	Co-Chairs	-	C

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

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

IR#20241670909 7A	E	<p><b>Worker fell from ladder while addressing ceiling water leak</b></p> <p>This report relates to an incident which occurred on November 12, when a worker fell from a ladder while addressing a ceiling water leak. There were no orders issued to UBC.</p>	Co-Chairs	-	C
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**9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)**

		<p><b>Reminders:</b></p> <ul style="list-style-type: none"> <li>• Employers must ensure that all equipment used in the workplace are regularly inspected and maintained to prevent equipment failures. Any damaged or faulty equipment must be removed from service immediately.</li> <li>• Any workplace incident that has caused a serious or life-threatening injury, must be reported to Campus Security at 604-822-2222 (after calling 911).</li> <li>• Such incidents and near misses must be reported into CAIRS within 48 hours of the occurrence. And incident investigations require a site visit that must be completed within 30 days</li> </ul>			
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\* REC – Recommendation Letter \*IR – WorkSafeBC Regulatory Inspection

**10. NEW & OTHER BUSINESS**

Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
NB-PharmSci-25/01/21-01	E	<p><b>Report from Holiday Building Checks</b></p> <p>Thank you to the two postdocs who completed the building checks during the holiday break. There were no major issues during the holidays.</p>	Rehana Aziz	-	C
NB-PharmSci-25/01/21-02	E	<p><b>Presentation to SMT on Pharm Sci Building Security Concerns (Jan 23, 2025)</b></p> <p>Jamal will be having a meeting on January 23, 2025 with the Senior Management Team to bring up current security concerns in the Faculty. This hopes to bring these apprehensions to the attention of the SMT in hopes to find solutions to these concerns.</p> <p>Clara inquired that the committee recommends some solutions to be brought to the SMT for discussion. The main recommendation is to bring back security personnel for the building.</p>	Jamal Kurtu	-	IP
NB-PharmSci-25/01/21-03	E	<p><b>Survey on Headphone/Earbud Use in Labs</b></p>	Tony Seet	-	IP



10. NEW & OTHER BUSINESS					
		<p>Follow-up on previous meeting, regarding the CHEM earbuds policy that they have in place, in hopes of bringing this to our Faculty.</p> <p>As a first step, an anonymous survey on earphone use was created to gather feedback from lab and building users. However, this raised concerns that people might not be honest in their responses in fear of not being able to use their headphones while conducting work.</p> <p>Suggestion on asking labs on whether they already have such policy in place, and to share this for reference. And adjust working on survey to make it more generalized and not just geared toward lab users.</p> <p>Diana shared that SRS has a 5 page guideline on the use of personal electronics. Rehana and Tony will look into it.</p> <p>Survey will be finalized and sent out to JOHSC members for final comments and approval.</p>			
NB-PharmSci-25/01/21-04	E	<p><b>Privacy &amp; Information Security Presentation at January 2025 Campus Security Meeting</b></p> <p>UBC Campus Security holds a monthly stakeholder meeting and invites people to present on various topics. This month's presenter was the Privacy and Information security officer at UBC.</p> <p>Reminder to always be vigilant about potential cyber attacks, and to stay up to date on all IT training required by UBC. It is strongly recommended to:</p> <ul style="list-style-type: none"> <li>• Always verify requests for financial transactions by contacting the sender using a known UBC phone number or scheduling a video/voice call (e.g., Teams or Zoom).</li> <li>• Do not trust alternate contact information provided in the suspicious email. Avoid sharing personal cell numbers with the sender.</li> <li>• Ensure all your devices have the proper security requirements</li> </ul>	Rehana Aziz	-	C



10. NEW & OTHER BUSINESS					
		<ul style="list-style-type: none"> <li>Always contact UBC IT if you are unsure about a new potential software or application. They will be able to assist you in making the final decision on whether it is safe to use.</li> </ul> <p>Important to note is that in October 2025, any computer that is older than 7 years, will not be able to run Windows 11, and that is important as any system before that is not able to run the adequate security protection required by the university. If you require a device that cannot upgrade to Windows 11, there are processes in place.</p> <p><b>Reporting and Resources</b></p> <ul style="list-style-type: none"> <li>Report suspicious emails to <a href="mailto:security@ubc.ca">security@ubc.ca</a>.</li> <li>Learn more on the Privacy Matters website: <a href="https://privacymatters.ubc.ca">https://privacymatters.ubc.ca</a>.</li> </ul>			
NB-PharmSci-25/01/21-05	E	<p><b>SRS Engineering Control Survey</b></p> <p>Please refer to this item in the attached document called: <i>25-01_New Items for January 2025 JOHSC</i></p>	Co-Chairs	-	C
NB-PharmSci-25/01/21-06	E	<p><b>UBC Alert Test on Jan 17, 2025</b></p> <p>Please refer to this item in the attached document called: <i>25-01_New Items for January 2025 JOHSC</i></p>	Co-Chairs	-	C
NB-PharmSci-25/01/21-07		<p><b>Bell Let's Talk Day on Jan 22, 2025</b></p> <p>Please refer to this item in the attached document called: <i>25-01_New Items for January 2025 JOHSC</i></p>	Co-Chairs	-	C
NB-PharmSci-25/01/21-08	E	<p><b>JOHSC Member Round Table</b></p> <p>No updates</p>	All Members	-	C

\*NB – New Business

11. NEXT MEETING	
Date:	February 18, 2025
Time:	12:00-1:00 p.m.
Location:	Videoconference / In-person (Hybrid)



## 12. MEETING ADJOURNED

Time: 1:02pm

### 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](mailto:ubcsafety.committee@ubc.ca)
- Posted on any Safety Bulletin Boards (if applicable)