



APSC Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Faculty of Applied Science

Worker Co-Chair: Sean Buxton, MECH
Employer Co-Chair: Marlene Chow, CHBE

Date: Wednesday, February 12, 2025

Time: 09:00 - 10:30am
Location: Hybrid - CEME 2202 & Zoom Meeting

AGENDA:

<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 4. Additional Agenda Items, Review Actionable Items from Local Safety Team (LST) Minutes & Approval of Agenda 5. Review Central Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents <ul style="list-style-type: none"> • Monthly Incident List & Statistical Summary Report 	<ol style="list-style-type: none"> 6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers) 7. Review Education and Training 8. Ongoing Business – Status of Action Items 9. JOHSC Recommendation Letters (Correspondence) 10. New and Other Business 11. Next Meeting 12. Meeting Adjournment
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1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Aaron Hope	AAPS	MINE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carmen Jensen (A)	FAC	MINE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cindy Wong	AAPS	BPI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Erin Hagen	CUPE 116	CHBE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gary Lockhart (A)	AAPS	BRIM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heli Eunike (A)	CUPE 116	MTRL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jill Mahy	FAC	NURS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Worker Representatives	Association/ Union	Work Location	Present	Regrets	Absent
Markus Fengler	FAC	MECH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nadine Sad-Ang (A)	CUPE 116	ECE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Robert Geyer	AAPS	SALA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roza Vaez Ghaemi (A)	CUPE 2278	CHBE/BME	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sabrina Fried	AAPS	ECE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scott Jackson	AAPS	CIVIL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sean Buxton	AAPS	MECH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wendie Wu (A)	CUPE 2278	CHBE	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Employer Representatives	Association/ Union	Work Location	Present	Regrets	Absent
Ailish Statham	AAPS	APSC DO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jennifer Pelletier	AAPS	MECH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marlene Chow	AAPS	CHBE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Melissa Ethridge (A)	AAPS	APSC DO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/ Guests	Association/ Union	Work Location	Present	Regrets	Absent
Richard Colwell	Administrator	APSC DO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laura Thomsen	Administrator	APSC DO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Peggy Paduraru	Resource	Safety & Risk Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Note: Alternates are indicated by (A)					

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 a quorum for this meeting? <i>* If a 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"/>
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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)



3. APPROVAL OF PREVIOUS JOHSC MEETING MINUTES

<ul style="list-style-type: none"> • Move to adopt minutes. • List amendments to minutes Moved by: <u>Sabrina Fried</u> Seconded by: <u>Jill Mahy</u> 		
Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

Approved by Jennifer Pelletier Seconded by Markus Fengler		
ADD: NURS has a question for the JOHSC regarding bullying and harassment, as reported in CAIRS	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

See the attached incident report: N/A

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

(* See Legend at the End for Priority and Status Codes)

Item # <small>(Use CAIRS Incident ID #)</small>	Priority	Date	Action Plan <small>(Actions Taken/Need to be taken)</small>	Assigned To	Follow up: Date Pending	Status
Old reports w/follow up						
There are no pending CAIRS reports						
NEW REPORTS						
APSC						
136546 136549	C	2025-02-07	Extension cord severed in EDC 101 — From witness: “Two student members were returning a large piece of steel to the red cart where large metal sheets are stored. Through the course of putting the metal sheet back into the cart, they set the piece of metal on the ground next to the cart. Unbeknownst to those students, someone had left an extension cord on the ground next to the cart. The piece of metal pierced the insulation of the extension cord. This briefly caused a large amount of sparking.	RC (APSC)	2025-03-12	IP



			<p>The breaker then tripped and everything turned off. After everything went off, we confirmed no one was injured by shock or sparks. No one was. We then removed the cord from the outlet. We cut both ends off of the cord so it could not be used again and disposed of the cord. We confirmed there were no more cords left out in the area and then finished storing the metal. This is written from my perspective as the reporter, I was in the room but not looking when the initial sparks occurred. I was the one to personally handle the situation from just after the breaker tripped until the incident concluded.”</p> <p>Root cause: Poor placement of electrical cord.</p> <p>Corrective Actions: Limit the presence of electric cords around the metal storage cart. Add a note to appropriate SOPs identifying electrical cords as a risk when dealing with large sheets of metal – In Progress.</p>			
			CHBE, CERC, & BRIC			
136428 136427	C	2025-01-22	<p>Scraped Hand on Piping: An employee was removing tubing from a fixture when their hand slipped and scraped their knuckle on a pipe beside the tubing. It tore the nitrile glove they were wearing and broke through skin, causing some bleeding. They washed their hands thoroughly and a colleague applied a band-aid. First aid was called and the individual is fine. Corrective Actions: Purchase leather gloves for this scope of work and inform lab users to use them to prevent any possible injuries – Complete.</p>	EH (CHBE)		C
			CIVIL			
136341	C	2025-01-11	<p>Fainting incident: The lab supervisor investigated report of student fainting in CEME 1304. Student was found sitting on floor conscious, but not responding to questions. Student had minor cuts to both hands, likely due to broken glassware on floor. Campus security immediately called and after assisting with first aid called the campus security paramedics. The paramedics assessed the situation and</p>	SJ (CIVIL)		C



			<p>determined best to send student to hospital for checkup. They then escorted the student to UBC Hospital. Root Cause: Personal health issue Corrective Actions: Supervisor to discuss with student ways to make their work environment safer– Complete.</p>			
136553	C	2025-02-09	<p>Chemical Spill in Drainage Outside CEME South Door: Employee poured 2L of expired 30% hydrogen peroxide into the storm drain outside of the CEME Building south facing door. After employee left a service call was reported that there was a foaming substance coming out of that storm drain with a bad odor. Fire trucks came by and inspected the area then called the hazmat team to inspect the area. Root Cause: Chemical disposal procedures not followed Corrective Actions: Employee was instructed on proper chemical disposal procedures – In Progress.</p>	SJ (CIVIL)	2025-03-12	IP
			ECE			
136325 136324	C	2025-01-07	<p>Needle stick in lab: A student was reaching behind an EDM machine to unplug it when their arm made contact with a syringe that had been left unprotected and they were stuck near the elbow. The student was able to self-administer first aid and went to UBC hospital, where they received a tetanus shot as a precautionary measure. The student was then able to return to work with no modification to their work duties and no time off has been needed to date, however the hospital staff advised them to follow up with their primary health care provided in a few months if follow-up care is needed. The syringe involved in this incident was used to deliver a kerosene-based oil to the machine as a lubricant. It is part of an obsolete lab process and is believed to have been left there by a former student who is no longer in the lab. The lab is equipped with a sharp's container and all corresponding disposal tags. Researchers in the lab have been trained on the UBC procedures for sharps disposal. At the time of the lab investigation, the current sharps bin was observed</p>	SF (ECE)		C



			to be overflowing. The student indicated that they will be preparing it for disposal according to standard UBC procedures and procuring a replacement. Since the initial CAIRS incident, the lab has properly disposed of their overflowing sharps bin and replaced it. The lab is currently updating their internal procedures to improve lab housekeeping, especially when someone is preparing to leave the lab.			
N/A	C	2025-01-14	Student fainting incident in teaching lab: A student who was not feeling well collapsed in the lab. They were apparently unconscious for about 30 seconds and also lost bladder control. The TA's who were in the lab called Campus First Aid, who attended and provided care to the student. While Campus First Aid was doing a medical history, the student indicated that they did not have any medical history, medication or short-term illness that could have caused the fainting incident, but they were a bit dehydrated. They did not transport the student to the hospital, but recommended that the student take it easy for the rest of the day. The student left the lab on their own after that. They have since returned to normal class activities without issue. After the lab session ended, the custodians were called to clean and sanitize the lab.	SF (ECE)		C
			SALA			
136337	C	2025-01-10	Student Fainting: A class of students were being given a tutorial on operating 3D printers. The student who fainted was sitting on a table listening. They slumped, fell off the table and landed on the floor, hitting their head. They remained unconscious or dazed for several minutes. Two workshop technicians were in the room. One attended to the student, the other called campus security from a phone across the hall. The third workshop attendant, who had not been in the room, made an additional call to (11 and UBC first aid. First Aid arrived first and took over care. Later an ambulance arrived. The student ended up walking home with friends. Root cause: personal health issue.	RG (SALA)		C



		Corrective Actions: 911 and UBC First Aid was called. Personal health issue — Complete.		
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6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)

Attach inspection checklist(s) and report(s) to these meeting minutes and use this table to record the discussion and new recommendation(s)

		Previous inspections with follow-up items:								
		CIVIL								
GI-CIVIL-2024/08/14-01	C	About 98% of the deficiencies have now been addressed						SJ (CIVIL)		C
		Inspection ID	Inspection Date	Location	Notable Issues or "No major concerns" C = Done, IP = In Progress					
		GI-RH-STR	24/06/25	Structures lab RH100	- 1.5T Hand hoist needs inspection IP					
		MINE								
GI-MINE-2024/12/11-01	C	Item #	P	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date	S	AH (MINE)	2025-05-14	IP
		GI-CMP-24/11/22	B/C	Inspection Date: Nov.22, 2024 Location: CMP 102; 110; 111; 111A Notable Issues: Bench tops in CMP 111 have asbestos in them and labelled by UBC. Only an issue when core sample prep takes place and scratches surface. Temporary covers are in place but Supervisor would like long-term solution. JOHSC Action Required? No	Minin g LST/ Lab Supervisor	May 2025	IP			
		GI-CMP-24/11/22	B/C	Inspection Date: Nov.22, 2024 Location: CMP 102; 110; 111; 111A	AH/ LAB SUP	Feb 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)

				<p>Notable Issues: CMP 111- Students using compressive testing device have been found to not wear proper PPE (safety glasses, steel-toe capped boots). Clear signage to mandate using correct PPE. Stop access to students</p> <p>JOHSC Action Required? No</p>						
		GI-CMP-24/11/13	C	<p>Inspection Date: Nov.13, 2024 Location: CMP 116</p> <p>Notable Issues: Storage rack needs to be anchored to the wall. Notes: this rack is under 8ft an manually loaded/unloaded. It will be anchored and included in the ongoing lab safety updates.</p> <p>JOHSC Action Required? No</p>	FY/CM	Feb 2025	C			
		GI-CMP-24/11/01	C	<p>Inspection Date: Nov.1, 2024 Location: CMP 100; 101; 101A; 101B; 108; 109 (Storage)</p> <p>Notable Issues: Updating of equipment SWP and maintenance logs.</p> <p>JOHSC Action Required? No</p>	CM	Feb 2025	C			
		GI-FF-24/12/02	C	<p>Inspection Date: Dec 2, 2024 Location: FF 503</p> <p>Notable Issues: Potential ergonomic hazard reported. Request for chairs with back support while working in fume hoods (FH).</p>	FY & MINE LST	Feb 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)

				<p>Note: the FHs in FF 503 may not be designed for chairs or stools as there are cabinets below. A review will be conducted by LST members to determine if standing while using the FH is the only option. JOHSC Action Required? No</p>							
		GI-CMP-24/11/22	C	<p>Inspection Date: Nov.22, 2024 Location: CMP 102; 110; 111; 111A Notable Issues: Supervisor has concerns over access to the lab space as they don't know who has a key. Suggest updating to card access. A key allocation list has been provided and card access will be reviewed. JOHSC Action Required? No</p>	AH		C				
NEW INSPECTIONS											
MECH											
GI-MECH-2025/02/12	C	RH 111, 112, 118, 119, 120, 121, 122, 123B: No major issues recorded. Just minor items like lights being out and some housekeeping/tidying issues.						JA (MECH)			C

* 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	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status
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* 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
		APSC			
NB-21/09/08-01	D	LST membership: Asking all LSTs to submit any changes to their membership to Richard to update list on respective share-point sites.	RC (APSC)		R
NB-23/01/11-04	C	Enrolment in the new chemical safety program: Enrolment in the new chemical safety program	All Committee Members		R
NB-23/06/14-01	E	Outstanding items in JOHSC minutes: Asking all JOHSC reps with old or outstanding inspections and items arising to contact RC and LT (APSC) with updates to close items off in the minutes	All Committee Members		R
NB-24/03/13-02	B	<p>ECE: Assessment of air quality in the Makerspace 3D printer room has been completed by Kane Consulting: early indications are that the room has less than half the ventilation it needs to meet current uses, let alone our plans for growth.</p> <p>2024-04-10 - update: At the request of Building Operations project services, an attempt is being made to establish what the “baseline” VOC reading is for the MCLD building (office 1017). Began showing readings that were consistently lower than those in the Makerspace, typically around 90 or less. Spikes in VOC readings correlated with times when 3D printers in the Makerspace were known to be working. This suggests a building wide deficiency.</p> <p>2024-05-12 - update: Comments: Would a recommendation letter from the JOHSC be appropriate? More VOC monitors would also be useful.</p> <p>2024-07-10- update: According to Makerspace Manager enclosures for the 3D printers had not been previously considered, but they may be cost-prohibitive (over \$20,000 for the existing 3D printers and even more to accommodate the anticipated future additions). Exploring whether an in-house or custom manufactured solution can be made for less.</p> <p>There is still no response from Building Ops on the project to repair/upgrade the building ventilation system.</p> <p>2024-10-16 - update: Makerspace Ventilation Project: Jason Asnis proposed merging the Makerspace ventilation project with a new powder coating booth project. Concerns were raised about the scale and complexity of the Makerspace project, which is expected to be extensive and time-consuming. Consideration</p>	SF (ECE) RC (APSC)		C



		<p>for merging will depend on whether issues with the Makerspace ventilation affect the machine shop or building-wide systems, as the same contractors have worked on both. Currently, no discussions on project funding have occurred, as the scope of work is still being defined. The department is covering costs for initial consultant evaluations of airflow issues. Further assessments will determine necessary air quality standards and inform project planning</p> <p>2024-12-11 – Update: SF is required to conduct a room-by-room inspection.</p> <p>2025-01-08 – Update: Checking with management to see if there is budget available to complete the work.</p> <p>2025-02-14 - -Update: Makerspace ventilation project: Project is currently stalled due to Department wide moratorium on spending</p>			
		Items arising from previous LST meetings:			
		CHBE			
GI-CHBE-24/02/14-01	C	<p>FH testing: MC and RC met with JH (SRS) for an information meeting April 11/24. To be discussed at May APSC JOHSC meeting.</p> <p>Update: A survey to collect information on fume-hood issues has been created: https://ubc.ca1.qualtrics.com/jfe/form/SV_bCwhu702pKRvM7s</p> <p><i>2025-01-08 – Update: SRS is bringing some guidelines, which are less focused on maintenance and more on the user side of things.</i></p>	<p>MC (CHBE) RC (APSC) JH (SRS) JB (Bops)</p>		R
NB-24/10/09-04.02	E	<p>MECH: Can SRS share statistics at least annually, about accidents, incidents or near misses in similar facilities (such as in machine shops across campus.) At the moment the only way to find information about CAIRS reports from other departments is to go through the JOHSC minutes for each group. Action Item: Peggy will reach out to the team responsible for compiling the statistics for the executive team to clarify how get the data. There may be discrepancies due to grey areas on how they define different spaces, such as labs that could also be categorized as machine shops. Peggy will provide an update on this by the next meeting – 2024-12-11</p> <p>CAIRS stats for task-specific incidents from other faculties. RC to follow up with Science and Arts regarding workshop incidents. IP.</p> <p>2025-01-08 - Update: I've emailed Science and Arts to see if they are interested in sharing CAIRS data, starting with shop/makerspace/studio incidents</p>	<p>RC (APSC)</p>		C



		<i>2025-02-12 — Update: Richard presented the incident data during the meeting, and it was noted that all incidents discussed in the JOHSC meeting have been reviewed. No further actions are required at this time.</i>				
NB-24/10/09-04.03	E	<p>There is an issue with our current FOB system for access to rooms. If there is ever an active shooter that is a member of the community, they will have FOB access to any space that students might be hiding in. Right now, students/faculty/staff do not have a way to shut/lock doors in this kind of situation. To follow up on this, there are solutions available; https://www.securitech.com/en/products/lockdown-and-safe-haven-solutions.</p> <p>Action Item: Requesting a comprehensive response regarding active shooter protocols. Peggy will follow up with SRS</p> <p>2024/12/03: Follow-up regarding inquiry by MECH about fob-accessible doors during shelter-in-place incidents by AS and RC with SRS. SRS to discuss internally and respond at APSC JOHSC Jan. 8/25 meeting. The meeting took place on December 3rd, 2024, and the report can be provided at the next meeting.</p> <p>2025-01-08 - Update: The suggestion to connect with Campus Security, and a meeting is being scheduled for further discussion</p> <p><i>2025-02-12 – Update: A meeting was held with Nick to explore potential solutions, as there is no mandate. They are open to consulting and making recommendations. <u>There were no changes to the active shooter protocol, and the matter is now closed.</u></i></p>		RC + SRS/CS		C
NB-24/12/11-04.02	C	<p>MECH: Markus attended CHBE Linde presentation on gas bottle handling and found the need for a training course with a "focus on the design and implementation of apparatus attached to compressed gases"</p> <p><i>Action item: RC to follow up with SMEs in APSC to get a draft checklist/guideline together to present to the JOHSC</i></p>		RC (APSC) MC (CHBE)		R
Items arising from LST meetings for January meeting:						
ECE						
NB-25/02/12-01	C	JOHSC Action Required? *	Item			C



		<p>Information only</p> <p>Hazardous materials disposal for Macleod Tags for disposing of filled sharps containers have now been received as these were being generated in one of the teaching labs We are currently making space in the MCLD chemicals room for the secondary containment bin requested by ESF. Which the department will need to purchase The first successful pickup of waste handled through ESF was completed this week when a container of sharps from one of the teaching labs was picked up. We felt this pickup was a good test of the system for now, as it was relatively routine and low-risk.</p>			
		<p>For discussion</p> <p>MCLD Chemicals room over-capacity: I have had to ask ECE Stores to stop placing new orders for gas cylinders for the time being as the MCLD chemicals room is full. Research groups are over-ordering gas cylinders and then not picking them up in a timely manner when they arrive. This room is intended, designed and built for the shipping and receiving of gas cylinders only. It is not intended for long-term storage. There are currently more gas cylinders in the room than it is designed to hold, both in the quantity of gas and number of restraints available. This room contains restraints capable of holding up to 10 gas cylinders, empty, partial or full. Having more than this quantity would require an external storage cage, such as the one previously proposed for hazardous materials storage, which the department currently does not have funding for. The research groups that have crowded the room with their cylinders have been contacted and told to pick up their cylinders ASAP. The type of gas being receiving in this room must also be closely watched to ensure gases that are chemically incompatible are not stored together and that gases inappropriate for a storage room of this type are not stored here. When gas cylinder ordering resumes, quantities that can be ordered will be based on available capacity in this room. This is a situation where it is better to be placing smaller orders, more often. It is standard procedure for Praxair/Linde to pick up</p>			



			<p>empty gas cylinders whenever they deliver full ones. I have spoken to the Building Manager for AMPEL and confirmed that he is having the same problem with his gas cylinder shipping/receiving area. The short of it is more gas is arriving than we have room to store, and research groups do not pick up their cylinders in a timely manner. A gas cylinder safety course is currently available at UBC Okanagan and SRS is exploring whether it can be localized for the Vancouver campus. The link to the course was circulated to JOHSC members. I tried the course and found it ideal for the department’s needs. Once that process is complete, this training will be made mandatory for everyone using or ordering gas cylinders and all Stores staff.</p>			
		<p>For Discussion</p>	<p>The Department Safety Training Program Revamp of Safety 101 A preliminary draft of the first module for the revamped Safety 101 is in progress. I am merging all the “safety theory” from the first two modules into this module so that other modules can focus on more practical applications. Since the last meeting, it has come to my attention that there isn’t much of an onboarding process really for new staff/faculty/researchers in the department. So I am thinking that creating a version of Safety 101 tailored to the needs of these groups would be beneficial</p> <p>Teaching Assistant Safety Training Feedback on the current draft of the TA training was received and a revamped version taking that feedback into account has been prepared.</p> <p>Completion stickers for new training programs Completion stickers for the Makerspace training and the TA training will be designed in February. This will help make it easier for Engineering Services/Course Support/Teaching staff and faculty to identify at a glance who has completed their training. The makerspace training sticker will be the same general idea as the Safety 101 sticker, but with a different design and possibly a different colour. The TA sticker will be simpler as we will not be giving out quite as many of these.</p>			



			<p>Other Proposed safety training topics</p> <ul style="list-style-type: none"> - Robotics Safety - Others? <p>Canvas and/or hybrid training that uses Canvas is the preferred method of doing safety training of any kind since it will automate the process of creating documentation to track who has completed the training.</p>			
		For Discussion	<p>Update on WorkSafeBC Inspection: All remaining SWPs for the Machine Shop and Makerspace are now complete and will be submitted to the JOHSC in time for the next meeting. I will be approaching the JOHSC at the next meeting again to see if there is going to be any feedback on the SWP's that were created. If not we will proceed with sending them to the Department Head for signature and begin the process of creating procedure posters that can be posted near the machines.</p>			
		For Discussion	<p>Access to the Macleod roof for the RCL lab: Anchor point inspections are complete. The move was scheduled for January 22, but had to be delayed due to some bouts of flu among the movers and the fact that the RCL equipment is not ready. Looking to reschedule for mid-to-late February I have sent Dave Michelson a proposed outline for a roof safety training program. It is designed to be completed in 10 minutes or less. The outline covers safety for being on the roof itself. Dave would still do his own safety training for safely handling the equipment that is on the roof, unless he decides to incorporate both into a lab-specific training program.</p>			
		For Discussion	<p>Records keeping for task specific training: Under section 21 of the <i>Workers' Compensation Act</i>, the department as an employer has an obligation to provide worker instruction and training. We also have an obligation to ensure that records are kept of this training. All training done through a Canvas course can be administered by me as I either have direct access to those course pages or else a report that I can run in Workday that</p>			



			<p>reports on completion of Canvas safety training, but there is currently no mechanism in the department to require faculty to document the task-specific training they provide to their students/researchers/visitors/co-ops in any way. As the department has already received one official order from WorkSafeBC regarding a lack of documentation, this is a high-risk concern, especially in the higher-risk labs. We should develop a departmentwide policy on how to document the task-specific training a faculty member is providing in their research group so that all research groups have a consistent approach to this records-keeping. If necessary, this documentation can be transferred to me for long-term records administration.</p>			
		Information only	<p>Forklift training for key staff: The forklift training certification for our Machinist has expired. We have teamed up with MECH and the Centre for Advanced Wood Processing to put together enough people who need to certify/recertify to hold a training session on February 7, which our Machinist will attend. If funding permits, we should consider having a backup person in the department trained and certified.</p>			
		For discussion	<p>Fire code violations in stairwells: I will be required to crack down on the use of stairwells and emergency egress routes for storage. If I can identify the owner of an item, they will be given alternative storage options, though most will probably have to move their items offsite due to a lack of available storage space in the buildings. Items where the owner cannot be identified will be removed for disposal.</p>			
		Information only	<p>Macleod building renewal deficiencies: Building operations has been looking at selected deficiencies to see if any can be considered core-funded repairs at this point. Those that can will be addressed as such. Priority is being given to any deficiency that is a safety concern. Any repair that requires funding from the department will be addressed on a case-by-case basis to confirm if we can meet that expenditure at this time.</p>			



		For discussion	Winter term 2 building security: A plan for patrols in the Macleod building was discussed with Campus Security, however there would be a cost-per-patrol of \$75-150 depending on which level of patrol chosen and the department does not have funding for this at this time. People who are in the building, especially after hours, are encouraged to report any suspicious activity.				
		Information only	Naloxone kit now available in KAIS atrium: A naloxone kit enclosure has now been installed in the KAIS atrium next to the AED. This is part of a provincial initiative and is being done at no cost to the department/faculty. The kit contains nasal naloxone. If you should happen to notice that the enclosure is empty, meaning that the kit has been taken, please notify me or Campus Security so that we can arrange for the enclosure to be replenished.				
		For discussion	New ECE Safety Website: I now have access to the content management system that is used for the Engineering Services safety page which means I can start updating the content. I've completed a review of all safety pages available in APSC and compared them to departments in the Faculty of Science that have comparable operations and safety risks. Note that there is a trend among APSC departments that have a Safety webpage to refer to it as Health, Safety and Environment and to cover topics that are not covered on any ECE site right now, such as maintenance, access control and building security. I think following this trend would be beneficial to the department. Please see attached outline for proposed content of the new site. It will have to be brought online in stages as I am also still developing some parts of the safety program that should be on this site.				
		MECH					
NB-25/02/12-02	C	1.	Psychological Safety (follow up). There was a recent message about the new course on Sexual Misconduct. This is a great start, but it would be good to have something similar specifically for Psychological Safety.	MF (MECH)		C?	



		<p>2. It is great that there is a new “Compressed Gas Safety Fundamentals” course available. However, the course is missing lots of the elements we’d really like to have users learn about compressed gas. It would be good to cover things like:</p> <ul style="list-style-type: none"> a. Is apparatus downstream of the regulator appropriate? b. What if the regulator fails? c. Maybe have a checklist/examples d. Compressed gas registration requirements <p>Can the JOHSC survey other groups (MTRL/CHBE etc) to see if this would be useful for other departments?</p>			
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* ED – Education and Training * GI- General Inspection *NB – New Business

9. JOHSC RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafe BC)						
Item # (use Recommendation #)	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status
IR #202416709097A	C	<p>Description:</p> <ul style="list-style-type: none"> o Inspection Report – WSBC Accepts Full Investigation Report (UBC Facilities) o WSBC Accepts Full Investigation Report related to an incident which occurred on Dec 19, 2024 (posted on Dec 24, 2024). Worker was checking the building generator and received a shock to their lower leg. Worker attended the hospital for further medical assessment. Zero (0) orders were issued to the University. <p>• JOHSC/LST General Learnings/Discussion Points:</p> <ul style="list-style-type: none"> o Contractors working in UBC spaces must abide by UBC health and safety rules and processes. UBC staff who witness an unsafe act or condition must report it immediately. Call Campus Security @ 604-822-2222. 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 		2024-12-13		C



9. JOHSC RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafe BC)						
		<p>Security at 604-822-2222 (after calling 911 emergency services) as part of the incident response.</p> <ul style="list-style-type: none"> ○ 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 ○ 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. 				

* REC – Recommendation Letter

10. NEW & OTHER BUSINESS					
Item # (NB-yy/mm/dd-01)	Priority	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
New Business					
NB-25/02/12-03	C	<p>ECE - Question to the JOHSC: Can we discuss the safety measures for Capstone projects and how other departments address safety concerns, particularly regarding unique risks such as gas safety, flight safety, human health testing, and the credibility of online research sources? <i>The head is responsible for ensuring safety procedures are followed; this is a fundamental instructor issue. ECE will contact MECH Capstone for recommendations.</i></p>	SF (ECE)		C
NB-25/02/12-04	C	<p>NURS: CAIRS reports are being used for anti-racism and anti-bullying in the practice and school setting. They have added it to their safety card to submit a CAIRS report, which refers to bullying and harassment, directing it to human relations. We want to record these reports and follow up, as they are happening in NURS. Getting these reports is important to follow up and work on interventions. Q1: Would practicum students be considered workers? They should fall under the worker</p>	JM (NURS)		C



10. NEW & OTHER BUSINESS					
		category. To confirm, is CAIRS the right tool to use? A: Yes, for now. Richard is waiting for SRS to confirm the category for sure.			
		Informational Items			
NB-25/02/12-05	E	Snow? The forecast says that snow is on the way! For information on ice prevention, snow removal and links to campus notifications and protocols visit the UBC Facilities website .			
NB-25/02/12-06	E	<p>Office Ergonomics: The UBC Ergonomics Team is looking for dedicated staff members who are interested in learning more about ergonomics and becoming an Office Ergo Rep in their department. Ergonomics can play a key role in improving staff wellbeing, health, and safety. Office Ergo Reps are trained in simple workstation set-ups, signs and symptoms of injuries from poor ergonomics, and strategies to reduce musculoskeletal injuries—all to help ensure your colleagues feel comfortable and supported in their workspaces!</p> <p>Upcoming Training Sessions Choose from one of our upcoming training dates:</p> <ul style="list-style-type: none"> • Thursday February 20th, 9am-12pm • Tuesday February 25th, 9am-12pm <p>Sign up now through the Office Ergo Rep Canvas Course! Once you have enrolled, please make sure to review the Welcome & Program Training and Requirements section before selecting a timeslot. Once you have registered in a timeslot, no further action is required at this time.</p> <p>Why become an Office Ergo Rep?</p> <ul style="list-style-type: none"> • Gain valuable expertise in ergonomics • Play a vital role in promoting wellbeing, increasing productivity, and preventing injuries • Help colleagues feel more comfortable and supported at work • Build leadership skills and make an impact in your department <p>What's involved?</p> <ul style="list-style-type: none"> • Training: Attend a 3-hour, in-person training course. We will equip you with the practical skills, knowledge, and tools to assist your colleagues with basic ergonomic needs. 			



10. NEW & OTHER BUSINESS																	
		<ul style="list-style-type: none"> Ongoing support: No quizzes or assignments—just the satisfaction of helping others. Plus, our ergonomics team will always be there to back you up with complex cases or questions. <p>Questions? If you would like more information, feel free to reach out to us at ergonomics.info@ubc.ca</p>															
NB-25/02/12-07	E	<p>Preventing and Responding to Sexual Misconduct: UBC has updated its Sexual Misconduct Policy and has launched new training for all faculty and staff to ensure everyone understands UBC’s expectations under the revised policy. A new mandatory training course has been created for faculty and staff. The new course, called Preventing and Responding to Sexual Misconduct, will take approximately 15-20 minutes to complete. It is accessible through Workplace Learning (WPL) and will educate all faculty and staff on the policy, including how to support a workplace free from sexual violence and how to respond to disclosures of sexual violence in a trauma-informed way. Please encourage your teams to complete the training by February 28. Faculty and staff who have not completed the training by that date will receive reminder notifications via Workday until they have done so.</p> <ul style="list-style-type: none"> Find out more about UBC’s revised Sexual Misconduct Policy To complete the training, visit Preventing and Responding to Sexual Misconduct <p>Learners are encouraged to complete the training in an environment that feels safe for them and to reach out to the Sexual Violence Prevention and Response Office (Vancouver or Okanagan) for support as needed.</p>															
NB-25/02/12-08	E	<p>JOHSC Training: New dates have been released for JOHSC and LST training. You can register for JOHSC training here, and LST training here.</p> <table border="1" data-bbox="646 1179 1409 1338"> <thead> <tr> <th colspan="2">JOHSC Training</th> <th colspan="2">LST Training</th> </tr> <tr> <th>Part 2a</th> <th>Part 2b</th> <th>Part 2a</th> <th>Part 2b</th> </tr> </thead> <tbody> <tr> <td>March 11th 10:00 am – 12:00 pm</td> <td>March 14th 1:00 pm – 3:00 pm</td> <td>February 18th 10:00 am – 11:30 am</td> <td>February 20th 1:00 pm – 2:30 pm</td> </tr> </tbody> </table>	JOHSC Training		LST Training		Part 2a	Part 2b	Part 2a	Part 2b	March 11 th 10:00 am – 12:00 pm	March 14 th 1:00 pm – 3:00 pm	February 18 th 10:00 am – 11:30 am	February 20 th 1:00 pm – 2:30 pm			
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NB-25/02/12-09	E	<ul style="list-style-type: none"> Healthy UBC Workplace Hazardous Products Program newsletter 															



10. NEW & OTHER BUSINESS					
		<ul style="list-style-type: none"> • Road Safety at Work • WorkSafeBC: <ul style="list-style-type: none"> a. Recent work-related incidents reported b. New exposure limit for fentanyl and fentanyl citrate c. Enews 			

*NB – New Business

1. NEXT MEETING	
Date:	Wednesday, March 12, 2025
Time:	09:00 – 10:30
Location:	Hybrid: In person (CEME 2202) & zoom

2. MEETING ADJOURNED	
10:12	Moved by: Jennifer Pelletier Second by: Sabrina Fried

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)