



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Faculty of Science – JOHSC

Worker Co-Chair: Kate Blackburn/Monica Clarkson
Employer Co-Chair: Glenn Sammis

Date: Thursday February 13, 2025

Time: 11:30 am
Location: Zoom

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 <ol style="list-style-type: none"> a. Monthly Incident List b. Previous Month's Incidents 6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers) <ol style="list-style-type: none"> a. IR202416709097A-Worker received shock when checking generator, zero orders issued to UBC 7. Review Education and Training <ol style="list-style-type: none"> a. Michelle to complete JOHSC training by July – new dates announced in info email 	<ol style="list-style-type: none"> 8. Ongoing Business – Status of Action Items <ol style="list-style-type: none"> a. 2024 General Inspection Summary – Chemistry & MSL – Dan & Monica b. LST Mtg Attendance - Monica/Glenn attend LST meetings update c. Promoting details on Workers right to refuse unsafe work d. Strategies to improve CAIRS report submission times e. final updates to SharePoint complete – Jill 9. JOHSC Recommendation Letters (Correspondence) – nothing for discussion 10. New and Other Business <ol style="list-style-type: none"> a. Reminder on Snow at UBC b. UBC Ergonomics team looking for Ergo Office Reps – Register for the 3-hr course here c. UBC updated Sexual Misconduct Policy and new training for all faculty and staff, please complete by Feb 28th 11. Website News and Updates – anything to add? 12. Next Meeting: Thursday March 13, 2025 13. Meeting Adjournment
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1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Harry Brumer	Faculty	Michael Smith Laboratories	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brett Couch	Faculty	Dept. of Botany	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Karen Reid	M&P	Michael Smith Laboratories	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kate Blackburn	CUPE 2950	Faculty of Science	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Christopher Stinson	CUPE 116	Beaty Biodiversity Museum	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vivian Leung	M&P	Dept. Computer Sciences	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mladen Bumbulovic	M&P	Physics & Astronomy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brendan Fisher	CUPE 116	Botanical Gardens	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Tammy Tromba	CUPE 2950	Zoology	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Urmi Mody	CUPE 2278	Chemistry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anna Rodgers	CUPE 2950	ScienceCoop	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Katie Wong	CUPE 2950	Math	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monica Clarkson	M&P	Chemistry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sebastian Medrano	AAPS	Dept. EOAS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
John Nomellini	M&P	M&I	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jacqueline Higgins	CUPE 2278	Chemistry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employer Representatives		Work Location	Present	Regrets	Absent
Glenn Sammis		Dept. of Chemistry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michelle Lundrigan Herar		Dean's office	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Amber Stefanson		Dept. EOAS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laura Lockyer-Cotter		Faculty of Science	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Resources/Guests		Work Location	Present	Regrets	Absent
Richard Wambolt		Safety and Risk Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jillian Turner		Microbiology and Immunology	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dan Fayant		MSL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1A. CORE GROUP ATTENDANCE					
Faculty (2) – no M&P (2) – yes Employer Reps (2-3) – yes		CUPE 2950 (1) – yes CUPE 116 (1) –yes CUPE 2278 (2) – no	NUT (1) - no		



2. DETERMINATION OF QUORUM

<ul style="list-style-type: none"> 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: <u>Chris</u> Seconded by: <u>Mladen</u> 		
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"> • Chemistry Fume Hoods • Katie Wong to complete training by September 		
4 A. 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		
Is the agenda approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

See attached incident report:		
<ul style="list-style-type: none"> • Monthly Incident List & Statistical Summary Report <i>(For any <u>general</u> 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)</i> 		



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

(* 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
136478(136473)- 2025-01-30	C	<ul style="list-style-type: none"> Results: blunt needles now available for this work Investigation: procedures not followed; blunt needle should be used. First aid was called Needle stick with clean needle 	N/a	n/a	C
136409 (136405)-2024- 09-15	C	<ul style="list-style-type: none"> Reminder: please report incidents right away when pain starts. Results: ergonomics assessment and new equipment purchased Investigation: repetitive use of mouse and keyboard Gradual onset of wrist and arm pain 	n/a	n/a	C
136512 (136468)-2024- 11-18	C	<ul style="list-style-type: none"> Action: moved equipment to prevent recurrence Results: investigating if protective padding could be added to shelf Investigation: worker wasn't aware of shelf, was focused on cleaning water, Worker slipped and hit head 	n/a	n/a	C
136345-2025-01- 08	C	<ul style="list-style-type: none"> Was first aid called? Report was submitted late Investigation: Slipped and fell and hurt arm 	Brendan	2025-03-13	IP
136390 (136399)-2025- 01-17	C	<ul style="list-style-type: none"> More information needed: was area evacuated, was respirator worn, is there an exposure concern, how much spilled, Rich to follow up with SRS Results: move all bottles back from the edge of the shelves Investigation: DFM bottle was close to edge of shelf and fell when cabinet door was opened Spilled DFM bottle 	Glenn via Rich	2025-03-13	IP



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
136428 (136427)-2025-01-22	C	<ul style="list-style-type: none">Results: purchased leather gloves for this work and reminded staff to not rush when workingInvestigation: was rushing and not wearing leather gloves, first aid was calledCut hand on pipe	n/a	n/a	C
136446 (136440)-2025-01-23	C	<ul style="list-style-type: none">Rich to forward JOHSC feedback to LST/PI: Vacuums, dust pans etc. should not be put into a biosafety cabinet, they can contaminate the cabinet. Clean with a paper towel.Results: replace glass with plastic pipettes,Investigation: did not see broken glass while cleaning, should haveCut from glass pipette shard while cleaning	Glenn via Rich	2025-03-13	IP
136484 (136485)-2025-1-30	C	<ul style="list-style-type: none">Results: team meeting to review proper way to discard contaminated materialInvestigation: improperly discarding Trizol containing sampleswaste was autoclaved and some pipette tips had residual Trizol reagent (phenol). Once completed the autoclaved had smell of phenol	n/a	n/a	C
136526-2025-02-04	C	<ul style="list-style-type: none">See 136533-2025-02-04Cut finger, first aid attended	n/a	n/a	C
136533-2025-02-04	C	<ul style="list-style-type: none">Update: all glassware in this lab has now been inspected for flaws.Results: all lab glassware was inspected, reminded to use cut resistant gloves when doing this workInvestigation: glassware was compromisedCut finger	n/a	n/a	C
136534-2025-02-05	C	<ul style="list-style-type: none">JOHSC: training seems to be the issue; lab coats provide temp protection only. Also, first aid should be called and worker should not choose to use burn cream. Nomo to share with lab.Investigation: was wearing lab coat but Trizol penetrated the lab coat, first aid not calledSkin contact with Trizol	Nomo	2025-03-13	IP



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
136523-2025-02-05	C	<ul style="list-style-type: none"> For animal care JOHSC 			
136426 (136004)-2024-11-07	C	<ul style="list-style-type: none"> For Faculty of Medicine JOHSC 	n/a	n/a	C
136451 (136453)-2025-01-27	C	<ul style="list-style-type: none"> Clear case of not following procedure in eyewear mandatory area Results: reminder of requirement of wearing eye protection Investigation: student not wearing eye protection, student was inexperienced, ran eye through eye wash to remove material Student was desoldering and material got in eye 	n/a	n/a	C

6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
Distribute inspection checklist(s) and report(s) for meeting and use this table to record discussion and new recommendation(s)					
<input checked="" type="checkbox"/> No actionable items noted					
Item # (Use Inspection #)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
IR20241670909 7A	C	Worker received shock when checking generator, zero orders issued to UBC <ol style="list-style-type: none"> Report all incidents into CAIRS within 48 hours Contractors working in UBC spaces must abide by UBC health and safety rules Complete reports within 30 days Report all serious/reportable incidents to Campus Security (after 911) 	n/a	n/a	C
Annual General Inspection Tracking					
Department		Notes	Date Completed		



6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)		
Aquatic Ecosystems Research Laboratory (AERL)		
Beaty Biodiversity Museum		
Botanical Garden & Centre for Plant Research		
Botany		
Chemistry		
Computer Science		
Earth Ocean and Atmospheric Science		
Michael Smith Labs		
Microbiology and Immunology		
Physics and Astronomy		
Zoology		

* 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)					
<ul style="list-style-type: none"> new training dates announced and sent to applicable members 					
Item # (ED-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
ED-25/01/09-01	C	<ul style="list-style-type: none"> New members to complete training in 6-months Michelle to complete training by July 2025 	Michelle	2025-07-01	IP
ED-25/02/13-01	C	<ul style="list-style-type: none"> New members to complete training in 6-months Katie to complete training by September 2025 	Katie	2025-09-01	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
136210(136211)- 2024-12-05	C	Cut from broken glass pipette <ul style="list-style-type: none"> Plastic pipettes are appropriate for this work and will be used going forward. Report will be updated. M&I is transitioning to plastic pipettes, Nomo will clarify if plastic can be used for this job. Root cause should be excessive force/rushing Reminded students and lab members to be gentle with this work A little too much force used Cut from broken glass pipette, first aid called. 	n/a	n/a	C
136004-2024-11- 07	C	Cut finger <ul style="list-style-type: none"> For Faculty of Medicine JOHSC: more information needed Cut finger 	n/a	n/a	C
135924 (135872)-2024- 09-07	C	Faculty painted wall <ul style="list-style-type: none"> still open and is awaiting the lead monitoring report from a third-party consultant. There are several health and safety risks that have been identified with this incident which includes not following established safety protocols, lack of knowledge of the building construction materials, improper use of controls, working alone, etc. SRS and Facilities are working with the Math dept. on this file and updates will be provided to the JOHSC as they become available. Rich to follow up Results: informed faculty to not do any service work Investigation: Faculty waited four months for service request and decided to take on work themselves. <p>Incident: faculty painted wall in office after waiting four months for service request. No incident but want to flag for lack of response to service request.</p>	Glenn via Rich	2024-12-12	IP



8. ONGOING BUSINESS – Status of Action Items					
NB-25/01/09-01	E	JOHSC Improvement Goals for 2025 - General Inspections – Common Themes <ul style="list-style-type: none"> February is Chris, Brendan & Vivian See NB-25/02/13-01 for Chemistry & MSL findings Chemistry & MSL to bring common themes to February meeting, rest of departments will be called each month – schedule will be provided. 	March Mtg Beaty, Computer and Gardens	2025-07-07	IP
NB-25/01/09-02	E	JOHSC Improvement Goals for 2025 – LST Meeting Attendance <ul style="list-style-type: none"> Monica & Glenn to attend more LST meetings this year. Please invite Monica & Glenn to your LST meetings LST Meeting tracker: 1) January – Monica – EOAS ESB 2) January – Monica – Botany	Monica & Glenn	2025-12-12	IP
NB-25/01/09-03	E	JOHSC Improvement Goals for 2025 - strategies to improve CAIRS report submission times. <ul style="list-style-type: none"> Reminder to email your interest in joining the subcommittee January – if you are interested in joining this subcommittee, please email Monica or Glenn Suggestion is to have 1-2 go-to people in each department to help fill out the forms and promote this service.	Glenn/Monica	2025-12-12	IP
NB-25/01/09-04	E	JOHSC Improvement Goals for 2025 - Promoting details on Workers right to refuse unsafe work <ul style="list-style-type: none"> Reminder to email your interest in joining the subcommittee January – if you are interested in joining this subcommittee, please email Monica or Glenn 	Glenn/Monica	2025-12-12	IP

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

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



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

(use Recommendation or Report #)						
		Nothing for discussion				

* REC – Recommendation Letter *IR – WorkSafeBC Regulatory Inspection

10. NEW & OTHER BUSINESS

- Welcome Katie Wong to the committee and Thank you to Theresa for your service!
- Final SharePoint updates are now complete will combine with annual update
- Reminder on Snow at UBC
- UBC Ergonomics team looking for Ergo Office Reps – Register for the 3-hr course [here](#)
- UBC updated Sexual Misconduct Policy and new training for all faculty and staff, please complete by Feb 28th

Item # (NB-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
NB-25/02/13-01	E	<p>2024 General inspection findings – MSL & Chemistry</p> <p>Chemistry – completes 2 rounds/year</p> <ul style="list-style-type: none"> • 1st round common findings: <ul style="list-style-type: none"> ○ Cut proof gloves not available in all labs (as required) ○ Face shields not available in all labs (as required) ○ Long term/overnight experiments improperly/or not labelled ○ Monthly inspections not always completed (as required) • After the 2nd round significant improvements in all areas except labelling long term experiments. • From 2022 to 2024 there was also a major improvement in labelling peroxide chemicals properly in 2024 only 1 case noted. <p>MSL</p> <ul style="list-style-type: none"> • Graphed all their common general inspection flagged items and reviewed at Jan LST meeting, will bring one item to each meeting for education and sharing of other lab best practices • Offered pre-inspections for 2025 	n/a	n/a	C



10. NEW & OTHER BUSINESS					
		<ul style="list-style-type: none"> Their number one issues was fume hoods are they functional and certified? 			
NB-25/02/13-02	E	<p>New SRS courses for Bio & Chem safety will go live March 15th.</p> <ul style="list-style-type: none"> If you are in the middle of completing complete by March 14th or you will have to restart. If you have done the training, please download your certificates by March 14th if you have new lab members they can choose to start now and finish by March 14th or start on the 15th and work supervised in the lab. 	n/a	n/a	C
NB-25/02/13-03	C	<p>Chemistry Fume Hoods – not working properly for extended periods of time /lack of operations response</p> <ul style="list-style-type: none"> Request SRS to talk with building operations and put in place protocol for working on fume hoods in a building and notifying all users and provide consistent and accurate messaging on fume hood safety/use. General request to respond to maintenance and other fume hood requests in a more timely manner, it is a huge safety issue. Issue in chemistry with fume hoods not working properly for extended periods of time and not being fixed in a timely manner Issue with building operations providing conflicting information – are they fume hoods safe to use or not? Issue with building operations working on other fume hoods in building/stack and not informing the rest of the users that issues may occur. Issue with lack of response from building operations when issues are brought up. There are currently no alarms in the chem building. 	Glenn via Rich	2025-03-13	IP

*NB – New Business

11. NEXT MEETING	
Date:	Thursday March 13, 2025
Time:	11:30 am



11. NEXT MEETING

Location:	Zoom
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12. MEETING ADJOURNED

Time:	12:26 pm
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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)