



UBC Surrey Memorial Hospital Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: SMH JOHSC

Worker Co-Chair: Achille Gardellini
Employer Co-Chair: -

Date: February 13, 2025

Time: 2:00 PM
Location: [Zoom](#)

AGENDA

<ol style="list-style-type: none"> 1. Roll Call & Introductions 2. Determination of Quorum 3. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes 4. Approval of Agenda <ul style="list-style-type: none"> • Additional Agenda Items per committee members 5. a) Review NEW Centralized Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents b) Review Accident/Incident reports with ongoing action items 6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers) <ul style="list-style-type: none"> • View SRS inspection templates here 7. Review Education and Training <ul style="list-style-type: none"> • New Member training 	<ol style="list-style-type: none"> 8. Ongoing Business – Status of Action Items <ul style="list-style-type: none"> • First Aid/ Fire Safety CC1 • Violence Risk Assessments • Terms of Reference for approval 9. JOHSC Formal Recommendation Letters & Regulatory Inspections <ul style="list-style-type: none"> • See WSBC attachments in SRS Co-chair email 10. Safety and Risk Services Update <ul style="list-style-type: none"> • SRS Co-Chair email 11. New and Other Business <ul style="list-style-type: none"> • Roundtable • End of Term Feedback Opportunity 12. Next Meeting: March 11, 2025 13. Meeting Adjournment
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1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Achille Gardellini	M&P - AAPS	City Centre 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tanya Fawkes	Faculty	City Centre 1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sharon Doubt	CUPE 2950	Surrey Memorial Hospital	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
James Wrightson	M&P - AAPS	City Centre 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bruna Mendrone	CUPE 2950	City Centre 1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Employer Representatives		Work Location	Present	Regrets	Absent
Heejung Kim		City Centre 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bridget Begin		Surrey Memorial Hospital	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gary Mak		Surrey Memorial Hospital	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/Guests		Work Location	Present	Regrets	Absent
Mardi Henderson		SRS (FoM)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Madeline Leighton		SRS (FoM)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nick Steel (A)		SRS (FoM)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. DETERMINATION OF QUORUM		
a. A minimum of 4 members; b. Worker representatives (faculty and staff workers who do not exercise managerial functions) and employer representatives (management workers who exercise managerial functions); c. At least half of the members must be worker representatives;		
Is there quorum for this meeting: <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>		
• Move to adopt minutes Moved by: <u>Bridget Begin</u> Seconded by: <u>Gary Mak</u>		
Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>



4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

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4 A. REVIEW ACTIONABLE ITEMS FROM LST MINUTES (if applicable)
Place actionable items under Accident/Incident Investigation, Safety Inspections, Correspondence, New Business etc. as applicable and assign proper item # for further discussion/action.

No actionable items noted

Is the agenda approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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5. REVIEW NEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

See attached incident report:

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

Item # (Use CAIRS Incident ID # and Incident Date)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
		Information Only: FoM team were notified of an incident/accident disclosure doing a placement that has now finished (Musculoskeletal injury transferring a patient – now completely healed). The recommendation is to encourage a retrospective CAIRS report for a couple of reasons: 1) in case anything happens to aggravate the injury, and 2) we can look at what we can do to prevent a similar incident from happening again.	N/A	N/A	C

INCIDENT/ACCIDENT INVESTIGATIONS WITH OPEN ACTIONS FROM PREVIOUS MEETING

	None			
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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)

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



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

- 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-SMH-2024/10/29	D	Surrey Memorial Hospital Inspection Unknown when last fire drill was conducted- new manager will follow up. Reminder it is the supervisor's responsibility to keep a record of staff safety orientation. It is not dictated how or where this information is kept, but it needs to be retrievable if requested. Referred forward until SMH Administrator is Hired.	-	-	RF

* 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	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
ED-24-07-09-04	D	Heejung	Heejung	Oct 2024	IP
ED-24-07-09-06	D	Bridget	Bridget	Sept 2024	IP
ED-24-09-10-01	D	Sharon	Sharon	March 2025	IP
ED-24-12-10-01	D	James	James	May 2025	IP
ED-24-12-10-02	D	Bruna – is going to enroll in the next in person sessions	Bruna	May 2025	IP
ED-24-12-10-03	D	Gary	Gary	May 2025	IP

* ED – Education and Training



8. ONGOING BUSINESS – Status of Action Items					
Original Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
NB-24-03-12-05	C	<p>First Aid and Fire Safety Plan: See November 2024 minutes</p> <p>Update 12/10: Most First Aid training now complete. Fire inspection completed November 28th. Tested rooms for smoke detectors and bells.</p> <p>Update 1/22: Need some clarity on roles/responsibilities from FoM Space Planning & facility management. Mardi & Nick to meet to discuss fire safety, and who is point of contact.</p> <p>Update 2/13: Questioned who go to contact is for off-campus locations, like security is for the Point Grey campus. Line of responsibility comes back to asset management and faculty of medicine space planning team to communicate with landlord. Doesn't affect immediate term in case of emergency, but may need to update documentation to reflect that. Jame Ballavance and Eileen Koshi are finalising list of contractors for CC1 building. Committee asked about staff in Victoria General Hospital- emergency response plan is building/ site specific. This will come from the health authority space, i.e. Island Health. If individual workers need specific assistance e.g. accessibility requirements, it is good to be aware and have documentation for those people. Local resources may be available to those employees.</p> <p>Action: Mardi and Achille to discuss above offline. Mardi to find contact for HeeJung at Victoria General.</p>	Mardi	N/A	IP
24-04-09-01	D	<p>Violence Risk Assessments: See August 2024 minutes</p> <p>Update 9/10: Mardi to attach to next meeting for time to review</p> <p>Update 10/8: Mardi away- TBC next meeting. Jacqueline confirmed VRA and has distributed at Surrey. Achille to confirm details with Mardi first.</p> <p>Update 11/21: Midwifery details were confirmed. Staff to have phrase to say in situation where they feel unsafe in a way to not escalate a situation. This can be put into final VRA.</p> <p>Update 12/10: Doors have been installed, swipe card access TBC. Waiting for card reader. No students this week so door will be left unlocked. Long term plan for door access TBC, recommendation of FoM SRS to keep doors locked. Achille meeting with faculty to discuss.</p>	Mardi	N/A	C



8. ONGOING BUSINESS – Status of Action Items					
		<p>Update 1/22: Concensus is that the without a UBC card folks won't be able to enter the front door and it will remain closed.</p> <p>Update 2/13: VRA complete and can be closed. Document will be uploaded to SharePoint.</p>			
NB-2025/01/22-01	B	<p>Committee meeting schedule</p> <ul style="list-style-type: none"> - Not all members are available 2nd Tuesday of each month at 1:30pm. - Recruitment: on hold waiting for SMH to be hired. Missing a Faculty member right now. <p>Achille to email committee members to ask for 2025 preferences for meetings.</p> <p>Update 2/13: New time will be every second Tuesday at 2pm (moved back by 30 minutes).</p> <p>Action: Madeline to send out new meeting schedule</p>	Achille/ Madeline	N/A	C
NB-2025/01/22-02	D	<ul style="list-style-type: none"> - Terms of Reference distributed to committee members to review and approve for 2025-2026. - Note that committee member details on the Safety committees website should be accurate. - Mardi gave overview of Term end processes and Annual Evaluation. <p>Madeline to check SharePoint vs. the website and request changes where required. Achille to distribute the TOR again for people to review and approve for next meeting.</p> <p>Update 2/13: Terms were approved by committee. These will be uploaded to SharePoint.</p>	Achille	N/A	C

9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
Item # (use Recommendation or Report #)	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status
IR # 202416709097A	E	Investigation Report related to an incident occurring December 19 where a worker was checking the building generator and received a shock to their lower leg. Worker attended the hospital for further medical treatment.	N/A	12/13/2024	N/A	C

* REC – Recommendation Letter *IR – WorkSafeBC Regulatory Inspection



10. SAFETY & RISK SERVICES UPDATE					
Item # (SRS-yy/mm/dd)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
SRS-25/01/30	E	<ul style="list-style-type: none"> • Snow For information on ice prevention, snow removal and links to campus notifications visit UBC Facilities website • Office Ergonomics UBC Ergonomics Team looking for staff who are interested in becoming an Office Ergo Rep in their department. Sign Up here via WPL. • Preventing and Responding to Sexual Misconduct UBC has updated its Sexual Misconduct Policy and has launched new mandatory training for all faculty and staff. Sign up via WPL 	All	N/A	C
SRS-25/01/07	E	<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. • Observations from the Committee to pass on to UBC Emergency Management: <ul style="list-style-type: none"> - It is possible if people aren't using the UBCSafe App it goes to 'sleep mode'. Few people received any notifications via text or the app. - Action: Mardi to collate findings are provide to EM team. Reach out to HEMBC to see what the notification process is for Fraser Health/Surrey Site when a health authority notification needs to be cascaded to UBC members in an emergency. Survey can be completed here: https://ubc.ca1.qualtrics.com/jfe/form/SV_eE83nna8QcotgIU - Noted the app is very campus centered. 	Mardi/Nick	N/A	C

11. NEW & OTHER BUSINESS					
<ul style="list-style-type: none"> • General discussion items (list actionable items below) 					
Item # (NB-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
NB-25/02/13-01	D	End of Term Feedback Opportunity Opportunity for feedback, as JOHSC has been over a year. Please complete by end of March.	All	3/11/25	N



*NB – New Business

12. NEXT MEETING	
Date:	March 11, 2025
Time:	1:30 PM
Location:	Zoom

13. MEETING ADJOURNED	
Time:	2:35 PM

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)

Posting of Approved Meeting Minutes (Required):

- [SMH JOHSC SharePoint](#)