



## Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Provost & VP Research

Worker Co-Chair: Thomas Heilke  
Employer Co-Chair: Barb Jackson

Date: 2020-02-28

Time: 0900H-1000H  
Location: EME 3112

### AGENDA:

<ol style="list-style-type: none"> <li>1. Roll Call</li> <li>2. Determination of Quorum</li> <li>3. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes</li> <li>4. Additional Agenda Items, Review Actionable Items from Local Safety Team (LST) Minutes &amp; Approval of Agenda</li> <li>5. Review Centralized Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents               <ul style="list-style-type: none"> <li>• Monthly Incident List &amp; Statistical Summary Report (attached)</li> <li>• Process for involvement in Accident / Incident Investigations</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>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"> <li>a. Overview Laboratory Inspection Process</li> <li>b. January Laboratory Inspections</li> <li>c. Self-Inspection Process</li> </ol> </li> <li>7. Review Education and Training               <ol style="list-style-type: none"> <li>a. WorkSafeBC Training</li> </ol> </li> <li>8. Ongoing Business – Status of Action Items               <ol style="list-style-type: none"> <li>a. Changes to Terms of Reference</li> <li>b. Vote to accept Terms of Reference</li> </ol> </li> <li>9. JOHSC Formal Recommendation Letters &amp; Regulatory Inspections</li> <li>10. New and Other Business</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
Kathy Rush	FHDS		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thomas Heilke	IKBSAS		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shannon Hohl	ENGINEERING		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Debbie Roberts	ENGINEERING		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Employer Representatives	Work Location	Present	Regrets	Absent
Barb Jackson	IKBSAS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kristen Schuppener	EDUCATION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deanna Roberts	COGS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/Guests	Work Location	Present	Regrets	Absent
Cherie Michels	HSE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jason McLeod	HSE	<input checked="" 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"/>
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## 3. APPROVAL OF PREVIOUS JOHSC MEETING MINUTES

<i>(Statement to indicate minutes of previous meeting have been read &amp; acknowledged and to record any corrections to it)</i>		
<ul style="list-style-type: none"> <li>• Move to adopt minutes. Moved by: <u>Debbie</u> Seconded by: <u>Kathy</u></li> <li>• List amendments to minutes</li> </ul>		
Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

## 4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

- Discussion of potential for PIs to share procedures/best practices with other campus labs users.
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### 4 A. REVIEW ACTIONABLE ITEMS FROM LST MINUTES (if applicable)



**4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA**

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 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)
- Process for involvement in Accident / Incident Investigations

(\* 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
		Discussed reporting slips/trips to Campus Security so worker can receive First Aid treatment as well as CS can report the slippery area to Facilities Management for treatment			
		Discussed worker review process for incident investigations			
		Online training will be developed & available in the next 1-2 months			

**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)

- Overview Laboratory Inspection Process
- January Laboratory Inspections
- Self-Inspection Process

No actionable items noted



6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
Item # (Use Inspection #)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
		inspection process has not yet been set			
		Cherie spoke to lab inspections (5 year cycle, freq. according to risk: Annual, 1.5 years, 2-3 years, 3-4 yrs, 5 yrs)			

\* 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)					
<input type="checkbox"/> No actionable items noted					
Item # (ED-yy/mm/dd-#)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
<i>E.g. ED-Date-#</i>		WorkSafeBC online training is good; print completion certificates if possible			
		Spoke to initial mandatory 8 hour training as well as annual voluntary 8 hour training			
		UBC online training – will provide completion certificate			

\* ED – Education and Training

8. ONGOING BUSINESS – Status of Action Items					
(General discussion, review all ongoing business from previous minutes, etc. For all actionable items please list below)					
<ul style="list-style-type: none"> <li>a. Changes to Terms of Reference</li> <li>b. Vote to accept Terms of Reference</li> </ul>					
<input type="checkbox"/> No actionable items noted					
Original Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status



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

(General discussion, review all ongoing business from previous minutes, etc. For all actionable items please list below)

- a. Changes to Terms of Reference
- b. Vote to accept Terms of Reference

No actionable items noted

<i>E.g. Date-#</i>		Debbie, Kathy voted to accept ToR			
		Thomas will send typos that he found (i.e. no material changes)			

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

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

Item # (use Recom. #)	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status
		none to report for period of Feb. 1-19, 2020				

\* REC – Recommendation Letter

### 10. NEW & OTHER BUSINESS

- General discussion items

Item # (NB-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
		Discussed interior cleanliness (e.g. slipping hazards with sand tracked in from outside in snowy conditions); can submit cleaning request to Facilities Management <a href="https://facilities.ok.ubc.ca/services/maintenance-grounds/custodial/">(https://facilities.ok.ubc.ca/services/maintenance-grounds/custodial/)</a>			
		Discussed custodial cleaning of lab spaces - different labs have different access levels depending on what goes on in them (lower risk labs would have partial-to-full access depending on specifics; moderate risk labs would have partial access; highest risk labs are cleaned by the lab occupants, not the custodians).			



**10. NEW & OTHER BUSINESS**

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\*NB – New Business

**11. NEXT MEETING**

Date:	Planned for March 27
Time:	
Location:	EME

**12. MEETING ADJOURNED**

Time:	10am – Kristen –motion; Deanna -second
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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
- All JOHSC members
- Online (<https://hse.ok.ubc.ca/committee/>)
- Posted on any Safety Bulletin Boards (if applicable)



Incident Date	Incident Time	Injury Summary	Description	Root cause	Corrective Actions
01-02	6:55 AM	No injury / Incident only / Fall on Same Level / No Injuries	There was a snow fall that happened over night, when the employee drove in to parking lot b it was very icy. The employee carefully walked from the parking lot to towards the back of the ADM Building using the fence or hand rails for support. Once past the fence and on to the sidewalk the employee lost her balance and slide to the ground on her back side. One of the Facilities members were driving by in the golf cart and stopped to help the employee up. Facilities walked employee to the door of the ADM Building to make sure they got there safe.	The sidewalks were not sanded and the snow on them was frozen solid.	
2020-01-12	12:00 PM	Injury / Time Loss / Struck By / Pain from Impact / Hand	Large Coffee carafe was falling in to sink and employee went to grab it and it hit her hand/thumb	The employee did not check there surroundings before quickly moving to another task causing the large coffee pot to fall over and hit her hand	All Corrective Actions Complete / Corrective Action Identified: Discuss knowing you surrounding at all time within the small location. Estimated Completion Date: 2020-01-21 / Final Actions Taken: Discussed with the Team to be cautious of leaving items in small areas. Date Completed: 2020-01-22
2020-01-12	?	no injury	While conducting snow removal operations in the Tool Cat, a worker struck a light pole while backing up. The worker reported that there appeared to only be superficial damage to the pole as well as the snowblower attachment on the tool cat. The worker assured the Campus Security dispatcher that he did not suffer any injuries and did not require first aid.		* incident was not entered into CAIRS
2020-01-15	?	no injury	A worker was filling a piece of snow removal equipment with diesel fuel when the fuel hose broke off of the pump/tank resulting in a spray of diesel fuel being sprayed over a wide area. Temperature was below -18 degrees Celcius.		* incident was entered into CAIRS but the entry was not completed



2020-01-16	12:00 PM	No injury / Incident only / Spills or Gas Leaks / No Injuries	One of the students mistakenly poured not-fully neutralized hydrogen peroxide and potassium permanganate in disposal bottle. The bottle also had sulphuric acid inside. The generated gas due to reaction led to explosion of the bottle. Fortunately, the students heard the noise and left the lab on time. After the incident, the lab was closed for about 1 week by safety at UBCO. A team of professionals came to the lab to decontaminate everything and clean the lab. A significant number of safety precautions were taken by the direct supervisor to avoid similar incidents in the future. UBCO HSE Dept. contributed significantly to rectify shortfalls.	Although the students were well trained how to dispose chemicals, they made a mistake in neutralizing chemicals and then dispose of them in the right bottle. Although postdocs monitor the lab continuously, the graduate student made a mistake without informing others.	* NOTE: 28 corrective actions were identified, too numerous to list here.
2020-01-16	4:15 PM	Injury / Time Loss / Involuntary motion / Back Strain / Back	Employee was exiting through back entrance of UNC heading towards F Lot. Employee then slipped on snow and down 10 stairs, down to the first landing. Employee landed on back. Was wearing a backpack so head and neck were protected in the fall. After the fall, employee floundered on the ground for about a minute, then got up and felt nauseous. After collecting items splayed across the ground, slowly made their way inside UNC. When inside nausea continued; staff member spoke with supervisor and was instructed to sit down because he felt disoriented.		If person observes a hazard such as snow on stairs, consider choosing an alternate route to exit by. Contact Campus Security dispatch who will contact Facilities Mgmt for spot treatment of slippery/snowy site. If you do fall and/or suffer an injury, contact Campus Security dispatch, who is able to provide first aid treatment.
2020-01-17	5:07 PM	Injury / Medical Treatment / Exposure to Heat/Cold / Heat Burns / Hand	Worker reported that he went to grab a metal bar out of the hot water in the steam table of the salad bar and burnt his hand in the water. Then he went to first aid about 40 minutes later to receive treatment. He then visited the doctor the following day	He put his hand in boiling water.	Corrective Action Identified: Spoke to him about not putting his hand in the hot water. / Final Actions Taken: ensure all staff know to not dunk their hand in boiling water.
2020-01-21	8:15 AM	Injury / Medical Treatment / Fall on Same Level / Other Strains / Hip	From the person injured: About 8:15 I crossed from the comma side to go to picnic, stepped on a price of ice that was thickened near the curb and my leg slipped out sideways. I was crossing at the pathway that goes across the road.	Ice not seen, slipped and fell.	Report the issue to Campus Security Dispatch, who is able to provide first aid treatment, and will also contact Facilities Mgmt for spot treatment of slippery/snowy site.





2020-01-23	6:00 PM	no injury	A hot plate with a plastic 3D printed equipment piece was left on. The hot plate melted the plastic piece. When it was noticed, the hot plate was unplugged and placed in the fume hood to cool off.	Hot plate left plugged in. Then it was accidentally knocked on. In future equipment must be immediately unplugged after use.	Always unplug equipment when not in use. Remind and discuss unplugging equipment after use.
2020-01-27	?	?	Worker was loading a dishwasher when she "rammed" an item into the dishwasher and struck her wrist on a metal pan already in the dishwasher.		* incident was not entered into CAIRS
2020-01-28	11:00 AM	Injury / Incident only / Other Puncture Wound (needles, animal bites, glass cut) / Fingers	The student was opening a glass ampule with a safety ampule breaker and it slipped and she cut her finger		All Corrective Actions Complete / Corrective Action Identified: Taught student correct way to open the ampule. Estimated Completion Date: 2020-01-28 / Final Actions Taken: Done Date Completed: 2020-01-28
2020-01-28	5:22 PM	no injury	A suspect container of diethyl ether was reported to HSE on Jan 28, 2020, by the lab manager. The lab manager had been informed by a student who was intending to use the chemical. The bottle had been stored in a flammable cabinet sealed with tape for an unknown period of time and a student who had attempted to open the bottle reported pressure buildup and immediately stopped and reported the issue. HSE inquired about the storage and handling procedures and determined that the safest option would be to dispose of the suspect bottle since there may be peroxide buildup. The bottle was stored in the fume hood and disposed of on Feb 14 2020.	The lab was lacking at having systems/SOPs in place that ensure peroxide formers are checked.	The lab has put in place systems that ensure peroxide formers are checked: 1) An SOP is established and shared with all lab personnel titled 'Safe Handling and Disposal of Peroxide Forming Chemicals' 2) The lab manager will monitor all peroxide producing chemicals and test for the presence of peroxides every three months 3) Peroxide producers will be disposed of within 6 months of purchase 4) The lab will not purchase large quantities of peroxide forming chemicals (only purchase required supplies for the next 3-6 month time period)

