



## Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Provost & VP Research

Worker Co-Chair: Jonathan Holzman  
Employer Co-Chair: Barb Jackson

Date: November 24, 2020

Time: 1100H  
Location: <https://ubc.zoom.us/j/68714196772?pwd=OUtkK2FDYWZCWfVkaWNzYWNWUGw3Zz09>

### 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 and approval of agenda</li> <li>5. Review Centralized Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents &amp; HSE Incident Report Summary</li> <li>6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)</li> </ol>	<ol style="list-style-type: none"> <li>7. Review Education and Training               <ol style="list-style-type: none"> <li>a. Technical Training Update</li> </ol> </li> <li>8. Ongoing Business – Status of Action Items               <ol style="list-style-type: none"> <li>a. COVID Monthly Update</li> </ol> </li> <li>9. JOHSC Formal Recommendation Letters &amp; Regulatory Inspections</li> <li>10. New and Other Business               <ol style="list-style-type: none"> <li>a. Qualtrix Survey <a href="https://ubc.ca1.qualtrics.com/jfe/form/SV_eVgLS5CzSCTHQ9">https://ubc.ca1.qualtrics.com/jfe/form/SV_eVgLS5CzSCTHQ9</a></li> <li>b. Work Alone App</li> </ol> </li> <li>11. Next Meeting</li> <li>12. Meeting Adjournment</li> </ol>
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1. ROLL CALL				
Worker Representatives	Department	Present	Regrets	Absent
Jonathan Holzman	Engineering	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kathy Rush	FHDS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shannon Hohl	Engineering	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jonathan Holzman	Engineering	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Employer Representatives	Department	Present	Regrets	Absent
Kristin Schuppener	Education	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Barb Jackson	IKBSAS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deanna Roberts	COGS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/Guests	Department	Present	Regrets	Absent
Cherie Michels	HSE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kimberly Lange	HSE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 2. DETERMINATION OF QUORUM

- A minimum of 4 members;
- Worker representatives (faculty and staff workers who do not exercise managerial functions) and employer representatives (management workers who exercise managerial functions);
- 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

*(Statement to indicate minutes of previous meeting have been read & acknowledged and to record any corrections to it)*

- Move to adopt minutes. Moved by: Shannon Hohl Seconded by: Barb Jackson
- List amendments to minutes

Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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## 4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

### 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



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

Is the agenda approved?

Yes

No



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:



Addendum 1

Dept. of Health, Safety & Environment - Incident Report Summary: October 1 - 31, 2020  
University of British Columbia - Okanagan Campus JOHSCs  
November 18, 2020

1. Worker Accident/Incident Reports:

Oct. 1<sup>st</sup>: Over the course of time during the pandemic, a worker's department has been using increased amounts of hand sanitizer. Over time, the worker had become increasingly sensitized to the hand sanitizer and eventually experienced a skin reaction. The worker's supervisor contacted the company that supplies the sanitizer and had them check the ratio of the components to determine if one component could be present in a higher ratio potentially leading to the skin reaction; the company confirmed that the components were present in the correct ratios. Going forward, the worker will wear long gloves to protect their skin from the effects of the sanitizer.

Oct. 6<sup>th</sup>: A practicum student arrived to the hospital ward they were working at that day and stated that "it was going to be a rough day." The student had apparently been playing soccer the evening before and, as the goaltender, took a hit from another player (report didn't clarify if the contact was with a ball or if it was person-to-person contact). Practicum student commenced their shift but began to feel faint, dizzy and light-headed. Practicum student was taken to the Emergency Department for analysis; was discharged with diagnosis of concussion and went home.

Oct. 20<sup>th</sup>: A practicum student was working at a hospital observing a wound care dressing change at a patient's bedside when they left room to get a glass of water. Student then was found on the floor of the conference room by Rehab Assistant laying on their left side. Student hit head and injured left shoulder. The student was assessed and sent to the emergency department for further investigation. It hasn't been determined if watching the wound dressing change led to the student fainting or if pre-existing medical concerns were a factor.

Oct. 20<sup>th</sup>: A practicum student was working at a hospital observing a wound care dressing change at a patient's bedside when the student fainted. The student was caught and gently lowered to the ground by co-students who were present in the room. The practicum student then appeared to make convulsing movements for approximately 5 seconds. Minor injury to forehead from landing on student face shield. Student sent to follow-up in emergency department. It hasn't been determined if watching the wound dressing change led to the student fainting or if pre-existing medical concerns were a factor.

Oct. 23<sup>rd</sup>: A worker was about to go up the stairs to the entrance to their building when they slipped on the icy/snow covered surface and fell over. This resulted in a broken collarbone and a time loss. The worker declined first aid treatment and instead went to off-campus medical treatment. After the incident, workers in this department were encouraged to take an alternate route if their walking path is slippery or to wait for the area to be treated (i.e. snow removal, ice melter, etc.) As a general note, if slippery/icy walking areas are noted, members of the campus community are encouraged to contact Facilities Management immediately to request treatment of the area.

Oct 27<sup>th</sup>: A worker was supervising students delivering vaccinations in a campus flu vaccination clinic. The supervisor was overseeing a student nurse administer a flu vaccine with a "Vanish Point" needle. This type of safety needle retracts into the syringe when the syringe's plunger is fully depressed (i.e. after the dose has been delivered). In this situation, the student pulled the needle out prior to it retracting. The student then pointed the needle upwards and retracted the needle by fully depressing the plunger. When they did this, a small amount of vaccine/fluid shot out across table into the supervisor's right eye. The supervisor rinsed their eye with sterile water post-incident. The supervisor was immediately placed in contact with UBC's Occupational & Preventive Health Unit to guide appropriate follow-up analysis and monitoring. Supervisors were asked to wear safety glasses for the remainder of the clinics.



**5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:**

(\* See Legend at end for Priority and Status Codes)

Discussion: Students often faint during practicums for various reasons (hydration, not eating, standing in one place for a long time) Can anything more be done to help prepare Nursing students for fainting episodes? Are Masks playing a part in this? More information needed.

Item # (Use CAIRS Incident ID # and Incident Date)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status

**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 actionable items noted

Suggestions: HSE found Parent plans need to be reviewed and updated as more on campus; teams need to be spaced out further.

Item # (Use Inspection #)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
<i>E.g.#-Date</i>		<i>Enter any information relevant to inspection, actions to be taken, etc.</i>			

\* 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)

No actionable items noted

Chemical Safety Course – now online, then come to campus for practical spill cleaning (15 min)

Bio Safety – going online, will have short practical on campus as well

Item # (ED-yy/mm/dd-#)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status

\* 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)

No actionable items noted

COVID monthly update

- inspections (parent plans and safe work plans need updating), Challenge is that there isn't always someone there to speak to. 44% of employees have taken COVID training. Updating website.
- Sharing Food – risks, recommendations, new guidance coming
- Ambassador program (students educating other students re: COVID guidelines) Looking to add enforcement component if needed (HSE/Security)
- No events at this time
- Contact tracing – interior health interviews patient and will provide UBC info if required

Flu clinics – over 1000 people vaccinated

Original Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
<i>E.g. Date-#</i>		<i>Add any additional relevant information pertaining to the status of this item – keep most recent information on top. If long list of details, older less pertinent information can be removed as will have already been recorded in previous minutes</i>			

\* 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
<i>E.g.: REC-Date#</i>		<i>For all JOHSC Formal Recommendation Letters and related Regulatory Inspections. Note ALL Regulatory Inspections reviewed, even if issued to another department. DO NOT MOVE OUT OF THIS SECTION – this section is to be used to ensure employer is responding within 21 calendar days. Once correspondence is complete item can be removed.</i>				



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

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\* REC – Recommendation Letter

**10. OTHER BUSINESS**

- Working alone app – likely to contain COVID self-assessment piece. Looking to use CWL sign in. Looking for areas to try out.
- Qualtrics survey: every month share programs HSE runs and receive feedback.
- New HSE Team Member

Item # (NB-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
NB-20/06/26-01					

\*NB – New Business

**11. NEXT MEETING**

Date:	December 18 <sup>th</sup>
Time:	1:00pm
Location:	Zoom

**12. MEETING ADJOURNED**

Time:	11:42am
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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
- Director CORM
- All JOHSC members
- HSE Committee Resource
- Online (<https://hse.ok.ubc.ca/committee/>)
- Posted on any Safety Bulletin Boards (if applicable)