

UBC Okanagan AVP Provost & VP Research JOHSC

Meeting information:	Date & Time:	2021/05/25 @ 11:00am	
	Location:	virtual meeting via zoom	
	Call to Order:	11:03am	
	Adjournment:	11:30	
Previous meeting date:	2021/03/26	Next meeting date & time:	2021/06/28 @ 11:00 am

Committee members, advisors, guests, etc. (indicate co-chairs):	Name:	Role:	Present (Y/N):
	Jonathan Holzman	Worker rep - ENGINEERING	Y
	Kathy Rush	Worker rep - FHDS	Y
	Shannon Hohl	Worker rep - ENGINEERING	Y
	Kristin Schuppener	Employer rep - EDUCATION	N
	Barb Jackson	Employer rep - IKBSAS	Y
	Deanna Roberts	Employer rep - COGS	N
	Rebecca Cowell	Resources - HSE	Y
	Cherie Michels	Resources - HSE	Y
	Melissa Larrabee	Resources - HSE	Y
Is quorum achieved? (minimum of 4 voting members: # worker reps ≥ # employer reps) Y / N			Y

Motion to adopt previous meeting's minutes:	Jonathan Holzman	Seconded:	Kathy Rush
Motion to adopt current meeting's agenda:	Jonathan Holzman	Seconded:	Kathy Rush

	Informal inspections conducted	Formal inspections conducted	Recommendations made to employer
This period	0	0	0
Year-to-date	0	0	0

Report Categories	Details
Incidents (reporting on previous month)	<ul style="list-style-type: none"> 1 incident – Addendum 3
Inspections	<ul style="list-style-type: none"> Addendum 2
Other OHS reports	<ul style="list-style-type: none"> COVID Update – Addendum 1

HSE Program Update	<ul style="list-style-type: none"> COVID-19 Resumption update – Addendum 1
Training and Education	
Annual Reviews	<ul style="list-style-type: none"> HSE Annual Review Pending

Old Business	Item #		Who	Target date
			Status:	
			Status:	

New Business	Item #		Who	Target date
		Review proposed changes to lab review process - Addendum 2		June 28/21

Injuries					
	Incidents	Near misses	First aid only	Medical aid only	Lost-time injuries
This period					
This period last year					
Year-to-date	22	12	8	2	

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)

Addendum 1

JOHSC COVID19 Update

Resumption: (<https://finance-operations.ok.ubc.ca/covid19-resumption/>)

Post Secondary Primer: <https://www2.gov.bc.ca/assets/gov/education/post-secondary-education/institution-resources-administration/return-to-campus-primer.pdf>

PHO Townhall for Post Sec: <https://www.youtube.com/watch?v=nM1UIAm6nbA>

Plans: Parent plans remain in place and are available online. These plans reflect a commitment to the UBCO Infection Control measures and confirmation of what work groups are supported for attendance and work on campus.

Safe Work Plans: All units supported in Parent Plans are required to create and implement a Safe Work Plan with approval through their respective Parent Plan owner (Dean, Director, etc).

Resumption Planning Grid: RPCC have developed a resumption grid that aims to consolidate all actions and decisions that need to be made between now and September 2021 for large-scale resumption of in-person academic and research activities.

Safety Planning for September: HSE and SRS are working on a simplified safety planning model to be adopted in different areas on Campus for September and be tied to current PHO Orders and Sectoral Guidelines. 7 distinct spaces have been identified (study spaces, office spaces, classrooms,...)

COVID-19 Guidance: Guidance can be found on a variety of related topics at <https://hse.ok.ubc.ca/covid-19-health-safety/> and will continue to be updated as PHO orders and BCCDC guidance evolve.

Event: Definition of events from the Primer leaves some discretion on the part of institutions. New plan aims to define event types and develop process for review and approval for each type, appropriate to the environmental conditions.

Work In Progress:

HR Remote Work Policy: Expected for release in June. Safety resources are being developed such that they will be circulated simultaneously with policy.

Rapid Testing: UBC is working with BCCDC and IH to perform Rapid Testing for key campus groups in June and July.

Resumption Grid: RPCC is working to develop a resumption grid that outlines all resumption related activities and decisions that need to be performed. This grid looks out to January 2022 and aims to coordinate all resumption activities.

Addendum 2

Proposed Changes to Lab Review Process

Goal of Inspection / Review Process: The purpose of the lab inspection and review process is for HSE to provide guidance and advice to Principal Investigators and supervisors. Implementation and safe functioning of a lab remain the responsibility of each supervisor.

Existing System	
Summary	Current Challenges
<ul style="list-style-type: none"> - Once every 1-5 years labs are reviewed by HSE. - Frequency of HSE review is directly related to level of risk within the lab. - A detailed report is provided to labs outlining all of the areas for improvement. - Supervisor is responsible for regular self inspection & overall lab safety. 	<ul style="list-style-type: none"> - Long time between reviews for many labs. - Reports were long and overwhelming. - Time between HSE reviews sometimes leads to safety culture suffering within labs. - As the number of labs steadily increases on campus, timeframes will expand (> 5 years).


Proposed Changed System	
Summary	Anticipated Benefits
<ul style="list-style-type: none"> - Beginning of every month, PIs sent an infographic (see attached example) and a few PowerPoint slides highlighting this month's Spotlight Subject. - PIs share information with lab users at regular lab meetings or through other lab communications. - Labs are asked to implement and discuss the information in the Spotlight over the course of the month. - In the last few days of the month, HSE will walk through labs looking for approximately 5 items related to the Spotlight content. Labs members need not be present, but HSE may ask any lab occupant 1-2 questions to help assess. - A short summary report is supplied to the lab for that month's -spotlighted issue (example attached – still in development) 	<ul style="list-style-type: none"> - Regular short / small reminders of common safety issues - PIs are provided with pre-built resources (Infographic & PowerPoint slides) to start the safety conversation each month. - Short feedback from HSE allows for continuous improvement and keeps safety as part of the lab's vernacular. - Improved lab safety culture empowers lab users, thereby reducing burden on PI. - HSE can adjust monthly topics to respond to specific patterns noted when picking up hazardous waste or on other visits. - Clearly delineates expectations and best practices. - Spotlight feedback is more flexible than "yes/no" in current process, thereby enabling improvement without requiring perfection.

Exceptions:



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- Those labs with regulatory reporting requirements (open source radioactive materials, licenced Risk Group 2 organisms) will continue to receive specialized full reporting every 1-2 years (or as needed for additional permits)

Potential Feedback Form: To be provided to each lab at the end of the month (paper to start)

 THE UNIVERSITY OF BRITISH COLUMBIA Health, Safety & Environment		Spotlight Inspection – Personal Protective Equipment (PPE)				June - 2022
Principal Investigator:					Room:	
Component:	4	3	2	1	NONA*	
Are all lab members wearing the minimum PPE?	Everyone	Mostly	Some	<25%		
Is all PPE usable (clean, undamaged)?	Yes	Mostly	50%	Very damaged / dirty		
Is there PPE available for the hazards observed?	Yes	For the majority of hazards	Basic PPE available	Little to none		
<ul style="list-style-type: none"> • Acid / base - goggles • Cryogenics – gloves / face shield • Carcinogens & Toxins – double gloves • Heat - gloves 						
If respirators are used, is fit testing current?	Yes	Mostly	Completed at least once	Never tested		
PPE is stored separate from other belongings?	Yes	Mostly	Potential contact	Very intermixed		
Is PPE worn outside of the lab?	Never	Rarely	Often	Common practice		
Observations of Safety Excellence:						
* NONA – Not observed or not applicable	Notes:				Total:	

Addendum 3

Dept. of Health, Safety & Environment - Incident Report Summary: April 1 - 30, 2021

University of British Columbia - Okanagan Campus JOHSCs

May 17, 2021

Incidents (reporting on previous month)	<ul style="list-style-type: none">• 1 incident reported in April: worker foot injury (severity: incident only).
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1. Worker Accident/Incident Reports:

April 15th: A worker was walking with a book cart toward the front cash area of a retail establishment. The worker entered a narrow area and came too close to a wooden crate. The cart hit the wooden crate, knocking six large stainless steel water bottles onto the floor. The bottles fell about 5.5 feet and two of them landed directly on top of the worker's left foot causing a fair amount of pain. After the incident, it felt like the impact had "jarred" the worker's left foot but they felt that they were able to walk it off. Medical treatment was not required.