



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: JOHSC - Dentistry

Worker Co-Chair: Keenan Kwong
Employer Co-Chair: Ingrid Ellis

Date: May 21, 2020

Time: 9:30 a.m.
Location: JBM 347

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 <ul style="list-style-type: none"> • Monthly Incident List & Statistical Summary Report 	<ol style="list-style-type: none"> 6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers) 7. Review Education and Training 8. Ongoing Business – Status of Action Items 9. JOHSC Recommendation Letters (Correspondence) 10. New and Other Business 11. Next Meeting <ul style="list-style-type: none"> • June 18, 2020 - JBM 347, 9:30 a.m. 12. Meeting Adjournment
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1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Leon Xu	CUPE 116	Dental Clinic	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keenan Kwong	CUPE 116	JBM 156	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lari Hakkinen	Faculty Association	JBM 344	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nancy Ford	Faculty Association	PharmSci B211	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ross Bryant (Alternate)	Faculty Association	JBM 118	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jonathan Volne	CUPE 2950	OHC 238	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kathy Pitt	CUPE 116	OHC 232	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Jane Yip (Alternate)	CUPE 2950	OHC Clinic Reception	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kelley McElroy (Alternate)	CUPE 116	OHC 232	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jozefina Kuncarova	CUPE 116	Dental Clinic	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Catherine Makischuk	AAPS	JBM 204	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TBA (Alternate)	AAPS		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TBA	CUPE 2278		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employer Representatives	Work Location	Present	Regrets	Absent
Andrea Esteves	OHC 234	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ben Chan	IRC 344	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ingrid Ellis	JBM 382A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/Guests	Work Location	Present	Regrets	Absent
Peter Joseph	UBC Safety and Risk Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Theresa Kong (Administrator)	JBM 384	<input type="checkbox"/>	<input checked="" 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>Kathy Pitt</u> Seconded by: <u>Catherine Makischuk</u>	



3. APPROVAL OF PREVIOUS JOHSC MEETING 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

- “UBCs response to COVID-19” memo requires distribution amongst the department.

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 CAIRS REPORT OF ACCIDENTS/INCIDENTS:

See attached incident report:

- Monthly Incident List & Statistical Summary Report *(make note of trends etc. For any general CAIRS information that requires discussion or action, please record under “New Business”. 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 #)	Priority	Date	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
<i>E.g. 119975- 19/09/13</i>		<i>Enter any information relevant to the incident/acci dent, actions to be taken by</i>				



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
		<i>the JOHSC, recommendations etc.</i>				

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

Attach inspection checklist(s) and report(s) to these meeting minutes and use this table to record discussion and new recommendation(s)

Item # (Use Inspection #)	Priority	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status
<i>E.g. GI-Rix-19/09/13 NOTE: These are the inspection numbers (GI-location- date of inspection)</i>		<i>Enter any information relevant to the inspection, JOHSC action items, status of corrective actions, etc.</i>			
GI – 19/12/31	GI	Office checks will be completed by next month’s meeting. Lab checks are scheduled for May/June 2020. <u>December 2019:</u> Office checks have been completed, but the report hasn’t been put together and will be completed by next month’s meeting (BC). <u>January 2020:</u> Office checks have been completed. The report will be	BC	18-06-20	IP



6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
		<p>posted on SharePoint and discussed next meeting.</p> <p><u>February 2020 – March 2020</u>: No update regarding the status of this item is available. BC wasn't present for both this and last meeting.</p> <p><u>April 2020</u>: Office checks have been completed in December 2019. BC will email TK the results of the report once it has been compiled and finalized. The report will be posted on SharePoint and discussed.</p> <p><u>May 2020</u>: Once compiled and finalized, the report will be posted on SharePoint and discussed. BC wasn't present for this meeting.</p>			
GI – 20/04/16	GI	<p>Lab checks will be scheduled for May/June 2020, depending on the COVID-19 pandemic situation.</p> <p><u>May 2020</u>: Gradual re-opening of the labs are being planned and lab checks will be a part of the re-opening process.</p>	LH	18-06-20	IP

* 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	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status
E.g. ED-19/09/19-01		<i>New members are required to complete Part 1 & Part 2 of fundamentals training within 6 months of joining the committee, record the status of</i>			



7. REVIEW EDUCATION AND TRAINING					
		<p><i>training until completed.</i></p> <p><i>Record any members' use of additional health & safety educational hrs</i></p> <p><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 it will have already been recorded in previous minutes</i></p>			

* 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
<i>E.g.</i> ED-19/03/19-01		<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 it will have already been recorded in previous minutes</i>			
NB – 17/12/14-02	C	<p><u>May 2020</u>: Health and Safety information and documents have been updated on website. This item has now been completed.</p> <p><u>April 2020</u>: IE had spoken with the SRS help, who mentioned that local First Aid attendants are no longer required. The Faculty can keep the First Aid kits. 2-4444 should still be called when First Aid is required. First Aid incident records will be kept by UBC First Aid responders.</p> <p><u>March 2020</u>: KP had checked the Floor Wardens list to make sure it's complete and had also circulated it to the Committee on March 18. IE will contact Dustin S. regarding First Aid for the Faculty.</p> <p><u>February 2020</u>: The Fire Wardens list received from KP is a little outdated</p>	IE/KP	21-05-20	C



8. ONGOING BUSINESS – Status of Action Items

		<p>and is missing the names of some people. An updated list of First Aid Attendants has yet to be received by IE from AE. KP wasn't present for this meeting.</p> <p><u>November 2019 – January 2020:</u> The Fire Wardens list has been updated and will be sent to the rest.</p> <p><u>October 2019:</u> IE is waiting for KP to send her an updated Patient First Aid Attendants list and also an updated Fire Wardens list. No additional update available due to KP not being present for this meeting.</p> <p><u>August 2019 – September 2019:</u> IE is waiting for KP (who was not present for the last 2 meetings) to send her the Health and Safety manual.</p> <p><u>June 2019 – July 2019:</u> No update available – IE wasn't present for both this and last month's meetings.</p> <p><u>May 2019:</u> IE has updated the members list which will be circulated and posted on the bulletin boards prior to the next meeting.</p> <p><u>April 2019:</u> We are waiting on the Dentistry JOHSC most current members list and possibly other documents from KP, who wasn't present for this meeting. The Dentistry JOHSC most current members list (along with the new ToR) will be circulated and reviewed prior to the next meeting and KP will provide an update regarding whether she has any additional documents that she would like to add to the Faculty's Health and Safety Intranet website.</p> <p><u>March 2019:</u> Updating of the Faculty's Health and Safety Intranet website is still ongoing. The TST group, who will conduct the update, has been notified.</p>			
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8. ONGOING BUSINESS – Status of Action Items					
		<p><u>February 2019:</u> Updating of the Faculty’s Health and Safety Intranet website is currently in progress. The Fire Safety/Floor Warden Training has been completed and will be added to the website.</p> <p><u>December 2018 - January 2019:</u> Need to update the Health and Safety data and documents on the Intranet website for the Faculty. KP has indicated that she can help IE with that.</p>			
NB – 17/10/19	E	<p><u>May 2020:</u> Program directors in charge of off-site activities will be sent the procedures and resources for local application per responsibilities.</p> <p><u>April 2020:</u> This item is still in progress.</p> <p><u>March 2020:</u> Kathy has a list of Module Coordinators that she is contacting, but couldn’t get a hold of all of them. Now she is trying to contact those that she couldn’t get a hold of in the first place.</p> <p><u>February 2020:</u> KP wasn’t present for this meeting. AE has inquired if there’s a checklist for the New Workers and Students’ Safety Orientation and PJ will look to see if the JOHSC Committees of other Faculties has a template that the Dentistry JOHSC can use.</p> <p><u>January 2020:</u> KP will provide further information to the Committee so that other members can assist with the completion of this item.</p> <p><u>December 2019:</u> No update is available – KP and KM weren’t present for this meeting.</p> <p><u>November 2019:</u> Potential volunteers for this item need information on what needs to be done before this item can be allocated.</p>	KP/KM	18-06-20	IP



8. ONGOING BUSINESS – Status of Action Items					
		<p><u>July 2019 – October 2019:</u> Due to the extensive list of offsite locations, this item is still in progress. No further update is available – KP wasn't present. KM will follow up.</p> <p><u>June 2019:</u> The Geriatrics portion of the list is currently being worked on.</p> <p><u>May 2019:</u> No update – This is still ongoing and there is currently nothing new to add to the status of this item thus far.</p> <p><u>March 2019 – April 2019:</u> No update available – KP wasn't present for both the March and April meetings.</p> <p><u>February 2019:</u> Partial list of the offsite locations has been created. Further compiling of the list is in progress.</p> <p><u>December 2018 - January 2019:</u> Progress update regarding the compiling of a list of <u>off-site locations</u> for the New Workers and Students' Safety Orientation and Training Programs. New Worker Orientation for offsite – Please visit: http://rms.ubc.ca/health-safety/safety-programs/new-worker-orientation/#New%20Worker%20Safety%20Training.</p>			
NB – 18/08/16-03	E	<p><u>May 2020:</u> BC wasn't present for this meeting; therefore, no updates regarding the status of this item is available.</p> <p><u>April 2020:</u> This item is still in progress.</p> <p><u>February 2020 – March 2020:</u> BC wasn't present for both this and last meeting. However, this item is estimated to be at near completion.</p> <p><u>November 2019 – January 2020:</u> This item is estimated to be at 50% completion.</p>	BC	18-06-20	IP



8. ONGOING BUSINESS – Status of Action Items					
		<p><u>October 2019:</u> LH had sent his copy of the template to BC. No further update is available due to BC not being present for this meeting.</p> <p><u>August 2019 – September 2019:</u> LH will send their copy of the template to BC for further information.</p> <p><u>July 2019:</u> BC is still working on updating the FoD BERP.</p> <p><u>June 2019:</u> BC found the FoD BERP and will update it.</p> <p><u>April 2019 – May 2019:</u> No update available – BC wasn't present for both the April and May meetings.</p> <p><u>March 2019:</u> BC is currently working on the BERP for JBM and states that due to the amount of work involved, it's going to take a while for it to be completed.</p> <p><u>February 2019:</u> No update available – BC wasn't present for this meeting.</p> <p><u>December 2018 - January 2019:</u> Building Emergency Response Plan (BERP) progress update for JBM. A blank BERP template from PJ has been received by BC who hasn't gotten around to completing it yet.</p>			
NB – 19/09/19	E	<p><u>May 2020:</u> The results of the Health and Safety Perception Survey has been discussed.</p> <p><u>April 2020:</u> Paul's and AE are in conversation regarding the results of the survey. AE is waiting on Paul's response.</p> <p><u>February 2020 – March 2020:</u> This item is still in progress due to the COVID-19 pandemic and will be discussed in the next meeting.</p>	AE/PJ	21-05-20	C



8. ONGOING BUSINESS – Status of Action Items					
		<p><u>January 2020</u>: The draft report of the results for the survey will be reviewed by the SRS. The Committee may get a summary regarding the results of the survey afterwards.</p> <p><u>November 2019 – December 2019</u>: PJ will follow up to see where the status of the results for that survey is at.</p> <p><u>October 2019</u>: No update available regarding the results of that survey.</p> <p>A Health and Safety Perception Survey regarding safety in the workplace has been sent out by SRS (RMS) and the Faculty of Dentistry. The results of that survey will be made known to the Committee.</p>			
NB-20/02/20	E	<p><u>May 2020</u>: This item has been completed.</p> <p><u>April 2020</u>: PJ will check with Paul and Shannon regarding this item.</p> <p><u>March 2020</u>: AE met with members of SRS regarding clinical students and protocol needs. Discussion is still in progress.</p> <p><u>February 2020</u>: AE had contacted Dustin to confirm the Dentistry Faculty's First Aid situation. After contacting Dustin re: the Dentistry' Faculty's First Aid situation, a question of the Faculty's Student Workers/Employee employment status category came into light and whether or not the current protocol for them will remain the same or change.</p>	AE/PJ	21-05-20	C

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

9. JOHSC RECOMMENDATION LETTERS (CORRESPONDENCE)						
Item #	Priority	Discussion and/or Action Items	Assigned	Date of	Date to be	Status



9. JOHSC RECOMMENDATION LETTERS (CORRESPONDENCE)						
(use Recommendation #)			To	Issue	Completed	
E.g.: CODE-REC-2017-01		<p>For all JOHSC Formal Recommendation Letters and Regulatory Inspections (Provincial Regulators including but not limited to WorkSafeBC, and Federal Regulators including but not limited to Transport Canada). Note ALL Regulatory Inspections, even if issued to another department. Make sure to refer to any applicable incident, investigations or other related occurrences by item #. 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.</p> <p>NOTE: Item # that correspondence pertains to should remain in the “Ongoing Business” and updated with any additional information until fully resolved.</p>				
E.g.: IR-2019-08-08- #201913063011A		<p>WorkSafeBC or Regulatory Correspondence: Provide a very brief summary and indicate any communication or corrective actions for the JOHSC. e.g. WorkSafeBC confirmed an Employer Incident Investigation Report was received as required. No action required of the JOHSC.</p>				

* REC – Recommendation Letter

10. NEW & OTHER BUSINESS					
<ul style="list-style-type: none"> General discussion items (list actionable items below) 					
Item # (NB-yy/mm/dd-01)	Priority	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
E.g.: NB-19/09/19-01		<p>For new items that are not currently in “ongoing business”. Enter any relevant information regarding this item, actions to be</p>			



10. NEW & OTHER BUSINESS					
		<i>taken, etc. If this item is not completed within the meeting, it will be moved to "Ongoing Business" for the following meeting</i>			
NB-20/04/14-01	E	<p>UBC Safety Courses – Moodle to Canvas Catalog Transition Memo (Email from Teela, Apr 14, 2020)</p> <p>As mentioned, in the April Co-chair email, all UBC Safety Courses that were originally hosted on the Moodle platform will be moving to Canvas Catalog on April 15, 2020. Please note this transition only involves movement of the course content. All completion records will remain in the system where the course was completed. When Workday goes live, all this information can be found in one's workday profile.</p> <p><u>Summary of Changes</u></p> <p>There are 3 ways a user can access a course on Moodle:</p> <ul style="list-style-type: none"> • • SRS website (directs user to Moodle login page), • • Moodle login page itself • • Direct link to a course on moodle (which first defaults to the moodle login page) <p>To minimize broken links and enhance user experience, the content of the current Moodle login page will be modified and live as of April 15 and it will display 3 login options with instructions:</p> <ul style="list-style-type: none"> • • Access to Moodle to complete any in-progress courses or access completion records (certificates) • • Access to Canvas Catalog to begin any new courses for personnel with a CWL • • Access to Safety courses for Non-UBC personnel <p>If you have questions or need additional support with respect to</p>	--	20-05-21	C



10. NEW & OTHER BUSINESS					
		the 3 options above, please contact wpl.support@ubc.ca .			
NB-20/04/30-01	E	<p>Tabled Meeting Items (Email from Teela, Apr 30, 2020)</p> <p>During these unique times, it is a good idea to assess what the departments/JOHSCs/LSTs main priorities are. As a result, if some JOHSC/LST meeting items get tabled that is okay. This is a section that <i>can be</i> added to your minutes to keep a record of tabled items to ensure they are not forgotten about. Alternatively, you can assign a status of referred forward “RF” to the specific items. Also, consider if it would be useful for associated JOHSC/LST members to attend each other’s meetings to help stay connected.</p>	--	20-05-21	C
NB-20/04/30-02	E	<p>SRS COVID-19 Webpage (Email from Teela, Apr 30, 2020)</p> <p>Safety & Risk Services has created a COVID-19 Webpage. Here, you can find information and resources specific to occupational health and safety such as instructions for workers and supervisors on how to report incidents related to COVID-19. In addition, JOHSCs and LSTs are encouraged to inform their areas of escalation channels like ready.ubc@ubc.ca for emerging COVID-19 issues. The SRS COVID-19 Webpage link will be posted on the Intranet.</p>	--	20-05-21	C
NB-20/04/30-03	E	<p>Working from Home – Ergonomics, Physical and Mental Wellbeing (Email from Teela, Apr 30, 2020)</p> <p>UBC ergonomics is hosting home office ergo webinars on various dates in May. Register here.</p> <p>The ergonomics and recreation webpages have great resources for fitting in movement when working from home. Mental wellbeing resources can be found below:</p> <ul style="list-style-type: none"> • UBC HR: Mental Health Supports and Resources • Tools and Resources for staff and faculty • Events and Workshops 	--	20-05-21	C



10. NEW & OTHER BUSINESS					
		Information regarding the Working from Home – Ergonomics, Physical and Mental Wellbeing webpages and webinar will be posted on the Intranet.			
NB-20/04/30-04	E	<p>UBC’s Response to COVID-19 Memo (Email from Teela, Apr 30, 2020)</p> <p>A full list of COVID-19 related links can be found in the attached memo “UBC’s Response to COVID-19.” IE will distribute the memo to the rest of the Dentistry Faculty via Intranet.</p>	IE	20-05-21	C
NB-20/04/30-05	E	<p>Changes to Workers Compensation Act (Email from Teela, Apr 30, 2020)</p> <p>The <i>Workers Compensation Act</i> (Act) was revised and took effect on April 6, 2020. Some language was modernized and parts, divisions, and sections were renumbered, but the revisions did not change the legal effect of the Act. A full list of changes can be found here. Occupational Health and Safety is now Part 2, Division 1-15.</p>	--	20-05-21	C
NB-20/04/30-06	E	<p>WSBC IR Summary – May 2020 (Email from Teela, Apr 30, 2020)</p> <p>There were three inspection reports that were received since the last co-chair email. All three of the inspection reports below were read during the Dentistry JOHSC May meeting and the Committee members are all aware of the additional COVID-19 inspections and requirements.</p> <p>APRIL 1, 2020 (IR202016973031A) – RECEIPT OF FULL INVESTIGATION REPORT (OFF-GASSING TRANSFORMERS IN FPINNOVATIONS)</p> <p><u>Description:</u></p> <ul style="list-style-type: none"> o This inspection outlines UBC’s compliance with submitting the full investigation report relating to an incident that occurred on March 4. o FPIinnovations is a non-UBC building used by the Faculty of Applied Science 	--	20-05-21	C



10. NEW & OTHER BUSINESS

	<ul style="list-style-type: none">o Staff noticed faint smell of burnt plastic and intensified throughout the morningo Staff evacuated the office – some experienced nausea and headaches – UBC First Aid was called and attended to staffo Fire department was called and they confirmed that the smell was caused by the overheating of two transformerso Fire department shut of power to the building and wrote a notice to building requiring electrician to review equipmento Equipment is not owned or operated by UBC <p><u>JOHSC/LST Discussion Points:</u></p> <ul style="list-style-type: none">o Reminder to conduct a site specific orientation when moving into new spaces.o Reminder to use the UBC First Aid System which is available 24/7 by calling 604-822-4444o Reminder to complete full incident investigations within 30 days of the incident <p>APRIL 22, 2020 (IR202018343034A) – COVID-19 OUTREACH (MALCOLM KNAPP)</p> <p><u>Description:</u></p> <ul style="list-style-type: none">o This inspection report outlines WSBC reaching out to UBC Staff in Malcolm Knapp Research Forest to discuss the employer’s response to COVID-19 in regards to worker health and safetyo The following information was provided to the officer by UBC (full details in report):<ul style="list-style-type: none">▪ Timber harvesting is winding down▪ Staff has been divided into two teams that work in shifts between home and the office▪ Vehicles assigned to individuals▪ Cleaning and sanitation of shared vehicles and equipment in place			
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10. NEW & OTHER BUSINESS

	<ul style="list-style-type: none">Workers assigned their own officesUBC ensures sub-contractors at the site have COVID-19 response measures in placeCOVID-19 information communicated directly to staff and posted throughout workplace14 day quarantine protocol for workers returning from outside the country or demonstrate symptoms consistent with those of COVID-19 <p>APRIL 23, 2020 (IR202017748028A) – EMPLOYER RESPONSE TO NOVEL CORONAVIRUS (SHCS)</p> <p><u>Description:</u></p> <ul style="list-style-type: none">This inspection report outlines a telephone conversation between UBC and WSBC regarding UBC’s response to COVID-19 in relation to worker health and safety and compliance with the Occupational Health and Safety Regulation and the Workers Compensation ActThe call was directed to Student Housing and Community Services and particularly to workers who work at front desk services in student housing buildings. Students still reside in these buildings and so the front desks must remain openUBC was asked to identify the steps taken to keep staff safe in the in the workplace. The following was provided to the officer (full details in report): <ul style="list-style-type: none">Signs postedAvenues to report concerns communicated: Supervisor and JOHSCRisk assessment of work tasks with increased risk of exposure conductedFloor markers and designated walking areas for physical distancing at front desksProcedure for package drop activities implemented			
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10. NEW & OTHER BUSINESS

	<ul style="list-style-type: none">▪ Additional sanitizing conducted and workers provided with hand sanitizer and hand washing facilities▪ Advising workers who are not feeling well to stay home and those returned from travel outside of Canada to follow the requirements to self-isolate for 14 days. <p><u>JOHSC/LST Discussion Points for (2) and (3):</u></p> <ul style="list-style-type: none">o Reminder for JOHSCs and LSTs to disseminate all COVID-19 related information that highlights UBC’s Response to everyone in their areas to keep them informed. This includes all satellite locations.o Reminder to forward all COVID-19 information in co-chair emails to your areaso Any COVID-19 related questions/concerns can be sent to ready.ubc@ubc.cao Workers still coming to campus can ask SRS to arrange a site visit to come in and answer any questions/concerns regarding COVID-19o Consider the following when revising procedures to reduce the spread of COVID-19 in the workplace:<ul style="list-style-type: none">▪ Actively promote handwashing with soap and water for 20 sec and use hand sanitizer as a secondary option to handwashing▪ Avoid touching your head/face whenever possible▪ Plan work to allow for physical distancing (workers spaced at least 2 metres apart)▪ Advise workers who are displaying symptoms to go home and self-isolate▪ Enhance cleaning and disinfecting of the workplace, particularly high contact items such as handrails, doorknobs, shared tools etc.o Occupational health and safety information related to COVID-19 can be found here: https://srs.ubc.ca/health-safety/health-safety-			
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10. NEW & OTHER BUSINESS					
		covid-19/			

*NB – New Business

11. NEXT MEETING	
Date:	18-06-2020
Time:	9:30 am
Location:	JBM 347
12. MEETING ADJOURNED	
Time:	10:30 am

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
- Risk Management Services ubcsafety.committee@ubc.ca
- Posted on any Safety Bulletin Boards (if applicable)