



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: JOHSC - Dentistry

Worker Co-Chair: Kathy Pitt (chair)
Employer Co-Chair: Ingrid Ellis

Date: July 16, 2020

Time: 9:30 a.m.
Location: zoom

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"> • Next Meeting: August 20, 2020 – zoom, 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jonathan Volne	CUPE 2950	OHC 238	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>
Kelley McElroy (Alternate)	CUPE 116	OHC 232	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Jozefina Kuncarova	CUPE 116	Dental Clinic	<input checked="" type="checkbox"/>	<input 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 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?

** 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.*

Yes

No

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: Keenan Kwong Seconded by: Ross Bryant



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

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4 A. REVIEW ACTIONABLE ITEMS FROM LST MINUTES (if applicable)		
<i>Place actionable items under Accident/Incident Investigation, Safety Inspections, Correspondence, New Business etc. as applicable and assign proper item # for further discussion/action.</i>		
<input checked="" type="checkbox"/> 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:
<ul style="list-style-type: none"> Monthly Incident List & Statistical Summary Report <i>(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)</i>

(* 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
126597	E	20-07-06	Finger Injury Incident <u>Incident:</u> An employee had their finger squished between a door and trolley handle due to having used the outside edges of the handles of the trolley to push the trolley through a door and to the door closing because the door stopper was knocked loose. <u>Corrective Action:</u> Having the clinic staff hold the door open for their co-workers until a permanent solution is implemented and adjusting the tension to the door closure so the door would close more slowly.	KP/BC	20-08-20	IP
126596	E	20-07-08	Bite Incident <u>Incident:</u> Employee's finger was bit during animal procedure.	PJ/LH	20-08-20	IP



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
			Investigation is ongoing and local area will be contacted for assistance.			
126571	E	20-07-02	<p>Finger Puncture/Needle Stick Incident <u>Incident:</u> A worker had their right finger poked by a syringe (which was disposed of in the garbage rather than in a sharp container) whilst removing a bag containing garbage, placing it in the garbage can on the Janitors Cart, and then pressing down on the garbage bag afterwards.</p> <p><u>Corrective Action:</u> Refreshing proper disposal procedures with the employee (and rest of the staff) and having a sharp container placed in an easily accessible location.</p>	--	20-07-16	C

6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
<i>Attach inspection checklist(s) and report(s) to these meeting minutes and use this table to record discussion and new recommendation(s)</i>					
Item # (Use Inspection #)	Priority	Discussion/Comments/Recommendations	Assigned To	Follow-up: Date Pending	Status
GI – 19/12/31	GI	<p>Office Checks <u>July 2020:</u> The report will be scanned and then uploaded to SharePoint. <u>June 2020:</u> The report although complete hasn't been uploaded onto SharePoint yet. <u>May 2020:</u> Once compiled and finalized, the report will be posted on SharePoint and discussed. BC wasn't present for this meeting. <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. <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. <u>January 2020:</u> Office checks have been completed. The report will be posted on SharePoint and discussed next meeting. <u>December 2019:</u> Office checks have been completed, but the report</p>	BC	20-08-20	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)					
		hasn't been put together and will be completed by next month's meeting (BC). Office checks will be completed by next month's meeting.			
GI – 20/04/16	GI	Lab Checks <u>July 2020</u> : Lab checks will be done in July and the results of which will be discussed in the next meeting <u>June 2020</u> : Lab checks are not done yet. Permission is needed to return to the labs prior to doing the checks. <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. Lab checks will be scheduled for May/June 2020, depending on the COVID-19 pandemic situation.	LH	20-08-20	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
ED-20/07/08-01	E	<u>July 2020</u> : Both IE and TK had completed the JOHSC Administrator Training (hosted by Mardi H from UBC SRS via Zoom) on July 8, 2020.	--	--	C

* 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 – 17/10/19	E	New Workers and Students' Safety Orientation and Training Programs <u>July 2020</u> : Progress for this item is being made and reviewed by AE. <u>June 2020</u> : An email needs to be completed, but KP is unsure of what information is needed in that email. She is waiting to hear back from SR and	KP/KM	20-08-20	IP



8. ONGOING BUSINESS – Status of Action Items

	<p>will also consult with AE.</p> <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> <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 –</p>			
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8. ONGOING BUSINESS – Status of Action Items					
		Please visit: http://rms.ubc.ca/health-safety/safety-programs/new-worker-orientation/#New%20Worker%20Safety%20Training .			
NB-20/06/09-01	E	<p>Dental Clinic Safety Plan</p> <p><u>July 2020:</u> The Committee will review the Transitioning of Oral Healthcare to Phase 2 of the COVID-19 Response Plan document and will communicate via email any inquiries, comments, and feedback to AE prior to discussing and providing approval of that plan in the next meeting.</p> <p><u>June 2020:</u> Guidelines pertaining to the Summer Term I and II Graduate Program Patient Care, Simulation, the Dental Clinic Workspace Safety, and the Transitioning of Oral Healthcare to Phase 2 of the COVID-19 Response Plan has been prepped and circulated to the Committee by AE and tabled. The Committee needs to review and provide approval of that plan along with any other inquiries and comments within 30 days.</p>	AE	20-08-20	IP
NB-20/06/09-02	E	<p>Phase 1 On-Campus Research Resumption Plan</p> <p><u>July 2020:</u> The Committee has reviewed the COVID-19 Phase 1 On-Campus Research Resumption Plan and has no inquiries, comments, or feedback to provide regarding that plan.</p> <p><u>June 2020:</u> Research for the Faculty has yet to resume. Guidelines pertaining to the COVID-19 Phase 1 On-Campus Research Resumption Plan have been prepared and circulated to the Committee by IE and tabled.</p>	IE	20-07-16	C
NB-20/05/29-03	E	<p>Building Emergency Response Plan (Email from Teela, May 29, 2020)</p> <p><u>July 2020:</u> The amendments will be implemented to the Dentistry BERP.</p> <p><u>June 2020:</u> An amendment has been created to the BERP to outline additional responsibilities for building emergency directors, floor wardens and building occupants during these unique times. An additional item to highlight is that all fire drills for this year are on hold. This decision has been made after consultation with the Vancouver Fire and Rescue Services. Building users are advised not to submit a fire drill service request until further notice. Amendments will be reviewed and implemented as needed to the Dentistry BERP.</p>	BC/KK	20-08-20	IP

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



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

* REC – Recommendation Letter

10. NEW & OTHER BUSINESS					
Item # (NB-yy/mm/dd-01)	Priority	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
NB-20/06/25-01	E	<p>Floor Wardens (Email from Teela, June 25, 2020) Last month, the BERP Amendment was distributed and there have been questions as to how to fill these positions if all or majority of the designated floor wardens for the building are working from home. To provide further clarification to this, consider the following:</p> <ol style="list-style-type: none"> Interim floor wardens can be designated to perform this task (Online training ~ 15-20 minutes). These individuals should be those that are currently working on campus. Staff must not be asked to come to campus to solely fulfill their role as a floor warden. With fewer people on campus, consider sending out communication to building occupants reminding them what to do and where to go when the fire alarm rings. Include information on the location of the wall mounted Emergency Procedure Key Plans and the Building Emergency Response Plan. Floor Wardens are a necessary redundancy in an emergency evacuation but all should know what to do when the fire alarm is ringing. <p>As always, Floor Wardens are reminded that they are to sweep their designated areas and exit the building alongside the people they are evacuating. Floor Wardens shall not be responsible for sweeping more than</p>	BC/KK	20-07-16	C



10. NEW & OTHER BUSINESS					
		one floor. If you have questions, please contact safety.programs@ubc.ca . The information above will be communicated to the rest of the Faculty.			
NB-20/06/25-02	E	<p>Conducting General Inspections (Email from Teela, June 25, 2020) During these unique times, many UBC workspaces are not being occupied as many people are working from home. For areas that are being occupied, it is important that general inspections are carried out. These inspections can be completed by JOHSC/LST members who are already on campus and there should be no special trips to campus in order to carry out these inspections. Alternatively, you can also have people who are occupying the spaces to conduct the inspection themselves and submit the completed checklist to the JOHSC/LST. The most recent version of the inspection checklists can be found here. The minimum requirement is that all workspaces under a JOHSC's purview are inspected at least once a year. The information above will be communicated to the rest of the Faculty.</p>	--	20-07-16	C
NB-20/06/25-03	E	<p>Ergo your Posture and Train the Trainer (Email from Teela, June 25, 2020) Workplace Health Services is offering weekly live Ergo Your Posture sessions on Wednesdays on Zoom at 10am. If you would like to lead a session within your department, register for a train the trainer course which involves attending a 1-hr live webinar led by a Kinesiologist at Allan McGavin Physio. After attending this webinar, you will be able to lead a set of exercises within your team or department. Along with the training session, you will be provided with course materials which includes PowerPoint slides, script template and additional tips for leading the exercise. The two dates are: Monday June 29 at 1:30pm or Wednesday July 15 at 1:30pm. Register here. In order to secure a date, you will receive an email asking which training session you plan to attend. The information above was posted to the rest of the Faculty on July 15th.</p>	--	20-07-16	C

*NB – New Business



11. NEXT MEETING	
Date:	August 20, 2020
Time:	9:30 am
Location:	zoom

12. MEETING ADJOURNED	
Time:	10:50 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)