



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: JOHSC - Dentistry

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

Date: August 20, 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: September 17, 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
Keenan Kwong (Co-Chair)	CUPE 116	JBM 156	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kathy Pitt (Alternate Co-Chair)	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"/>
Leon Xu	CUPE 116	Dental Clinic	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kelley McElroy (Alternate)	CUPE 116	OHC 232	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Nancy Ford	Faculty Association	PharmSci B211	<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"/>
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 type="checkbox"/>	<input checked="" type="checkbox"/>
Jane Yip (Alternate)	CUPE 2950	OHC Clinic Reception	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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
Ben Chan (Co-Chair)	IRC 344	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ingrid Ellis (Alternate Co-Chair)	JBM 382A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Andrea Esteves	OHC 234	<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"/>
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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>Lari Hakkinen</u>	Seconded by: <u>Ben Chan</u>
Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>



4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA		
<ul style="list-style-type: none"> • 		
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.		
<input checked="" type="checkbox"/> No actionable items noted		
Is the agenda approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

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>August 2020:</u> Modifications/repairs to the door closure to prevent it from closing too quickly haven't been completed yet. <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	20-09-17	IP
126596	E	20-07-08	Bite Incident <u>August 2020:</u> Report regarding the SOP and pre-planning and barriers have been updated.	PJ/LH	20-08-20	C



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
			<u>Incident:</u> Employee's finger was bit during animal procedure. Investigation is ongoing and local area will be contacted for assistance.			
126631	E	20-07-17	Finger Laceration Incident <u>Incident:</u> Finger laceration on a container's damaged plastic lid. <u>Corrective Action:</u> The damaged lid and container were discarded and all the other lids and containers were checked for damage.	JK	20-08-20	C
126668	E	20-07-30	Falling on Stairs Incident <u>Incident:</u> Fall on OHC main entrance staircase. Supervisor is away and returns tomorrow; preliminary report was not done within 2 days and PJ and AE will follow-up.	PJ/AE	20-09-17	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)					
<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	Office Checks <u>August 2020:</u> KK has the document which he will scan and upload to SharePoint. <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.	BC	20-09-17	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><u>January 2020</u>: Office checks have been completed. The report will be posted on SharePoint and discussed next meeting.</p> <p><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).</p> <p>Office checks will be completed by next month's meeting.</p>			
GI – 20/04/16	GI	<p>Lab Checks</p> <p><u>August 2020</u>: Nothing major noted during lab checks. NF notes old animal facility has a shared space with a microscope that had no cleaning material, so cleaning material will be brought to the lab. Once the last lab checks are complete, the report containing the results of the checks will be sent to KK for uploading on SharePoint.</p> <p><u>July 2020</u>: Lab checks will be done in July and the results of which will be discussed in the next meeting</p> <p><u>June 2020</u>: Lab checks are not done yet. Permission is needed to return to the labs prior to doing the checks.</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> <p>Lab checks will be scheduled for May/June 2020, depending on the COVID-19 pandemic situation.</p>	LH	20-09-17	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 – 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	<p>New Workers and Students’ Safety Orientation and Training Programs</p> <p><u>August 2020</u>: Updates weren’t available due to KP being absent from this meeting.</p> <p><u>July 2020</u>: Progress for this item is being made and reviewed by AE. A spreadsheet containing information regarding the DMD and Dental Hygiene Offsite locations has been compiled by KP.</p> <p><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 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>	KP/KM	20-09-17	IP



8. ONGOING BUSINESS – Status of Action Items					
		<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-20/06/09-01	E	<p>Dental Clinic Safety Plan</p> <p><u>August 2020</u>: Some feedback regarding the plan was provided. Fine details (e.g. scheduling students, room allocation) are now in progress. All students expected to return to school (special dispensation received) but with new safety procedures. Any other major updates will be circulated to the Committee.</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	20-09-17	IP
NB-20/05/29-03	E	<p>Building Emergency Response Plan (Email from Teela, May 29, 2020)</p> <p><u>August 2020</u>: KK will implement the amendments and then upload the amended Dentistry BERP onto SharePoint.</p> <p><u>July 2020</u>: The amendments will be implemented to the Dentistry BERP.</p>	BC/KK	20-08-20	C



8. ONGOING BUSINESS – Status of Action Items					
		<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.</p> <p>Amendments will be reviewed and implemented as needed to the Dentistry BERP.</p>			

* 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-20/08/04-01	E	<p>Safety Plans (Email from Teela, August 4, 2020) UBC has developed a COVID-19 Safety Planning Framework for the gradual and phased reoccupancy of the university. However, those working remotely should continue to do so. Changes in your current personal work arrangements are permitted only after your department/unit’s respective safety plan has been approved. If your role has required you to continue to work on campus, your department/unit is still required to submit a COVID-19 Safety Plan. For assistance with developing your safety plan, go to the Reoccupancy Safety Planning website for instructions and templates or</p>	--	20-08-20	C



10. NEW & OTHER BUSINESS					
		<p>email ready.ubc@ubc.ca and the appropriate Safety & Risk Services (SRS) resource will contact you. As a reminder, all people who are working in a university space are expected to complete the Preventing COVID-19 Infection in the Workplace course.</p> <p><u>August 2020</u>: Dentistry's COVID-19 Safety Plan has yet to be completed.</p>			
NB-20/08/04-02	E	<p>Safety Committees Website (Email from Teela, August 4, 2020) For those that have completed the Preventing COVID-19 Infection in the Workplace course, you will have noticed that it directs individuals who have safety concerns to talk with their supervisor or a JOHSC member. As a result, we are requesting that all JOHSCs go to the safety committees website and review your JOHSC's webpage during your meeting, and confirm that the membership listed on the website is accurate. Any changes needed can be made to your SharePoint site which will automatically alert Safety& Risk Services of the change and we will update the website.</p> <p><u>August 2020</u>: IE has reviewed the Committee's membership and no changes were necessary.</p>	IE	20-08-20	C
NB-20/08/04-03	E	<p>CAIRS Incident Rates (Email from Teela, August 4, 2020) Incident rates that had decreased in the initial months of the pandemic are increasing with work activities. Key trends observed with the incident rate increase are related to working from home ergonomics, and work activities now being done at reduced staffing levels. It is recommended that JOHSCs and LSTs collaborate with Supervisors and Management for balancing safe work activities and productivity on campus with COVID-19 Safety Plan controls.</p> <p><u>August 2020</u>: Workplace safety may be affected due to reduced staff. The Committee notes that Dentistry will have most people coming back to work due to the nature of their work.</p>	KK	20-08-20	C
NB-20/08/04-04	E	<p>Ergonomic Resources for Home Offices (Email from Teela, August 4, 2020) 1. NEW: On the Purchasing& Design Guidelines page: Chairs for Temporary Home Offices.</p>	--	20-08-20	C



10. NEW & OTHER BUSINESS					
		<p>This document provides considerations and examples for office chairs in temporary home office situations, at a lower price point than traditional office space recommendations.</p> <p>2. NEW: On the Office Ergonomics page: Supervisor’s Guide for Home Office Ergonomics.</p> <p>This document highlights some considerations for managers/supervisors in addressing MSI risks with their teams working remotely.</p> <p>3. Sessions continued to be offered:</p> <p>a) <i>Home Office Ergo Webinar - In this 1hr webinar recording we’ll cover important tips to help you optimize your home office. Register online.</i></p> <p>b) <i>Ergo Your Posture - Mark your calendars. Live sessions Wednesdays at 10am on Zoom. Or schedule breaks in your calendar with our recorded session anytime.</i></p>			
NB-20/08/04-05	E	<p>WSBC Inspection Report (IR) Summary (Email from Teela, August 4, 2020) <u>August 2020:</u> In summary, WSBC inspected the Museum of Anthropology and Student Housing and Community Services, checking the employer’s response to COVID. Dentistry should make sure our employer response to COVID is also visible and prepared.</p> <p>There were two inspection reports that were received since the last co-chair email.</p> <p>1) JULY 7 2020 – IR#202017748083A: MUSEUM OF ANTHROPOLOGY & COVID-19</p> <p><u>Description:</u> This inspection report refers to a telephone conversation between UBC and WSBC regarding UBC’s response to COVID-19 in relation to worker health and safety.</p> <ul style="list-style-type: none"> • This inspection report has zero orders. • The call was made to the Museum of Anthropology and the WorkSafeBC officer had received a copy of the re-opening safety plan in the days leading up to the inspection. <p><u>The following information regarding the safety plan was discussed (full details in report):</u></p>	--	20-08-20	C



10. NEW & OTHER BUSINESS

	<ul style="list-style-type: none">• The museum is planning to re-open using a multi-phased approach.• The museum will be opening under a limited capacity and the public will be required to pre-purchase tickets online.• The safety plan includes information on the employer's policies and procedures for physical distancing measures, policies regarding workers and members of the public who may be feeling ill or exhibiting symptoms of COVID-19, hand washing and hand sanitation facilities, surface cleaning and sanitation protocols, the use of personal protective equipment, staff occupancy limitations.• The employer stated that the safety plan was developed in conjunction with the Safety and Risk Services department of and participation of workers and the joint health and safety committee.• The employer stated that the safety plan will be reviewed on a regular basis and changes made as necessary.• The employer stated that there is a system for workers to be able to report health and safety concerns to the employer. <p><u>JOHSC/LST Discussion Points:</u> WorkSafeBC mandates that all COVID-19 Safety Plans must be in a known and accessible location for Faculty and Staff to view. Posting hard copies on poster boards and publishing on websites is the best way to meet this mandate.</p> <ul style="list-style-type: none">• Any COVID-19 related questions/concerns can be sent to ready.ubc@ubc.ca.• Workers have a responsibility to report health & safety concerns to their supervisor, and supervisors have a responsibility to investigate the concern without delay. The JOHSC should be familiar with the 'refusal of unsafe work' process, in the event the concern cannot be resolved between the worker and the supervisor.• Occupational health and safety information related to COVID-19 can be found here: https://srs.ubc.ca/health-safety/health-safety-covid-19.			
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10. NEW & OTHER BUSINESS

- Mental health is considered just as important as physical health, and resources available at UBC can be found here:
<http://www.hr.ubc.ca/wellbeing-benefits/living-well/mental-health>.

2) JULY 7, 2020 – IR#202017748084A: STUDENT HOUSING AND COMMUNITY SERVICES PHASE 3

Description: This inspection report refers to a telephone conversation between UBC and WSBC regarding UBC’s response to COVID-19 in relation to worker health and safety.

- This inspection report has zero orders.
- This inspection report was conducted to check on any updates to the employer’s response to COVID-19. A previous call was conducted on April 23 (See reference material below).
- The employer outlined that multiple COVID-19 Safety plans for the different portfolios within the department were developed with the assistance of Safety & Risk Services.
- The employer stated that they are continuing to manage:
 - their response to COVID-19 through implementation of policies and procedures
 - the number of people within their buildings
 - the policies and procedures that may be unique to each building based on the layouts and operational requirements of the university.

JOHSC/LST Discussion Points: Same as listed on previous page.

REFERENCE MATERIAL

APRIL 23, 2020 – IR#202017748028A: EMPLOYER RESPONSE TO NOVEL CORONAVIRUS (SHCS)

Description: 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 Act.

- The call was directed to Student Housing and Community Services and particularly to workers who work at front desk services in student housing



10. NEW & OTHER BUSINESS					
		<p>buildings. Students still reside in these buildings and so the front desks must remain open.</p> <ul style="list-style-type: none"> • UBC 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): • Signs posted • Avenues to report concerns communicated: Supervisor and JOHSC • Risk assessment of work tasks with increased risk of exposure conducted • Floor markers and designated walking areas for physical distancing at front desks • Procedure for package drop activities implemented • 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. 			
NB-20/08/21-01	E	<p>Signage BC brought up a talk with SRS about signage present in JBM requiring that masks must be worn. Dentistry can only require that masks must be worn in the clinic areas, but outside of those areas, the guidelines must align with UBC requirements. The signs were then taken down.</p>	BC	20-08-20	C

*NB – New Business

11. NEXT MEETING	
Date:	17-09-2020
Time:	9:30 a.m.
Location:	zoom

12. MEETING ADJOURNED	
Time:	10:30 a.m.



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)