



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: JOHSC - Dentistry

Worker Co-Chair: Keenan Kwong
Employer Co-Chair: Ben Chan (chair)

Date: September 17, 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: October 15, 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	CUPE 116	JBM 156	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kathy Pitt	CUPE 116	OHC 232	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jozefina Kuncarova	CUPE 116	Dental Clinic	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leon Xu	CUPE 116	Dental Clinic	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kelley McElroy (Alternate)	CUPE 116	OHC 232	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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	IRC 344	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ingrid Ellis	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 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 <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>Ben Chan</u>	Seconded by: <u>Lari Hakkinen</u>
Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>



4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

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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
126597	E	20-07-06	<p>Finger Injury Incident</p> <p><u>September 2020</u>: BC will follow-up to see when a carpenter can complete the door closure modifications.</p> <p><u>August 2020</u>: Modifications/repairs to the door closure to prevent it from closing too quickly hasn't been completed yet.</p> <p><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.</p> <p><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.</p>	KP/BC	20-10-15	IP
126668	E	20-07-30	<p>Falling on Stairs Incident</p> <p><u>September 2020</u>: Investigation has been completed and JOHSC will</p>	PJ/AE	20-09-17	C



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

			also send out a follow-up email/communication piece regarding preliminary reporting timeline requirements. <u>Incident:</u> Fall on OHC main entrance staircase. Investigation is underway. PJ and AE will follow-up.			
126758	E	20-08-17	JBM Fumehood <u>Incident:</u> JBM roof repairs were carried out by workers over a 2-day period. No incidents of workers feeling unwell or adverse effects were reported. A follow-up regarding the incident has been completed and Building Ops is investigating and following up.	BC	20-09-17	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)

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
GI – 19/12/31	GI	<p>Office Checks</p> <p><u>September 2020:</u> KK has uploaded the document under LST on the Dentistry’s JOHSC SharePoint site.</p> <p><u>August 2020:</u> KK has the document which he will scan and upload to SharePoint.</p> <p><u>July 2020:</u> The report will be scanned and then uploaded to SharePoint.</p> <p><u>June 2020:</u> The report although complete hasn’t been uploaded onto SharePoint yet.</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> <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>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>January 2020:</u> Office checks have been completed. The report will be</p>	BC	20-09-17	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)

		<p>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>September 2020:</u> KK will upload it on the Dentistry's JOHSC SharePoint site once the final lab check report has been completed.</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	20-10-15	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
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* 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>September 2020</u>: KP had obtained and submitted last year’s list of Offsite locations. She will request an updated current list of Offsite Locations.</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.</p>	KP/KM	20-10-15	IP



8. ONGOING BUSINESS – Status of Action Items					
		<p>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-20/06/09-01	E	<p>Dental Clinic Safety Plan</p> <p><u>September 2020</u>: The Plan has been circulated to the entire Faculty by AE. Any document related to COVID-19 will be found on the Intranet in a folder under Clinic labelled COVID (to-be set up by James).</p> <p><u>August 2020</u>: Some feedback regarding the plan were provided. Fine details (e.g. scheduling students, room allocation) are now in progress. All are 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</p>	AE	20-09-17	C



8. ONGOING BUSINESS – Status of Action Items

		any other inquiries and comments within 30 days.			
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* 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
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* 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-20/08/27-01	E	<p>Safety Day (Email from Teela, August 27, 2020) Due to COVID-19, Safety Day has been cancelled this year. JOHSC members are still entitled to their 8 hours of annual educational leave and JOHSC and LST members can consider the following options to enhance their safety knowledge. As always, please remember to obtain your supervisor’s approval prior to taking time off work to attend any sessions below.</p> <ul style="list-style-type: none"> • UBC Safety Courses • Home Office Ergo Webinar • Linkedin Learning (use the search tool to find sessions on Safety, Mental Health or Working Remotely) • Due Diligence for Employers • OHS Program Requirements • Safety Connect Virtual Conference 	--	20-09-17	C
NB-20/08/27-02	E	<p>COVID-19 Procedure for Conducting Work Outside Your Building of Primary Occupancy (Email from Teela, August 27, 2020) By now we should all be familiar with our own Building or Department COVID-19 safety plans. But what happens when we need conduct work in a</p>	IE	20-09-17	C



10. NEW & OTHER BUSINESS					
		<p>building that is not our building of primary occupancy. To help increase awareness, and to minimize conflicts when conducting work in other buildings, Safety and Risk Services (SRS) has put together a COVID-19 Procedure for Conducting Work Outside Your Building to help outline measures workers are to follow to prevent the risk of COVID-19 infection. Please review this content (attached to this email) and communicate broadly to your departments. If there are any questions about the procedure, please contact your dedicated SRS resource.</p> <p>The above information will be sent out via email and posted on the Intranet by IE.</p>			
NB-20/08/27-03	E	<p>Workers Working Alone or in Isolation (Email from Teela, August 27, 2020)</p> <p>The SRS team is currently working on a mobile app to help improve safety on the Vancouver campus. One way it will do this is by providing faculty and staff who work alone a way of “checking-in” to inform their check-in designate that they are safe. Please help us identify potential app users by emailing safety.programs@ubc.ca and letting us know the name of your department and the number of workers who work alone or in isolation that could make use of this feature. Remember working alone or in isolation means:</p> <ul style="list-style-type: none">• To work in circumstances where assistance would not be readily available to the worker<ul style="list-style-type: none">○ In case of an emergency, or○ In case the worker is injured or in ill health <p>The Dentistry Faculty’s Workers Working Alone or in Isolation protocols have not changed.</p>	KP	20-09-17	C



10. NEW & OTHER BUSINESS					
NB-20/08/27-04	E	<p>Hand Sanitizer (Email from Teela, August 27, 2020)</p> <p>While everyone is using hand sanitizer more frequently than they have ever used before, it is important to maximize effectiveness and use safely.</p> <ul style="list-style-type: none"> To make it effective, use enough that it takes at least 45 sec for your hands to dry, and let them dry completely before your next activity. For safe use, please remember that alcohol based sanitizer is flammable as it contains concentrations of 60-90% alcohol. Alcohol vapours will ignite with a nearly invisible blue flame and are capable of causing severe burns. Some common sources that could ignite the vapours are: light switches, lit cigarettes/cigars, cigarette lighters, hot surfaces or even static build up. 	BC	20-09-17	C
NB-20/08/27--05	E	<p>WorkSafeBC Inspection Report Summary (Email from Teela, August 27, 2020)</p> <p>1) AUG 4 2020 – IR#202016973136A: WORKPLACE VIOLENCE CAMPUS SECURITY</p> <p><u>Description:</u></p> <ul style="list-style-type: none"> o Security staff physically assaulted by non-UBC suspect o RCMP attended to arrest o WorkSafeBC confirms the receipts of the full Employer Incident Reports (one for each staff member involved) and completed corrective actions o This IR was received late relative to the date of the incident due to WSBC internal processes <p><u>JOHSC/LST Discussion Points:</u></p> <ul style="list-style-type: none"> o Workplace Violence Prevention Training is a mandatory course for all UBC staff, faculty and student-staff. It can be accessed here: https://wpl.ubc.ca/browse/srs/mandatory/courses/wpl-srs-wpvptr o Encourage everyone to report incidents and near misses into CAIRS within 48 hours of the occurrence so that a preliminary investigation 	--	20-09-17	C



10. NEW & OTHER BUSINESS

		<p>can be completed within 48 hours as required by section 71 of the Workers Compensation Act</p> <ul style="list-style-type: none"> o Emphasize the importance of conducting a full investigation within 30 days of the occurrence of the incident as required by section 72 of the Workers Compensation Act 			
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*NB – New Business

11. NEXT MEETING

Date:	15-10-2020
Time:	9:30 am
Location:	Zoom

12. MEETING ADJOURNED

Time:	10:00 a.m.
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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
- 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)