



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee:	JOHSC - Dentistry	Worker Co-Chair:	Keenan Kwong
		Employer Co-Chair:	Ingrid Ellis (chair)
Date:	May 20, 2021	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 Formal Recommendation Letters & Regulatory Inspections 10. New and Other Business 11. Next Meeting: June 17, 2021 – 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 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 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"/>



Jane Yip (Alternate)	CUPE 2950	OHC Clinic Reception	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Catherine Makischuk (on leave)	AAPS	JBM 204A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TBA	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 type="checkbox"/>	<input checked="" 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); and
- 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

Minutes of April meeting have been read and acknowledged.

<ul style="list-style-type: none"> • Move to adopt minutes. Moved by: <u>Kathy Pitt</u> Seconded by: <u>Keenan Kwong</u> • (List amendments to minutes) 		
Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>



4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

• (List additional agenda items)

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 (For any general CAIRS information that requires discussion or action, please record under "New Business" e.g. make note of trends etc. 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 # and Incident Date)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
127587-21/04/22	E	<p>Finger Cut Incident <u>May 2021</u>: A CDA sustained a laceration/cut to their left finger when the endo spatula used to clean an improperly cleaned impression tray (that was returned by a student) broke due to poor instrument choice for the cleaning of stones from the tray. <u>Corrective Action</u>: Suggestions include creating protocols regarding what instruments to use for the cleaning of stones from trays and to also remind staff to be more vigilant regarding what they are receiving/accepting from the students.</p>	KP/AE	21/05/20	C
127619-21/04/29	C	<p>Finger Cut Incident <u>May 2021</u>: An employee was walking by and scrapped/cut their right finger on the sharp metal corner of a wall protector plate.</p>	KP/AE	21/06/17	IP



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS

		<u>Corrective Action:</u> A service request for a silicone protector to be added to that metal plate will be put in and the report will be updated accordingly.			
127678-21/04/19	E	<p>Racks in the Window Area Incident</p> <p><u>May 2021:</u> An employee experienced pain in the right shoulder and back due to the repetitive moving of heavily loaded racks in order to access items on them.</p> <p><u>Corrective Action:</u> It was suggested to lock the wheels of the racks to prevent them from moving, but those racks are supposed to move. Employees were trained how to properly move the racks and are also reminded frequently not to move the racks due to them being heavily loaded. The racks are not permanently locked because custodians need to clean beneath them. It was then suggested to put a boot on the wheels of the racks, which will both temporarily lock them in place and also allow them to be movable so that custodians can clean underneath them. The report needs to be updated with more information.</p>	KP	21/06/17	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)

Distribute inspection checklist(s) and report(s) for meeting and use this table to record discussion and new recommendation(s).

No actionable items noted

Item # (Use Inspection #)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
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* 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	Action Plan (Actions Taken/Need to be taken)	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-20/12/03-01	E	<p>Review of Dentistry JOHSC Annual Evaluation Checklist & Related Materials (FOD JOHSC Annual Incident Report, ToR & Membership List)</p> <p><u>May 2021</u>: The report should be completed sometime in August by SRS. PJ will check with SRS regarding the current status of the report.</p> <p><u>March 2021–April 2021</u>: The Dentistry JOHSC Annual Evaluation Report is still pending from SRS.</p> <p><u>February 2021</u>: The Annual Evaluation Checklist items were discussed.</p> <p><u>January 2021</u>: IE circulated (on December 17, 2020) Dentistry’s JOHSC annual evaluation checklist and related materials (Annual Incident Report, Terms of Reference & Membership List) to the Committee for review prior to the January 2021 JOHSC meeting. The membership list has been updated by IE. There are no changes to the ToR other than the dates. The FoD annual incident report has been tabled and trends/stats are similar to last year. Non-compliant items needing improvement include completing preliminary reports within 48 hours and reporting offering first aid for injuries.</p> <p><u>December 2020</u>: Waiting to receive more information regarding this item.</p>	KK	21/06/17	IP
NB-21/01/21-02	C	<p>Radiation Safety</p> <p><u>May 2021</u>: The radiation inspector is unable to do the final site assessment due to availability/scheduling constraints. Inspector suggested two options: put a radiation dosimeter badge on the wall to monitor the leakage of radiation or go back to the original 2006 room design documents to see if the room is adequate for the new machine. However, neither the dosimeter nor the room design documents are available. AE will inquire about the specifications of the room and copy BC and will also contact the BDCA regarding how to obtain a radiation dosimeter badge for the room.</p> <p><u>April 2021</u>: The radiation inspector will arrive sometime in May to do the final site assessment regarding the new CBCT machine.</p>	BC/NF/AE	21/06/17	IP



8. ONGOING BUSINESS – Status of Action Items					
		<p><u>March 2021</u>: BC will check with LX to ensure that the final site assessment has been completed.</p> <p><u>February 2021</u>: Final site assessment of the room shielding still needs to be done. BC will follow up.</p> <p><u>January 2021</u>: The Faculty has installed a new CBCT machine and this requires an acceptance test, radiation badges, and a site assessment of the room shielding.</p>			
NB-21/03/18-01	E	<p>Review of Revised Faculty of Dentistry COVID-19 Safety Plan</p> <p><u>May 2021</u>: AE & IE met with the Dean to discuss the recommended changes to the Safety Plan. Revisions to the Plan based on the Committee’s comments/feedback have been made and the Plan was forwarded to the Faculty’s Leadership team. The latest version of the Overarching Safety Plan was sent to the entire Faculty by the Dean’s Office on April 30th.</p> <p><u>April 2021</u>: The Revised Dentistry COVID-19 Safety Plan was discussed, including comments/concerns regarding the wearing of masks in an uncontrolled public space and collective offices with/without barriers were raised. Further revisions to the Plan (based on what was discussed in today’s meeting) will be done by IE followed by the forwarding of the Plan to the Faculty’s Leadership team.</p> <p><u>March 2021</u>: The Dentistry COVID-19 Safety Plan was discussed, including when an individual should be wearing a mask while in a lab/clinic workspace versus common/public space and that different Safety Plans (lab/clinic/office versus Faculty) should complement/defer and not over-ride each other and also be updated to reflect the current pandemic situation.</p>	IE	21/05/20	C
NB-21/03/25-04	E	<p>Substance Use or Addictions (March 25th e-mail from Teela)</p> <p><u>May 2021</u>: This info was posted on April 27th.</p> <p><u>April 2021</u>: HR is piloting two programs that promote employee health and wellbeing, providing funded treatment for problematic substance use or addictions. You can learn about the two programs, ALAViDa TRAiL and Boreal, on the HR website.</p> <p>This information will be posted.</p>	IE	21/05/20	C



8. ONGOING BUSINESS – Status of Action Items

NB-21/03/25-05	E	<p>Day of Mourning – April 28 (March 25th e-mail from Teela) <u>May 2021</u>: This info was posted on April 27th. <u>April 2021</u>: Across Canada, April 28 has been designated as the Day of Mourning. It is a day to remember those who have lost their lives to work-related incidents or occupational disease and to renew our commitment to creating healthy and safe workplaces. Please visit https://www.dayofmourning.bc.ca/ on April 28 at 10:30 a.m. for a moment of silence and a video recognizing those we’ve lost. This information will be posted.</p>	IE	21/05/20	C
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*NB – New Business

9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)

Item # (use Recommendation or Report #)	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status
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* REC – Recommendation Letter

* IR – WorkSafeBC Regulatory Inspection

10. NEW & OTHER BUSINESS

- General discussion items (list actionable items below)

Item # (NB-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
NB-21/05/20-01	E	<p>Chemical Safety Practical Training Course Enrollment Concerns The Chemical Safety Practical Training Course is getting booked up months in advance mainly by undergrads who don’t really need that course because they shouldn’t be working with chemicals without supervision in the first place. The SRS is asking the Committee to communicate with the undergrads to un-enroll from that chem course and then to enroll in an entry-level lab safety course instead. PJ will send the Committee an e-mail regarding this issue.</p>	PJ	21/06/17	IP



10. NEW & OTHER BUSINESS					
NB-21/04/29-01	E	<p>Working From Home - Statistics (April 29th e-mail from Teela)</p> <p>There was a 150% increase in ergo-related office injuries in 2020 compared to 2019. All but one of these WSBC claims submitted in 2020 were related to Work From Home (WFH). Further details regarding this statistic can be found in the attached pdf. As a reminder, since many faculty and staff continue to work from home, promote the following in your areas:</p> <ul style="list-style-type: none"> • Working from Home Ergonomics Resource • Virtual Ergo Assessments • Home Office Ergo Webinar • Ergo your posture and movement breaks <p>A reminder regarding the above information will be posted.</p>	IE	21/06/17	IP
NB-21/04/29-02	E	<p>Emergency Preparedness Week (April 29th e-mail from Teela)</p> <p>May 2-8 is National Emergency Preparedness Week. Please take this time to review to see if you are prepared for an emergency. Specifically, consider the following: make a plan, have an emergency kit, emergency proof your home. The above information was posted on May 3rd.</p>	IE	21/05/20	C
NB-21/04/29-03	E	<p>Mental Health Week (May 3-9) (April 29th e-mail from Teela)</p> <p>May 3-9 is Mental Health Week. The Canadian Mental Health Association has put together a “Mental Health for Life” brochure (attached) that outlines tips and activities to help you take a look at your own well-being, discover your strengths, and take action. For example, in order to recognize your emotions, consider:</p> <ul style="list-style-type: none"> What makes you happy, sad, joyful or angry, what calms you Share joyful news with a friend Find support when you feel sad Physical exercise can help you deal with anger or anxiety Keep a stack of your favourite cartoons, stories, and videos for when you need to laugh Power of music to lift you up or calm you down <p>For Staff and Faculty mental health resources from UBC, click here. The above information was posted on May 3rd.</p>	IE	21/05/20	C



10. NEW & OTHER BUSINESS					
NB-21/04/29-04	E	<p>Staying Safe Around Wildlife (April 29th e-mail from Teela)</p> <p>We have a few reports of coyotes enjoying our campus and wanted to provide some tips for any encounters you might have. First and most importantly, do not approach or interact with coyotes (or any wild animals); this includes taking close-up photos or feeding them. Coyotes tend to be curious, but not aggressive, and will usually mind their own business if left alone. If for some reason they approach you or seem aggressive, follow the advice from the BC Conservation Officer Service:</p> <ul style="list-style-type: none"> • Make yourself look as large as possible – if sitting, stand for example • Wave your arms and throw objects at the coyote and shout at the coyote in a loud aggressive voice • If the coyote continues to approach, don't run or turn your back. Continue to exaggerate the above gestures and slowly move to safety. <p>UBC persons at risk of wildlife encounters on campus, off-campus, and even for personal activities are encouraged to familiarize themselves with the tips to reduce conflict from the BC Conservation Officer Service. You can download a safety talk document from the BC Municipal Safety Association. The above information was posted on May 3rd.</p>	IE	21/05/20	C

*NB – New Business

11. NEXT MEETING	
Date:	June 17, 2021
Time:	9:30 a.m.
Location:	Zoom

12. MEETING ADJOURNED	
Time:	10:20 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
- Safety & Risk Services ubcsafety.committee@ubc.ca
- Posted on any Safety Bulletin Boards (if applicable)