



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee:	JOHSC - Dentistry	Worker Co-Chair:	Keenan Kwong (chair)
		Employer Co-Chair:	Ben Chan
Date:	July 15, 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: August 19, 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 type="checkbox"/>	<input checked="" 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 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 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 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 type="checkbox"/>	<input checked="" 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 June meeting have been read and acknowledged.		
<ul style="list-style-type: none"> • Move to adopt minutes. Moved by: <u>Keenan Kwong</u> Seconded by: <u>Kathy Pitt</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
127878-07/07/21	E	Hurt Left Foot On Stairs Incident <u>July 2021</u> : An employee had a mis-step while walking up the stairs, which resulted in them hitting their left foot on the stairs. <u>Corrective Action</u> : Report needs to be updated with more details. KP will follow up.	KP	21/08/19	IP
127877-06/18/21	E	Burn Incident <u>July 2021</u> : An employee accidentally made contact with their left arm to a hot rack that was beside their work area, which resulted in them sustaining a heat burn. <u>Corrective Action</u> : Report needs to be updated with more details. KP will follow up.	KP	21/08/19	IP
127871-07/07/21	E	Tripped And Fell Down Incident <u>July 2021</u> : An employee got up from their chair, took a step, and then fell forward, which resulted in them hitting their head against a wall,	KP	21/08/19	IP



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS					
		<p>their knees hitting the floor hard, and their left arm hitting the counter – resulting in a contusion-type injury to the knees and left arm.</p> <p><u>Corrective Action:</u> Report needs to be updated with more details. KP will follow up.</p>			
127619-21/04/29	C	<p>Finger Cut Incident</p> <p><u>July 2021:</u> Silicone protector will be purchased and added to the metal plate within the next 2 weeks.</p> <p><u>June 2021:</u> Report status update not available due to KP not being present for this meeting.</p> <p><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> <p><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.</p>	KP/BC	21/08/19	IP
127678-21/04/19	E	<p>Racks in the Window Area Incident</p> <p><u>July 2021:</u> Wheel stoppers have been purchased. BC will test them out once they arrive and will purchase some more if they work.</p> <p><u>June 2021:</u> BC and KP are still looking into ways to temporarily lock the wheels of the racks.</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/BC	21/08/19	IP



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS

127757-21/06/01	E	<p>Patient Abrasion Incident <u>July 2021:</u> Report has been updated by KP. Training and demonstrations will be provided to the staff coupled with weekly safety reminders. <u>June 2021:</u> A child patient grew agitated during a dental sedation procedure and pinched and scratched a staff's right wrist and left arm. <u>Corrective Action:</u> Investigation regarding the incident is still under way.</p>	KP/KM	21/07/15	IP
127766-21/06/08	E	<p>Patient Kick Incident <u>July 2021:</u> Report has been updated by KP. Training and demonstrations will be provided to the staff coupled with weekly safety reminders. <u>June 2021:</u> A difficult child patient kicked a staff's right shoulder and right arm area during an oral dental sedation procedure. The staff felt heaviness and a sense of tingling in their arm area after the incident. <u>Corrective Action:</u> Reviewed corrective measures to take while supporting/assisting the dentist with patients under oral sedation and making use of mechanical restraints vs. manual restraints. Finding out more info regarding patient restraint procedures/protocols in order to prevent similar incidents via speaking with the supervisor in charge.</p>	KP	21/07/15	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
GI-21/06/17-01	C	<p>Lab Checks <u>July 2021:</u> LH will e-mail completed lab check report to KK for uploading onto SharePoint. <u>June 2021:</u> Annual lab checks are currently under way by NF and LH. NF did half of the lab checks and found that some of the labs aren't using the</p>	NF/LH	21/07/15	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)

		COVID-19 lab attendance sign-in sheet. LH will do the other half of the lab checks.			
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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>July 2021</u>: Supervisors need to complete the preliminary reports in a timelier manner. Improvements in communication between individuals, who had sustained an injury, and their supervisor(s) will help with that regard. KP will get that message out to the staff in the next staff meeting.</p> <p><u>June 2021</u>: The committee will be notified by SRS about the Evaluation Report once the report is ready. BC will speak with KP regarding improving the completion of preliminary reports within 48 hours.</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>	KK/BC	21/08/19	IP



8. ONGOING BUSINESS – Status of Action Items					
		<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>			
NB-21/01/21-02	C	<p>Radiation Safety</p> <p><u>July 2021</u>: No update available as LX was not present for this meeting.</p> <p><u>June 2021</u>: LX will check with the National Dosimetry Service.</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> <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>	BC/NF/ AE/LX	21/08/19	IP
NB-21/05/20-01	E	Chemical Safety Practical Training Course Enrollment Concerns	PJ	21/07/15	C



8. ONGOING BUSINESS – Status of Action Items					
		<p><u>July 2021</u>: IE posted information about the SRS safety courses to research supervisors on July 15th.</p> <p><u>June 2021</u>: PJ will send the Committee an e-mail regarding this issue.</p> <p><u>May 2021</u>: 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>			
NB-21/06/17-01	E	<p>Review, Discuss, and Provide Feedback on University-Wide Safety Plans (June 14th e-mail from Teela)</p> <p><u>July 2021</u>: IE noticed that suggestions from the JOHSC does not appear to be incorporated into the university-wide safety plans. PJ suggested sending an e-mail of concern regarding this to SRS.</p> <p><u>June 2021</u>: The JOHSC's input is needed regarding the listed areas below and the survey needs to be completed by June 21st. IE will collate and submit the Committee's responses and recommendations.</p> <ol style="list-style-type: none"> 1. Offices and Administrative Areas 2. Common Areas and Public Realm 3. Field Trip and Field Research Activities 4. Learning Spaces 5. Study Spaces 6. Workshops and Research Laboratories 7. Return to Campus Safety Planning Framework <p>The university-wide safety plans will replace all specific Dentistry safety plans when the province goes to Step 3 of the BC Restart Plan (earliest start date July 1, 2021).</p>	IE	21/07/15	C

*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-21/07/15-01	E	Welcome Back: Being Aware and Taking Care (June 28 th e-mail from Teela) Last month, SRS introduced an online event being hosted July 26-30: Welcome Back: Being Aware and Taking Care. Following BC’s Restart Plan the university will see increased on-campus activity and the event is aimed at supporting this transition. A webpage for the event has been created and details all the sessions and a short description. Note: The sessions are non-COVID-19 related. Majority of the sessions are hosted on the WPL website under the new topic “Welcome Back: Being Aware and Taking Care” - https://wpl.ubc.ca/?query=WEBK . Two of the sessions, “5 steps to remove yourself from workplace drama” and “Having Difficult Conversations” are weblinks off the SRS website . All sessions will be available post July 30. This event is open to all UBC staff and faculty and is not limited to JOHSC/LST members. This information was posted on July 14 th .	IE	21/07/15	C
NB-21/07/15-02	E	BC Heat Wave (June 28 th e-mail from Teela) As summer has just begun and we’re in midst of a heat wave, it’s a good time to refresh our memories on the signs and symptoms of any heat-related illnesses. Further information can be found on the SRS Website . This information was posted on July 14 th .	IE	21/07/15	C
NB-21/07/15-03	E	Inspection of GTS Classrooms Covered Under Facilities JOHSC (June 28 th e-mail from Teela)	--	21/07/15	C



10. NEW & OTHER BUSINESS					
		Did you know that approximately 350 classrooms spread throughout 40 different buildings receive an annual Safety Inspection through the Classroom Local Team, reporting up through the Facilities JOHSC? If your LST or JOHSC normally inspects classrooms, please double check the list to avoid duplication of work. Any classroom listed on the link provided will be covered through the Classroom LST: https://learningspaces.ubc.ca/find-space .			
NB-21/07/15-04	E	WorkSafeBC Enews (June 28 th e-mail from Teela) As JOHSC and LST members, it may be of interest to you to subscribe to WorkSafeBC's Enews – a monthly enews that outlines the latest changes to the Occupational Health and Safety Regulation, guidelines and policies. It also includes information on new workplace health and safety resources, initiatives, and events. You can also subscribe for additional items like industry-specific enews, recent work-related incidents, research services updates, and more. Visit Enews to subscribe.	--	21/07/15	C

*NB – New Business

11. NEXT MEETING	
Date:	August 19, 2021
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
- Safety & Risk Services ubcsafety.committee@ubc.ca
- Posted on any Safety Bulletin Boards (if applicable)