



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: JOHSC - Dentistry

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

Date: December 14, 2023

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: January 18, 2024 – 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"/>
Teresa Davies (Alternate)	CUPE 116	OHC 232	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jozefina Kuncharova (On leave)	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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nancy Ford	Faculty Association	PharmSci B211	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lari Häkkinen	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 checked="" type="checkbox"/>	<input type="checkbox"/>
Jane Yip (Alternate)	CUPE 2950	OHC Clinic Reception	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Catherine Makischuk	AAPS	IRC 105	<input checked="" type="checkbox"/>	<input 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
Ingrid Ellis (Co-Chair)	JBM 382A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ben Chan (Alternate Co-Chair)	IRC 344	<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
Himani Katyal	UBC Safety and Risk Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lexie Wen (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 November meeting have been read and acknowledged.		
<ul style="list-style-type: none"> • Move to adopt minutes. Moved by: <u>Andrea Esteves</u> Seconded by: <u>Lari Häkkinen</u> • No 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
132580-23/12/12	C	Wrist Strain A staff member practiced compressions with full force on a mannequin during CPR training, which aggravated a previous wrist injury, causing pain afterward. The individual was reminded to practice gently and to perform within their physical limitation.	--	--	C
132560-23/10/30	C	Repetitive Strain Injury A staff member experienced gradual onset back pain, shoulder issues, and finger joint pain due to assisting in an uncomfortable position. Reminders to take breaks and practice micro-movements when performing repetitive tasks were stressed in a staff meeting.	--	--	C
132510-23/11/29	C	Finger Scrape A staff member scraped their finger on the metal holder while restocking glove boxes in the Sim Lab. BC will check with Peter and see if widening the custom-made metal box holder is feasible.	BC	24/01/18	IP



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS					
132509-23/11/30	C	<p>Finger Poke A staff member poked their finger on a bur left in a defective handpiece in the decontamination room. It was not clear from the report whether the instrument had been in patient care or was contaminated, and “she” is listed in the root cause section. TD needs to revise the report before Himani can submit it to WSBC.</p>	TD	24/01/18	IP
132421-23/04/12	C	<p>Instrument Puncture A student was rotating an instrument and punctured their finger. Additional information regarding instrument contamination status and corrective actions needs to be included in the report. Himani will forward resources to the supervisor as this has not been followed-up since April.</p>	HK	24/01/18	IP
131976-23/04/21	C	<p>Needle Stick <u>December 2023</u>: Report still requires additional details including contamination status and corrective actions. <u>November 2023</u>: A needle stuck into a faculty member’s finger but the report does not list who did it, what building the incident occurred in, or if the needle was contaminated. KP will follow up with the supervisor.</p>	KP	24/01/18	IP
132066-23/09/20	C	<p>Trip and Fall <u>December 2023</u>: Faculty are not operators; reminders were sent to the students by AE. <u>November 2023</u>: KP has sent out a reminder to staff. Christian will send a message to faculty and students. <u>October 2023</u>: A faculty member caught their foot on a rheostat cord and their left shoulder slammed against the cabinet. Fractures are considered a serious injury but not an emergency. Faculty, staff, students, and all users will be reminded to place the foot pedal in the correct position.</p>	--	--	C
132226-23/10/16	C	<p>Hit Head <u>December 2023</u>: Incorrect supervisor, employer and worker reps cannot be the same person, and no corrective actions listed.</p>	KP	24/01/18	IP



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS					
		<p><u>November 2023</u>: All of the microscope arms have the bright pink tape. Himani will send Christian a link to the report.</p> <p><u>October 2023</u>: A grad endo student hit their head on the microscope arm while getting out of their chair. KP will check to ensure that bright pink tape was installed on all of the microscope arms in every room. The supervisor needs to be changed to Christian.</p>			
131147-23/04/12	C	<p>Instrument Puncture</p> <p><u>December 2023</u>: TD will send another reminder to Christian and cc AE. This seems to be the same incident as 132421 and neither have corrective actions listed yet.</p> <p><u>November 2023</u>: KP will send another reminder to Christian.</p> <p><u>October 2023</u>: KP will remind Christian.</p> <p><u>September 2023</u>: Shilan has sent a supervisor link for Christian but the report still needs to be filled out. Students were told of the change during orientation, program directors were sent a message, and the new policy is now listed on our Intranet.</p> <p><u>August 2023</u>: Shilan will change the supervisor to Christian Marcelino for all students reporting incidents that occur during patient care. AE has updated the policy and will mention this to the students during orientation. She will also send a message in September to program directors so that they are aware.</p> <p><u>June & July 2023</u>: The correct supervisor needs to be listed on the CAIRS report.</p> <p><u>May 2023</u>: AE does the investigation for students and should be listed as the supervisor in order to obtain access to the CAIRS report. Students are only considered to be employees when they are working in patient care. Documentation concerning this will be posted over the summer.</p> <p><u>April 2023</u>: A student punctured their finger with an instrument and named an instructor as their supervisor. Students need to be told whom to list on CAIRS as their supervisor so that the report can be submitted.</p>	KP/TD	24/01/18	IP



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS					
131148-23/04/12	C	<p>Instrument Puncture</p> <p><u>December 2023</u>: TD will send another reminder to Christian and cc AE; corrective actions not yet listed on the report.</p> <p><u>November 2023</u>: KP will send another reminder to Christian.</p> <p><u>October 2023</u>: KP will remind Christian.</p> <p><u>September 2023</u>: Shilan has sent a supervisor link for Christian but the report still needs to be filled out.</p> <p><u>August 2023</u>: Shilan will generate a link to change the supervisor.</p> <p><u>June & July 2023</u>: The correct supervisor needs to be listed on the CAIRS report.</p> <p><u>May 2023</u>: AE does the investigation for students and should be listed as the supervisor in order to obtain access to the CAIRS report. Students are only considered to be employees when they are working in patient care. Documentation concerning this will be posted over the summer.</p> <p><u>April 2023</u>: A student punctured their finger with an instrument and named an instructor as their supervisor. Students need to be told whom to list on CAIRS as their supervisor so that the report can be submitted.</p>	KP/TD	24/01/18	IP
130791-23/02/22	C	<p>Strain Injury</p> <p><u>December 2023</u>: The report has been updated.</p> <p><u>November 2023</u>: KP will correct the root cause listed in the report.</p> <p><u>October 2023</u>: KP will follow up as yellow boxes do not appear when task-related causes are incorrect.</p> <p><u>September 2023</u>: Adjustments are required to rectify the incorrect “left-handed” cause and add the “micro-movements” corrective action.</p> <p><u>August 2023</u>: Report still needs to be fixed.</p> <p><u>July 2023</u>: This will be discussed at the next staff meeting.</p> <p><u>June 2023</u>: CAIRS report needs to be adjusted as per below.</p> <p><u>May 2023</u>: Incorrect cause (left-handed) will be removed and corrective action (micro-movements) will be added. Staff will be reminded during a staff meeting that they should tell the students when they need a break.</p>	--	--	C



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS

		<p><u>April 2023</u>: Assisting a left-handed operator is listed as a task-related cause. This is incorrect and needs to be removed. For the corrective action, the best recommendation when working in an awkward position is several slight shifts in position throughout the procedure.</p> <p><u>March 2023</u>: A CDA was assisting with a procedure that required a twisted position for a long time and experienced back spasms. Staff are reminded to initiate micro-movements and micro-stretches during extended periods of time assisting. Corrective actions need to be added to the report.</p>			
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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
	C	<p><u>December 2023</u>: Reports have been uploaded to SharePoint.</p> <p><u>November 2023</u>: Office inspections will be completed in the next few weeks.</p>	--	--	C

* 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
		Nothing to report.	--	--	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-23/07/20-06	C	<p>Fire Drills and Wardens</p> <p><u>December 2023:</u> Signs with necessary information will be posted. Instructors of Saturday CDE sessions will serve as fire wardens; CDE will provide them with instructions each time there is a course. TD will confirm with KP to finalize the arrangement of floor wardens.</p> <p><u>November 2023:</u> KP will contact Brenda to ask about the Saturday CDE sessions. Students can't be floor wardens and so signs will be posted in the simulation lab.</p> <p><u>October 2023:</u> JOHSC members are encouraged to review the floor warden plan and provide feedback to KP. Note that an alarm going off in JBM cannot be heard in OHC. Perhaps the equipment technicians and/or 4th year mentors could serve as fire wardens.</p> <p><u>September 2023:</u> We had our annual fire drill during the last week of August. Fire and emergency procedures were posted to all faculty, staff, and students on October 10th. We need to determine what areas each warden will be responsible for.</p> <p><u>August 2023:</u> BC will wait for the new students to arrive before posting the fire drill procedures. Additional JBM fire wardens need to be assigned.</p> <p><u>July 2023:</u> Fire drills are arranged for JBM as part of orientation in August. The list of fire wardens needs to be updated as some of the personnel are working remotely some of the time and we now have a new simulation laboratory.</p>	AE/BC/ KP/KK/TD	24/01/18	IP
NB-23/11/16-01	C	<p>Annual Reminders</p> <p><u>December 2023:</u> The terms of reference have been approved.</p> <p>Co-chair voting: KK and KP were elected as the worker co-chairs; IE and BC were elected as the employer co-chairs.</p> <p>Incident investigation trends: Concerns were raised about the challenges of writing appropriate CAIRS reports. HK will explore the feasibility of creating a</p>	HK	24/01/18	IP



8. ONGOING BUSINESS – Status of Action Items

		<p>WPL course but in the meantime, there are instructions on the SRS website at https://srs.ubc.ca/health-safety/safety-programs/accident-incident. These could be posted at computer stations in the clinic for easy reference. The committee also discussed the timing of completing JOHSC items and explored approaches to enhance efficiency.</p> <p><u>November 2023</u>: Terms of reference: dates have been revised.</p> <p>Membership list: no changes.</p> <p>Co-chair voting: our 2-year term will be completed at the end of this year and so we need to vote next month.</p> <p>Workplace inspection report trends: please think about suggestions.</p> <p>Incident investigation trends: please consider what we might try.</p> <p>Educational leave: reminder to record your training in SharePoint.</p> <p>Regular attendance: please let your alternate know if you will be away.</p>			
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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
IR #202316973116A	E	<p>WSBC IR Summary (November 30th e-mail from Dustin)</p> <p>1) NOVEMBER 3, 2023 – Electrical Shock</p> <p><u>Description</u>: This Inspection Report documents the receipt and acceptance of the employer's full Incident Investigation Report (EIIR), relating to an incident which occurred on August 8, 2023 when a worker received an electrical shock from an arc discharge while working with a high-voltage machine.</p> <p><u>JOHSC/LST General Learnings/Discussion Points</u>: Reminder that incident investigations must be completed within 30 days, with description, unsafe conditions, contributors, causes, corrective actions, and worker rep participation.</p>	--	--	--	C



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

IR #202316973122A	E	<p><u>2) NOVEMBER 14, 2023 – Stair Fall Injury</u> <u>Description:</u> On November 10, 2023, a worker sustained an injury after falling while going up the stairs, received first aid on the scene, and was then transported to a hospital for medical treatment. <u>JOHSC/LST General Learnings/Discussion Points:</u> As a reminder, any workplace incident that has caused a serious or life-threatening injury, plus all other immediately reportable incidents, must be reported to Campus Security at 604-822-2222 (after calling 911 emergency services) as part of the incident response. More information regarding what to do in the event of a serious incident, possible serious incident, or other immediately reportable incidents can be found on the SRS website. Encourage everyone to report incidents and near misses into CAIRS within 48 hours of the occurrence so that a preliminary investigation can be completed within 48 hours as required by section 71 of the Workers Compensation Act. Reminder that incident investigations require a site visit that must be completed within 30 days, with description, unsafe conditions, contributors, causes, corrective actions, and worker rep participation.</p>	--	--	--	C
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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-23/12/14-01	C	<p>Sim Lab Radiation Safety Students have expressed concerns about sitting beside the cabinets with radiation stickers on them. The machine has undergone the appropriate</p>	AE/NF	24/01/18	IP



10. NEW & OTHER BUSINESS					
		safety inspection but the students are not aware of this and so a communication about radiation safety needs to be sent. AE will confirm with Salima Alibhai, Eli Whitney, and David MacDonald if radiation safety content is adequately covered in the didactic curriculum.			
NB-23/12/14-02	E	<p>Silica Exposure Control Plan (ECP) Feedback (November 30th e-mail from Dustin)</p> <p>Prior to the publication of the Silica Exposure Control Plan, Safety & Risk Services is seeking input from the UBC community to ensure the content of this document considers the working conditions where silica is found, and provides the information needed to keep you safe at work. To provide your feedback, please complete this Qualtrics survey by January 30th, 2024. The Silica ECP can be found using the link on the first page of the survey.</p>	--	--	C
NB-23/12/14-03	E	<p>Lead Exposure Control Plan and Training Course (November 30th e-mail from Dustin)</p> <p>Exciting News! SRS is launching an updated UBC Lead Exposure Control Plan (ECP) and a new Lead Awareness training course. This ECP and the associated training is intended specifically for supervisors, workers, and students who are likely to come into contact with lead or lead containing products. The document will provide information on the hazards associated with lead and provide guidance on exposure control measures.</p>	--	--	C
NB-23/12/14-04	E	<p>Preparing for Extreme Winter Weather at UBC (November 30th e-mail from Dustin)</p> <p>As per the Snow Policy, if UBC is subject to extreme winter weather conditions, the Deputy Vice-Chancellor of each campus or his/her delegate may decide to cancel or reschedule classes and/or curtail non-essential services. You are advised to regularly check the following website: https://www.ubc.ca/ in the event of extreme weather.</p> <p>Facilities' Municipal Services and Custodial Service teams provides ice prevention and snow removal services on the Vancouver Campus. Visit the website to see a map that identifies priority roads, sidewalks and pathways that crews will work towards when dealing with an ice or snow event. If</p>	--	--	C



10. NEW & OTHER BUSINESS							
		<p>you see any areas that need attention, please contact the Facilities Service Centre at 604-822-2173.</p> <p>On November 28th, the leaders from Municipal and Custodial Services conducted a virtual session to share their managing winter weather approach. For those who were unable to attend, the slide deck is available.</p>					
NB-23/12/14-05	E	<p>Annual Seasonal Shutdown and Holiday Tips (November 30th e-mail from Dustin)</p> <p>Before leaving for this holiday season, help save energy and keep valuables safe by taking some simple actions:</p> <table border="0"> <tr> <td style="vertical-align: top;"> <p><i>Seasonal Shutdown Tips from Sustainability</i></p> <ul style="list-style-type: none"> • <i>Switching off electronics</i> • <i>Turning off the lights</i> • <i>Unplugging small appliances</i> • <i>Closing windows and blinds</i> • <i>Reporting any air or water leaks</i> • <i>Shutting fume hood sashes</i> • <i>Shutting down non-essential lab equipment</i> </td> <td style="vertical-align: top;"> <p>Holiday Tips from Campus Security</p> <ul style="list-style-type: none"> • Closing and locking office and exterior building doors & windows • Turning off office lights and electronic equipment • Locking away portable equipment, tools, laptops and any external data devices • Closing blinds and curtains • Locking valuable personal property out of sight or taking it home • Ensuring all your data devices are encrypted for security • Protecting your building and office keys at all times to prevent risk to your workspace. </td> </tr> </table>	<p><i>Seasonal Shutdown Tips from Sustainability</i></p> <ul style="list-style-type: none"> • <i>Switching off electronics</i> • <i>Turning off the lights</i> • <i>Unplugging small appliances</i> • <i>Closing windows and blinds</i> • <i>Reporting any air or water leaks</i> • <i>Shutting fume hood sashes</i> • <i>Shutting down non-essential lab equipment</i> 	<p>Holiday Tips from Campus Security</p> <ul style="list-style-type: none"> • Closing and locking office and exterior building doors & windows • Turning off office lights and electronic equipment • Locking away portable equipment, tools, laptops and any external data devices • Closing blinds and curtains • Locking valuable personal property out of sight or taking it home • Ensuring all your data devices are encrypted for security • Protecting your building and office keys at all times to prevent risk to your workspace. 	--	--	C
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NB-23/12/14-06	E	<p>JOHSC and LST Training (November 30th e-mail from Dustin)</p> <p>New dates have been released for JOHSC and LST training. You can register for JOHSC training here, and LST training here.</p>	--	--	C		

*NB – New Business



11. NEXT MEETING	
Date:	January 18, 2024
Time:	9:30 a.m.
Location:	Zoom

12. MEETING ADJOURNED	
Time:	10:45 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)