



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee:	JOHSC - Dentistry	Worker Co-Chair:	Keenan Kwong
		Employer Co-Chair:	Ingrid Ellis (Chair)
Date:	January 25, 2024	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: February 15, 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teresa Davies (Alternate)	CUPE 116	OHC 232	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Jonathan Volne	CUPE 2950	OHC 238	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jane Yip (Alternate)	CUPE 2950	OHC Clinic Reception	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 December 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>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

- Statistics

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
133631-23/07/27	C	Prince Rupert Needle Prick A dental student in the Summer Student Practitioner Program (SSPP) pricked their finger while cleaning up after patient care. The SSPP is not part of our curriculum and so these students are not considered to be practicum students, who are required to report via CAIRS. AE will ask the program director to inform the students about the correct procedure. KP will check with Christian about the supervisor's report.	AE/KP	24/02/15	IP
133633-23/07/28	C	Prince Rupert Needle Prick A dental student in the Summer Student Practitioner Program (SSPP) pricked their finger while capping a needle. The SSPP is not part of our curriculum and so these students are not considered to be practicum students, who are required to report via CAIRS. AE will ask the program director to inform the students about the correct procedure. KP will check with Christian about the supervisor's report.	AE/KP	24/02/15	IP



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS					
133671-24/01/12	C	<p>Needle Stick Injury A dental hygiene student punctured their finger with a contaminated needle while providing anaesthesia to a patient. The report sounds like it is blaming the student and also the student should not be listed as the worker representative. Himani will send instructions to the supervisor.</p>	HK	24/02/15	IP
133713-24/01/22	C	<p>Needle Prick A student pricked their finger after providing anaesthesia to a patient. Christian is away sick but the regulations require the report within 48 hours and so a designate must be assigned. Himani will send it to AE.</p>	AE/HK	24/02/15	IP
132510-23/11/29	C	<p>Finger Scrape <u>January 2024</u>: Flat-head screws will be purchased tomorrow. <u>December 2023</u>: 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.</p>	BC	24/02/15	IP
132509-23/11/30	C	<p>Finger Poke <u>January 2024</u>: KP will change the pronoun to remove the gender. <u>December 2023</u>: 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>	KP/TD	24/02/15	IP
132421-23/04/12	C	<p>Instrument Puncture <u>January 2024</u>: Students were sent a reminder of the sharps protocol. <u>December 2023</u>: 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>	--	--	C
131976-23/04/21	C	<p>Needle Stick <u>January 2024</u>: KP will check up on corrective actions.</p>	KP	24/02/15	IP



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS					
		<p><u>December 2023</u>: Report still requires additional details including contamination status and corrective actions.</p> <p><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>			
132226-23/10/16	C	<p>Hit Head</p> <p><u>January 2024</u>: KP will talk to the supervisor about updating the report.</p> <p><u>December 2023</u>: Incorrect supervisor, employer and worker reps cannot be the same person, and no corrective actions listed.</p> <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>	KP	24/02/15	IP
131147-23/04/12	C	<p>Instrument Puncture</p> <p><u>January 2024</u>: KP will remind Christian that the corrective action is reinforcing techniques and he should tell Himani to remove the duplicate incident record.</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</p>	KP/TD	24/02/15	IP



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS					
		<p>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>			
131148-23/04/12	C	<p>Instrument Puncture</p> <p><u>January 2024</u>: KP will remind Christian that the corrective action is reinforcing techniques.</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	24/02/15	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
		Nothing to report.			

* 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.			

* 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>January 2024</u>: BC will remove the door jams between JBM and OHC to eliminate this tripping hazard. KP will finish assigning the floor 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>	BC/KP	24/02/15	IP



8. ONGOING BUSINESS – Status of Action Items					
		<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>			
NB-23/11/16-01	C	<p>Annual Reminders</p> <p><u>January 2024</u>: Himani plans to conduct a training session for supervisors on correctly filling out CAIRS reports but this is a long-term project. For now, CM will ask Christian for step-by-step information to help supervisors with the reports and then send to Himani for confirmation before posting.</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. Himani will explore the feasibility of creating a 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>	HK/CM	24/02/15	IP



8. ONGOING BUSINESS – Status of Action Items					
		Co-chair voting: our 2-year term will be completed at the end of this year and so we need to vote next month. Workplace inspection report trends: please think about suggestions. Incident investigation trends: please consider what we might try. Educational leave: reminder to record your training in SharePoint. Regular attendance: please let your alternate know if you will be away.			
NB-23/12/14-01	C	Sim Lab Radiation Safety <u>January 2024</u> : AE will follow-up and report back to us. <u>December 2023</u> : Students have expressed concerns about sitting beside the cabinets with radiation stickers on them. The machine has undergone the appropriate 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.	AE/NF	24/02/15	IP

*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 #202316973137A	E	WSBC IR Summary (January 2 nd e-mail from Dustin) 1) DECEMBER 19, 2023 – Stair Fall Injury <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 November 10, 2023 when a worker sustained an injury after falling while going up the stairs. <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.	--	--	--	C



* 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-24/01/25-01	E	Statistics Himani explained why sometimes there were incidents reported that involved medical treatment but where no injuries are listed: there was no specific body part involved in these cases.	--	--	C
NB-24/01/25-02	E	Silica Exposure Control Plan Feedback (January 2 nd e-mail from Dustin) The January 30th, 2024 deadline for the Silica Exposure Control Plan (ECP) feedback survey is fast approaching. Your input is essential in shaping the Silica ECP. To provide your feedback, please complete this Qualtrics survey . The Silica ECP can be found using the link on the first page of the survey.	--	--	C
NB-24/01/25-03	E	9-8-8 Suicide Crisis Helpline (January 2 nd e-mail from Dustin) Canadians can call or text 9-8-8 to access bilingual, trauma-informed, and culturally appropriate mental health and suicide prevention support. The service is free and can be accessed 24 hours a day, 7 days a week, 365 days a year. Trained crisis responders will listen to you and provide support with compassion, providing a safe space for you to talk. For more information, please visit 9-8-8 Suicide Crisis Helpline .	--	--	C
NB-24/01/25-04	E	Bell Let's Talk – Mental Health (January 2 nd e-mail from Dustin) January 24, 2024 is Bell Let's Talk Day which raises funds for mental health initiatives and aims to reduce the stigma around mental illness. You can find more about this day and how you can contribute at Bell Let's Talk . Each year, 1 in 5 Canadians faces a personal mental health challenge. At UBC, we're dedicated to providing support. Faculty and staff can access a range of mental health resources at UBC Health and Wellbeing . For additional educational opportunities, explore our mental health-related courses at UBC Workplace Learning . Together, we can foster a healthier, more supportive community.	--	--	C



10. NEW & OTHER BUSINESS					
NB-24/01/25-05	E	<p>Additional 8 hours of Occupational Health and Safety (OHS) Training (January 2nd e-mail from Dustin)</p> <p>All JOHSC members are entitled to an additional 8 hours of OHS training. Below are a few upcoming local and virtual conferences or seminars. Registration and costs associated will be the responsibility of your department.</p> <ul style="list-style-type: none"> • Western Conference on Safety (in-person) on April 18-19 at the Hyatt Regency Vancouver. Early bird registration ends on March 15, 2024. • Employers' Advisers Seminars (in-person or virtual): The Employers' Advisers Office In-Person and Virtual Training Schedule for January-March 2024 has now been posted for registration. • Women in Safety Summit (in-person) on March 21 at the Calgary Telus Convention Centre. Pre-launch registration ends on January 5, 2024. <p><i>Note - Just a reminder that this 8 hours of training is in addition to the regular Continuing Medical Education (CME)/Continuing Professional Development (CPD) time that you may use from your employment.</i></p>	--	--	C
NB-24/01/25-06	E	<p>Monthly Phishing Workshops (January 2nd e-mail from Dustin)</p> <p>Join our monthly 30-minute Phishing Workshops on Zoom, starting January 10th at 11:00am. Review recent phishing campaigns targeting our university community. Open to all faculty, staff, and students; registration required. hxxps://privacymatters.ubc.ca/monthly-phishing-workshops</p>	--	--	C
NB-24/01/25-07	E	<p>JOHSC and LST Training (January 2nd 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:	February 15, 2024
Time:	9:30 a.m.
Location:	Zoom



12. MEETING ADJOURNED

Time:	10:35 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
- Safety & Risk Services ubcsafety.committee@ubc.ca
- Posted on any Safety Bulletin Boards (if applicable)