



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: JOHSC - Dentistry

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

Date: February 15, 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: March 21, 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 type="checkbox"/>	<input checked="" 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 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
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 type="checkbox"/>	<input checked="" 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 January 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

No

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
133748-24/01/11	C	Fall on Snow A faculty member fell on their chest because there was snow covering the step leading onto the bus platform. UBC has advised employees to be careful when walking in the snow and to wear proper footwear.	--	--	C
133828-24/01/22	C	Needle Prick A student pricked their finger after administering anaesthetic. No corrective action listed. AE will explain to Christian that the investigation is a second review and so he needs to meet with the student.	AE	24/03/21	IP
133829-24/02/01	C	Needle Prick A student pricked their finger after administering anaesthetic. No corrective action listed. AE will follow-up with Christian so that he includes a corrective action after meeting with the student.	AE	24/03/21	IP



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS					
133831-24/01/12	C	<p>Needle Prick A student pricked their finger after administering anaesthetic. No corrective action listed. Students should fill out a CAIRS report for any activity involving humans; manikin heads only need the orange form.</p>	AE	24/03/21	IP
133631-23/07/27	C	<p>Prince Rupert Needle Prick <u>February 2024</u>: This is a volunteer activity outside of our curriculum and so the students are not considered UBC workers. AE will verify that there is no need for a CAIRS report. <u>January 2024</u>: 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.</p>	AE	24/03/21	IP
133633-23/07/28	C	<p>Prince Rupert Needle Prick <u>February 2024</u>: This is a volunteer activity outside of our curriculum and so the students are not considered UBC workers. AE will verify that there is no need for a CAIRS report. <u>January 2024</u>: 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.</p>	AE	24/03/21	IP
133671-24/01/12	C	<p>Needle Stick Injury <u>February 2024</u>: Himani has submitted the report. <u>January 2024</u>: 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</p>	--	--	C



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS					
		not be listed as the worker representative. Himani will send instructions to the supervisor.			
133713-24/01/22	C	<p>Needle Prick <u>February 2024</u>: No corrective action listed. AE will tell Christian to include a corrective action after meeting with the student. <u>January 2024</u>: 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	24/03/21	IP
132510-23/11/29	C	<p>Finger Scrape <u>February 2024</u>: Non-medical grade gloves in smaller boxes will be ordered. <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	24/03/21	IP
132509-23/11/30	C	<p>Finger Poke <u>February 2024</u>: The report has been corrected. <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>	--	--	C
131976-23/04/21	C	<p>Needle Stick <u>February 2024</u>: AE will review the process with Christian. <u>January 2024</u>: KP will check up on corrective actions. <u>December 2023</u>: Report still requires additional details including contamination status and corrective actions.</p>	AE	24/03/21	IP



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS					
		<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 <u>February 2024</u>: Styrofoam has been added to the impact area. <u>January 2024</u>: KP will talk to the supervisor about updating the report. <u>December 2023</u>: Incorrect supervisor, employer and worker reps cannot be the same person, and no corrective actions listed. <u>November 2023</u>: All of the microscope arms have the bright pink tape. Himani will send Christian a link to the report. <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>	--	--	C
131147-23/04/12	C	<p>Instrument Puncture <u>February 2024</u>: Himani will remove the duplicate incident record and Christian will add reinforcing techniques to the corrective action. <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. <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. <u>November 2023</u>: KP will send another reminder to Christian. <u>October 2023</u>: KP will remind Christian. <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. <u>August 2023</u>: Shilan will change the supervisor to Christian Marcelino for all students reporting incidents that occur during patient care. AE</p>	HK	24/03/21	IP



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS					
		<p>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>			
131148-23/04/12	C	<p>Instrument Puncture</p> <p><u>February 2024</u>: KP will follow-up with Christian.</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>	KP	24/03/21	IP



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS

		<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.			
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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
		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>February 2024</u>: The magnets are not operational until 7 a.m. KP will ask Brenda to assign a floor warden for Saturdays.</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>	KP	24/03/21	IP



8. ONGOING BUSINESS – Status of Action Items					
		<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>			
NB-23/11/16-01	C	<p>Annual Reminders</p> <p><u>February 2024</u>: Christian is not yet familiar enough with the process to write this. He will join our committee and take the training.</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>	--	--	C



8. ONGOING BUSINESS – Status of Action Items					
		<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> <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>			
NB-23/12/14-01	C	<p>Sim Lab Radiation Safety</p> <p><u>February 2024</u>: Students need to be informed that they are not in danger even though they are sitting beside a radiation-emitting device.</p> <p><u>January 2024</u>: AE will follow-up and report back to us.</p> <p><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.</p>	AE	24/03/21	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 #202416973009A	E	<p>WSBC IR Summary (January 25th e-mail from Dustin)</p> <p>1) JANUARY 23, 2024 – Fall From Height Injury</p> <p><u>Description:</u> On January 22, 2024, a worker sustained an injury after falling four feet above grade while pulling material from under a tarp. The worker received first aid on scene, and was then transported to a hospital for medical treatment.</p> <p><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, and include a detailed description of incident, unsafe conditions, contributors, causes, corrective actions, and the name of the participating worker representative.</p>	--	--	--	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-24/02/15-01	E	Building Emergency Response Plan (BERP) (January 25 th e-mail from Dustin) The 2024 BERP template has been updated and accompanied by a list of changes. Please remember to annually review the BERP for your building and distribute a final copy to all the building occupants. One of the most notable changes in the BERP this year is the requirement to email a copy of the completed BERP to safety.risk@ubc.ca with any completed individualized evacuation plans removed. Remember to schedule an annual fire drill once within a calendar year! Instructions on how to schedule a drill is included in the BERP along with guidance on what to do for disability and accessibility considerations.	--	--	C
NB-24/02/15-02	E	Duty to Cooperate & Duty to Maintain Employment (January 25 th e-mail from Dustin) Effective January 1, 2024, amendments to the Workers' Compensation Act introduce the Duty to Cooperate and the Duty to Maintain Employment, aiming for a more collaborative return-to-work process for employees recovering from workplace injuries or illnesses. Please refer to the attached document in this email, which provides further insights and guidelines. For assistance and further details regarding the Stay at Work/Return to Work Program, please contact Grace Wang , Manager, RTW & Accommodations.	--	--	C
NB-24/02/15-03	E	Pink Shirt Day (January 25 th e-mail from Dustin) On February 28, wear pink to show your support for an end to bullying and harassment in our communities. At UBC, we strive to provide a safe, respectful and productive environment for our faculty, staff and students. The UBC Respectful Environment Statement outlines our principles about creating a respectful environment for all. Visit https://www.pinkshirtday.ca/ for more information.	--	--	C



10. NEW & OTHER BUSINESS					
NB-24/02/15-04	E	JOHSC and LST Training (January 25 th e-mail from Dustin) New dates have been released for JOHSC and LST training. You can register for JOHSC training here , and LST training here .	--	--	C

*NB – New Business

11. NEXT MEETING	
Date:	March 21, 2024
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)