



Joint Occupational Health & Safety Committee Minutes

Name of Committee: UBC IT Joint Occupational Health and Safety Committee

Worker Co-Chair: Robert Padwick
Employer Co-Chair: Kirk MacDonald

Date: April 16, 2020

Time: 1:30 p.m. – 2:30 p.m.
Location: Skype

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 Centralized 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 12. Meeting Adjournment
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Enclosures reviewed:

1. 2020.03.19_UBC IT JOHSC Minutes (Draft)
2. 2020 Mar_WorkSafe Inspection Rpt Summary
3. 2020 Mar_SRS Announcements
4. 2020 Feb_IT JOSCH Incident Trends Report



1. ROLL CALL					
Worker Representatives	Association/Union	Team/Unit	Present	Regrets	Absent
Eric De Jesus	CUPE 2950	OCIO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Robert Padwick	M&P	Engagement Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Devin Kettle	M&P	Network & Infrastructure Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mark Peskett	NUT	Audio Visual Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gary Olson	CUPE 116	Network & Infrastructure Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schuyler Lindberg	M&P	Applications Development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Andrew (An) Wang	NUT	UBC Studios	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(A) David Johnston	M&P	Engagement Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(A) Rod McFarland	M&P	Library	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(A) Chann Wang	CUPE 2950	Office of the CIO	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Employer Representatives	Work Location	Team/Unit	Present	Regrets	Absent
Kirk MacDonald (Manager Co-Chair)	IRC	AV Projects Team, AV Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jeremy Gordon (Alternate Employer Co-Chair)	LS Klinck	Operations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eric Bourdon	LS Klinck	Network & Infrastructure Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(A) Karl Jurczyk	M&P	Engagement Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Resources / Guests	Work Location		Present	Regrets	Absent
Sonam Uppal, Advisor, Occupational Hygiene, SRS	Donald Rix Building		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tariq Din, Manager, Risk Management Building Operations, SRS	Donald Rix Building		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laura Triay – Executive Coordinator, CIO Office	LS Klinck		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* (A) – Alternate member

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); 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"/>

3. APPROVAL OF PREVIOUS JOHSC MEETING MINUTES

(Statement to indicate minutes of previous meeting have been read & acknowledged and to record any corrections to it)

<ul style="list-style-type: none"> Move to adopt minutes. Moved by: <u>Robert Padwick</u> Seconded by: <u>Jeremy Gordon</u> (List amendments to minutes): None 	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

Additions to the agenda:

- Jeremy Gordon: Building Inspections and WCB stipulations on working from home.

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)*



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

Item # (Use CAIRS Incident ID # and Incident Date)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
<i>E.g.</i> 119975-19/09/13		<i>Enter any information relevant to the incident/accident, actions to be taken by the JOHSC, recommendations etc.</i>			
		No new CAIRS reports to review.			

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)
 Actionable items noted

Item # (Use Inspection #)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
<i>E.g.</i> GI-Rix-19/09/13 <i>NOTE: These are the inspection numbers (GI-location- date of inspection)</i>		<i>Enter any information relevant to the inspection, JOHSC action items, status of corrective actions, etc.</i>			
20/03/27	I	Enclosure: 2020 Apr_ WorkSafe Inspection Rpt Summary (provided by SRS) Apr 16: The inspection has been complied with; no action required.	Tariq	n/a	C
--	--	No new inspection reports to review for UBC IT.	--	--	--

* 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
<i>E.g.</i> ED-19/09/19-01		<i>New members are required to complete Part 1 & Part 2 of fundamentals training within 6 months of joining the committee, record the status of training until completed.</i>			
ED-19/10/15-01		<i>Record any members' use of additional health & safety educational hrs</i>			
20/03/19-01	D	Mar 19: New Committee Alternate Member, Chann Wang, will enroll into JOSCH mandatory training and notify the Committee Administrator once she has completed the training. Apr 16: Training in progress and on-track.	Chann Wang	n/a	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
<i>E.g.</i> ED-19/03/19-01		<i>Add any additional relevant information pertaining to the status of this item – keep most recent information on top. If long list of details, older less pertinent information can be removed as it will have already been recorded in previous minutes</i>			
126254/2020-02-21	C	Mar 19: CAIRS Incident Unit: AV Services; Location: DLB - David Lam Learning, Centre Rm 125. Discussion: suggested from SRS to look at the contributing factors to assess the root cause, rule out all items to ensure person just missed a step and there are no other contributing factors. Pay attention to language used and caution to not place blame on person. Action: Tariq will contact the Manager to provide feedback. Reviewed:	Tariq	20/05/21	IP



8. ONGOING BUSINESS – Status of Action Items					
		<ul style="list-style-type: none"> ✓ Clear Description ✓ Completion Date Assigned ✓ Causes Appropriate ✓ Responsibility Assigned ✓ Corrective Actions Appropriate ✓ Corrective Actions Forwarded to JOHSC/LST for follow-up <p>Apr 16: Defer to May.</p>			
NB-20/03/19-05	E	<p><u>Pond A AED</u> Mar 19: Eric De Jesus advised that that the AED has been removed from Ponderosa Annex A by SRS, and that SRS will include request for an AED replacement in the next fiscal budget request. <i>*Retain open until AED has been replaced.</i></p>	Eric De Jesus	On Hold (2020)	IP
NB-20/03/19-06	E	<p><u>Additional Support Meetings</u> Mar 19: Jeremy inquired if it may be of value for some or all JOHSC members to meet on a more regular basis to discuss COVID-19 related support/information. Action: Chairs will discuss and make decision if this is deemed to be required/relevant, as IT SLT are already meeting daily to discuss relevant matters. Apr 16: Discussed and agreed there is no added value beyond what is already being distributed by UBC and UBC IT SLT. No further action required. Action closed.</p>	Chairs	N/A	C
NB-20/03/19-04	B	<p><u>Working Alone Concerns CI Network</u> Mar 19: Under current campus situation, some CI staff are going into buildings and working alone/in isolation. Need to have regular work alone procedures in place and regular and check-ins. Tariq advised EOC is working on this. Tariq suggested that all Managers should be doing daily check in/out with their teams to ensure they are staying safe.</p>	Eric Bourdon	On Hold (2020)	IP



8. ONGOING BUSINESS – Status of Action Items					
		<p>Actions: Laura, on behalf of committee, will submit recommendation to IT SLT for Managers to do daily check-in with their teams, both from work perspective and mental health perspective. Eric B. will connect with EOC and review UBC’s Work Alone online program to ensure appropriate processes are implemented and implement daily check-in/out with CI team.</p> <p>Apr 16: CI have instituted online check-in system through instant messaging as a temporary measure.</p> <p><i>*Retain open until return to business as usual.</i></p>			
NB-20/02/20-01	D	<p>Committee Training</p> <p>Feb 20: SRS February announcements were reviewed and posted on ShareIT. Committee agreed that they are not familiar with OHS training opportunities as it’s out of their realm, and suggested SRS is a good resource to share information, resources and training opportunities.</p> <p>Action: Sonman will find out about OHS and other relevant training opportunities for committee members and will distribute to the committee throughout the year.</p> <p>Mar 19: Tariq advised that for now, all UBC Safety training is cancelled until UBC returns to business as usual.</p> <p>April 16: SRS training system notice has been distributed to the committee.</p> <p><i>*Retain action open until Sonamn is able to provide additional OHS training resources/links for committee members to take advantage of annual 8 hours allowance for additional training.</i></p>	Sonam Uppal	Retain (2020)	IP
NB-19/01/24-03	I	<p>ITSC Night Shift Working Alone</p> <p>Enclosure “ITSC Work Alone Update Nov 2019”</p> <p>July 18: RMS/Campus Security is in the process of developing an app.</p> <p>Actions: Laura to bring this item forward to Sept 2019 meeting, ask Rose to report update to committee re: app status/implementation.</p>	Jeremy Gordon	On Hold (2020)	IP



8. ONGOING BUSINESS – Status of Action Items					
		<p>Laura will feature Work Alone resources in August ShareIT JOHSC monthly communications post, to help raise awareness/share resources with staff.</p> <p>Aug 15: Defer to October due to high workload for ITSC in September.</p> <p>Oct 17: Defer to November meeting as Manager is away.</p> <p>Nov 21: Manager’s email shared & discussed. Laura requested specific details about ‘pilot’ program- awaiting reply from Manager and Tariq, SRS. Eric De Jesus shared facilities updates that have been put into place in Klinck (lighting, water units, etc.). Committee wants to request detailed update on what checks and controls have been put into place, and action plan. Action: Jeremy, on behalf of Klinck LST will follow-up with Manager.</p> <p>Dec 19: Defer to next meeting.</p> <p>Jan 16: Jeremy reviewed with manager who confirmed she is working with SRS and has enrolled to partake in pilot app; no check-in procedure yet in place, will look into other resources. Retain open until check-in process is in place.</p> <p>Feb 20: Retain open until check-in process is in place.</p> <p>Mar 19: No new updates. Retain open.</p> <p>Apr 16: Tariq advised the pilot is still underway and being reviewed. <i>*Retain action open until check-in process in place.</i></p>			
NB-19/09/16-02	I	<p><u>Health and Safety Program Manual</u> <i>Enclosure” Health and Safety Program Manual Template 2019-Final”</i></p> <p>Oct 17: SRS sent for the Committee’s review: <i>“Health and Safety Program Manual Template 2019-Final”</i></p> <p>Action: All Committee members asked to read this document in detail and come back to November meeting ready to discuss and make recommendations for next steps.</p> <p>Nov 21: The requirements outlined in the manual are extensive and committee expressed need for adequate resources with health & safety</p>	Laura Triay Tariq/ Sonam	On Hold (2020)	IP



8. ONGOING BUSINESS – Status of Action Items

		<p>experience to be able to competently and confidently address items requested in manual to meet compliance. Actions: The Committee Chairs & Administrator will meet with DCIO in early 2020 to discuss.</p> <p>Dec 19: Laura, Robert & Kirk will meet to prepare for meeting with DCIO; meeting with DCIO has been scheduled for mid-January 2020.</p> <p>Jan 16: Kirk/Robert/Laura will report back after meeting with DCIO.</p> <p>Sonam will find out if manual template is still under a review process, or if it is final and mandatory for all JOSCHs to complete and follow.</p> <p>Feb 20: Enclosure: "2020Feb05_DCIO Update_ITJOHSC" Kirk, Robert and Laura met with the DCIO, formal request made to hire an OHS Consultant to get all H&S practices, procedures and training on place and hire 0.5 FTE thereafter to maintain practices and serve as committee administrator in the future. DCIO will advise once budget has been approved and will work with Laura and SRS on next steps. Action will remain open until new updates become available.</p> <p>Mar 19: Laura met with Sonma and Tariq, SRS, on Mar 16th to discuss SRS's recommendations regarding securing an OHS specialist/associate/consultant to support OHS functions moving forward for IT. Recommendation made to work with internal SRS resources, rather than external consultant, or, could secure consultant initially to do a risk assessment on known hazards within IT, thereafter work with internal associate. Will pause for now and explore options within budget and re-visit once UBC is back to business as usual.</p> <p><i>*Retain action open until able to re-visit/implement.</i></p>			
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* ED – Education and Training * GI – General Inspection *NB – New Business

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

Item #	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status
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9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
(use Recommendation or Report #)						
E.g.: CODE-REC-2017-01		<p><i>For all JOHSC Formal Recommendation Letters and Regulatory Inspections (Provincial Regulators including but not limited to WorkSafeBC, and Federal Regulators including but not limited to Transport Canada). Note ALL Regulatory Inspections, even if issued to another department. Make sure to refer to any applicable incident, investigations or other related occurrences by item #. DO NOT MOVE OUT OF THIS SECTION – this section is to be used to ensure employer is responding within 21 calendar days. Once correspondence is complete item can be removed.</i></p> <p><i>NOTE: Item # that correspondence pertains to should remain in the “Ongoing Business” and updated with any additional information until fully resolved.</i></p>				
E.g.: IR-2019-08-08- #201913063011A		<p><i>WorkSafeBC or Regulatory Correspondence: Provide a very brief summary and indicate any communication or corrective actions for the JOHSC. e.g. WorkSafeBC confirmed an Employer Incident Investigation Report was received as required. No action required of the JOHSC.</i></p>				
		No formal recommendations or regulatory inspections submitted.				

* 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
E.g.: NB-19/09/19-01		<i>For new items that are not currently in “ongoing business”.</i>			



10. NEW & OTHER BUSINESS					
		<i>Enter any relevant information regarding this item, actions to be taken, etc. If this item is not completed within the meeting, it will be moved to "Ongoing Business" for the following meeting</i>			
NB-20/03/17-02	I	<p><i>Enclosure: 2020 Feb_IT JOSCH Incident Trends Report</i> UBC IT Incident Trends Report Review Feb 2019- Mar 2020 Mar 19: Defer to review at April meeting. Apr 16: Reviewed and discussed: Low volume of incidents for UBC IT, still have some risks just not coming through as time-off reporting. No major concerns/patterns noted, units noted already addressing as needed. Action closed.</p>	Chairs	n/a	C
NB-20/04/16-01	I	<p><i>Enclosure: 2020 Apr_SRS Announcements</i> Apr 16: Reviewed and posted to ShareIT on 20/Apr/08.</p>	Laura Triay	Apr 2020	N
NB-20/04/16-02		<p>Apr 16: Jeremy Gordon additions to agenda: <u>Are building safety inspections being conducted?</u> It was noted that Campus Security is checking in on campus buildings and keeping IT Facilities staff informed. No major concerns noted to report. <u>WCB incident at home stipulation and UBC reporting process:</u> SRS advised that incidents that occur while working at home are covered by UBC and same process applies as if incident occurs on campus. EOC is developing plan to create consistency, direction and process, including emergency plans. EOC will advise UBC community once plan is in place. Laura posted on ShareIT SRS' guidelines for setting up ergonomic home work space set-up. SRS clarified that staff are to report to Managers and submit a CAIRS report if accidents occur while working from home. <u>Tracking equipment:</u> UBC IT has implemented system for tracking desktop equipment taken home by staff.</p>	Tariq Din Laura Triay	n/a	C



10. NEW & OTHER BUSINESS

		Actions: Laura will post in April H&S announcement notice for staff to report to Mangers & submit CAIRS report if incidents occur while working from home, will also re-post SRS' ergonomic guidelines. Tariq will share with committee relevant SRS information available.			
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*NB – New Business

11. NEXT MEETING

Date:	May 21, 2020
Time:	1:30 – 2:30
Location:	Zoom

12. MEETING ADJOURNED

Time:	2:15 pm
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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)