



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 Meeting Chaired by Alternate Employer Co-Chair: Jeremy Gordon
Date:	May 21, 2020	Time:	1:30 p.m. – 2:30 p.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 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. Items to be Tabled <i>*New Section</i> 12. Next Meeting 13. Meeting Adjournment
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Enclosures reviewed:

1. 2020.04.16_UBC IT JOHSC Minutes (Draft)
2. 2020 May - WSBC IR Summary – includes:
 - a. IR202016973031A - Off Gassing Transformers Full Investigation
 - b. IR202017748028A - COVID-10 SHCS
 - c. IR202018343034A - COVID-19 MKnapp
3. 2020 Apr_SRS Announcements – includes:
 - a. Items to be Table (template)
 - b. Memo: UBC’s Response to COVID-19
 - c. UBC Working from Home Ergo Bingo
 - d. Fitting in Movement
 - e. Stretching Guide



*No new CAIRS reports submitted.

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 checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(A) David Johnston	M&P	Engagement Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(A) Rod McFarland	M&P	Library	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(A) Chann Wang	CUPE 2950	Office of the CIO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employer Representatives	Work Location	Team/Unit	Present	Regrets	Absent
Kirk MacDonald (Manager Co-Chair)	IRC	AV Projects Team, AV Services	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>
(A) Laura Triay – Executive Coordinator, CIO Office <i>*May 21: Alternate stand-in for Kirk MacDonald</i>	M&P	Office of the CIO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources / Guests	Work Location		Present	Regrets	Absent
Sonam Uppal, Advisor, Occupational Hygiene, SRS	Donald Rix Building		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tariq Din, Manager, Risk Management Building Operations, SRS	Donald Rix Building		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Laura Triay – Executive Coordinator, CIO Office	Office of the CIO		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



* (A) – Alternate member

2. DETERMINATION OF QUORUM		
<ul style="list-style-type: none"> 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		
<i>(Statement to indicate minutes of previous meeting have been read & acknowledged and to record any corrections to it)</i>		
<ul style="list-style-type: none"> • Move to adopt minutes. Moved by: <u>Robert Padwick</u> Seconded by: <u>Schyler Lindberg</u> • (List amendments to minutes): None 		
Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA		
Additions to the agenda: None		
4 A. REVIEW ACTIONABLE ITEMS FROM LST MINUTES (if applicable)		
<i>Place actionable items under Accident/Incident Investigation, Safety Inspections, Correspondence, New Business etc. as applicable and assign proper item # for further discussion/action.</i>		
<input checked="" type="checkbox"/> No actionable items noted		
Is the agenda approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:		
See attached incident report: <i>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)</i>		



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

(* 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
<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 NOTE: These are the inspection numbers (GI- location- date of inspection)		<i>Enter any information relevant to the inspection, JOHSC action items, status of corrective actions, etc.</i>			
GI-LSK 20/05/21	I	The next Klinck and Ponderossa Annex A inspections will be deferred until staff return to work on campus.	Jeremy	n/a	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)



7. REVIEW EDUCATION AND TRAINING					
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>			
--	--	No new training records to review.	--	--	--

* 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	<p>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.</p> <p>Reviewed:</p> <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 	Tariq Din, Sonam Uppal	20/06/18	IP



8. ONGOING BUSINESS – Status of Action Items					
		<p>Action: Tariq will contact the Manager to provide feedback.</p> <p>Apr 16: Defer to May.</p> <p>May 21: Tariq was not in attendance, did not submit update. Sonam will follow up with Tariq and report back at next meeting.</p>			
NB-20/03/19-04	B	<p>Working Alone Concerns CI Network</p> <p>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.</p> <p>Tariq suggested that all Managers should be doing daily check in/out with their teams to ensure they are staying safe.</p> <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>May 21: Eric advised the current arrangements are working well, no further action required.</p>	Eric Bourdon, Laura Triay	n/a	C

* ED – Education and Training * GI – General Inspection *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
E.g.: CODE-REC-2017-01		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				



9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
		<p>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.</p> <p>NOTE: Item # that correspondence pertains to should remain in the “Ongoing Business” and updated with any additional information until fully resolved.</p>				
E.g.: IR-2019-08-08- #201913063011A		<p>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.</p>				
--	--	No formal recommendations or regulatory inspections submitted.	--	--	--	--
WSBC IR Summary-May 2020	E	<p>Enclosure: 03. WSBC IR Summary - May 2020</p> <p>May 21: Reviewed. SRS confirmed the committee is to review reports and assess what may be needed/applicable to IT and discuss key takeaways. Key points were reviewed & discussed. See section #10 “NB-20/05/21-04” for a new action discussed.</p>	Chair	20/05/21	n/a	C

* REC – Recommendation Letter *IR – WorkSafeBC Regulatory Inspection

10. NEW & OTHER BUSINESS					
<ul style="list-style-type: none"> 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		For new items that are not currently in “ongoing business”.			



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-20/05/21-01	E	<p><u>SRS Announcements</u> <i>Enclosure: 2020 Apr_SRS Announcements: Includes:</i></p> <ul style="list-style-type: none"> - Memo: UBC's Response to COVID-19 - UBC Working from Home Ergo Bingo - Fitting in Movement - Stretching Guide <p>May 21: Announcements and attachments were posted to ShareIT and emailed to UBC IT staff on 20/05/19.</p>	Laura Triay	n/a	C
NB-20/05/21-02	B	<p><u>LSK #100 Concerns about air quality issues and dust</u> May 21: Devin submitted assessment form to Building Ops, a ticket has been opened to address the issue. Facilities Manager & SRS have done initial assesement. Next steps: Sonam will connect with Tariq to address next steps (sampling, monitoring for dust levels) and perform testing at Klinck, will work with E. De Jesus as the Facilities Coordinator. A process is underway and if there are further concerns Devin will bring back to IT JOSHC.</p>	Devin Kettle, Sonam Uppal, Eric De Jesus	n/a	C
NB-20/05/21-03	E	<p><u>COVID-19 PPE and Resumption Plannig</u> May 21: Laura shared updates on how IT has been handling PPE for onsite crucial services staff during COVID; shared SRS COVID resources, which have also been shared with IT Managers in April, and with IT staff in May (ShareIT post and all staff email), and an additional reminder is scheduled for May IT Operational Leadership monthly meeting. Laura will keep the committee apprised of developments on PPE and Resumption Planning for UBC IT- is currently waiting for SRS to distbute official UBC resumption planning/COVD Safety Plans resources, guidelines and templates.</p>	Laura Triay	n/a	C



10. NEW & OTHER BUSINESS					
NB-20/05/21-04	C	<p><u>Safety & Evacuation Procedures and BERPS for UBC Buildings: formal request to SRS</u></p> <p>The committee discussed concerns over the inability to obtain evacuation procedures for 25 UBC buildings where some IT staff work due to lack of all buildings having an active LSTs or JOSCHs, or, lack of UBC having a centralized system/process for overseeing implementation of, access to, and distribution of BERPS and evacuation maps/muster point locations; lack of building-specific evacuation training made available to all building tenants, and consistent oversight of evacuation procedures for all buildings. This has been an ongoing concern for IT which has been raised since 2018 with various SRS representatives, without a resolution to-date. The Committee agreed this should be a UBC-wide initiative rather than IT's responsibility to try to track down this information for all buildings. The buildings all have multiple tenants beyond IT staff who all require access/training on building evacuation procedures and information. Action: Laura and Chairs will prepare and submit, on behalf of IT JOSCH, a request to SRS Director to seek escalation to address this ongoing challenge and request SRS's support to oversee and manage this on behalf of all of UBC, for the benefit of all UBC staff, faculty and students.</p>	Laura Triay Chair Co-Chair	20/06/18	IP

*NB – New Business



11. ITEMS TO BE TABLED *NEW SECTION*****

While the university is operating under emergency circumstances the committee agrees that the following items are to be referred forward until the committee and department has the capacity to continue with these health & safety items.

Items that remain in ongoing & new business have taken precedent during the department's response to COVID-19 and the scaled back work arrangements. The committee agrees that the items below will be re-assessed based on the departments' safety needs at a time more suitable time.

Motion to table items: Moved by: Jeremy Gordon Seconded by: Robert Padwick

Original Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
NB-20/03/19-05	D	Pond A AED 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>	Eric De Jesus	On Hold (2020)	IP
NB-20/02/20-01	D	Committee Training <i>Refer to 2020/03/19 Minutes for full notes.</i> April 16: SRS training system notice has been distributed to the committee. <i>*Retain open until Sonam is able to provide additional OHS training resources/links for committee members to take advantage of annual 8 hours allowance for additional training.</i>	Sonam Uppal	On Hold (2020)	IP
NB-19/01/24-03	C	ITSC Night Shift Working Alone <i>Refer to 2020/03/19 Minutes for full notes.</i> Apr 16: Tariq advised the pilot is still underway and being reviewed. <i>*Retain open until check-in process is in place/confirmed.</i>	Jeremy Gordon	On Hold (2020)	IP
NB-19/09/16-02	C	Health and Safety Program Manual <i>Refer to 2020/03/19 Minutes for full notes.</i> 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	Laura Triay, Tariq Din, Sonam Uppal	On Hold (2020)	IP



11. ITEMS TO BE TABLED **NEW SECTION******

While the university is operating under emergency circumstances the committee agrees that the following items are to be referred forward until the committee and department has the capacity to continue with these health & safety items.
Items that remain in ongoing & new business have taken precedent during the department's response to COVID-19 and the scaled back work arrangements.
The committee agrees that the items below will be re-assessed based on the departments' safety needs at a time more suitable time.

Motion to table items: Moved by: Jeremy Gordon Seconded by: Robert Padwick

Original Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
		work with internal associate. Will pause for now and explore options within budget and re-visit once UBC is back to business as usual. <i>*Retain open.</i>			

12. NEXT MEETING

Date:	June 18, 2020
Time:	1:30 – 2:30
Location:	Zoom

13. MEETING ADJOURNED

Time:	2:24 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)