



Joint Occupational Health & Safety Committee

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

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

Date: June 18, 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. 2020.05.21_UBC IT JOHSC Minutes (Draft)
2. 2020 June_CAIRS Reports
3. 2020 June_SRS Announcements
 - a. Current work arrangements (resumption)
 - b. JOHSC Terms of Reference - List of Changes
 - c. JOHSC Terms of Reference - Revised Template
 - d. BERP Changes
 - e. More Training Available SRS
4. 2019_UBC IT JOHSC Annual Evaluation



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 type="checkbox"/>	<input checked="" 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 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jeremy Gordon (Alternate Employer Co-Chair)	LS Klinck	Operations	<input type="checkbox"/>	<input checked="" 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>*June 18: Alternate for Jeremy Gordon</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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laura Triay – Executive Coordinator, CIO Office	LS Klinck		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* (A) – Alternate member



2. DETERMINATION OF QUORUM

<p>a. A minimum of 4 members;</p> <p>b. Worker representatives (faculty and staff workers who do not exercise managerial functions) and employer representatives (management workers who exercise managerial functions);</p> <p>c. At least half of the members must be worker representatives;</p>		
<p>Is there quorum for this meeting</p> <p><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></p>	<p>Yes <input checked="" type="checkbox"/></p>	<p>No <input type="checkbox"/></p>

3. APPROVAL OF PREVIOUS JOHSC MEETING MINUTES

<p><i>(Statement to indicate minutes of previous meeting have been read & acknowledged and to record any corrections to it)</i></p>		
<p>• Move to adopt minutes. Moved by: <u>Eric Bourdon</u> Seconded by: <u>Schuyler Lindberg</u></p> <p>• (List amendments to minutes): None</p>		
<p>Are the minutes approved?</p> <p>- Minutes approved with amendments to wording in Section 9 NB-20/05/21-04</p>	<p>Yes <input checked="" type="checkbox"/></p>	<p>No <input type="checkbox"/></p>

4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

<p>Additions to the agenda: None</p>		
<p>4 A. REVIEW ACTIONABLE ITEMS FROM LST MINUTES (if applicable)</p> <p><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></p> <p><input checked="" type="checkbox"/> No actionable items noted</p>		
<p>Is the agenda approved?</p>	<p>Yes <input checked="" type="checkbox"/></p>	<p>No <input type="checkbox"/></p>

5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

<p>See attached incident report:</p> <p><i>Monthly Incident List & Statistical Summary Report (For any <u>general</u> 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></p>		
<p><i>(* See Legend at end for Priority and Status Codes)</i></p>		



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. 119975-19/09/13</i>		<i>Enter any information relevant to the incident/accident, actions to be taken by the JOHSC, recommendations etc.</i>			
126534-20/06/15	C	<p><i>Enclosure: 2020 June_CAIRS Reports</i> Incident ID: 126534 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 <p>Discussion: As no personal injury occurred it was inquired if it needs to be in CAIRS; SRS confirmed it does as considered a near & miss. Action: Kirk will discuss with the Manager. Closed.</p>	Kirk MaDonald	n/a	C
126502-20/05/23	C	<p><i>Enclosure: 2020 June_CAIRS Reports</i> Incident ID: 126502 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 <p>Discussion: The manager, employee and Facilities Manager have reviewed. Building Ops has fixed the latch, corrective action has been taken to resolve the cause and mitigate possible future incidents. Closed.</p>	Eric De Jesus	n/a	C



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
E.g. GI-Rix-19/09/13 NOTE: These are the inspection numbers (GI- location- date of inspection)		Enter any information relevant to the inspection, JOHSC action items, status of corrective actions, etc.			
--	D	No new inspection reports submitted for review.		--	N

* 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
E.g. ED-19/09/19-01		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.			
ED-19/10/15-01		Record any members' use of additional health & safety educational hrs			
ED-20/06/18	D	IT JOHS Committee 8 hr Annual Training June 18: <ul style="list-style-type: none"> - No new training records to review. - Reminder: all committee members are stongly encouraged to complete 8 hours of Health & Safety training annually. This gets 			



7. REVIEW EDUCATION AND TRAINING					
		<p>noted in the Committee’s annual evaluation, points are deducted if members do not complete the 8 hrs, and it is important for members to continue their health & safety education.</p> <ul style="list-style-type: none"> - The Committee noted they are waiting for SRS Rep to provide links/list of training options as members are not familiar with H&S training resources beyond what is offered by SRS, need SRS’ guidance. This is related to pending action: <i>Section 11: NB-20/02/20-01 “Committee Training”_(Sonam@ SRS).</i> - Sonamn and Tariqy noted that Safety Day will be cancelled in 2020. - Reminder that completed training must be reported to Committee Administrator to document for record keeping. - Committee was referred to SRS updated Training Site: https://srs.ubc.ca/training-and-general-education-courses/ - Action: Sonam and Tariq will put together and share with the Committee in July a list of of Health & Safety training courses and options available in 2020. 	Sonam Uppal Tariq Din	20/07/18	IP

* 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. ED-19/03/19-01</i>		<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 by SRS to look at the contributing factors to assess the root cause, rule out all items to ensure person just missed a step and</p>	Tariq Din Sonam Uppal	n/a	C



8. ONGOING BUSINESS – Status of Action Items					
		<p>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 <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> <p>June 18: Tariq had conversation with the Manager. Closed.</p>			

* 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		<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>				



9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
		NOTE: Item # that correspondence pertains to should remain in the "Ongoing Business" and updated with any additional information until fully resolved.				
E.g.: IR-2019-08-08- #201913063011A		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.				
--	--	No formal recommendations or regulatory inspections or WCB report submitted.	--	--	--	--
NB-20/05/21-04	C	<p><u>Request to SRS: Safety & Evacuation Procedures and BERPS for UBC Buildings</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 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 JOHSC'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.</p> <p>Action: Laura and Chairs will prepare and submit, on behalf of IT JOSCH, request to SRS Director to seek escalation to address this ongoing challenge and request SRS's support to</p>	Chair Co-Chair Laura Triay	20/05/21	20/07/18	IP



9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)					
		oversee and manage on behalf of UBC, for the benefit of all UBC staff, faculty and students.			

* 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”. 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-20/06/18-01	E	<p><u>SRS Announcements June 2020</u> <i>Enclosure: 2020 Jun_SRS Announcements</i></p> <p>June 18:</p> <ul style="list-style-type: none"> a. Current Work Arrangements b. JOHSC Terms of Reference: List of Changes <ul style="list-style-type: none"> i. Review changes made by SRS to TOR. Reviewed, minor changes made. ii. Items shared for information: <ul style="list-style-type: none"> 1. The next IT JOHSC review of the ToR will be scheduled for January 2021. 2. The Committee’s annual anniversary date has been changed by SRS to February 1st (it used to be October 1st) 3. At the committee’s annual anniversary, the committee is required to review: <ul style="list-style-type: none"> ▪ Terms of Reference ▪ Committee Membership 	Chair Co-Chair Laura Triay	n/a	C



10. NEW & OTHER BUSINESS					
		<ul style="list-style-type: none"> ▪ Conduct Committee Self-Evaluation form ▪ Conduct Committee formal evaluation with SRS <p>c. Building Emergency Response Plan –shared with LST d. Informational Items- More Training Available: reviewed. See notes under Section 7.</p> <p>SRS announcements not been posted to ShareIT this month as not relevant to all IT staff, relevant to the Committee; and/or items have/are already being addressed at the department-level (Resumption Planning, COVID-related)</p>			
NB-20/06/18-02	E	<p>IT JOHSC 2019 Evaluation <i>Enclosure: 2019_IT JOHSC Evaluation</i></p> <p>June 18: Review and discussion on “2019 IT JOSCH Evaluation Report”. Key discussion points: <u>Attendance:</u></p> <ul style="list-style-type: none"> - When all committee members do not attend meetings, the committee loses points on annual evaluation, even if we are meet quorum. - If committee members cannot attend monthly meetings, they are asked to confirm attendance with JOSCH Administrator at least 3 days prior to meeting, noting reason for not being able to attend. This allows the Administrator sufficient time to invite alternate members to attend on the member’s behalf. - Monthly attendance is required unless there are conflicts with work that cannot be re-arranged, or, when staff are on leave. - If members miss meetings often they may be asked to step off the committee, to allow other staff a chance to join and actively participate. 	Chair & Co-Chair	20/07/18	C



10. NEW & OTHER BUSINESS

		<p><u>Alternate Members:</u></p> <ul style="list-style-type: none">- Committee discussed and approved there is no need to recruit one alternate for each committee member. Rather, the committee will keep the 2 Employee and 2 Employer Alternates that we currently have, and invite them to attend as alternates as required. Moved, Seconded, and Carried. All voted in favour. <p><u>Equal Distribution of Work & Member Contributions:</u></p> <ul style="list-style-type: none">- Equal delegation of tasks and participation amongst committee members is required.- Chairs have the right to assign tasks to members.- Reminder of member role/duties as outlined in Terms of Reference, including review of meeting materials, contribution/participation in committee discussions, work and activities. <p><u>Breakdown of Tasks:</u></p> <ul style="list-style-type: none">- SRS made a recommendation to break down tasks when we are depending on others units (SRS, etc.) for support/guidance/resources, in order to make tasks more manageable, and easier to track in the minutes. <p><u>Review and approval of Committee 2020 Goals:</u></p> <p>The 2020 goals listed in 2019 evaluation report were reviewed and agreed to. Moved, Seconded, and Carried. All voted in favour:</p> <ol style="list-style-type: none">1. Co-Chairs will reset expectations on regular meeting attendance and will aim to distribute tasks more evenly amongst committee members.2. Members will be encouraged to pursue their additional 8hrs of education. Co-chairs have identified right-to-refuse and general inspections as potential refresher topics.			
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10. NEW & OTHER BUSINESS					
		3. Committee will review the ongoing business items that require support from outside of the JOHSC (e.g. BERPs) and discuss the applicability of a formal recommendation letter. 4. Committee to look at inspection schedule and highlight areas where inspections need to resume once workers return to campus.			
NB-20/06/18-03	E	<p><u>UBC IT Safety Inspections</u> Requirement noted by SRS on annual evaluation for IT JOSCH to ensure bi-annual local work place Inspections are conducted at all IT work locations (25+ buildings). Discussed plan for how JOSH Committee can help/participate in conducting inspections:</p> <p>a. Refresher training course will be scheduled for the committee— all members are required to participate in training.</p> <p>b. Proposal for equal division of 25 buildings amongst all JOSHC committee members to conduct inspections – all members required to participate in conducting inspections.</p> <p>c. SRS Representatives and committee members who already have experience conducting inspections, will be engaged to help conduct inspections (as part of the training process to help members conducting inspections for the first time)</p> <p>d. Once completed all inspection reports are to be submitted to IT JOHSC Administrator for record keeping, and, are to be reviewed by the IT JOHSC.</p> <p>e. Inspections are to be conducted twice per year for all locations, proposed to conduct in Winter & Summer.</p> <p>f. Laura has created/saved an annual schedule for all IT work location inspections, saved on the shared drive: <u>Committee Documents\Annual Committee Activities\ “2020 Annual Schedule of General Inspections_ IT JOHSC.xlsx”</u></p>	Eric De Jesus An Wang Kirk MacDonald	20/07/18	IP



10. NEW & OTHER BUSINESS					
		<p>➤ Due to COVID-19, inspections of buildings not currently open/in use are on hold until further notice.</p> <p>Actions- General Inspections: The following inspections will be carried out and submitted to the Committee for review in July:</p> <ul style="list-style-type: none"> - L.S. Klinck Floors 1st & 2nd: Eric De Jesus - UBC Studios: Andrew Wang - IRC AV Services Offices: Kirk MacDonald 			
NB-20/06/18-04	E	<p><u>UBC IT Resumption Planning</u></p> <p>Laura shared an overview of what is resumption planning and UBC IT's approach and status. An overarching plan will be prepared for UBC IT, followed by individual unit plans. Safety plans will be presented to the IT JOHSC for review. SRS was noted that Facilities Joint Safety Committee is looking after developing safety plans plans for learning spaces and public spaces and there will be an overall safety plan for the University.</p> <p>Action: Laura will keep committee informed on this topic.</p>	Laura Triay	Ongoing 2020	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	<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>	Eric De Jesus	On Hold (2020)	IP
NB-20/02/20-01	D	<u>Committee Training</u> <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	<u>ITSC Night Shift Working Alone</u> <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	<u>Health and Safety Program Manual</u> <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 Guppal	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:	July 16, 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)