



### 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:** August 20, 2020

**Time:** 1:30 p.m. – 2:30 p.m.  
**Location:** Zoom

**AGENDA:**

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| <ol style="list-style-type: none"> <li>1. Roll Call</li> <li>2. Determination of Quorum</li> <li>3. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes</li> <li>4. Additional Agenda Items, Review Actionable Items from Local Safety Team (LST) Minutes &amp; Approval of Agenda</li> <li>5. Review Centralized Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents <ul style="list-style-type: none"> <li>• Monthly Incident List &amp; Statistical Summary Report</li> </ul> </li> </ol> | <ol style="list-style-type: none"> <li>6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)</li> <li>7. Review Education and Training</li> <li>8. Ongoing Business – Status of Action Items</li> <li>9. JOHSC Formal Recommendation Letters &amp; Regulatory Inspections</li> <li>10. New and Other Business</li> <li>11. Items to be Tabled</li> <li>12. Next Meeting</li> <li>13. Meeting Adjournment</li> </ol> |
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**Enclosures reviewed:**

1. 2020.07.16\_UBC IT JOHSC Minutes (Draft)
2. 2020Aug11\_UBC Studios Inspection Report
3. 2020 Aug\_IRC-AV Inspection Report
4. 2020Aug\_LSK Floors 1-2 Inspection Report
5. 2020 Aug\_SRS Safety Roles and BED
6. 2020 Aug\_WCB Inspection Reports
7. 2020Aug01\_IT JOHSC\_Recommendation Ltr
8. 2020 Aug\_SRS Announcements



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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>
(A) Chann Wang <i>*Aug 20: Alternate for M. Peskett</i>	CUPE 2950	Office of the CIO	<input checked="" 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	LS Klinck	Operations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Eric Bourdon	LS Klinck	Network & Infrastructure Services	<input type="checkbox"/>	<input checked="" 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>*Aug 20: Alternate for J. 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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
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"> <li>Move to adopt minutes. Moved by: <u>Kirk MacDonald</u> Seconded by: <u>Chann Wang</u></li> <li>(List amendments to minutes): None</li> </ul>		
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)**

*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
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5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
<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 CAIRS reports for 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)					
<i>Distribute inspection checklist(s) and report(s) for meeting and use this table to record discussion and new recommendation(s)</i>					
<input type="checkbox"/> 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>			
NB-20/06/18-03	C	<p><b>UBC IT Safety Inspections</b>  <i>Refer to June 18 &amp; July 16 minutes for notes (NB-20/06/18-03)</i>  <b>Aug 20:</b> Enclosures reviewed:            a) 2020Aug11_UBC Studios Inspection Report            b) 2020 Aug_IRC-AV Inspection Report            c) 2020Aug_LSK Floors 1-2 Inspection Report  <b>Discussion:</b>            a) UBC Studios Inspection Report: Issues have been addressed by A. Wang. Action closed.            b) LSK Floors 1 &amp; 2 Inspection Report: Eric does regular walk throughs of work spaces and submits Service Requests to Building Ops as required. Floor 1: SRS conducted air quality assessment for 1<sup>st</sup> floor, did not identify issues. Air purifiers have been purchased and set on 1<sup>st</sup> Floor CI Network offices; SRS advised was not required as no issues, but was done voluntarily to help make the air quality better for employees working onsite, and was done in consultation with</p>	Eric De Jesus Kirk MacDonald	20/09/17	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)					
		<p>SRS and Building Ops Facilities Manager. Floor 2: Item #5 needs to be addressed. <b>Action: Eric</b> will find out who sits in area and their respective Managers; will address with Managers that areas need to be clean up, organized, debri removed. Eric will report back in September.</p> <p>c) IRC-AV Inspection Report: Kirk will address issues internally (storage, et.c) and with Building Ops. Inquiry made to SRS regarding shelving. <b>Action: Kirk</b> will email questions and photos to <b>Sonam</b>, who will help provide resources and/or direction. Kirk will address identified issues and report back once completed/addressed.</p>			

\* 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		<i>New members are required to complete Part 1 &amp; 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 &amp; safety educational hrs</i>			
ED-20/06/18	D	<p><b>Recurring reminder to committee: Training</b>            Providers that offer health &amp; safety (H&amp;S) courses for JOHSC members.</p> <ul style="list-style-type: none"> <li>• <a href="#">UBC SRS Courses</a></li> <li>• <a href="#">WorkSafeBC</a> – OHS training providers</li> <li>• <a href="#">Employer's Advisers Office</a></li> <li>• <a href="#">BCFed</a></li> </ul> <p>H&amp;S courses are not limited to only above options. Reminder to all committee members to enroll in additional training and use annual 8 hours entitlement. *Retain item in minutes as recurring reminder to check on committee's progress.</p>	All Committee Members	<i>Recurring</i>	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>			
NB-20/06/18-04	E	<p><b>UBC IT Resumption Planning</b> Refer to July 16 minutes for notes. <b>Action:</b> Laura will keep committee informed on this topic. <i>*No enclosure</i> <b>Aug 20:</b> Laura provided status update on planning. <a href="#">COVID ShareIT</a> site is being re-designed and content; OCIO-UBC IT Intermediate and Unit Child Plan have been completed; awaiting DCIO/CIO/SRS review and approval.</p>	Laura Triay	Ongoing 2020	IP
NB-20/07/16-01	E	<p><b>SRS Announcements August 2020: COVID Temporary Floor Wardens</b> <i>*Enclosure: 2020 Aug_SRS Safety Roles and BED</i> Refer to July 16 minutes for notes. <b>Action:</b> Laura will schedule a meeting with JOSCH members from related units/work locations: Facilities, CI Network, Klinck LST Chair, UBC Studios, IRC, to discuss and coordinate. <b>Aug 20:</b> Laure reported that the meeting has occurred and temporary Floor Wardens have been assigned to IT work areas with staff working onsite, and have enrolled in the training. Temporary Floor Warden contacts will be updated on the <a href="#">ShareIT Site</a>. Action closed.</p>	Laura Triay	n/a	C
NB-19/01/24-03	C	<p><b>ITSC Night Shift Working Alone</b> <i>Refer to 2020/03/19 Minutes for full notes.</i> <b>Apr 16:</b> Tariq advised the pilot is still underway and being reviewed. <i>*Retain open until check-in process is in place/confirmed.</i> <b>Aug 20:</b> The committee recommended that as ITSC has staff currently working on campus, this action be brought back to “New Business” (removed from</p>	Jeremy Gordon Tariq Din Sonam Uppal	20/09/17	IP



8. ONGOING BUSINESS – Status of Action Items						
		“Tabled Items”) and follow-up with Manager and Tariq proceed. <b>Action: Sonam</b> will follow-up with Tariq and report back.				

\* 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 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. 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.				
IR-2020-07-20 #202017748083A IR-2020-07-20 #202017748084A	E	<b>WorkSafeBC Inspection Reports August</b> *Enclosure: WCB Inspection Reports_Aug 2020 a) WCB Summary August b) Inspection Report #202017748083A c) Inspection Report #202017748084A  <b>Aug 20:</b> Summary reports and key take aways were reviewed.	Laura Triay Robert Padwick	20/08/20	n/a	C



9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
NB-20/05/21-04	C	<p><b><u>Request to SRS: Safety &amp; Evacuation Procedures and BERPS for UBC Buildings</u></b>  <i>*Enclosure:2020Aug01_IT JOHSC_Recommendation Ltr.docx</i></p> <p>Refer to July 16 minutes for notes. <b>July 16: Action:</b> 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 oversee and manage on behalf of UBC, for the benefit of all UBC staff, faculty and students.</p> <p><b>Aug 20:</b> Robert shared update on outcomes of meeting with SRS. SRS advised IT JOSCH to submit a formal recommendation letter to the CIO to request to advocate and escalate concerns to SRS, in order to help advance and address recurring challenges. The letter was presented to the committee for review. The committee did not have additional comments or edits, and approved the letter as. Moved by: L. Schuyler; Seconded by: E. De Jesus. Carried.</p> <p><b>Action:</b> Kirk and Robert will submit the letter first to the DCIO, as sponsor of the IT JOSCH, discuss, and thereafter submit to the CIO.</p>	Kirk MacDonald Robert Padwick Laura Triay	20/05/21	20/09/17	IP

\*REC – Recommendation Letter \*IR – WorkSafeBC Regulatory Inspection

10. NEW & OTHER BUSINESS					
<ul style="list-style-type: none"> <li>General discussion items (list actionable items below)</li> </ul>					
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		<p><i>For new items that are not currently in “ongoing business”.</i></p> <p><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></p>			
NB-20/0820-01	E	<p><b><u>SRS Announcements August 2020</u></b>  <i>Enclosure: 06. 2020 Aug SRS Announcements</i></p> <p><b>Aug 20:</b> Enclosure reviewed. Laura has responded to SRS to ensure member information on Safety Committee website is up-to-date.</p>	Laura Triay	n/a	C





10. NEW & OTHER BUSINESS					
		Safety Planning process is underway. Ergo resources are posted on ShareIT. Actions closed.			
NB-20/08/20-02	C	<p><b>Possible COVID exposure:</b>  <b>Aug 20:</b> Devin advised of possible COVID exposure to CI Network by a contractor. The topic was discussed.  <b>Action:</b> Sonam will seek clarification on UBC and Vancouver Coastal Health to help address the concern and next steps and liaise with <b>Eric Bourdon and Laura Triay</b>, to address and communicate back to CI staff.</p>	Sonam Uppal Eric Bourdon Laura Triay	20/08/20	IP
NB-20/08/20-03	E	<p><b>Sharing information:</b>  <b>Aug 20:</b> Gary shared he will attend a relevant conference in September and will do a report to the Committee in September, to share new information and resources.</p>	Gary Olson	20/08/20	IP
NB-20/08/20-04	E	<p><b>Right for Refusal to Work</b>  Mardi from SRS shared resources on “Right for Refusal to Work”:</p> <ul style="list-style-type: none"> <li>• <a href="https://srs.ubc.ca/health-safety/safety-programs/personal-safety/refusal-of-unsafe-work/">https://srs.ubc.ca/health-safety/safety-programs/personal-safety/refusal-of-unsafe-work/</a></li> <li>• <a href="https://riskmanagement.sites.olt.ubc.ca/files/2020/06/Refusal-of-Unsafe-Work.pdf">https://riskmanagement.sites.olt.ubc.ca/files/2020/06/Refusal-of-Unsafe-Work.pdf</a></li> </ul> <p>Committee discussed that the process is clear but unsure if IT staff are aware of this process. Sonam advised it is not necessary to add to the OCIO-UBC IT Safety Plan (CSP), noting it is more for employees to be aware that there is a process to be followed. The committee discussed and agreed that to raise awareness, this process should be added to the CSP and ShareIT site. <b>Action:</b> Laura will add resource link to the OCIO-UBC IT CSP and to the <a href="#">IT Health &amp; Safety ShareIT site</a>. <b>Robert</b> will reply to Mardi’s email.</p>	Laura Triay Robert Padwick	n/a	C

\*NB – New Business



**11. ITEMS TO BE TABLED**

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	<b>Pond A AED</b> <b>Mar 19:</b> 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-19/09/16-02	C	<b>Health and Safety Program Manual</b> <i>Refer to 2020/03/19 Minutes for full notes.</i> <b>Mar 19:</b> 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. <i>*Retain open.</i>	Laura Triay Tariq Din Sonam Guppall	On Hold (2020)	IP

**12. NEXT MEETING**

Date:	September 17, 2020
Time:	1:30 – 2:30
Location:	Zoom

**13. MEETING ADJOURNED**

Time:	2:30
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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](mailto:ubcsafety.committee@ubc.ca)
- Posted on any Safety Bulletin Boards (if applicable)