



### Joint Occupational Health & Safety Committee Minutes

<b>Name of Committee:</b>	UBC IT Joint Occupational Health and Safety Committee

<b>Worker Co-Chair:</b>	Robert Padwick
<b>Employer Co-Chair:</b>	Kirk MacDonald
<b>Meeting Chaired by:</b>	Robert Padwick

<b>Date:</b>	September 17 <sup>th</sup> 2020
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<b>Time:</b>	1:30 p.m. – 2:30 p.m.
<b>Location:</b>	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. 2020.08.24\_UBC IT JOHSC Minutes (Draft)
2. 2020 Sept - CAIRS Report
3. 2020 Sept - WSBC IR Summary
4. 2020 Sept - IR202016973136A - Security
5. CSP\_OCIO-UBC IT Intermediate Plan (Draft) Vs5
6. 2020 Sept\_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 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 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	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 <i>*Sept 17: Alternate for Kirk MacDonald</i>	M&P	Engagement Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(A) Laura Triay – Executive Coordinator, CIO Office <i>*Sept 17: 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"/>
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**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)*

- Move to adopt minutes. Moved by: Eric De Jesus Seconded by: Eric Bourdon
- (List amendments to minutes): None

Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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**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 #	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:					
(Use CAIRS Incident ID # and Incident Date)					
<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>			
126780-20/09/03	C	<p><b>Sept 17: Enclosure: 2020 Sept - CAIRS Report</b>            Incident ID: 126780 / Incident Date: 2020-09-03            Unit: ITAV - UBC IT - Audio Visual</p> <p><b>Action:</b> Robert will contact the Manager to:</p> <ul style="list-style-type: none"> <li>- inquire if support and resources are needed</li> <li>- make recommendation for Manager to offer unit staff with training on lifting and moving items, in support of safe work practices. Contact: Abigail Overduin-Ergonomics Program Lead, Workplace Health Services, HR <a href="mailto:abigail.overduin@ubc.ca">abigail.overduin@ubc.ca</a></li> <li>- Ask Manager to assess if appropriate footwear may be required for the job and address as needed/reach out to SRS for support.</li> </ul>	Robert Padwick	20/10/15	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)					
<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><u>UBC IT Safety Inspections</u></b>  <i>Refer to August 24<sup>th</sup> minutes for notes (NB-20/06/18-03)</i></p> <p>a) <u>LSK Floors 1 &amp; 2 Inspection Report</u></p>	Eric De Jesus Kirk MacDonald Sonam Uppal	20/10/15	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><b>Aug 24: Action:</b> Eric will find out who sits in area and their respective Managers; will address with Managers that areas need to be clean up, organized, debris removed. Eric will report back in September.</p> <p><b>Sept 17:</b> Eric has contacted the Manager, is waiting for a response; will follow up. Eric reported that the broken glass in Klinck #106 has been fixed.</p> <p>b) IRC-AV Inspection Report:  <b>Action:</b> Kirk will email questions and photos to Sonam, who will help provide resources and/or direction. Kirk will address identified issues and report back once completed/addressed.  <b>Sept 17:</b> Sonam reported that Kirk has been in contact with Tariq Din, discussions are underway regarding recommendations; work is in progress. Retain action open until completed/resolved.</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><u>Recurring reminder to committee: Annual Training</u></b> *Retain as recurring reminder to check on progress.</p> <p>Reminder to committee members to enroll in health &amp; safety training courses/programs and use annual 8 hour entitlement. See training resources at: <a href="https://shareit.ubc.ca/employeeresources/Health-Safety/Pages/Training.aspx">https://shareit.ubc.ca/employeeresources/Health-Safety/Pages/Training.aspx</a></p>	All Committee Members	Recurring	IP



7. REVIEW EDUCATION AND TRAINING					
		<p><b>Sept 17:</b> SRS updates: Safety Day: due to COVID-19, Safety Day has been cancelled this year. JOHSC members are still entitled to their 8 hours of annual educational leave and JOHSC and LST members can consider the following options to enhance their safety knowledge. Members must obtain their supervisor's approval prior to taking time off work to attend sessions:.</p> <ul style="list-style-type: none"> <li>- <a href="#">UBC Safety Courses</a></li> <li>- <a href="#">Home Office Ergo Webinar</a></li> <li>- <a href="#">Linkedin Learning</a> (use the search tool to find sessions on Safety, Mental Health or Working Remotely)</li> <li>- <a href="#">Due Diligence for Employers</a></li> <li>- <a href="#">OHS Program Requirements</a></li> <li>- Free <a href="#">Safety Connect Virtual Conference</a> (October 20-22, 2020)</li> </ul>			

\* 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
E.g. 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>			
NB-20/06/18-04	E	<p><b>UBC IT Resumption Planning</b> Refer to Aug 24<sup>th</sup> minutes for notes. <b>Action:</b> Laura will keep committee informed on this topic.</p> <p><b>Sept 17:</b> <i>Enclosure:</i> CSP_OCIO-UBC IT Intermediate Plan (Draft) Vs6. Laura shared the updated <a href="#">COVID ShareIT</a> site and <a href="#">CIO external site</a> where IT safety plans have been posted.</p> <p><b>Action for Committee:</b> All committee members are asked to review the <i>OCIO-UBC IT Draft Intermediate Safety Plan</i> and the new <a href="#">COVID ShareIT site</a> and share their feedback/comments/questions with Laura by Thursday Sept. 24<sup>th</sup> .</p>	Laura Triay  All Committee Members	Ongoing 2020  20/10/15	IP
NB-19/01/24-03	C	<b>ITSC Night Shift Working Alone</b>		20/10/15	IP



8. ONGOING BUSINESS – Status of Action Items					
		<p><i>Refer to 2020/03/19 Minutes for full notes.</i></p> <p><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></p> <p><b>Aug 24:</b> The committee recommended that as ITSC has staff currently working on campus, this action be brought back to “New Business” (removed from “Tabled Items”) and follow-up with Manager and Tariq proceed. <b>Action: Sonam</b> will follow-up with <b>Tariq</b> and report back. <i>*Retain open until check-in process is in place/confirmed.</i></p> <p><b>Sept 17:</b>  <b>SRS update:</b> SRS is working on mobile app to help improve safety at Vancouver campus. Asked for help to identify potential app users by emailing <a href="mailto:safety.programs@ubc.ca">safety.programs@ubc.ca</a> and letting SRS know the name of the department and number of workers who work alone or in isolation that could make use of this feature. Working alone or in isolation means: To work in circumstances where assistance would not be readily available to the worker in case of an emergency, or, in case the worker is injured or in ill health. Committee noted that SRS is already aware of relevant IT units.  <b>Action:</b> Laura will post notice on ShareIT. This section of action is closed.  <b>Action: Sonam</b> will follow-up with <b>Tariq</b> on status of their work with ITSC and SRS app and report back. <i>*Retain open until check-in process is in place/confirmed.</i>  <b>Action:</b> Jeremy requested to continue follow-up with ITSC on status of their Work Alone program and use of the new app and report back to Committee. <i>Retain action open until resolved.</i></p>	Tariq Din Sonam Uppal Jeremy Gordon		

\* 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
<i>E.g.:</i> CODE-REC-2017-01		<i>For all JOHSC Formal Recommendation Letters and Regulatory Inspections (Provincial Regulators including but not limited to</i>				



9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
		<p>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.</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>				
<p>WSBC IR Summary- September 2020</p> <p>IR202016973136A - Security</p>	C	<p><b>WorkSafeBC Inspection Reports August</b> <b>Sept 17: Enclosures:</b></p> <ul style="list-style-type: none"> <li>• WSBC IR Summary - September 2020</li> <li>• IR202016973136A - Security</li> </ul> <p>Key points reviewed. No actions.</p>	n/a	20/09/17	n/a	C
NB-20/05/21-04	C	<p><b><u>Request to SRS: Safety &amp; Evacuation Procedures and BERPS for UBC Buildings</u></b> Refer to Aug 24 minutes for notes. <b>Aug 24: 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. <b>Sept 17:</b> Robert and Laura will present to SLT on Sept. 23<sup>rd</sup>.</p>	Kirk MacDonald Robert Padwick Laura Triay	20/05/21	20/10/15	IP

\* 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





10. NEW & OTHER BUSINESS					
E.g.: NB-19/09/19-01		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			
NB-20/0820-01	C	<b>SRS Announcements Sept 2020</b> <b>Sept 17:</b> Enclosure: SRS Announcements - Sept 2020 Reviewed. Laura will post relevant information on ShareIT and all staff email.	n/a	n/a	C
NB-20/08/20-02	C	<b>Possible COVID exposure:</b> <b>Aug 24:</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 Eric Bourdon and Laura Triay, to address and communicate back to CI staff. <b>Sept 17:</b> Sonam advised UBC has Workplace Health Services specialists working to support COVID-related inquiries. Eric advised communications has been sent to staff; this has been resolved and action can be closed.	Sonam Uppal Eric Bourdon Laura Triay	n/a	C
NB-20/08/20-03	E	<b>Sharing information:</b> <b>Aug 24:</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. <b>Sept 17:</b> Gary advised the conference will be held at later time, will update committee in October.	Gary Olson	20/10/15	IP

\*NB – New Business



**11. ITEMS TO BE TABLED (For review post COVID)**

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:	October 15, 2020
Time:	1:30 – 2:30
Location:	Zoom

**13. MEETING ADJOURNED**

Time:	2:23 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](mailto:ubcsafety.committee@ubc.ca)
- Posted on any Safety Bulletin Boards (if applicable)