



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:	Kirk MacDonald

Date:	October 15, 2020
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Time:	1:30 p.m. – 2:30 p.m.
Location:	Zoom

AGENDA:

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| <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 12. Next Meeting 13. Meeting Adjournment |
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Enclosures reviewed:

1. 2020.09.16_UBC IT JOHSC Minutes (Draft)
2. 2020 Oct_CAIRS Report
3. 2020 Oct_SRS Announcements



1. ROLL CALL					
Worker Representatives	Association/Union	Team/Unit	Present	Regrets	Absent
Andrew Wang	NUT	UBC Studios	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Devin Kettle	M&P	Network & Infrastructure Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eric De Jesus	CUPE 2950	OCIO	<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"/>
Mark Peskett	NUT	Audio Visual Services	<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"/>
Schuyler Lindberg	M&P	Applications Development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(A) Chann Wang <i>*Oct. 15 Alternate for Andrew Wang</i>	CUPE 2950	Office of the CIO	<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"/>
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 checked="" type="checkbox"/>	<input 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>*Oct. 15 Alternate for Eric Bourdon</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

For Alternate members: following SRS’ guidelines, do not mark attendance as ‘regrets’ or ‘absent’ if they are not expected to attend a meeting- they only attend when invited to step in as an ‘alternate’ for a member who cannot attend. Leave attendance blank unless they are invited and accept, then select “Present”. Absent = Select this when a person has RSVP’d to attend but does not attend - ‘no show’.



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>Eric De Jesus</u> • (List amendments to minutes): 		
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:

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
<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>			
126889-20/10/07	C	<p>Oct 15: Enclosure: 2020 Oct_CAIRS Report Incident ID: 126889/ Incident Date: 2020-10-07 Unit: ITAV - UBC IT - Audio Visual</p> <p>Discussion: Chairs were contacted by SRS to advise them of severity of incident and made recommendation for the Manager to call First Aid first instead of taking employee to the Hospital, and advised SRS has posted Emergency Contacts List at P. Allard.</p> <p>Action: Kirk will speak to Manager to remind of First Aid contact.</p> <p>As an added precaution Laura sent the UBC Emergency & Staff Contacts List to IT Managers who have staff working on campus, requesting they add the work address, print, and post at all locations where they have IT staff working. Action closed.</p>	Kirk MacDonald	n/a	C
126780-20/09/03	C	<p>Sept 17: Enclosure: 2020 Sept - CAIRS Report Incident ID: 126780 / Incident Date: 2020-09-03 Unit: ITAV - UBC IT - Audio Visual</p> <p>Action: Robert will contact the Manager to:</p> <ul style="list-style-type: none"> - inquire if support and resources are needed - make recommendation for Manager to offer unit staff with training on lifting and moving items, in support of safe work 	Robert Padwick	n/a	C



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
		<p>practices. Contact: Abigail Overduin-Ergonomics Program Lead, Workplace Health Services, HR abigail.overduin@ubc.ca</p> <ul style="list-style-type: none"> - Ask Manager to assess if appropriate footwear may be required for the job and address as needed/reach out to SRS for support. <p>Oct 15: Robert provided the noted information to the Manager. Closed.</p>			

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)					
<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>UBC IT Safety Inspections <i>Refer to August 24th minutes for notes (NB-20/06/18-03)</i></p> <p>a) <u>LSK Floors 1 & 2 Inspection Report</u> Aug 24: Action: Area identified in ITSC Offices #207-C reported as unsafe. Eric will find out who sits in this area and their respective Managers; will address with Managers that area need to be clean-up, organized, and all debri removed. Eric will report back in September. Sept 17:</p> <ul style="list-style-type: none"> - Klinck #106: Eric reported that the broken glass in has now been fixed- Closed. - Klinck #207C: Eric has contacted the Manager, is waiting for a response; will follow-up- Retain open. 	Eric De Jesus	20/11/19	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>Oct 15: Klinck #207C: Eric is waiting for response from Manager, will follow-up. Retain open.</p> <p>b) IRC-AV Inspection Report</p> <p>Aug 24: Action: 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.</p> <p>Sept 17: Sonam reported that Kirk has been in contact with Tariq Din, discussions are underway regarding recommendations; work is in progress.</p> <p>Oct 15: Kirk has followed up, most items have been addressed; few pending for Building Ops to address. Service Requests have been submitted. AV are still placing anchors, working with SRS/Building Ops to address asbestos issues. Perk Kirk, retain action open until completed.</p>	Kirk MacDonald		

* 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 & 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>			
ED-20/06/18	D	<p><u>Recurring Training Reminder to Committee:</u></p> <p><i>*Retained as recurring reminder to check on progress.</i></p> <p>Reminder to committee members to enroll in health & safety training courses/programs and use annual 8 hour entitlement.</p> <p>See training resources.</p>	All Committee Members	20/11/19	IP



7. REVIEW EDUCATION AND TRAINING					
		<p>Refer to Sept 17 minutes for notes.</p> <p>Oct 15: To help make committee training requirements & resources easily accessible to committee members, Laura has created and shared with the Committee a new Training site for future reference.</p> <p>Chair noted “Make it Safe” Conference coming up Oct 29-30, 2020.</p> <p>Action: Committee asked to review the conference program and advise Laura by Friday Oct 16th if they are available and would like to attend. Laura will contact IT Finance to inquire about funding, will report back.</p>	Laura		

* 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>UBC IT Resumption Planning</p> <p>Refer to Aug 24th minutes for notes. Action: Laura will keep committee informed on this topic.</p> <p>Sept 17: <i>Enclosure:</i> CSP_OCIO-UBC IT Intermediate Plan (Draft) Vs6. Laura shared the updated COVID ShareIT site and CIO external site where IT safety plans have been posted.</p> <p>Action for Committee: All committee members are asked to review the OCIO-UBC IT Draft Intermediate Safety Plan and the new COVID ShareIT site and share their feedback/comments/questions with Laura by Thursday Sept. 24th .</p> <p>Oct 15: Laura provided an update on resumption planning, approved plans and implementations. Next steps are to monitor, evaluate and adjust as needed. Eric reminded all of mandatory requirement to wear masks while indoors at UBC, and asked Committee members working on campus to help educate other staff, and set a good example by wearing masks. If/when there are future updates, Laura will apprise the Committee. Action Closed.</p>	Laura Triay	n/a	C



8. ONGOING BUSINESS – Status of Action Items					
NB-19/01/24-03	C	<p>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> Aug 24: 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. Action: Sonam will follow-up with Tariq and report back. <i>*Retain open until check-in process is in place/confirmed.</i> Sept 17: SRS update: SRS is working on mobile app to help improve safety at Vancouver campus. Asked for help to identify potential app users by emailing safety.programs@ubc.ca 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. Action: Laura will post notice on ShareIT. This section of action is closed. Action: Sonam will follow-up with Tariq on status of their work with ITSC and SRS app and report back. <i>Retain Open.</i> Action: Committee to request for Jeremy to continue follow-up with ITSC Manager on status of ITSC Work Alone program and use of new SRS app and report back to committee. <i>Retain action open until resolved.</i> Oct 15: Action: Sonam will follow-up with Tariq 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> Action: Jeremy will follow up with ITSC Manager to get update on ITSC work alone practices, progress made to-date, and update of use of the new SRS app. If no progress has yet been made, Committee Chairs would like to request from ITSC Manager a response and action plan reported back to the Committee. <i>*Retain open until check-in process is in place/confirmed.</i></p>	Tariq Din Sonam Uppal Jeremy Gordon	20/11/19	IP

* 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> <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 WorkSafeBC Inspection Reports for October 2020				
NB-20/05/21-04	C	<p><u>Request to SRS: Safety & Evacuation Procedures and BERPS for UBC Buildings</u></p> <p>Refer to Aug 24 minutes for notes.</p> <p>Aug 24: Action: 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> <p>Sept 17: Robert and Laura will present to SLT on Sept. 23rd.</p> <p>Oct 15: Robert provided update on presentation to SLT on Sept 23rd; the DCIO expressed commitment to address the letter and will provide a written response to the Committee.</p>	Kirk MacDonald Robert Padwick Laura Triay	20/05/21	20/11/19	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
<i>E.g.:</i> 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-20/0820-01	C	<u>SRS Announcements Oct 2020</u> Oct 15: Enclosure: 2020 Oct_SRS Announcements Reviewed. Laura has posted relevant information on ShareIT/All staff email. Closed.	Laura Triay	n/a	C
NB-20/08/20-03	E	<u>Sharing information:</u> Aug 24: 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. Sept 17: Gary advised the conference will be held at later time, will update committee in October. Oct 15: Gary shared information learned on Zoom meeting. No actions noted. Closed.	Gary Olson	n/a	C

*NB – New Business



11. ITEMS TO BE TABLED (FOR REVIEW POST-COVID ONCE STAFF ARE WORKING BACK ON CAMPUS)

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-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 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:	November 19, 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)