



Joint Occupational Health & Safety Committee Minutes

Name of Committee:	UBC IT Joint Occupational Health and Safety Committee
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Worker Co-Chair:	Andrew Wang
Employer Co-Chair:	Kirk MacDonald
Meeting Chaired by:	Andrew Wang

Date:	August 17, 2023
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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 Form 10. Formal Recommendation Letters & Regulatory Inspections 11. New and Other Business 12. Items to be Tabled 13. Next Meeting 14. Meeting Adjournment
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Enclosures reviewed

1. 2023.07.20_UBC IT JOHSC DRAFT Minutes
2. 2023 Aug 14_CAIRS Report
3. 2023 Aug_WSBC IR Summary
4. 2023 Jul_SRS Announcements
5. 23Aug15_LSK Door Sign



1. ROLL CALL					
Worker Representatives	Association/Union	Team/Unit	Present	Regrets	Absent
Andrew Wang (Worker Co-Chair)	M&P	UBC Studios	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Devin Kettle	M&P	Network & Infrastructure Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Eric De Jesus	M&P	Business Operations	<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"/>
Mark Montgomery (A) <i>Aug 17: Alternate for Devin Kettle</i>	M&P	Communications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mark Peskett	M&P	Audio Visual Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Employer Representatives	Work Location	Team/Unit	Present	Regrets	Absent
Brett Thompson	LS Klinck	Desktop Services	<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"/>
Jeremy Gordon	LS Klinck	Digital Delivery & Solutions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Karl Jurczyk (A)	IRC	AV Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kirk MacDonald (Employer Co-Chair)	IRC	AV Projects Team, AV Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources	Work Location		Present	Regrets	Absent
Laura Triay, Business Operations Manager, Office of the CIO (IT JOHSC Administrator) (A) <i>Aug 17: Alternate for Eric Bourdon</i>	LS Klinck		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sonam Uppal, Advisor, Occupational Hygiene, Safety & Risk Services (SRS Representative)	Donald Rix		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guests	Work Location		Present	Regrets	Absent
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- (A) = Alternate Member
- Instructions for tracking Alternate Member attendance: 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 '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 a meeting but then does not attend 'no show'.
- Regular Member Attendance and action tracking: encourage members of importance of regular attendance and sending alternates when unavailable. If members are unable to attend the meeting they should be giving their alternate or the co-chair an update on their behalf so outstanding action items can progress forward



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.</i> - <i>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

This statement is to indicate minutes of previous meeting have been read and acknowledged and to record any noted corrections to minutes.

a) Move to adopt minutes	Robert Padwick	Mark Peskett
b) 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

a) Scooter & Bike Safety – Jeremy Gordon
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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 from LST minutes
- Not applicable, no LST minutes submitted for JOHSC review

Is the agenda approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

- *Instructions: 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*
- *Committee must review information from incident investigation reports to identify any trends that may be developing. Record this in the minutes.*



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
<ul style="list-style-type: none"> - <i>Tip: if the committee notices patterns month to month, this could be documented in the minutes.</i> - <i>Reminder: The committee must does an annual review of CAIRS statistics: https://www.cairs.ubc.ca/public_page.php</i> 					
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>					
131793-23/08/14	C	<p><u>New CAIRS Report Aug 14/23 – Desktop</u></p> <p><i>*Enclosure: 2023 Aug 14_CAIRS Report</i></p> <p><u>Accident Type:</u></p> <ul style="list-style-type: none"> ▪ Unit: Desktop Services ▪ Severity: Incident only ▪ Accident Type: Overexertion ▪ Injury Type: Back Strain ▪ Body Part: Back ▪ AI Factors: - Lifting <p><u>Report quality reviewed:</u></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: Robert Padwick will review the CAIRS report and follow up with the manager to ensure the recommended corrective actions are completed within the proposed timeframe.</p>	Robert Padwick	23/09/21	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)

- Distribute inspection checklist(s) and report(s) for meeting and use this table to record discussion and new recommendation(s)
 - When reviewing General Inspections seek to identify any possible trends. Document findings in the minutes.
 - If the inspection documents are reviewed and no trends present themselves to the committee, then capture this in the meeting minutes.
- Actionable items noted No 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. GI-Rix-19/09/13</i> NOTE: These are the inspection numbers (GI- location- date of inspection)		<i>Enter information relevant to the inspection, JOHSC action Items, status of corrective actions, etc.</i>	--	--	--
--	--	No General Inspection Reports for August 2023	--	--	--

* 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
<i>E.g.</i> <i>ED-19/09/19-01</i>		<ul style="list-style-type: none"> - New JOHSC members are required to complete Part 1 & Part 2 of JOHSC Fundamentals training within 6 months of joining the committee. Record here status of members' training here until it is completed. - In this section: record for all member's use of their additional 8 hours of annual entitlement for Health and safety educational training. Refer to UBC IT Guidelines for IT JOHSC Training here: https://shareit.it.ubc.ca/employeeresources/Health-Safety/Pages/Training.aspx			
<i>ED-2023 Ongoing</i>		<p>Standing Monthly Reminder:</p> <ol style="list-style-type: none"> a. Chairs inquire each month which committee members completed Health and safety-related training since the last JOHSC meeting. b. Committee Members: please email ubcit.johsc@ubc.ca to confirm each time you complete training, indicate: the course name, date & time. <p>Aug 17:</p>	All Committee Members	Ongoing	IP



7. REVIEW EDUCATION AND TRAINING					
		a. Training completed since the last meeting: None			
		b. Reminder announcement: Register for 2023 UBC Safety Day, Oct. 3 rd 2023			

* 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		<ul style="list-style-type: none"> Add relevant information pertaining to the status of each item; keep most recent information on top. If there's a long list of details, older, less pertinent information can be removed as it will have already been recorded in previous minutes. 			
NB-23/07/20-03	E	<p><u>Emergency Preparedness Kits</u> Jul 20: No enclosure A. Personal Emergency Preparedness Kits Jeremy spoke with a Red Cross Representative at the UBC Emergency Preparedness Day regarding Emergency Preparedness Kits and learned that the recommendation is for people to be prepared to be self-reliant for 2 weeks. He presented the idea to help IT staff secure kits for their homes, not financially, but maybe to obtain large volume discounts and help coordinate on behalf of staff, then offer for staff to purchase with their own funds.</p> <ul style="list-style-type: none"> Action: Jeremy will write a proposition for the Committee's review; to then be presented to IT Leadership for consideration. <p>B. Inquiry: does UBC provide Emergency Preparedness Kits for the UBC workplace? It was noted that this was done for some UBC units in the past, but the kits were never checked or maintained (initiative ownership is unknown). The committee expressed that it will be helpful to understand what are the BC Provincial requirements, and, what is UBC's related guidelines, policy and practice.</p> <ul style="list-style-type: none"> Action: Sonam to inquire within SRS and report back to the Committee. <p>C. Inquiry: what is the University's Emergency Response Plan? All related information is available for all staff, posted on the SRS website: https://srs.ubc.ca/emergency/emergency-plans/. It was suggested IT staff be reminded to download the UBC Emergency Alert App, and, noted that Laura posts this reminder in IT Staff Weekly News on a recurrence every 2-3 months. Closed.</p>	Jeremy Gordon	23/09/21	IP



8. ONGOING BUSINESS – Status of Action Items					
		<p>Aug 17:</p> <p><u>A. Personal Emergency Preparedness Kits (Pending):</u></p> <ul style="list-style-type: none"> • Jeremy deferred the update to the next meeting. <p><u>B. Inquiry if UBC provides Preparedness Kits to Departments (Closed)</u></p> <ul style="list-style-type: none"> • Sonam checked and confirmed that there is no Provincial requirement, and, UBC does not provision kits to departments. • Resources: <ul style="list-style-type: none"> ○ Departmental Readiness - https://ready.ubc.ca/get-prepared/make-a-kit/ ○ UBC Emergency Preparedness Guide Kit Contents - https://ready.ubc.ca/get-prepared/make-a-kit/ ○ Total Prepare offers a 10% discount on certain items for UBC Staff (or units) that seek to create emergency kits. To access, visit the Total Prepare website (https://totalprepare.ca/) and use the code UBC-SRS-EP at check out. • Action: Laura will post Emergency Preparedness resources and share the discount offered in a future IT All Staff News. 			
NB-23/07/20-02	E	<p><u>New Employer Rep Membership Inquiry</u></p> <p>July 20: <i>No enclosure</i></p> <p>The Team Manager, NETWORK and Infrastructure, expressed interest in joining the IT JOHSC as an Employer Representative.</p> <p>Discussion:</p> <ul style="list-style-type: none"> • Seen as positive that managers are expressing interest in joining the committee; well received and agreed to pursue, suggesting the Manager join as Alternate Employer Rep. • Considerations: Laura suggested to then also recruit an additional Alternate Worker Rep in order to keep a good balance between Workers vs. Employer Reps; the committee agreed. <p>Actions:</p> <ul style="list-style-type: none"> • Laura will seek to recruit an additional Alternate Worker Rep, placing a preference on representation from a work location that is not already represented on the committee. • Once a Rep has been secured, will bring the recommendation back to the committee, and, onboard both reps simultaneously 	Co-Chairs Laura Triay	23/09/21	IP



8. ONGOING BUSINESS – Status of Action Items					
131260-19/04/23	B	<p><u>CAIRS Report (May)</u> May 18: <i>Enclosure: 2023 May_ CAIRS Report</i></p> <ul style="list-style-type: none"> • Incident ID: 131260 (131261) • Incident Date: 2023-04-28 • Submission Date: 2023-05-01 • Person Type: Paid Student • ITSD - UBC IT - Sauder Desktop <p><u>Checklist reviewed:</u></p> <ul style="list-style-type: none"> ✓ Clear Description ✓ Completion Date Assigned ✓ Causes Appropriate ✓ Responsibility Assigned ✓ Corrective Actions Appropriate ✓ Corrective Actions Forwarded to IT JOHSC <p><u>Discussion</u></p> <ul style="list-style-type: none"> • The hard drive crusher was removed promptly from the location and has been disposed of. Moving forward, Desktop Services (DS) will contract an off-site 3rd party vendor to handle this service moving forward. • Action: Brett will review the listed IT JOHSC CAIRS Recommendations with DS Manager and DS Team Leads, and, ensure all Team Leads have completed mandatory Supervisory Training (action pending) <p>June 15:</p> <ul style="list-style-type: none"> • Work is underway; Brett has been in touch with UBC Waste Management to explore suitable methods to handle the disposal of lithium batteries; will report an update at the next meeting <p>July 20:</p> <ul style="list-style-type: none"> • A safe lithium battery removal and disposal method has been secured by Desktop. • Action: Brett to share updates at the August meeting, and, confirm if all DS Team Leads have completed mandatory Supervisory Training – pending <p>Aug 17:</p> <ul style="list-style-type: none"> • Pending Action – Brett will follow up on the recommendation to check/ensure all DS Team Leads have completed the mandatory WPL Supervisory Training. 	Brett Thompson	23/09/21	IP



8. ONGOING BUSINESS – Status of Action Items					
NB-23/03/16-03	E	<p><u>UBC Power House Demolition / Sauder Expansion Project</u> <i>*Reference previous minutes for prior context</i> Aug 17:</p> <ul style="list-style-type: none"> Information and Frequently Asked Questions (FAQs) are now posted for all IT Staff on ShareIT: https://shareit.ubc.ca/news/Lists/Posts/Post.aspx?ID=2042 In July minimal related inquiries were received from staff. As new staff questions and suggestions are received, Laura promptly responds and updates the FAQs accordingly Work is ongoing to accommodate impacted teams (location moves, hoteling & shared desks, online desk booking app, etc.) <p><i>*See new topic under New Business Section: NB-23/07/20-02 - Aug 15, 2023 LSK Building Evacuation</i></p>	Laura Triay	Ongoing	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		<ul style="list-style-type: none"> 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 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		<p><i>Include WorkSafeBC (WSBC) or Regulatory Correspondence/enclosures in this section.</i> <i>Provide brief summary and indicate 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>				
2023 Aug_ WSBC IR Summary	E	<p><u>WorkSafeBC Inspection Report Summary</u> Aug 17: <i>Enclosure: 2023 Aug WSBC IR Summary</i></p> <ul style="list-style-type: none"> Key learning points were reviewed. Reminders will be posted in IT Weekly News. 	Laura Triay	August 2023	n/a	C



*REC – Recommendation Letter *IR – WorkSafeBC Regulatory Inspection

10. NEW & OTHER BUSINESS					
<i>General discussion items (list actionable items below)</i>					
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.: NB-19/09/19-01</i>		<ul style="list-style-type: none"> - Include here new items that are not currently in “Ongoing Business” section. - Enter relevant information regarding this item, actions to be taken, etc. If item is not completed within this meeting, it will then be moved to “Ongoing Business” section to be reviewed for follow up at the next committee meeting 			
NB-23/08/17-01	E	<p><u>2023 August SRS Announcements</u> Aug 17: Enclosure: 2023 Aug_SRS Announcements <i>*Health & safety news, announcements and reminders are a regular standing topic on all Weekly IT Staff News*</i></p> <ul style="list-style-type: none"> • August announcements have been posted in IT Staff News 	Co-Chairs	n/a	C
NB-23/08/17-02	E	<p><u>Aug 15, 2023 LSK Building Evacuation</u> Enclosure: 05. 23Aug15_LSK Door Sign</p> <p><u>Summary:</u> Building Operations issued evacuation notice for LSK building the morning of August 15th due to diesel fumes that made it into the general air intake, caused by work at the Power House. They clarified that it was fumes of the fuel itself, and not diesel exhaust fumes. The contractor moved equipment to prevent from happening again and Building Operations flushed out LSK building with outside air and placed fans in key building locations over 2 days. LSK had residual smell of diesel noticeable for 2 days. Building Operations and SRS advised that as of 8:45am Aug 15/23, Klinck building was safe to re-enter and re-occupy. L. Triay requested Building Ops post signs on all LSK doors (attached) to provide notice to everyone entering LSK.</p> <p>Building evacuation was quickly managed by a collaboration between LSK Facilities Manager, IT Facilities Coordinator, and Network team members. Business Ops Manager handled timely communications to LSK tenants, Floor Wardens, IT Leadership, Managers and staff. Where operationally feasible, staff were given option to work remote for the remainder of the week to allow extended time to air out building. Staff required to work on campus where offered alternate temporary workspaces at Donald Rix building.</p>	Laura Triay	23/09/21	IP



10. NEW & OTHER BUSINESS

Post-event debrief occurred internally, and, in collaboration with Facilities, SRS and Power House Demolition Project Team. It is understood that other situations may occur over the coming weeks, months, and years due to ongoing construction work. With continued advance communication and collaboration amongst the aforementioned teams, will continue to work to respond to situations, minimize disruptions, and mitigate activities as seamlessly as possible.

Sonam Uppal, SRS, provided the following response to inquiry on controls put into place:

“Once the issue was identified the course of action involved the immediate introduction of engineering controls. We (SRS) received confirmation that the entire building is serviced by HVAC. Please note that engineering controls are ranked as one of the most effective control measures as per the hierarchy of controls for mitigating any risk. These engineering controls included introducing 100% fresh air into the building and allowing 4-6 air exchanges to take place prior to re-occupancy. In other words, the air volume in Klinck spaces was removed and replaced with fresh air between 4-6 times prior to re-occupancy. This air exchange rate would be sufficient at removing any diesel fuel vapors that were being noted at the start of the incident. There was no risk of exposure to diesel fuel at the time of re-entry. However, we (SRS) understand that staff have the option to work remotely if they are able. If occupants are noticing lingering smells it is due to the low odor threshold of diesel fuels which will diminish. Individuals experiencing ongoing health concerns are always encouraged to consult with their local health practitioner.”

Discussion:

- Jeremy suggested a reminder to staff to check work emails before they come to work on campus, as some staff did not read the email notices that were distributed to all IT staff.
- Concerns were raised about future exposure risks for staff, as multiple IT staff went home sick following exposure to the fumes.
- Sonam shared the engineering controls put into place to help ensure there was minimal risk to staff.
- Concerns are being raised by staff on future risks, inquiring what mitigation activities will be put into place to keep staff safe throughout the entire duration of the Demolition & Sauder Projects, and, for accountability.
- Sonam shared that SRS, Building Ops, and Project Services are working together to put plans in place avoid future similar risks or events from re-occurring.



10. NEW & OTHER BUSINESS					
		Actions – Laura: <ul style="list-style-type: none">• <i>Risk Mitigation</i> - request a meeting with SRS, Building Operations and Project Services to:<ul style="list-style-type: none">○ Debrief on the event and evacuation○ Inquire about future plans to mitigate future risks○ Inquire about plans to streamline communications and evacuation procedures○ Seek endorsement to direct IT staff to pull the fire alarm for future emergencies, as the most safe, effective, and timely method to evacuate the building without putting staff at risk• <i>Internal IT Communications:</i> Prepare SOPs for UBC IT emergency evacuation communications response, seek SLT endorsement			
NB-23/08/17-03	E	<u>UBC Scooter and Bike Safety</u> <ul style="list-style-type: none">• Jeremy inquired about what UBC safety protocols are in place for scooter and bike safety.• Resources: https://universitycounsel.ubc.ca/files/2019/09/UBC-Traffic-Parking-Rules.pdf• Action: Laura will inquire with Campus Security and invite a representative to present an update at the September IT JOHSC meeting.	Jeremy Gordon	23/09/21	IP



11. ON HOLD ITEMS

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
GI_TEF I_Gerald McGavin_DS Suite 210_16 Mar 2023		<p><u>2023 IT Workplace Inspections: McGavin (May)- Pending</u> May 18: Enclosure: GI_TEF I_Gerald McGavin_DS Suite 210_16 Mar 2023 Client Space: Faculty Applied Science Regarding inquiry on why “Section C. Bi-Annual General Building – Exterior” of the GI template was not completed: SDM Building Manager clarified that Section C is completed bi-annually only in January & June.</p> <ul style="list-style-type: none"> • Action: Eric De Jesus to review and monitor completion of recommended action for office clean-up, to be addressed with DS Team Lead, R. Stout. Action remains open until completion. • Action: Eric De Jesus will conduct a second inspection of this office in fall 2023, as same issues have been reported in past for this office; to monitor and ensure actions/recommendations are permanently addressed. • June 15: Eric De Jesus is scheduled meet with DS Team Lead, R. Stout, this week to discuss actions; anticipates completion of actions by end of June. • July 20: R. Stout has requested Client provide Desktop with additional cabinets and shelves to have adequate storage. Anticipate for fall 2023. 	Eric De Jesus	October 2023	IP
GI_Strangway Building_Nob elBiocare_Ro oms 206_231_261 (Feb 22,2023)_V2		<p><u>UBC IT 2023 Workplace Inspections: Strangway (March) - Pending</u> Mar 16: Enlosure: GI_StrangwayBuilding_NobelBiocare_Rooms 206_231_261 (Feb 22,2023)_V2 Client Space: Faculty of Dentistry</p> <ul style="list-style-type: none"> • Action: Eric De Jesus to follow-up with Manager regarding action items recorded in report, support and request completion by June 30/23. Action remains open until completion. • June 15: Eric De Jesus will meet with Manager, M. Berdan this week to discuss actions; anticipates completion of actions by end of June. • July 20: Eric De Jesus posted onsite and reviewed evacuation procedures and maps with the local manager and staff. <p>Pending actions:</p> <ul style="list-style-type: none"> ○ Some recommended actions are pending (clean up of shelves, storage, etc.) ○ Awaiting for the Building Facilities Manager, J. Smith to send new building BERP ○ Eric will follow up in September 2023 	Eric De Jesus	September 2023	IP



11. ON HOLD ITEMS

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-23/06/15-03	E	<p><u>IT Investment Request for an Environmental, Health and Safety Management System (EHSMS) for Safety & Risk Services (SRS)</u> <i>June 15: No enclosure</i> Paul Nakagawa, Manager, Safety Program Management & Systems, Safety & Risk Services (SRS) shared a progress update on SRS’s IT Investment Request for an Environmental, Health and Safety Management System (EHSMS):</p> <ul style="list-style-type: none"> • An investment request has been submitted • SRS is working with Deloitte on current-state analysis, and has distributed surveys across community stakeholders for information-gathering • Looking to align SRS with ISO • This is a 5-year roadmap; time will be required to mobilize • Exploring options for the platform to be selected • The system would enable SRS to host BERPS for all buildings in one central repository, and server as a resource for all UBC users <p>Action: Laura will set a reminder to follow up with Paul/SRS in June 2024 to request a progress update. Will move to Section 10 “On Hold” for reference.</p>	Paul Nakagawa	June 2024	RF
UBC IT JOHSC-Rec1_Feb2023	E	<p><u>Recommendation Letter to Safety & Risk Services (SRS): UBC Snow Policy</u> <i>*To read past meeting minutes related to this topic eff. March 2023, reference 23/02/16 Meeting Minutes > Section #8 ‘Ongoing Business’ > Reference Item #: NB-22/12/15-03. “Snow Policy” topic moved to this Section #9 as formal Recommendation Letter will be submitted by IT JOHSC to IT Admin Head by Feb 17/23</i> Feb 16: <i>Enclosure: UBC IT JOHSC-Rec1_Feb2023.v1</i></p> <ul style="list-style-type: none"> • The letter was reviewed and discussed. • Action: Laura to add IT Ops issues to the letter and will submit the recommendation letter to the CIO and DCIO, requesting a response date of 21 days, as per the formal process. <p>Mar 16: <i>Enclosure: UBC IT JOHSC-Rec1_Feb2023_v3.2</i></p> <ul style="list-style-type: none"> • The letter was submitted by email to IT Heads by IT JOHSC Co-Chair, R. Padwick, on Feb 21st, 2023. 21 response due date is March 14, 2023. • Robert sent the following reminder to IT Admin Heads 	Co-Chairs	Sept/Oct 2023	IP



11. ON HOLD ITEMS

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
		<ul style="list-style-type: none"> • Sonam inquired with SRS on the process to follow if the Employer response date is missed, advising that SRS can follow up with IT Unit Heads, if the Committee wishes for them to do so. • For now, the Committee agreed to allow IT Heads more time for response as they understand they are busy. • Action: Robert to follow up if he has not received a response by April 14. • Eric B. and Kirk shared that operational needs were briefly discussed at the March Sr. Ops Managers meeting, noting that S. Lamb will follow up with a review of Ops staff required to work on campus on snow days. More to follow. • Snow Kits: Laura discussed suggestions for snow kits with Sr. Facilities Manager who advised on considerations: a) health & safety: staff must be trained to remove/shovel snow and related possible injuries, and, b) employee relations considerations. The committee agreed it is best to not pursue further the snow kits. Actions that have occurred: Building Ops have now added IRC & LSK to the UBC snow removal priority list, and did a great job of snow removal during the last snowfall in February. They also left extra boxes of salt at each IRC and LSK location, which can be used by IT staff in the future if/as required. Snow Kits action is closed. <p>Apr 20: <i>Enclosure “23Apr12_Response - Ltr of Recommendation”</i></p> <ul style="list-style-type: none"> • A response letter was received by the CIO and shared. Next update: May 2023, to be provided by the DCIO. 			
NB-19/09/16-02	C	<p><u>Health and Safety Program Manual (Section #8)</u> <i>Refer to 2021/01/21 and 2022/05/20 minutes for further notes on this action.</i></p> <p>May 20:</p> <ul style="list-style-type: none"> • Robert, Kirk and Laura met with Nick (FoA). FoA is experiencing similar challenges regarding multiple buildings and OHS practices at UBC. Nick offered to share OHS assistance with UBC IT. Ongoing updates will be provided at future JOHSC meetings as they develop. • Conversations with the DCIO will continue in order to advocate for the need to create a new position within UBC IT to manage OHS for UBC IT, as the scope of OHS-related work continues to increase and is not sustainable to be managed adequately by the Committee 	Co-Chairs Laura Triay	On Hold 2024	IP



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		<p>members. This process is expected to take a long time as due to the Pandemic there are currently significant budget constraints.</p> <ul style="list-style-type: none"> With a new Hybrid Work Model implemented throughout UBC in Fall 2021, it is also anticipated that post-pandemic, the UBC H&S Program Manual template will need to be updated by Safety & Risk Services (SRS). The Committee’s preference it to wait post-pandemic to receive future guidance and direction from SRS. For the above-noted reasons, action will be placed in Sectio #11 “On Hold” <p>May 19/22: Sonam confirmed the manual has not changed/been updated</p>			

12. NEXT MEETING

Date:	September 21, 2023
Time:	1:30 p.m. – 2:30 p. m.
Location:	Zoom

13. MEETING ADJOURNED

Time:	2:16 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)