



Joint Occupational Health & Safety Committee Minutes

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

Worker Co-Chair:	Andrew Wang
Employer Co-Chair:	Kirk MacDonald
Meeting Chaired by:	Andrew Wang

Date:	September 21 st 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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Enclosure reviewed

1. 2023.08.17_UBC IT JOHSC DRAFT Minutes
2. 2023 Aug-Sept_CAIRS Incident Reports (2)
3. 2023 Aug_WSBC IR Summary
4. 23Aug15_LSK Evacuation Follow Up
5. 2023 Aug_SRS Announcements



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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eric De Jesus	M&P	Business Operations	<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 Montgomery (A)	M&P	Communications	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mark Peskett	M&P	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"/>
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 checked="" type="checkbox"/>	<input 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) <i>Sept 21: Alternate for Kirk MacDonald</i>	IRC	AV Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kirk MacDonald (Employer Co-Chair)	IRC	AV Projects Team, AV Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Resources	Work Location		Present	Regrets	Absent
Laura Triay, Business Operations Manager, Office of the CIO (IT JOHSC Administrator) (A)	LS Klinck		<input 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 - Team/Unit		Present	Regrets	Absent
Blake Bridgewater	LSK - Network & Infrastructure Services		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adam Hyslop	Donald Rix - Manager, Transportation Planning, Campus & Community Planning		<input checked="" 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		
<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 a quorum for this meeting - If a 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.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

3. APPROVAL OF PREVIOUS JOHSC MEETING MINUTES		
<i>This statement is to indicate minutes of previous meeting have been read and acknowledged and to record any noted corrections to minutes.</i>		
a) Move to adopt minutes	Eric Bourdon	Robert Padwick
b) List amendments to minutes: None		
Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA		
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 type="checkbox"/> No actionable items noted from LST minutes <input checked="" type="checkbox"/> Not applicable, no LST minutes submitted for JOHSC review		
Is the agenda approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:		
<ul style="list-style-type: none"> - Instructions: monthly Incident List & Statistical Summary Report - For any <u>general</u> CAIRS information that requires discussion or action, please record under "New Business" e.g. make note of trends etc. Any incident-specific items and follow up requests are to be listed below) - * 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"> - Tip: if the committee notices patterns month to month, this could be documented in the minutes. - Reminder: The committee must does an annual review of CAIRS statistics: https://www.cairs.ubc.ca/public_page.php 					
Item # (Use CAIRS Incident ID # and Incident Date)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
E.g. 119975-19/09/13		Enter any information relevant to the incident/accident, actions to be taken by the JOHSC, recommendations etc.			
131829 (131830)- 23/08/15	C	<p>CAIRS Report (Aug 15/23) – OCIO</p> <p>Sept 21: *Enclosure: 23Aug15_CAIRS Report (131829 (131830)</p> <ul style="list-style-type: none"> ▪ Incident ID: 131829 (131830)/ Incident Date: 2023-08-15 ▪ Person Type: Staff, UBC IT - Office of the CIO ▪ Severity: Time Loss ▪ Accident Type: Bodily Reaction ▪ Injury Type: Respiratory Inflammation/Irritation ▪ Body Part: Respiratory System <p><u>Review Report Quality:</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>All recommended actions have been completed – Close</p>	Laura Triay	n/a	C
132006-23/09/14		<p>CAIRS Report (Sept 14/23) – AV Services</p> <p>Sept 21: *Enclosure: 23Sept14_CAIRS Reports (132006)</p> <ul style="list-style-type: none"> ▪ Incident ID: 132006 ▪ Person Type: Staff, UBC IT - Audio Visual ▪ Severity: Incident only ▪ Accident Type: Other ▪ Injury Type: Unknown ▪ Body Part: Knee 	Laura Triay	23/10/26	IP



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

		<p><u>Review Report Quality:</u></p> <ul style="list-style-type: none"> ✓ Clear Description <input type="checkbox"/> Completion Date Assigned - Pending ✓ Causes Appropriate <input type="checkbox"/> Responsibility Assigned - Pending <input type="checkbox"/> Corrective Actions Appropriate - Pending <input type="checkbox"/> Corrective Actions Forwarded to JOHSC/LST for follow-up- Pending <p>Action: The supervisor has not yet submitted their CAIRS report. Laura will follow up with the supervisor.</p>			
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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 meetings and use this table to record the 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 Not applicable: new inspection reports have not been submitted for review

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> <i>NOTE: These are the inspection numbers (GI- location- date of inspection)</i>		<i>Enter information relevant to the inspection, JOHSC action Items, status of corrective actions, etc.</i>	--	--	--
--	--	Sept 21: New General Inspection Reports have not been submitted in August/September 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)



7. REVIEW EDUCATION AND TRAINING					
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		<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. <p>Refer to UBC IT Guidelines for IT JOHSC Training here: https://shareit.it.ubc.ca/employeeeresources/Health-Safety/Pages/Training.aspx</p>			
ED-2023 Ongoing		<p>Standing Monthly Reminder:</p> <ol style="list-style-type: none"> Chairs inquire each month which committee members completed Health and safety-related training since the last JOHSC meeting. Committee Members: please email ubcit.johsc@ubc.ca to confirm each time you complete training, indicate: the course name, date & time. <p>Sept 21:</p> <ol style="list-style-type: none"> Training completed since the last meeting: <ul style="list-style-type: none"> Eric de Jesus, Sept 19/23, General Audience Workplace Hazardous Materials Information System (WHMIS) Course 2023 UBC Safety Day 23/10/03 – Registration is now closed 	All Committee Members	Ongoing	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
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-23/08/17-03	E	<p>UBC Scooter and Bike Safety</p> <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 	Jeremy Gordon	23/09/21	C



8. ONGOING BUSINESS – Status of Action Items					
		<ul style="list-style-type: none"> Action: Laura will inquire with Campus Security and invite a representative to present an update at the September IT JOHSC meeting. <p>Sept 21: Guest Speaker Presentation Presenter: Adam Hyslop, Manager, Transportation Planning -Campus & Community Planning Summary:</p> <ul style="list-style-type: none"> The Transportation team at Campus and Community Planning will be running a digital campaign on social media, and an in-person 3-day engagement event (Sept 19-21) targeted towards transportation safety on campus. This includes promoting slow zones as a shared active travel corridor, asking pedestrians to be aware and avoid using phones while walking and cyclists & people on scooters to slow down, and dismount when in crowds. Lawn signage will be placed along Main Mall and University Blvd mid-end of September to reinforce messaging. The team created “UBC Slow Zones” video https://www.youtube.com/watch?v=ikpcPuVIGpQ Working with UBC’s Building Operations to repaint the yellow pavement markings across campus that help indicate the slow zones areas and signals to users to move slowly and be considerate in these areas. There will be a variety of in-person events running from Sept to Oct to highlight transportation safety. The team also provides free reflectors to pedestrians to ensure they are better seen in the dark and bells to scooterist and cyclists. Learn more at: https://planning.ubc.ca/transportation 	Laura Triay		
NB-23/08/17-02	E	<p><u>August 15, 2023 - LSK Building Evacuation</u> <i>Refer to August 2023 minutes for additional content</i></p> <p>Aug 17 Actions - Laura</p> <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"> o Debrief on the event and evacuation o Inquire about future plans to mitigate future risks o Inquire about plans to streamline communications and evacuation procedures o 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 	Laura Triay	n/a	C



8. ONGOING BUSINESS – Status of Action Items					
		<ul style="list-style-type: none"> Internal IT Communications: Prepare SOPs for UBC IT emergency evacuation communications response, seek SLT endorsement <p>Sept 21: <i>*Enclosure: 23Aug15_LSK Evacuation Follow Up</i></p> <ul style="list-style-type: none"> Risk Mitigation Debrief meetings – Completed Internal UBC IT Emergency Response Communications review and recommendations have been presented to, and endorsed by SLT <p>Action: Laura will post directions for staff to pull the fire drill in case of future emergencies in the HR Managers News, and, will announce at a future Extended Managers Meeting.</p>			
131793-23/08/14	C	<p>CAIRS Report (Aug 14/23) – Desktop <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> <p>Sept 21: Defer to next meeting</p>	Robert Padwick	23/09/21	IP



8. ONGOING BUSINESS – Status of Action Items					
NB-23/07/20-03	E	<p><u>Emergency Preparedness Kits</u> Jul 20: <i>No enclosure</i> <u>A. Personal Emergency Preparedness Kits</u> 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><u>B. Inquiry: does UBC provide Emergency Preparedness Kits for the UBC workplace?</u> 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><u>C. Inquiry: what is the University’s Emergency Response Plan?</u> 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> <p>Aug 17: <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. 	Jeremy Gordon	n/a	C



8. ONGOING BUSINESS – Status of Action Items					
		<ul style="list-style-type: none"> Action: Laura will post Emergency Preparedness resources and share the discount offered in a future IT All Staff News. <p>Sept 21: <u>A. Personal Emergency Preparedness Kits (Pending - Jeremy):</u></p> <ul style="list-style-type: none"> Laura has posted related announcement in IT All Staff News, no further action is required. Closed 			
NB-23/07/20-02	E	<p><u>New Employer Rep Membership Inquiry</u> July 20: <i>No enclosure</i> The Team Manager, NETwork and Infrastructure, expressed interest in joining the IT JOHSC as an Employer Representative. 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"> Co-Chairs and Laura will seek to recruit an additional Alternate Worker Rep <p>Aug 17:</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 <p>Sept 21:</p> <ol style="list-style-type: none"> Announcement that Eric Bourdon will be stepping down from the Committee end of September. The committee thanked Eric for his 15+ years servicing IT Health & Safety Committees. Blake Bridgewater, Team Manager, NETwork & Infrastructure was introduced and has expressed interest in joining the committee as Eric’s Employer Rep backfill. A motion was presented to appoint Balke as the new employer representative: <p>Appointment effective: October 1st 2023</p>	Co-Chairs Laura Triay	n/a	C



8. ONGOING BUSINESS – Status of Action Items					
		<p>MOTION to appoint Blake Bridgewater as an Employer Representative Voting Member of the IT JOHS Committee.</p> <p>Moved by: Jeremy Gordon Discussion: All Employer Reps are in agreement Seconded: Eric Bourdon</p> <p>Passed by unanimous vote. The Committee is pleased to welcome Blake!</p> <p>Laura will proceed to onboard Blake.</p>			
131260-19/04/23	B	<p>CAIRS Report (May 2023) – Desktop</p> <p>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>	Brett Thompson	23/10/26	IP



8. ONGOING BUSINESS – Status of Action Items					
		<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. <p>Sept 21:</p> <ul style="list-style-type: none"> All DS Team Leads are expected to complete training by the end of October. 			
NB-23/03/16-03	E	<p><u>UBC Power House Demolition / Sauder Expansion Project</u> <i>Reference previous minutes for prior context.</i></p> <p>*Enclosures:</p> <ol style="list-style-type: none"> Power House Demolition Project Work Schedule: September 2023 UBC IT Shared Hoteling Workspaces - Now LIVE! <p>Sept 21:</p> <ul style="list-style-type: none"> Building Ops is now sending (ongoing) 3-Week Look Ahead Schedules to provide notice of scheduled work and anticipated disruptions and risks Laura will post monthly work schedules on ShareIT > Facilities News, and, on the internal Power House Communications MS Teams Channel for IT Managers Laura is providing advance notifications to IT Managers to advise of upcoming anticipated high disruptions dates/times, enabling Managers to communicate and plan remote/onsite work accordingly for their teams (mitigation planning) IT Shared Hoteling Workspaces at LSK are now open effective Sept 18th. These shared workspaces offer temporary relief to staff impacted by loud noise/disruptive construction activities, providing quiet alternate workspaces 	Laura Triay	Ongoing	IP



8. ONGOING BUSINESS – Status of Action Items

<p>GI_StrangwayBuilding_NobelBiocare_Rooms 206_231_261 (Feb 22, 2023)_V2</p>	<p>UBC IT 2023 Workplace Inspections: Strangway (March 2023) - Pending Mar 16: <i>Enlosure: GI_StrangwayBuilding_NobelBiocare_Rooms 206_231_261 (Feb 22,2023)_V2</i></p> <p>Client Space: Faculty of Dentistry</p> <ul style="list-style-type: none"> • Action: Eric De Jesus to follow up with the Manager regarding action items recorded in the 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 the 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 <p>Sept 21:</p> <ul style="list-style-type: none"> • Clean up of shelves & storage – completed • Emergency contact numbers, site plans and evacuation map: updated & posted at UBC IT offices and reviewed with the local manager and IT staff – completed • Repeated attempts have been made to request the current BERP, but it continues to not be available. The responsibility is with the Building Facilities Manager, Jeff Smith, and LST, who are aware, and the Manager advised that there are ongoing delays. The IT JOSCH has no control over the BERP. Repeat concerns have also been raised with the Safety & Risk Services department, who are aware of the larger issue of getting current BERPs across UBC. • Eric De Jesus will continue to follow up with the Building Facilities Manager and otherwise cannot advance this further. The IT JOHSC has put measures in place to keep IT staff safe. This action is now closed. 	<p>Eric De Jesus</p>	<p>n/a</p>	<p>C</p>
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* ED – Education and Training * GI – General Inspection *NB – New Business

9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)

Item #	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status
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9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
(use Recommendation or Report #)						
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>Include WorkSafeBC (WSBC) or Regulatory Correspondence/enclosures in this section. 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)</p>				
2023 Aug_ WSBC IR Summary	E	<p>WorkSafeBC Inspection Report Summary Sept 21: Enclosure: 2023 Aug WSBC IR Summary</p> <ul style="list-style-type: none"> • Key learning points were reviewed and discussed. • Related safety reminders are being posted on a repeat recurrence in IT All Staff News. 	Laura Triay	August 2023	n/a	C

* REC – Recommendation Letter *IR – WorkSafeBC Regulatory Inspection

10. NEW & OTHER BUSINESS					
General discussion items (list actionable items below)					
Item # (NB-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
E.g.: NB-19/09/19-01		<ul style="list-style-type: none"> - Include here new items that are not currently in the “Ongoing Business” section. - Enter relevant information regarding this item, actions to be taken, etc. If the item is not completed within this meeting, it will then be moved to the “Ongoing Business” section to be reviewed for follow-up at the next committee meeting 			
NB-23/09/21-01	E	<p>2023 August SRS Announcements Sept 21: Enclosure: 2023 Aug_SRS Announcements Announcements were reviewed. No actions.</p>	Co-Chairs	n/a	C



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



<p>UBC IT JOHSC- Rec1_Feb202 3</p>	<p>E</p>	<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. The "Snow Policy" topic moved to Section #9 as a formal Recommendation Letter will be submitted by IT JOHSC to the 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, thereafter will submit a Recommendation Letter to the CIO and DCIO, with a requested response date of 21 days, per 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 a reminder to IT Admin Heads ▪ Sonam inquired with SRS on the process to follow if the Employer response date is missed, advising that SRS can follow up with IT 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 the 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. 	<p>Co-Chairs</p>	<p>Sept/Oct 2023</p>	<p>IP</p>
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NB-19/09/16-02	C	<p>Health and Safety Program Manual (Section #8) <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 members. This process is expected to take a long time as due to the Pandemic there are currently significant budget constraints.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 is to wait until post-pandemic to receive future guidance and direction from SRS.For the above-noted reasons, action will be placed in Section #11 “On Hold” <p>May 19/22: Sonam confirmed the manual has not changed/been updated</p>	Co-Chairs Laura Triay	On Hold 2024	IP
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12. NEXT MEETING	
Date:	October 26, 2023
Time:	1:30 p.m. – 2:30 p. m.
Location:	Zoom

13. MEETING ADJOURNED	
Time:	2:19 p.m.

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)