



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:	Kirk MacDonald

Date:	October 26, 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. 2023.09.21_UBC IT JOHSC Draft Minutes
2. GI_Neville Scarfe_23Aug03
3. 2023 Sept_WSBC IR Summary
4. 2023 Sept_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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mark Montgomery (A) <i>(A) Oct 26: Alternate for Schuyler Lindberg</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 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 checked="" 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"/>
Blake Bridgewater	LS Klinck	Network & Infrastructure Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jeremy Gordon	LS Klinck	Digital Delivery & Solutions	<input type="checkbox"/>	<input checked="" 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) <i>(A) Oct 26: Alternate for Jeremy</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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Guests	Work Location - Team/Unit		Present	Regrets	Absent
Paul Wong, Manager Safety & Risk Services <i>*Alternate for Sonam Uppal</i>	--		<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

- 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	Yes	No
<ul style="list-style-type: none"> - 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. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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	Brett Thompson
b) List amendments to minutes: None	_____	_____

Are the minutes approved?	Yes	No
	<input checked="" type="checkbox"/>	<input type="checkbox"/>

4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

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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	No
	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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"> - 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
<p><i>E.g.</i> 119975-19/09/13</p> <p><i>Enter any information relevant to the incident/accident, actions to be taken by the JOHSC, recommendations etc.</i></p>					
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 ▪ IPerson Type: Staff, UBC IT - Audio Visual ▪ Severity: Incident only ▪ Accident Type: Other ▪ Injury Type: Unknown ▪ Body Part: Knee <p><u>Review Report Quality:</u></p> <ul style="list-style-type: none"> ✓ Clear Description ✓ Completion Date Assigned - Pending ✓ Causes Appropriate ✓ Responsibility Assigned - Pending ✓ Corrective Actions Appropriate - Pending ✓ 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> <p>Oct 26: Laura followed up with the Manager. Corrective actions have been completed. There was some confusion as to where to report in the CAIRS system; an SRS Associate is providing support to the Manager to ensure the Employee and Supervisor CAIRS reports get linked in the CAIRS system. Action closed.</p>	Laura Triay	n/a	C



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>	--	--	--
GI-Neville Scarfe-23/08/03	N	<p>General Inspection Report: Neville Scarfe_23Aug03 <i>Enclosure: GI-Neville Scarfe_23Aug03</i></p> <p>Oct 26: Eric De Jesus reviewed the GI Report which covers work areas for Desktop Services, AV Services and UBC Studios. Eric has contacted the respective Team Leads and the Managers, shared the GI report, and discussed recommended corrective actions.</p> <p>Action: Eric De Jesus will follow up in December 2023 to check and ensure all corrective actions have been completed.</p>	Eric De Jesus	23/12/14	IP

* 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
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7. REVIEW EDUCATION AND TRAINING					
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>Oct 26:</p> <ol style="list-style-type: none"> Training completed since the last meeting: <ul style="list-style-type: none"> Eric De Jesus, Andrew Wang, and Mark Montgomery: Oct 3/23, UBC Safety Day (8 hours each). All shared positive feedback on the Safety Day sessions. 	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. 			
131793-23/08/14	C	<p>CAIRS Report (Aug 14/23) – Desktop *Enclosure: 2023 Aug 14_ CAIRS Report</p> <p>Accident Type:</p> <ul style="list-style-type: none"> Unit: Desktop Services Severity: Incident only Accident Type: Overexertion Injury Type: Back Strain 	Robert Padwick	n/a	C



8. ONGOING BUSINESS – Status of Action Items					
		<ul style="list-style-type: none"> • 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> <p>Oct 26: Robert P. checked and confirmed with the Desktop Team Lead that corrective actions have been completed. Brett T. shared that guidelines on proper lifting techniques and ergonomic resources have been shared with all Desktop staff. Action: Laura will update and close this report in the CAIRS system. Closed</p>			
131260-19/04/23	B	<p><u>CAIRS Report (May 2023) – Desktop</u></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>	Brett Thompson	n/a	C



8. ONGOING BUSINESS – Status of Action Items					
		<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. <p>Sept 21:</p> <ul style="list-style-type: none"> All DS Team Leads are expected to complete training by the end of October 2023. <p>Oct 26:</p> <ul style="list-style-type: none"> Brett confirmed that all Desktop Team Leads have now completed the mandatory Supervisory training. Action: Laura will update and close this report in the CAIRS system. Closed. 			
NB-23/03/16-03	E	<p><u>UBC Power House Demolition / Sauder Expansion Project</u> <i>Reference previous minutes for prior context.</i> Enclosures: None</p> <p>Oct 26: No new updates. Ongoing:</p> <ul style="list-style-type: none"> Laura receives from Building Ops 3-Week Look Ahead Work Schedules to provide notice of upcoming scheduled work and anticipated disruptions and risks Laura posts monthly work schedules on ShareIT > Facilities News; posts on an internal Power House Communications MS Teams Channel for IT LSK Managers; and provides advance notifications to IT Managers to advise of upcoming anticipated high 	Laura Triay	Ongoing	IP



8. ONGOING BUSINESS – Status of Action Items						
		<p>disruptions dates/times, enabling Managers to communicate and plan remote/onsite work accordingly for their teams (mitigation planning)</p> <ul style="list-style-type: none"> IT Shared Hoteling Workspaces at LSK opened on Sept 18th – these shared workspaces offer temporary relief to staff impacted by loud noise/disruptive construction activities, providing quiet alternate workspaces 				

* 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 <i>JOHSC Formal Recommendation Letters and Regulatory Inspections</i> (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></p> <p>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</p> <p>Oct 26: Enclosure: 2023 Sept WSBC IR Summary</p> <ul style="list-style-type: none"> Key learning points were reviewed. Related safety reminders are posted on repeat recurrence in IT All Staff News. 	Co-Chairs	Sept 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"> - <i>Include here new items that are not currently in the "Ongoing Business" section.</i> - <i>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</i> 			
NB-23/10/26-01	E	<p><u>2023 Sept SRS Announcements</u> Oct 26: Enclosure: 2023 Sept_SRS Announcements</p> <ul style="list-style-type: none"> • Announcements were reviewed; updates have been posted on IT All Staff News. 	Co-Chairs	n/a	C
NB-23/10/26	D	<p>UBC IT 2023 General Inspections - Status Update</p> <p>Oct 26: The GI UBC IT Inspections Tracker was reviewed.</p> <ul style="list-style-type: none"> • Eric De Jesus continues to schedule general inspections, and, will ensure that the remaining inspections for all UBC IT work areas are completed and submitted to the IT JOHSC for review by December 14, 2023. • Inspections have continued to be scheduled and completed throughout the year, but, there have some been delays due to: <ul style="list-style-type: none"> ○ Competing workload priorities, resources and capacity ○ With over 25 IT work locations, inspections take up a significant amount of time to complete, including: <ul style="list-style-type: none"> ○ coordination of dates/times with participating IT JOHSC members for assigned inspection areas (conflicts with onsite work schedules - hybrid work schedule challenges) ○ Eric De Jesus needs to coordinate and gain access to enter IT work areas (many areas are client offices); schedules need to align with local IT contact on-campus workdays so they can provide entry and access to spaces (hybrid work schedule challenges) ○ Time is required to fill in and complete inspection templates/reports 	Eric De Jesus	23/12/14	IP



10. NEW & OTHER BUSINESS					
		<ul style="list-style-type: none">○ Time required to share, review and discuss inspection reports with the respective local area Supervisors, agree on recommended actions, and, follow through, and, follow up on actioning and completion of all recommended actions○ Time required to review, check, and verify inspection reports (done by Laura) to check for, and ensure reporting clarity and accuracy, and, to ensure appropriate actions are recommended○ Time required to upload reviewed inspection reports onto the SRS website, and, to record completed actions in the Inspections Tracker			
		<ul style="list-style-type: none">• The Co-Chair reminded IT JOHSC members that all members are required to participate in at least 1 workplace inspection annually.			



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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<p>NB-19/09/16-02</p>	<p>C</p>	<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> 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 Sectio #11 “On Hold” <p>May 19/22: Sonam confirmed the manual has not changed/been updated</p>	<p>Co-Chairs Laura Triay</p>	<p>On Hold 2024</p>	<p>IP</p>
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12. NEXT MEETING	
Date:	November 16, 2023
Time:	1:30 p.m. – 2:30 p. m.
Location:	Zoom

13. MEETING ADJOURNED	
Time:	1:55 pm

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)