



### Joint Occupational Health & Safety Committee Minutes

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

<b>Date:</b>	January 18, 2024
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<b>Time:</b>	1:30 p.m. – 2:30 p.m.
<b>Location:</b>	Zoom

**AGENDA:**

<ol style="list-style-type: none"> <li>1. Roll Call</li> <li>2. Determination of Quorum</li> <li>3. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes</li> <li>4. Additional Agenda Items, Review Actionable Items from Local Safety Team (LST) Minutes &amp; Approval of Agenda</li> <li>5. Review Centralized Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents <ul style="list-style-type: none"> <li>• Monthly Incident List &amp; Statistical Summary Report</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)</li> <li>7. Review Education and Training</li> <li>8. Ongoing Business – Status of Action Items</li> <li>9. JOHSC Form</li> <li>10. Formal Recommendation Letters &amp; Regulatory Inspections</li> <li>11. New and Other Business</li> <li>12. Items to be Tabled</li> <li>13. Next Meeting</li> <li>14. Meeting Adjournment</li> </ol>
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Enclosures reviewed:

1. 2023.12.14\_UBC IT JOHSC Draft Minutes
2. 2024 Jan\_CAIRS Report
3. 2023\_IT JOHSC CAIRS Trends Report
4. General Inspection Reports (9 reports):
5. 2024 Jan\_WSBC IR Summary
6. 2024 Jan\_SRS Announcements
7. 2024 Jan\_IT JOHSC Draft Terms of Reference
8. 2024 Jan\_IT JOHSC Membership
9. 2023\_IT JOHSC Committee Goals
10. 2023Nov\_IT New Employee Facilities-Safety Orientation



1. ROLL CALL					
Worker Representatives	Association/Union	Supervisory Organization	Present	Regrets	Absent
Andrew Wang (Worker Co-Chair)	M&P	UBC IT, UBC Studios & Emerging Media Lab	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Devin Kettle	M&P	UBC IT, Network	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eric De Jesus	M&P	OCIO, Business Operations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mark Montgomery (A) <i>Jan 18: Alternate for Schuyler Lindberg</i>	M&P	OCIO, Communications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mark Peskett	M&P	UBC IT, Audio Visual Projects	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Robert Padwick	M&P	OCIO, Engagement Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schuyler Lindberg	M&P	UBC IT, Library	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Employer Representatives	Work Location	Supervisory Organization	Present	Regrets	Absent
Brett Thompson	L.S. Klinck	UBC IT, Desktop	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Blake Bridgewater	L.S. Klinck	UBC IT, Network	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jeremy Gordon	L.S. Klinck	UBC IT, Digital Delivery & Solutions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Karl Jurczyk (A)	IRC	UBC IT, AV Projects	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kirk MacDonald (Employer Co-Chair)	IRC	UBC IT, Audio Visual	<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>Jan 18: Alternate for Brett Thompson</i>	L.S. Klinck & Donald Rix		<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	Supervisory Organization		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 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"/>
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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 the minutes.*

a) Move to adopt minutes	Eric De Jesus _____	Robert Padwick _____
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**

None

**4 A. REVIEW ACTIONABLE ITEMS FROM LST MINUTES (if applicable)**

*Place actionable items under Accident/Incident Investigation, Safety Inspections, Correspondence, New Business etc. as applicable and assign proper item # for further discussion/action.*

- No actionable items noted 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:**

- *Tip: if the committee notices patterns month to month, this could be documented in the minutes.*
- *Reminder: The committee must do an annual review of CAIRS statistics: [https://www.cairs.ubc.ca/public\\_page.php](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		<i>Enter any information relevant to the incident/accident, actions to be taken by the JOHSC, recommendations etc.</i>			
133680 (133683)- 24/01/12	E	<p><b><u>2024 January CAIRS Report</u></b>  <b>Jan 18- Enclosure 2024_ Jan CAIRS Report</b>            Reviewed:</p> <ul style="list-style-type: none"> <li>✓ Clear Description</li> <li>✓ Completion Date Assigned</li> <li>✓ Causes Appropriate</li> <li>✓ Responsibility Assigned</li> <li>✓ Corrective Actions Appropriate</li> <li>✓ Corrective Actions Forwarded to JOHSC/LST for follow-up</li> </ul> <p>No further follow-up is required. Investigation closed.</p>	Co-Chairs	n/a	C
2023 IT JOHSC CAIRS Trends Report	E	<p><b><u>Review IT JOHSC CAIRS 2023 Trends Report</u></b>  <b>Jan 18- Enclosure 03. 2023_ IT JOHSC CAIRS Trends Report</b></p> <p>Discussion:</p> <ul style="list-style-type: none"> <li>• A limited number of accidents/incidents were reported</li> <li>• No significant trends to note</li> <li>• The committee will continue to promote and raise safety awareness using the communications channels in place, and, continue to support managers/staff to ensure reporting and investigation compliance requirements are consistently met.</li> </ul>	Co-Chairs	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.*



6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
<p>- If the inspection documents are reviewed and no trends present themselves to the committee, then capture this in the meeting minutes.</p> <p> <input checked="" type="checkbox"/> Actionable items noted                <input type="checkbox"/> No actionable items noted                <input type="checkbox"/> Not applicable: new inspection reports have not been submitted for review         </p>					
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)		Enter information relevant to the inspection, JOHSC action items, status of corrective actions, etc.	--	--	--
Various Reports- Dec 2023-Jan 2024	E	<p><b><u>NEW: General Inspection Reports – UBC IT December 2023 - January 2024</u></b></p> <p><b>Jan 18: Enclosures: 9 GI Reports</b></p> <p>Nine (9) General Inspection Reports were submitted for review:</p> <ul style="list-style-type: none"> <li> GI_DavidStrangway_Room 410 (23Dec05)</li> <li> GI_DavidStrangway_Room 5108 (23Dec05)</li> <li> GI_Gerald McGavin Bldg_Room 112A (23Dec14)</li> <li> GI_Koerner Pavillion_Room T180C (23Dec12)</li> <li> GI_Orchard Commons_Room 3063_ (23Dec14)</li> <li> GI_Pharmaceutical_Science_Room B1303C_ (23Dec20)</li> <li> GI_Pharmaceutical_Science_Rooms 1303-1305 (24Jan03)</li> <li> GI-Gerald McGavin_Room 210 (23Dec12)</li> <li> GI-Hector MacLeod_Room 3017 (23Dec06)</li> </ul> <p>Eric update: one space requiring action/follow-up is David Strangway Room #410 - removal of old monitors and stands due Dec 15/23. Recommended actions have been completed.</p> <p><b>This completes all 2023 IT Workplace Inspections.</b> Thanks to Eric De Jesus for coordinating and taking the lead on all inspections, and thanks to all the committee members who participated.</p>	Eric De Jesus	n/a	C
Various Reports- Nov 2023	D	<p><b><u>Follow-Up: General Inspection Reports – UBC IT November/December 2023</u></b></p> <p><b>Dec 14:</b> The following thirteen (13) General Inspection Reports were submitted for the committee’s review:</p>	Eric De Jesus  Blake Bridgewater	24/02/15	IP



6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)

- GI\_CSB\_A103\_A103D (23Nov29)
- GI\_DHCC\_10156 (23Nov29)
- GI\_IKBLC-LST-Inspection-CTLT (23Nov15)
- GI\_IKBLC-LST-Inspection-EML (23Nov11)
- GI\_JRC\_Desktop\_B4D (23Nov30)
- GI\_IrvingK.Barber\_195\_182A (2023Nov28)
- GI\_LSK\_Floor 1\_103 104 106 107 (23Nov09)
- GI\_LSK-Floor 1\_101,102,100M,100G, 101H\_(23Nov09)
- GI\_LSK-Floor 1\_108\_(23Nov09)
- GI\_LSK-Floor 2\_209, 207C, 204, 206\_(23Nov09)
- GI\_Robson Square\_C630 (23Nov15)
- GI\_WalterKoerner\_283(23Nov28)
- GI\_WB UBC Studios 21 (23Nov29)

Rather than opening each report one by one, the Chair asked Eric De Jesus to share a summary of key areas that require action and follow-up:

- Eric shared that the majority of areas meet compliance
- Minor recommended actions are currently being addressed by the respective Managers, Team Leads, local staff and Eric
- More significant actions are required for LSK Floors 1 & 2, CI/Networks work areas – Responsible: Blake Bridgewater, Manager CI/Network
- Also LSK #103 Telephony Storage room – Responsible: Jonathan Wong, Manager

Inspection Reports requiring actions and follow-up include:

1. GI\_LSK-Floor 1\_101,102,100M,100G, 101H\_(23Nov09)
2. GI\_LSK\_Floor 1\_103 104 106 107 (23Nov09)
3. GI\_LSK-Floor 2\_209, 207C, 204, 206\_(23Nov09)
4. GI-IKBLC\_EML (23Nov01)

**Actions:**

1. **Blake** to report back on the status of:
  - i. LSK Floor 1 (101,102,100M,100G, 101H) – clean up, organization and de-clutter of work areas
  - ii. LSK Floor 2 (204, 206) – clean up, organization and de-clutter of work areas
2. **Eric** to report on the status of:



6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)				
		<p><b>a. LSK Floor 1 - 103 &amp; 104:</b></p> <ul style="list-style-type: none"> <li>i. 103 Clean up &amp; de-clutter</li> <li>ii. 104: 1_ Secure cabinet; 2) remove boxes</li> </ul> <p><b>b. LSK Floor 2 - 206, 209, 207C:</b></p> <ul style="list-style-type: none"> <li>i. 206 Exit Door Sign</li> <li>ii. 207-C Storage Room – Organization/Shelves</li> <li>iii. 209 Lunch Room &amp; Office: Tripping Hazards – install yellow tape and clean up wiring</li> <li>iv. 209 ITSC Meeting Room: Heavy items are placed high and present a risk of falling on workers</li> </ul> <p><b>c. IK Barber – Emerging Media Lab (EML) :</b> Follow-up in January 2024 with Maryann (EML Manager) on the following:</p> <ul style="list-style-type: none"> <li>i. Ergonomics assessment (if required for light issues), and,</li> <li>ii. Update on the air-flow situation once Building Operations has completed an assessment (follow up with local IKB Facilities Manager)</li> </ul> <p><b>Jan 18:</b></p> <p><b>Blake:</b> LSK Floor 1 &amp; 2 CI/Network work areas:</p> <ul style="list-style-type: none"> <li>• Floor 1 – Clean-up work is in progress by the Network team- shelving replacement and de-clutter</li> <li>• Floor 2- Clean up/de-clutter– has sent the requirement to his team, slow progress – more work is required</li> <li>• Blake met with Laura &amp; Eric to seek support and resources to a) explain the rationale, b) create awareness with the team regarding safety requirements, c) share resources for sustainment</li> <li>• Kirk offered support to share best practices on warehouse &amp; storage management and maintenance</li> <li>• Eric suggested connecting with the LSK Building Manager to seek guidance on securing shelves, asbestos considerations, etc.</li> </ul> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• <b>Blake</b> will connect directly with Kirk.</li> <li>• <b>Laura</b> will meet with SRS to inquire about resources.</li> <li>• The <b>Co-Chairs &amp; Laura</b> will present at a future CI/Network team meeting to provide context, raise awareness, respond to related inquiries and share resources.</li> </ul>		



6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
		<p><b>Eric:</b></p> <ul style="list-style-type: none"> <li>• <b>LSK Floor 1:</b> #103 clean up &amp; de-clutter; #104: 1) Secure cabinet, 2) remove boxes - Recommended actions have been completed</li> <li>• <b>LSK Floor 2:</b> 206, 207C, 209: recommended actions have been completed</li> <li>• <b>IK Barber – EML:</b> Ergonomics assessment/light issues, and, Air-flow issues – Work in progress</li> </ul>			
GI-Neville Scarfe-23/08/03	D	<p><b>Follow Up: General Inspection Report: Neville Scarfe (23Aug03)</b>  <i>Oct 2023 Enclosure: GI-Neville Scarfe_23Aug03</i></p> <p><b>Oct 26:</b> Eric reviewed the report which covers work areas for Desktop Services, AV Services and UBC Studios. He has contacted the respective Team Leads and Managers, shared the report and discussed recommended corrective actions.  <b>Action:</b> Eric will follow up in December 2023 to check and ensure corrective actions have been completed.</p> <p><b>Nov 16:</b> Defer the next update to the December 2023 meeting.</p> <p><b>Dec 14:</b> Eric reported that recommended actions are being addressed and DS Team Desktop Lead, Ken Wong submitted a service request to secure the shelves. <b>Action:</b> Eric will keep the committee apprised as actions are completed.</p> <p><b>Jan 18:</b> Eric shared that the recommended actions have been completed.</p>	Eric De Jesus	n/a	C

\* GI – General Inspection

1. REVIEW EDUCATION AND TRAINING					
<i>(General discussion, confirm all training is up-to-date, etc. For all actionable items please list below)</i>					
Item # (ED-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status





1. REVIEW EDUCATION AND TRAINING					
E.g. ED-19/09/19-01		<ul style="list-style-type: none"> <li>- New JOHSC members must complete Part 1 &amp; Part 2 of JOHSC Fundamentals training within 6 months of joining the committee. Record here status of members' training here until it is completed.</li> <li>- In this section: record for all member's use of their additional 8 hours of annual entitlement for Health and safety educational training.</li> </ul> <p>Refer to UBC IT Guidelines for IT JOHSC Training here:  <a href="https://shareit.it.ubc.ca/employeeeresources/Health-Safety/Pages/Training.aspx">https://shareit.it.ubc.ca/employeeeresources/Health-Safety/Pages/Training.aspx</a></p>			
ED-2023 Ongoing	D	<p><b>Standing Monthly Reminder:</b></p> <p>a. Chairs inquire each month which committee members completed Health and safety-related training since the last JOHSC meeting.</p> <p>b. Committee Members: please email <a href="mailto:ubcit.johsc@ubc.ca">ubcit.johsc@ubc.ca</a> to confirm each time you complete training, indicate: the course name, date and time.</p> <p><b>Jan 18:</b></p> <p>a) Training completed since the last meeting (December 2023): None</p> <p>b) 2024 annual 8 Hours of OHS training:</p> <ol style="list-style-type: none"> <li>1. Upcoming 2024 courses emailed to the Committee on January 2<sup>nd</sup>, 2024: <a href="#">Employers' Advisers Seminars</a> (in-person or virtual)</li> <li>2. Committee members can learn about annual <a href="#">Training for IT JOHSC Members</a> on ShareIT (follow the link)</li> <li>3. <u>Training Records</u>: Reminder to send confirmation for all training you complete throughout the year (Course Name/ Date / Training Hours) to: <a href="mailto:IT JOHSC Mailbox ubcit.johsc@ubc.ca">IT JOHSC Mailbox ubcit.johsc@ubc.ca</a></li> </ol>	All Committee Members	Ongoing	IP

\* ED – Education and Training

2. 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"> <li>• Add relevant information pertaining to the status of each item; keep most recent information on top.</li> <li>• 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.</li> </ul>			



2. ONGOING BUSINESS – Status of Action Items					
NB-23/03/16-03	E	<p><b><u>UBC Power House Demolition / Sauder Expansion Project</u></b>  <i>Reference previous minutes for prior context.</i>  <b>Jan 18:</b></p> <ul style="list-style-type: none"> <li>• View the latest updates posted on ShareIT &gt; <a href="#">Facilities Updates</a></li> <li>• No new updates to report; construction activities continue</li> <li>• Ongoing Communications:               <ul style="list-style-type: none"> <li>○ 3-Week Work Schedules are posted regularly on ShareIT &gt; Facilities News site, and</li> <li>○ Distributed to IT Staff via the IT Weekly News</li> <li>○ For specific notices that may require specific direction/guidance and or actions; targeted communications are distributed to IT Managers with staff at LSK on Management &gt; Power House MS Teams Channel</li> </ul> </li> </ul>	Laura Triay	Ongoing	IP
NB-23/12/14-02		<p><b><u>IT JOHSC Membership Update</u></b>  <b>Dec 14:</b></p> <ul style="list-style-type: none"> <li>• Announcement: Gary Olson will be stepping down from the IT JOHS Committee effective December 31, 2023. The committee thanked Gary for his time and service.</li> <li>• The Co-Chairs and Administrator are in the process of sourcing a Worker Rep replacement and will share updates over the coming weeks.</li> </ul> <p><b>Jan 18:</b></p> <ul style="list-style-type: none"> <li>• Laura presented the recommendation to recruit a newly recruited CUPE 116 employee as a replacement Worker Rep - Approved by the committee</li> <li>• <b>Action:</b> Laura will discuss this with the employee and invite them to attend the next meeting.</li> </ul>	Laura Triay	24/02/15	IP

\* ED – Education and Training      \* GI – General Inspection      \*NB – New Business

3. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
Item # (use Recommendation or Report #)	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status
E.g.: CODE-REC-2017-01		<p><i>For all JOHSC Formal Recommendation Letters and Regulatory Inspections (Provincial Regulators including but not limited to WorkSafeBC, and Federal Regulators including but not limited to Transport Canada).</i></p> <ul style="list-style-type: none"> <li>- Note ALL Regulatory Inspections even if issued to another department.</li> <li>- Make sure to refer to applicable incident, investigations or other related occurrences by item #.</li> </ul>				



3. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
E.g.: IR-2019-08-08- #201913063011A		<ul style="list-style-type: none"> <li>- 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.</li> <li>- NOTE: Item # that correspondence pertains to should remain in the “Ongoing Business” and updated with any additional information until fully resolved.</li> </ul> <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 Dec_WSBC IR Summary	E	<p><b><u>WorkSafeBC Inspection Report Summary – December</u></b></p> <p><b>Jan 18 - Enclosure: 2023 Jan _ WSBC IR Summary</b></p> <ul style="list-style-type: none"> <li>• Key learning points reviewed</li> <li>• Related reminders have been posted in IT Staff News</li> </ul>	Co-Chairs	Jan 2023	24/01/18	C

\* REC – Recommendation Letter \*IR – WorkSafeBC Regulatory Inspection

4. 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"> <li>- Include here new items that are not currently in the “Ongoing Business” section.</li> <li>- 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</li> </ul>			
NB-24/01/18-01	E	<p><b><u>2024 Jan SRS Announcements</u></b></p> <p><b>Jan 18 - Enclosures: 2024 Jan_SRS Announcements</b></p> <ul style="list-style-type: none"> <li>• SRS announcements reviewed</li> <li>• Relevant announcements have been posted in IT Staff Weekly News and in <a href="#">ShareIT</a></li> </ul>	Co-Chairs	24/01/18	C
NB-24/01/18-02	D	<p><b><u>IT JOHSC Annual Terms of Reference (ToR) Review</u></b></p> <p><b>Jan 18 - Enclosure: 2024 Jan_DRAFT IT JOHSC Terms of Reference</b></p> <p><u>SRS/WorkSafeBC Mandate:</u></p> <ul style="list-style-type: none"> <li>• Review the Committee’s Terms of Reference (ToR) before each anniversary month (February 1<sup>st</sup>).</li> </ul>		24/01/18	C



4. NEW & OTHER BUSINESS					
		<ul style="list-style-type: none"> <li>A vote must be held to record in the minutes the review &amp; approval of the Terms of Reference.</li> <li>IT JOHSC membership as listed on UBC Safety Committees website must also be confirmed as accurate at the time of ToR approval and recorded in the minutes.</li> </ul> <p><b>Motion to approve the IT JOHSC Terms of Reference as presented, from February 1<sup>st</sup> 2024 to January 31<sup>st</sup> 2025</b></p> <p>Moved by: Kirk Macdonald            Seconded by: Rober Padwick            Carried</p> <p><b>Action:</b> Laura will a) post the approved 2024 ToR on ShareIT &gt; IT JOHSC site, accessible to all IT staff; and, b) Advise SRS on approved 2024 Terms of Reference and current membership.</p>	Chairs		
NB-24/01/18-03	D	<p><b>IT JOHSC Annual Membership Review</b>  <b>Jan 18 - Enclosure: 2024 Jan_IT JOHSC Membership</b></p> <p><i>SRS/WorkSafe Mandate: Annual review of Committee Membership to ensure that the Committee has sufficient members as specified in the Terms of Reference (Reference Page #2)</i></p> <p>The committee reviewed the membership and confirmed that the committee has sufficient members as specified in the Terms of Reference.</p> <p><b>Action: Laura</b> will inform SRS that IT JOHSC membership as listed on the UBC Safety Committees website is accurate at the time of 2024 Terms of Reference approval.</p>	Chairs	24/01/18	C
NB-24/01/18-04	D	<p><b>Annual IT JOHSC Goals Review for the Previous Year</b>  <b>Jan 18 - Enclosure: 2023_IT JOHS Committee Goals Review</b></p> <p><i>SRS Mandate: Review the status of the Committee goals listed in the previous year's IT JOHSC Evaluation Report. Discuss: how did we do? did we meet our goals?</i></p> <p>Review of 2023 Evaluation Goals:</p> <ol style="list-style-type: none"> <li>Goal 1 has been met. Monitoring will continue until project completion (2026)</li> <li>Goal 2 has been met. Retain goal, in 2024 will continue to invite SMEs to present to the committee.</li> </ol>	Laura Triay	24/02/15	C



4. NEW & OTHER BUSINESS					
		3. Goal 3 – Work is in progress – longer-term goal due to the large scope; carry over to 2024			
NB-24/01/18-05	E	<p><b><u>Health &amp; Safety Awareness</u></b> Laura share health &amp; safety awareness initiatives underway - For information purposes:</p> <ul style="list-style-type: none"><li>• Weekly IT Staff Newsletter – *New initiative: Weekly Tips</li><li>• Monthly *New IT Facilities, Office and Safety Onboarding Sessions: In-person monthly sessions are now offered on the 4<sup>th</sup> Wednesday of each month in LSK.<ul style="list-style-type: none"><li>○ This session covers the general safety orientation information that is required as part of UBC’s Health &amp; Safety Training for all Workers- Part 2- Site Secific Safety Orientation. Learn more at: <a href="https://srs.ubc.ca/training/required-training-for-all-ubc-workers/#New%20Worker%20Safety%20Orientation">https://srs.ubc.ca/training/required-training-for-all-ubc-workers/#New%20Worker%20Safety%20Orientation</a></li></ul></li><li>• Monthly IT Town Hall meetings – *New Monthly Tips/Announcements - will work with the Communications team to develop content and plan – the goal is to keep the content visual, short, practical, fun, engaging and light. It was suggested to use real-life scenarios such as, What would you do if...? Did you know that...etc. to build engagement.</li></ul>	Laura Triay	n/a	C



**5. 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-23/11/16-02	B	<p><u>2023 February IT JOHSC Letter of Recommendation on Snow Policy Review – Status Update</u>  <i>*To read past meeting minutes related to this topic eff. March 2023, reference 23/02/16 Meeting Minutes &gt; Section #8 ‘Ongoing Business’ &gt; Reference Item #: NB-22/12/15-03. The “Snow Policy”</i></p> <p><b>Nov 16: Enclosures (2):</b></p> <ol style="list-style-type: none"> <li>1. 2023 Feb_UBC IT JOHSC-Recommendation Ltr_Snow Policy Review</li> <li>2. 2023 Sept_UBC_Snow Policy Review (SC-5)</li> </ol> <p><b>Invited Guests:</b></p> <ul style="list-style-type: none"> <li>• Stephen Lamb, Deputy CIO, OCIO</li> <li>• Jeeva Del Raj, Director, HR, OCIO</li> </ul> <p><i>*Note: In fall 2023, UBC changed the language to “Extreme Weather Policy” versus former “Snow” Policy*</i></p> <p>Reminder of recommendations presented in the IT JOHSC Letter of Recommendation recommendations (Feb 2023):</p> <ol style="list-style-type: none"> <li>1. In consultation with service owners and key stakeholders, conduct a review of the current operational requirements for UBC IT staff working on the Vancouver campus during inclement weather.</li> <li>2. Review current managerial practices within UBC IT regarding on-campus staff availability relative to inclement weather conditions during regular working hours (this review will include consultation with Central HR).</li> <li>3. Alert the head of Safety and Risk Services to the UBC IT JOHSC recommendation for earlier notification of class cancellation by the UBC Executive:            UBC update at Nov 16/23:           <ol style="list-style-type: none"> <li>a. IT JOHSC has already submitted recommendations as part of the UBC community-wide inquiry that was sent in Sept. 2023 by University Council Office</li> <li>b. Enclosed for reference is: <i>UBC’s Proposed Policy Amendment to Snow Policy (SC5)</i></li> </ol> </li> </ol>	Co-Chairs	Place on HOLD to Feb 2024	IP



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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
		<p>c. Following SC5 Enclosure, Item #3 can be closed; review is underway by UBC, and no further action is required from OCIO Leadership</p> <p>Updates shared by Stephen &amp; Jeeva:</p> <ul style="list-style-type: none"> <li>• Reminded that in Feb. 2023, the CIO/DCIO received from IT JOHSC the Letter of Recommendation.</li> <li>• In 2023, the UBC University Council Office began to review the UBC Extreme Weather Policy (SC5).</li> <li>• Stephen is waiting for UBC's decision on SC5 policy as that will set the future direction for UBC IT's policy.</li> <li>• Reminded of UBC's <i>Right to Refuse Unsafe Work</i> UBC practice applies once employees are working on campus. It does not apply to the commute to/from work.</li> <li>• Inquired: is there merit in pursuing the conversation with service owners and clients in the absence of a UBC final policy?</li> <li>• Kirk has received extreme weather information via communications shared for UBC Teaching and Learning spaces. The main changes relate to class exams.</li> <li>• Once UBC has announced class or exam cancellations, Brett suggests Leadership communicate to IT staff the on-campus work requirements that same night, rather than wait to communicate until the next morning, as that is too late as staff are already en route to work (many IT Operations staff start work early). The challenge is that UBC typically does not send out communications until the morning of – we have no control over this.</li> <li>• Brett suggests IT Leadership communicate UBC IT Extreme Weather Policy with clients to keep them informed. Stephen will make a note of this.</li> <li>• Stephen advised that the University will never close the campus fully as it is a residential campus.</li> <li>• In summary, Stephen said IT Leadership is committed to doing the review to ensure that IT has the right balance to meet operational requirements, with the required staff assigned to be on-site to fulfill those requirements.</li> <li>• Stephen and Jeeva will review this topic further offline</li> </ul>			



**5. ON HOLD ITEMS**

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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"> <li>Jeeva will review and update the OCIO-UBC IT Extreme Weather Policy/Guidelines seeking Leadership &amp; Management input. Once edits have been approved, Jeeva will distribute them to IT management.</li> </ul> <p><b>Next steps and follow-up:</b></p> <ul style="list-style-type: none"> <li>This topic will be moved to the <i>Minutes Section 11-On Hold</i>, and deferred until UBC University Council makes a decision on the SC5 Policy review, and, communicates the decision to the UBC Community</li> <li><b>Action:</b> The Committee will re-visit this topic in Jan/Feb 2024, dependent on SC5 Policy review status</li> </ul>			
NB-23/06/15-03	E	<p><b><u>IT Investment Request for an Environmental, Health and Safety Management System (EHSMS) for Safety &amp; Risk Services (SRS)</u></b>  <i>June 15: No enclosure</i>            Paul Nakagawa, Manager, Safety Program Management &amp; Systems, Safety &amp; 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"> <li>An investment request has been submitted</li> <li>SRS is working with Deloitte on current-state analysis and has distributed surveys across community stakeholders for information-gathering</li> <li>Looking to align SRS with ISO</li> <li>This is a 5-year roadmap; time will be required to mobilize</li> <li>Exploring options for the platform to be selected</li> <li>The system would enable SRS to host BERPS for all buildings in one central repository, and server as a resource for all UBC users</li> </ul> <p><b>Action:</b> 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	On Hold June 2024	RF
NB-19/09/16-02	C	<p><b><u>Health and Safety Program Manual (Section #8)</u></b>  <i>Refer to 2021/01/21 and 2022/05/20 meeting minutes for further notes on this topic.</i></p>	Co-Chairs Laura Triay	On Hold 2024	IP





6. NEXT MEETING	
Date:	February 15, 2024
Time:	1:30 p.m. – 2:30 p.m.
Location:	Zoom

7. MEETING ADJOURNED	
Time:	2:25 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](mailto:ubcsafety.committee@ubc.ca)
- Posted on any Safety Bulletin Boards (if applicable)