



Joint Occupational Health & Safety Committee DRAFT 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: February 15, 2024

Time: 1:30 p.m. – 2:30 p.m.
Location: Zoom

AGENDA:

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

1. 2023.01.18_UBC IT JOHSC Draft Minutes
2. 2024 Feb_WSBC IR Summary
3. 2024 Feb_SRS Announcements
4. UBC IT JOHSC-Rec1_Feb2023_v3.2_with response Apr 2023
5. 2023_UBC IT-SRS Working Alone Procedures Updates

Guests:

1. Tauno Suni, Warehouse Coordinator, Office of the CIO-UBC IT
2. Janet Hankins, Manager, Research Compliance & Occupational Hygiene – Alternate for Sonam Uppal, SRS



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 type="checkbox"/>	<input checked="" 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>*Feb 15: Alternate for Andrew Wang</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 checked="" type="checkbox"/>	<input 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)	L.S. Klinck & Donald Rix		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sonam Uppal, Advisor, Occupational Hygiene, Safety & Risk Services (SRS Rep)	Donald Rix		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Guests	Supervisory Organization		Present	Regrets	Absent
Tauno Suni	Business Operations, OCIO-UBC IT		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Janet Hankins, Manager, Research Compliance & Occupational Hygiene <i>*Feb 15: Alternate from Sonam Uppal</i>	Safety & Risk Services		<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 a 'no show'.
- Regular Member Attendance and action tracking: encourage members of the 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	Robert Padwick	Eric De Jesus
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

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.			
n/a		2024 February CAIRS Report Feb 15 – No new CAIRS reports have been submitted	Co-Chairs	n/a	n/a

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
e.g. GI-Rix-19/09/13 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- Nov 2023	D	Follow-Up: General Inspection Reports – UBC IT November/December 2023 Feb 15: Reference Jan 2024 minutes for additional context Feb 15 Updates: <ul style="list-style-type: none"> • Blake: LSK Floor 1 & 2 CI/Network work areas: a significant amount of work has been completed to address the recommended actions. Will schedule a walkthrough to discuss shelving and further recommendations with the Business Operations Manager, Facilities Coordinator, and the AV Manager. Work will continue throughout 2024. Closed. 	Blake Bridgewater Eric De Jesus	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)					
		<ul style="list-style-type: none"> Eric: IK Barber – EML: Ergonomics assessment/light issues, and, Air-flow issues – Work has been completed. Closed. 			

* 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
E.g. ED-19/09/19-01		<ul style="list-style-type: none"> New JOHSC members must complete Part 1 & Part 2 of JOHSC Fundamentals training within 6 months of joining the committee. Record here status of members' training here until it is completed. In this section: record for all member's use of their additional 8 hours of annual entitlement for Health and safety educational training. Refer to UBC IT Guidelines for IT JOHSC Training here: https://shareit.it.ubc.ca/employeeresources/Health-Safety/Pages/Training.aspx 			
ED-2023 Ongoing	D	<p>Standing Monthly Reminder:</p> <ul style="list-style-type: none"> a. Chairs inquire each month which committee members completed Health and safety-related training since the last JOHSC meeting. b. Committee Members: please email ubcit.johsc@ubc.ca to confirm each time you complete training, indicate: the course name, date and time. <p>Feb 15:</p> <ul style="list-style-type: none"> a) Training completed since the last meeting (Jan 2024): None b) Reminder for 2024 annual 8 Hours of OHS training: <ol style="list-style-type: none"> Learn about annual Training for IT JOHSC Members on ShareIT Training Records: Send confirmation of all training you complete throughout the year (Course Name/ Date / Training Hours) to: IT JOHSC Mailbox ubcit.johsc@ubc.ca 	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"> 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-23/03/16-03	E	<p>UBC Power House Demolition / Sauder Expansion Project Reference previous minutes for prior context.</p> <p>Feb 15:</p> <ul style="list-style-type: none"> View the latest updates posted on ShareIT > Facilities Updates No new updates to report; construction activities continue Ongoing Communications: <ul style="list-style-type: none"> 3-Week Work Schedules are posted regularly on ShareIT > Facilities News site, and Distributed to IT Staff via the IT Weekly News 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 > Power House MS Teams Channel 	Laura Triay	Ongoing	IP
NB-23/12/14-02		<p>IT JOHSC Membership Update</p> <p>Dec 14:</p> <ul style="list-style-type: none"> 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. The Co-Chairs and Administrator are in the process of sourcing a Worker Rep replacement and will share updates over the coming weeks. <p>Jan 18:</p> <ul style="list-style-type: none"> Laura presented the recommendation to recruit a newly recruited CUPE 116 employee as a replacement Worker Rep - Approved by the committee Action: Laura will discuss this with the employee and invite them to attend the next meeting <p>Feb 15:</p> <ul style="list-style-type: none"> Welcome to Tauno Suni, attending as a guest on February 15th; will consider joining the committee. 	Laura Triay	24/03/21	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
<p>E.g.: CODE-REC-2017-01</p> <p>E.g.: IR-2019-08-08- #201913063011A</p>		<p>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).</p> <ul style="list-style-type: none"> - 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. <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>				
2024 Feb_ WSBC IR Summary	E	<p>WorkSafeBC Inspection Report Summary – February</p> <p>Feb 15 - Enclosure: 2024 Feb_ WSBC IR Summary</p> <ul style="list-style-type: none"> • Key learning points reviewed. • Related reminders have been posted in IT Staff News 	Co-Chairs	Feb 2024	n/a	C
NB-23/11/16-02	E	<p>2023 February IT JOHSC Letter of Recommendation on Snow Policy Review – Status Update</p> <p><i>*Reference past meeting minutes on this topic: 23/12/13 Meeting Minutes > NB-22/12/15-03 “Snow Policy”</i></p> <p>Feb 15: Enclosure: UBC IT JOHSC-Rec1_Feb2023_v3.2_with response Apr 2023</p> <ul style="list-style-type: none"> • This item has been moved from the “On Hold Items” section back to “Ongoing Business” for February 2024 update • Feb 15th: Laura presented the recommendation to close this action as all the recommended actions in the letter have now been completed. The committee approved. Action closed. 	Co-Chairs Laura Triay	2023 Feb	n/a	C

* REC – Recommendation Letter *IR – WorkSafeBC Regulatory Inspection



4. NEW & OTHER BUSINESS					
<i>General discussion items (list actionable items below)</i>					
Item # (NB-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
<i>E.g.: NB-19/09/19-01</i>		<ul style="list-style-type: none"> - Include here new items that are not currently in 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-24/02/15-01	E	<p>2024 February - SRS Announcements</p> <p>Jan 18 - Enclosures: 2024 Feb _SRS Announcements</p> <ul style="list-style-type: none"> • Relevant announcements have been posted in IT Staff Weekly News and in ShareIT 	Co-Chairs	n/a	C
NB-24/02/15-02	E	<p>2023 UBC IT-SRS Collaboration on Working Alone Procedures - Review & Updates</p> <p>Feb 15: Enclosure: 2024 Jan_ Working Alone Procedures Review</p> <p>For Information Purposes: Laura shared that in 2023, ITSC managers and the Business Operations Manager/IT JOHSC Administrator worked with SRS Advisors-Safety Programs to:</p> <ul style="list-style-type: none"> • Review and seek clarification on UBC Working Alone Procedures • Share challenges experienced with the application of the procedures • Present recommendations to enhance the clarity and accuracy of the procedures, for the benefit of management and staff across UBC <p>Results:</p> <ul style="list-style-type: none"> • The SRS Advisors accepted and implemented the recommendations presented by IT • SRS posted the revised UBC's Working Alone or in Isolation Procedures on the SRS website in January 2024, for the UBC community at large • View the revised policy on the SRS website at: https://srs.ubc.ca/health-safety/safety-programs/personal-safety/workingalone/ 	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-23/06/15-03	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	On Hold June 2024	RF
NB-19/09/16-02	C	<p><u>Health and Safety Program Manual (Section #8)</u> <i>Refer to 2021/01/21 and 2022/05/20 meeting minutes for further notes on this topic.</i></p>	Co-Chairs Laura Triay	On Hold 2024	IP

6. NEXT MEETING

Date:	March 21 st 2024
Time:	1:30 p.m. – 2:30 p.m.
Location:	Zoom

7. MEETING ADJOURNED

Time:	2:00 p.m.
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LEGEND

PRIORITY:		STATUS:	
A	Critical/Life threatening/high probability	N	New
B	Urgent/moderate probability of re-occurrence	R	Repeat
C	Important/low probability of re-occurrence	C	Complete
D	Reminders	IP	In Progress
E	Information	RF	Referred forward

Monthly Distribution and Posting of Approved Meeting Minutes (Required):

- Responsible VP
- Responsible Managing Director/Dean
- All JOHSC members
- Internal Communications Person
- Safety & Risk Services ubcsafety.committee@ubc.ca
- Posted on any Safety Bulletin Boards (if applicable)

DRAFT