



### 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>	March 21, 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:**

- | Name   |
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| 00. 2024.03.21_UBC IT JOHSC_AGENDA                     |
| 01. 2024.02.15_UBC IT JOHSC_Draft Minutes              |
| 02. 2024 Mar_CAIRS Reports                             |
| 03. 2024 Mar_Inspection Reports_TEF I and II Buildings |
| 04. 2024 Mar_WSBC IR Summary                           |
| 05. 2024 Mar_SRS Announcements                         |
| 06. 2023_IT JOHSC Annual Evaluation Report             |

**Guests:**

1. Tauno Suni, Warehouse Coordinator, Office of the CIO-UBC IT
2. Paul Wong, 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Devin Kettle	M&P	UBC IT, Network	<input type="checkbox"/>	<input checked="" 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)	M&P	OCIO, Communications	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" 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>Mar 21: Alternate for Blake Bridgewater</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 Rep)	Donald Rix		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Guests	Supervisory Organization		Present	Regrets	Absent
Tauno Suni, Warehouse Coordinator	Business Operations, OCIO-UBC IT		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paul Wong, Manager, Research Compliance & Occupational Hygiene <i>Mar 21: Alternate for Sonam Uppal, SRS</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  

	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.
- 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](https://www.cairs.ubc.ca/public_page.php)



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
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.			
133945 (133932) 24/01/18	C	<p><b>2024 March - CAIRS Report</b> Enclosure: 2024 Mar_ CAIRS Reports</p> <p><b>Mar 21</b> – Three new CAIRS reports were submitted:</p> <p><b>1. Incident ID: 133945 (133932) – Medical Treatment</b></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 for follow-up</li> </ul> <p>No further action is required. Closed.</p>	Laura Triay	n/a	C
133966 (133977)- 24/02/26	C	<p><b>2. Incident ID: 133966 (133977) – Time Loss</b></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 for follow-up</li> </ul> <p>No further action is required. Closed.</p>	Laura Triay	n/a	C
133960 (133974)- 24/02/26	C	<p><b>3. Incident ID: 133960 (133974) – Incident Only (Smoke)</b></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 for follow-up</li> </ul>	Laura Triay	n/a	C



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
		The supervisor confirmed corrective actions have been completed. No further action is required. Closed.			

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"> <li>- Distribute inspection checklist(s) and report(s) for meetings and use this table to record the discussion and new recommendation(s)</li> <li>- When reviewing General Inspections seek to identify any possible trends. Document findings in the minutes.</li> <li>- If the inspection documents are reviewed and no trends present themselves to the committee, then capture this in the meeting minutes.</li> </ul> <input type="checkbox"/> Actionable items noted <input checked="" type="checkbox"/> No actionable items noted <input type="checkbox"/> 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-D Rix-24/03/08	E	<b>NEW Inspection Report – March 2024 Donald Rix</b> <i>Enclosure: 2024 Mar_Inspection Reports_TEF I and TEF II buildings (IT offices)</i>  <b>Mar 21:</b> No recommended actions; all IT work spaces meet safety compliance.	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					
<p>E.g. ED-19/09/19-01</p>		<p>- 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.</p> <p>- In this section: record for all member's use of their additional 8 hours of annual entitlement for Health and safety educational training.</p> <p>- Refer to UBC IT Guidelines for IT JOHSC Training here: <a href="https://shareit.ubc.ca/employeeeresources/Health-Safety/Pages/Training.aspx">https://shareit.ubc.ca/employeeeresources/Health-Safety/Pages/Training.aspx</a></p>			
<p>ED-2023 Ongoing</p>	<p>D</p>	<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>Feb 15:</b></p> <p>a) Training completed since the last meeting (Feb 2024):</p> <ul style="list-style-type: none"> <li>▪ Laura:             <ul style="list-style-type: none"> <li>▪ UBC Mental Health Training for Managers (9 hours)</li> <li>▪ Employer Advisers Office: JOHSC Right to Refuse, Consultation &amp; Making Recommendations (2 hours)</li> </ul> </li> </ul> <p>Reminders:</p> <ul style="list-style-type: none"> <li>• <b>New:</b> The <a href="#">Employer Advisers Office</a> has released new Virtual (Zoom) Training dates for spring 2024; please check out the courses and enrol.</li> <li>• <b>Ongoing:</b> All committee members are entitled to 8 hours of annual OHS training, and are strongly encouraged to complete annual training as part of their membership participation duties.</li> <li>• Learn about annual <a href="#">Training for IT JOHSC Members</a> on ShareIT</li> <li>• Training Records: Send confirmation of training completed 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> </ul>	<p>All Committee Members</p>	<p>Ongoing</p>	<p>IP</p>

\* 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
<i>E.g.</i> ED-19/03/19-01		<ul style="list-style-type: none"> <li>Add relevant information about the status of each item; keep the 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>			
NB-23/03/16-03	E	<p><b>UBC Power House Demolition / Sauder Expansion Project</b> No enclosure <b>Mar 21:</b></p> <ul style="list-style-type: none"> <li>View the latest updates posted on ShareIT &gt; <a href="#">Facilities Updates</a></li> <li>The demolition project is anticipated to be completed on March 31<sup>st</sup>, 2024</li> <li>The construction site will be handed over to the UBC Properties Trust, who will administer the Sauder Expansion Project (estimated timelines: April 2024 – Dec 2026)</li> <li>Ongoing and timely communications shared throughout 2023 proved to be effective in keeping LSK staff informed while allowing managers to apply mitigation activities as/when required.</li> <li>The Business Operations Manager will continue to share ongoing communications with IT staff/managers until the Saude Project completion, including:               <ul style="list-style-type: none"> <li>3-Week Work Schedules will continue to be posted regularly on ShareIT &gt; Facilities News site, and, distributed to staff via the IT Weekly News</li> <li>For specific notices that may require guidance and/or actions, targeted communications will continue to be distributed to Managers via the LSK Extended Management Team &gt; Power House MS Teams Channel</li> </ul> </li> <li>This action can be closed. Updates will be shared in the future on an as-needed basis.</li> </ul>	Laura Triay	n/a	C

\* 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
<i>E.g.:</i> CODE-REC-2017-01		<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>				



3. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
E.g.: IR-2019-08-08- #201913063011A		<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> <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>				
2024 Mar_ WSBC IR Summary	E	<p><b>2024 March - WorkSafeBC Inspection Report Summary</b>  <b>Mar 21 - Enclosure: 2024 Mar_ WSBC IR Summary</b></p> <ul style="list-style-type: none"> <li>• Key learning points were reviewed</li> <li>• Reminders have been posted in the IT Staff Weekly News</li> </ul>	Co-Chairs	March 2024	24/03/21	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-24/03/21-01	E	<p><b>2024 March - SRS Announcements</b>  <b>Mar 21 - Enclosures: 2024 Mar_ SRS Announcements</b></p> <ul style="list-style-type: none"> <li>• Relevant announcements have been posted in the IT Staff Weekly News and <a href="#">ShareIT</a></li> </ul>	Co-Chairs	24/03/21	C





4. NEW & OTHER BUSINESS					
NB-24/03/21-02	E	<p><b><u>2023 IT JOHSC Annual Evaluation Report</u></b>  <b>Mar 21:</b> <i>Enclosure: 2023_JOHSC Annual Evaluation Report</i></p> <p><i>Requirement under Section 3.26(6) of the <u>Occupational Health &amp; Safety Regulation (OHSR)</u>:  The joint committee must:</i></p> <p><i>a. discuss the evaluation at the joint committee meeting immediately following:</i></p> <ul style="list-style-type: none"> <li><i>i. receipt of the evaluation, if the employer or a person retained by the employer conducted the evaluation, or</i></li> <li><i>ii. the completion of the evaluation, if members of the joint committee conducted the evaluation and</i></li> </ul> <p><i>b. ensure that the evaluation and a summary of the discussion referred to in paragraph (a) are included in the report of that meeting.</i></p> <p>Discussion:</p> <ul style="list-style-type: none"> <li>• 98% overall score awarded; this score stands as the highest among all UBC JOHSC committees.</li> <li>• The committee has seen continuous advancements and practices across all areas.</li> <li>• Kudos to the committee</li> </ul>	Chairs	24/03/21	C
NB-24/03/21-03	E	<p><b><u>IT JOHSC Membership</u></b>  <i>No enclosure</i></p> <p>MOTION to appoint Tauno Suni as a Worker Representative voting member of the IT JOHS Committee.</p> <ul style="list-style-type: none"> <li>• Moved by: Eric De Jesus</li> <li>• Seconded: Mark Peskett</li> <li>• Discussion: All Worker representatives are in agreement</li> <li>• Vote passed by unanimous vote. Motion Carried.</li> </ul> <p>Laura will onboard Tauno.</p>	Co-Chairs	24/03/21	C
NB-24/03/21-04	E	<p><b><u>2024 Audit: UBC Mandatory Supervisor Safety Training</u></b>  <i>No enclosure – For Information Purposes</i></p> <p><b>Mar 21:</b> On behalf of the IT JOHSC, Laura is conducting an audit to confirm that all IT Supervisors complete UBC’s Mandatory Safety Training for Supervisors:</p>	Laura Triay	24/03/21	C



4. NEW & OTHER BUSINESS				
		<p>a. Safety Supervision at UBC (WPL online training)</p> <p>b. Supporting Mental Health in the Workplace for Managers and Supervisors (WPL online training)</p> <p>75% have completed, and 25% of supervisors have not yet completed all the required safety training. A request was made to complete the training by May 1<sup>st</sup>, 2024. Laura will follow up in May to check and ensure supervisors complete the training. Closed.</p>		



**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 &amp; Risk Services (SRS)</u>  <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><u>Health and Safety Program Manual (Section #8)</u>  <i>Refer to the 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:	April 14, 2024
Time:	1:30 p.m. – 2:30 p.m.
Location:	Zoom

**7. MEETING ADJOURNED**

Time:	2:15 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](mailto:ubcsafety.committee@ubc.ca)
- Posted on any Safety Bulletin Boards (if applicable)