

It's Just Too Cold! What Do I Do?

If you are among those who have found your office too cold lately, here are some things to know and some things to do.

WHAT TO KNOW:

- Anyone at anytime can call WCB about a work-related safety issue.
- The University's Safety Policy - www.safety.ubc.ca/safety_manual/manhome1.html
- WCB Regulation 3.12 & 3.13 - www.worksafebc.com
- WCB Regulation 4.80
- Occupational Environment Regulations (WCB'74) Article 9.006

WHAT TO DO:

1. Requisition a regular and accurate thermometer, preferably one that uses Celsius and Fahrenheit.
2. Phone a CUPE 2950 Health & Safety Representative within the first half of the day of noticing the cold temperatures. Please do NOT wait a week before speaking up.
3. Keep a diary. Note the temperature several times a day over a period of time. Also note who said what to whom. (Who reported low temperatures?

What commitment did the supervisor; Plant Operations; or the University make?

What kind of action was taken? And when?)

4. Follow this flowchart (an adaptation of WCB 3.12).

Assess the situation. Is the temperature adequate?

If the answer is YES, return to work.

If NO, go to next step.

Inform your supervisor. Did that resolve the issue?

YES, return to work; NO, next step.