

**THE UNIVERSITY OF BRITISH COLUMBIA | OKANAGAN**  
**University Health and Safety Committee**  
**MINUTES**

**Monday, May 17, 2010, 10:00 in ADM006 (HR Boardroom)**

**Voting Members**

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Allan, Linda	(UBCFA)	Unit 4, Barber School of Arts & Sciences	R
Bizzotto, Roger	(M & P)	Facilities Management	P
Frost, Ruth	(UBCFA)	Unit 6, Barber School of Arts & Sciences	P
Gesi, Mike	(M & P)	Security & Parking	P
King, Allan	(BCGEU)	Facilities Management	P
Lyons, Don,	(BCGEU)	Faculty of Creative & Critical Studies	P
McAulay, Judy	(UBCFA)	Nursing	R
McIntosh, Dave	(BCGEU)	Facilities	R
Mortenson, Bud	(M & P)	Alumni & University Relations	P
Nilson, Blythe	(UBCFA)	Unit 2, Barber School of Arts & Sciences	P

**Ex-officio Members**

Shelley Kayfish, Health, Safety & Environment

**Recording Secretary**

Connie Neid

**Guests:** Marty Gibb, Assistant Operations Manager  
Dave Cavezza, HSE Associate

**Chair:** Roger Bizzotto

**1. Approval of agenda** – approved Mike Gesi and Don Lyons

**Motion:** M. Gesi/D. Lyons To approve agenda.

**Carried.**

**2. Approval of minutes of April 19, 2010.**

**Motion:** B. Mortenson/B. Nilson To approve minutes of April 19, 2010.

**Carried.**

**3. Old Business**

No old business at this time.

**4. New Business**

4.1 Fire Drills

Chair introduced the guests: Marty Gibb, Assistant Facilities Manager, and Dave Cavezza, HSE Associate.

Fire drills happen twice a year. The main purpose is to test the Emergency Warden Program and to do a facilities' inspection and test check of the alarm system. D. Cavezza explained the Emergency Warden Program and how it related to fire drills. M. Gibb explained the process on the Facilities Management end and explained what information is received when fire drills take place. The HSE office receives the information from Facilities Management, Security, and the wardens which is compiled in a report. The Committee appreciated the information M. Gibb and D. Cavezza shared.

- 4.2 Emergency Exercise of May 4<sup>th</sup>  
Shelley Kayfish presented a slide show of pictures which were taken during the Emergency Exercise which took place on the morning of May 4<sup>th</sup>.
- 4.3 Membership  
Ryan Hirowatari has been asked to consider becoming a member. K. Mobbs resigned and a replacement is required. BCGEU continues to look for a member.

## 5. Standing Items

- 5.1 HSE Report  
Shelley Kayfish reviewed and circulated her report. Please see attached *Addendum 1*.
- 5.2 Building Inspections  
S. Kayfish and R. Bizzotto reviewed the framework for the Building Inspections with the Committee. Six Teams of two were formed and assigned to inspect. Please see attached *Addendum 2*.
- Reports are due no later than the end of each quarter. Teams will be asked to provide a brief summary at the last UHSC meeting of the quarter.
- Standard inspection checklist will be on line on HSE web site by June 21, 2010. Please see attached *Addendum 3*.
- 5.3 Update from subcommittee on local safety committee  
(Members: Ruth Frost, Blythe Nilson, Mike Gesi, Shelley Kayfish)  
Tabled for the agenda for June meeting.

## 6. Adjournment

Meeting adjourned at 11:30 am.

**Date of next meeting- Monday, June 21 at 10:00 am.**