



OKANAGAN

Present: Max Lowther (Chair), Carol Boyd, Deborah Bray, Shelley Kayfish, Don Lyons

Regrets: Laura Shuttleworth, Diane Stoliker

Recording Secretary: Yvonne Novak

1. **Meeting Called to Order:** 9:07 am
2. **Approval of Agenda** – Approved with three additions
3. **Approval of Minutes of October 20, 2005** – Approved
4. **Old Business**

4.1 Emergency Response

Laura Shuttleworth has sent a request to Facilities for master keys to the campus for all the first aid attendants. At this time, Facilities was unable to comply with the request as the entire campus is being re-keyed. The request was made to carry forward this item to the next agenda.

A member of the committee had their keys stolen in the past few weeks and had made a request to Facilities to have all the buildings that they had keys for be re-keyed. Another member noted that they had been told that the reason all of campus had not yet been re-keyed is due to the lack of blank keys. It was discussed that when the contractor had lost their keys last month, security had been tightened.

Wade Bottorff is working on having changes made to security on campus.

4.2 Committee Membership and Recruitment

Max Lowther and Shelley Kayfish have met to discuss the Terms of Reference. M. Lowther will be actively recruiting people to expand the cross representation of the committee.

It was discussed that it should be up to each individual member of the committee to find an alternate to replace them at the Health and Safety Meetings for when they are unable to attend.

Once it is determined who the committee will report to, that individuals' role will be to assist in recruitment of new members.

Meeting minutes are to be shared with the chair of the UBC Vancouver Health and Safety Committee.

Action: M. Lowther

4.3 Smoking Policy

Campus Health and Safety has put together a draft policy and program for smoking reduction. S. Kayfish and Claire Budgen, Director of Campus Health and Wellness, are working together to have the policy state that campuses are free to develop their own designated smoking areas and to have the policy amended as needed in the future. UBC Vancouver is aiming to have this policy amended by the end of the year.

The gazebo that was in front of the Fine Arts building will be moved back to its original location. Facilities is in support of having more gazebos placed on campus, but currently funding is an issue.

Action: Shelley Kayfish

4.4 Flu Shots

S. Kayfish reported that approximately 70 employees/students had attended by noon.

4.5 Fragrance Free (Scent-free)

S. Kayfish is working to set up a sub-committee.

Action: S. Kayfish

4.6 Lighting in Organic Chemistry Lab

M. Lowther received back a report from Lorne Antle at Properties Trust. Carol Boyd noted that it was discussed at prior meetings that the new addition may take care of this issue. M. Lowther will meet with L. Shuttleworth and Paul Shipley about the discussions that surrounded this issue in the past and an e-mail will be sent to L. Antle to take this to the next level. It was agreed to carry this item forward to the next agenda.

Action: M. Lowther

4.7 Future Meeting Times and Location

M. Lowther and Yvonne Novak will work together to poll the committee on what the best time and date is to meet.

Action: M. Lowther & Y. Novak

5. New Business

5.1 Air Quality in Arts Building

W. Bottorff and S. Kayfish have prepared an action plan for dealing with the air quality in the Arts building. The building will be balanced and a thorough clean-

up of the building will be done. Additional testing of the comfort parameters, fresh air intake, particulates, etc. will be done as well to see what deficiencies there may be.

Action: Shelley Kayfish

5.2 Air Quality in Portables

WCB noted a violation that there is no fresh air being supplied to the portables. M. Lowther agreed to send an e-mail to Facilities regarding the issue.

Action: Max Lowther

5.3 Hazardous Waste Storage

A proposal was made to W. Bottorff for a new hazardous waste trailer which is expected to cost between 40 and 60K. A three stage process is being put in place. Stage 1 will involve dealing with immediate waste, stage 2 will involve purchasing a hazardous waste trailer and stage 3 is to find a long term solution, which would involve a permanent building. S. Kayfish is going to UNBC to observe their processes and will report back next meeting.

Action: Shelley Kayfish

5.4 Air Quality in Fine Arts Building

Don Lyons noted that a studio in the Fine Arts building does not have appropriate air exchange. D. Lyons will research which rooms are suspected to be problematic so that testing can be conducted to find out what is going on in terms of air exchange and chemical exposure.

Action: Don Lyons

5.5 Pedestrian Traffic in Arts Building

Committee members noted a concern that the pedestrian traffic in the main foyer of the Arts building is problematic. It was decided to bring this item forward to the next agenda.

Note: S. Kayfish reported that there is one outstanding item in regards to the last of the WCB write ups. Shelley will follow-up with W. Bottorff.

Note: A vent hood in the Fine Arts building does not work.

6. Meeting Adjourned: 10:16 am