



OKANAGAN

Health Safety and Environment Committee

Meeting Minutes
Thursday, October 20, 2005
Science 235, Kelowna

Present: Laura Shuttleworth, Chair Max Lowther, Co-chair
 Carol Boyd Deborah Bray
 Shelley Kayfish Allan King
 Don Lyons Diane Stoliker

Regrets: Hayley Fredericks, Bob Smith, Mary Staudinger

Recording Secretary: Yvonne Novak

Meeting Called to Order: 9:35 am

1. **Approval of Minutes of June 23, 2005** - Approved
2. **Approval of Agenda** – Approved with one addition (#7.1 - Science Elevator)
3. **OLD BUSINESS**

3.1 Lighting in Organic Chemistry Lab (Science, Room 231)

M. Lowther will follow-up with PCL and e-mail S. Kayfish and L. Shuttleworth regarding the lighting in the organic chemistry lab.

ACTION: M. Lowther

4. NEW BUSINESS

4.1 Emergency Response

Fire extinguisher training will be offered to Emergency Wardens in November. Rene Blanleil, Assistant Fire Chief, has agreed to have two firefighters conduct the training. S. Kayfish will be organizing the training exercise with the help of Facilities Management who will supply extinguishers.

S. Kayfish plans to initiate the development of UBC O's disaster management plan in the spring of 2006.

Currently there are five first aid personnel: M. Lowther, R. Bizzotto, C. Boyd, A. King and L. Shuttleworth.

S. Kayfish requested that Security Guards supplied to UBC O after hours and weekends have a minimum of First Aid Level 1. S. Kayfish has also requested to W. Bottorff that upon renewal of the security contract, all security guards have a minimum of First Aid Level 2. This request will be written into the security contract RFP this December.

The chemical bunker security has been increased. The exterior lock on the bunker has been changed and keys have been assigned to 2 contacts in chemistry (Deans Office and one Technician), Facilities Management, and S. Kayfish. The Chemistry department controls the flow of materials to and from the bunker. S. Kayfish and Facilities Management have keys for emergency response. The ventilation and heater switches are affixed in an upright position by a padlock so that they cannot be turned off. Those that have keys to the bunker also have a key to the padlock.

H&S Committee members and Facilities Management employees that would like to attend courses such as chemical safety and emergency response courses may sign up as the courses are offered. In the future, training courses will be posted on the Okanagan Health, Safety, and Environment (HSE) website.

L. Shuttleworth will contact Wade Bottorff about the fact that those on the emergency response team with master keys are not able to access every room on campus (particularly the student association boardroom and office).

ACTION: L. Shuttleworth

4.2 Committee Membership and Recruitment

A greater cross section of members is needed on the H&S Committee to better represent the voice of the University. S. Kayfish will work with M. Lowther and L. Shuttleworth to recruit more committee members until a reporting relationship is set in place.

M. Lowther, L. Shuttleworth and S. Kayfish will follow-up with regards to the stipulations of the Collective Agreements on who the committee should be composed of.

ACTION: M. Lowther, S. Kayfish, L. Shuttleworth

4.3 Smoking Policy

L. Shuttleworth reported that Campus Health has hired a part-time Research Assistant to revise the OUC smoking policy. Melissa Federson consulted UBC Vancouver to see what their policies were and if they could be made universal as they have not been revised yet to include UBC Okanagan.

MOTION: Creation of a task force committee to support smoking policies. M. Lowther moved. C. Boyd seconded. L. Shuttleworth agreed to chair this sub committee.

Max agreed to take on a greater role on the H&S committee.

4.4 Flu Shots

Flu shots will be offered to employees in November. S. Kayfish will check with Catherine Williams and Melissa Federson to see what the standard procedure has been in the past and will proceed accordingly.

ACTION: S. Kayfish

4.5 Fragrance-Free (Scent Free)

Occupants of the Arts building have expressed many concerns about the air quality. S. Kayfish in conjunction with Lorne Antle, Properties Trust, and Wade Botorff, Facilities Management, will investigate these concerns. In addition, there is a group of occupants that are campaigning for a scent free environment for the building. S. Kayfish has asked the group to focus on education and submit a scent free proposal to the committee for consideration.

MOTION: Creation of a sub committee to look after this area. M. Lowther moved. C. Boyd seconded. S. Kayfish agreed to chair this sub-committee for a brief period as membership grows. L. Shuttleworth will send S. Kayfish a copy of the OUC scent-free campaign.

ACTION: L. Shuttleworth

4.6 Date and Location of Future Meetings

Meetings will be held the third Wednesday of each month at 9:00 am. Max will confirm the room booking until the end of June and will also contact those not present to confirm this day and time change.

Once approved, the minutes will be sent to the VP Administration and Finance, Director of HSE Vancouver, Director, Okanagan Human Resources, and will subsequently be posted on the Okanagan HSE web-site.

ACTION: M. Lowther

5. First Aid Reports

L. Shuttleworth notified the committee that the historical accident reports were to be expanded to include accident and incident reports relating to staff, faculty and students.

L. Shuttleworth will e-mail W. Botorff and copy S. Kayfish requesting keys for first aid attendants as well as the committee's concern regarding the number of security guards on campus at any given time.

ACTION: L. Shuttleworth

6. Safety Inspection Reports

At this time there is nothing to report as no inspections since the last committee meeting has taken place. It was suggested that teams of two be formed to perform the inspections by area. C. Boyd will send a copy of the previous protocol to S. Kayfish.

ACTION: C. Boyd

S. Kayfish is currently teaching WCB Worksafe courses at First Response and training for certain courses is available through her (along with First Response) at no cost, however; backfilling for each area should be covered by the respective departments.

Departments requiring specialized training or personal protective equipment will incur the costs associated with providing the training / equipment

Everyone that has taken WHMIS training through OUC will have to retake it as UBC Okanagan is a new institution. It is required that you must re-take the course every 60 months.

7. Any Other Business

M. Lowther indicated that he believed that the Science building elevator was not working properly and therefore was considered unsafe. Max will e-mail Lorne Antle at lantle@exchange.ubc.ca and copy Jeanine Sali regarding whether this is due to construction through PCL or if facilities will be responsible.

ACTION: M. Lowther

A. King noted a sidewalk that appears unsafe. Shelley will investigate.

ACTION: S. Kayfish

Diane Stoliker noted that the stairs in front of the Science building are unsafe as her shoe caught on the rough edge (created to prevent slipping) and she almost fell.

Carol will be on vacation from December 7 until January 16 and will not be present at any meetings that occur during that time.

Meeting Adjourned: 11:00 am

Next Meeting

November 16, 2005
Arts, Room 279, 9:00 am