

Joint University Health & Safety Committee

Meeting Minutes of Tuesday, April 18, 2006



Present: Max Lowther (Chair), Lucia Boersma, Carol Boyd, Melissa Federson, Janet Gray, Karen Hill, Shelley Kayfish, Don Lyons, Naomi McPherson, Yvonne Novak, Laura Shuttleworth

Recording Secretary: Yvonne Novak

1. **Call to Order** – 9:08 am
2. **Approval of Agenda** – Approved
3. **Approval of Minutes of March 28, 2006** – Approved
4. **Old Business**

a. Campus Smoking Policy

Melissa Federson, Campus Health and Wellness, provided an update to the committee on what they would like to promote in regards to a campus smoking policy. Campus Health and Wellness plans to work with UBC Vancouver in developing a policy that will work for both campuses.

It was agreed that Shelley Kayfish will draft a letter to Health Canada in support of the Campus Health and Wellness initiative to effectively address community concern regarding tobacco use while supporting individuals in smoking cessation, and the suspension of tobacco sales and sponsorship on campus. The letter will be reviewed and approved by the Committee Co-chairs prior to submission to Health Canada under the Co-Chair's signatures.

b. Scent-Free Sub-Committee

Naomi McPherson reported that a contest was being held for students to develop a logo that would be used to promote the use of non-scented products on campus.

The sub-committee will be meeting later today to discuss what suggestions they would like to bring forward to the University Health and Safety Committee for the coming school year and what steps can be taken to promote a scent-conscious University community.

c. Scent-Free Sub-Committee Draft Terms of Reference

The committee voted on the draft terms of reference that were presented at the March 28th meeting. All present were in favor.

d. Health and Safety Committee Terms of Reference

The committee voted on the draft terms of reference that were presented at the March 28th meeting. All present were in favor.

e. Non-Pedestrian traffic Near Buildings

S. Kayfish met with Kevin Mobbs to discuss possibilities for bike rack placement and discount zones. S. Kayfish will follow-up with Kevin and request that information on specifics such as distances of bike racks from buildings and bike rack structure types be shared with the UHSC for comment.

ACTION: S. Kayfish

f. Electric Kiln

S. Kayfish will provide a summary of safety issues associated with the current location of the electric kiln next meeting.

ACTION: S. Kayfish

g. 911 Response System

An emergency response system will be purchased by IT Services. More information will be provided to the UHSC once available.

2. New Business

a. Advisor's Report

See Addendum #1

b. Building Inspection Reports

Carol Boyd and Max Lowther conducted an inspection earlier in the week and provided a report. M. Lowther will assign buildings and teams for future building inspections.

ACTION: M. Lowther

Adjournment – The meeting was adjourned at 10:45 am.

Next meeting:

Tuesday, May 16, 2006
Science 253, 9:00 – 10:30

Laura Shuttleworth will chair the next meeting.

ADDENDUM #1

Advisor's Report

University of British Columbia (Okanagan) Health and Safety Committee Meeting April 10, 2006

1. Workplace Violence Prevention Program – An initial assessment of potential violence in the workplace has been completed and the development of a workplace violence prevention program is now underway.
2. NAOSH Week – Safety and Environment will be scheduling a variety of safety training courses throughout the week of April 30-May 6th in celebration of NAOSH week. Special arrangements have been made to offer these courses free of charge or at a reduced rate. Courses are listed/combined with “Training and Teaching” below.

3. Training and Teaching – Available courses include

Preventing Violence in the Workplace (Worksafe) – Apr 21 8-4pm Free
Joint Health and Safety Committee (Worksafe) – Apr 28 8-4 Free

Level 1 First Aid - May 1st 8:30-4:30 pm (2 spots left) cost \$68
Level 1 First Aid - May 2nd 8:30-4:30 pm (12 spots left)
Level 1 First Aid - May 3rd 8:30-4:30 pm (12 spots left)

Automated External Defibrillator – May 5th 8-12pm (priority) cost \$40
Automated External Defibrillator – May 6th 8-12pm (priority)

WHMIS/Lab Safety – May 3rd 12-4:00pm Free

4. Security Safety Orientation – All Core Commissionaires participated in a safety orientation on March 29th in anticipation of their April 1st start date. The orientation consisted of response to accident/injury, potential violence, fume hood alarms, chemical spills, first aid responsibilities, and a site tour of specific laboratories, chemical storage areas, first aid room, and most of the mechanical rooms.
5. Disaster Planning Exercise – the City and the Airport have requested the University's involvement in their fall disaster planning exercise. Safety and Environment will be participating in the airport's exercise that occurs every 5 years.
6. Lab inspections – will commence in May. Current focus is on laboratory cleanup/chemical removal. A list of inspection criteria is available at www.ubc.ca/okanagan/hse. Individuals who want to participate should contact the Safety and Environment Advisor.
7. Accident/Incident Report Summary