

Joint Health & Safety Committee
Meeting Minutes
Tuesday, February 21, 2006

Present: Max Lowther (Chair), Carol Boyd, Hayley Fredericks, Shelley Kayfish, Allan King, Cheryl Leier, Don Lyons, Yvonne Novak Don Schaefer, Laura Shuttleworth, Diane Stoliker

Recording Secretary: Yvonne Novak

1. **Call to Order** – 9:03 am
2. **Approval of Agenda** – Approved with one addition (5.iii. First-Aid Reporting)
3. **Approval of Minutes of January 12, 2006** – Approved with one revision
4. **Old Business**

i. Committee Membership and Recruitment

Cheryl Leier has become a member of the Joint Health & Safety Committee.

Jackie Podger is the new responsible Director for the committee and will evaluate current membership and assist the Committee with recruitment as necessary.

ii. Smoking Policy

The issue is being discussed with UBC Vancouver (Campus Health and Wellness, Okanagan with HSE Vancouver).

iii. Fragrance-free (Scent-free) Sub Committee

Naomi McPherson has agreed to chair the sub-committee and is looking after the membership. Shelley Kayfish will serve on the committee as an advisor. The first meeting will be held on Thursday, February 23rd.

iv. Lighting in the Organic Chemistry Lab

The wiring has been complete and the issue is now resolved. Max Lowther and Laura Shuttleworth completed a walk through to verify.

v. Hazardous Waste Storage

The RFP for the hazardous waste portable closes at the end of the month. S. Kayfish will be meeting with Wade Bottorff to site a location for the portable.

ACTION: S. Kayfish

vi. Air Quality in Fine Arts Building

Don Schaefer has calculated ventilation rates. S. Kayfish has reviewed activities and procedures within various locations. D. Schaefer and S. Kayfish will provide recommendations on how to address any potential issues associated with chemical use and corresponding ventilation issues.

ACTION: D. Schaefer and S. Kayfish

vii. Non-Pedestrian Traffic Near Buildings

Yvonne Novak will follow-up with Arch Doody from Okanagan College to see if OUC had a policy in place regarding non-pedestrian traffic near the buildings.

ACTION: Y. Novak

viii. Shipladder Safety

W. Bottorff agreed to take responsibility for shipladder safety and requests that the facilities employees contact him with their recommendations and concerns.

Action: D. Schaefer

ix. Electric Kiln to be Moved

S. Kayfish and W. Bottorff are compiling a letter of recommendation to be sent to Sharon McCoubrey regarding the electric kiln that needs to be moved. The committee suggested the possibility that a partnership be set up with one of the school districts for shared use and storage solutions.

Action: S. Kayfish

x. First Aid Reports

Human Resources, Safety and Environment Office, has hired a consultant to conduct a risk assessment including potential violence in the workplace and to critique the University's ability to respond to various emergencies. Once the report is prepared, the results will be communicated to the committee.

The Safety and Environment Office will purchase two AED monitors for the campus.

xi. Building Inspection Reports

The committee will be conducting building inspections on a monthly basis. An inspection checklist will be provided and any concerns should be noted and appropriate action taken. A copy of all the reports will be submitted to S. Kayfish, Safety and Environment Advisor. The committee agreed to adjourn the next meeting 15 minutes early to perform an inspection together.

5. New Business

i. Air Quality Reporting Procedure

D. Schaefer and S. Kayfish will be meeting to discuss this issue. Bring forward to next agenda.

ACTION: D. Schaefer, S. Kayfish

ii. Availability of H&S Minutes to faculty and staff

The Health and Safety Committee Meeting Minutes will be made available on-line shortly. Y. Novak will advise once this is complete.

ACTION: Y. Novak

iii. First-Aid Reports

A database is being created to report on the first-aid calls and accidents/incidents on campus. Y. Novak is working to compile the statistics. Carry forward to next agenda.

ACTION: Y. Novak

Adjournment – The meeting was adjourned at 9:49 am.

Next meeting:

Tuesday, March 28, 2006
Arts 279, 8:30 – 10:00