

**Present:** Laura Shuttleworth (Chair), Max Lowther, Carol Boyd, Shelley Kayfish, Don Lyons, Hayley Fredericks, Don Schaefer

**Regrets:** Cheryl Leier

**Recording Secretary:** Yvonne Novak

**1. Call to Order – 9:06**

**2. Approval of Agenda –** Approved with two additions (5.i. Non-Pedestrian traffic near buildings and 5.ii. Employee Wellness)

**3. Approval of November 16, 2005 Minutes –** Approved

**4. Old Business**

**i. Future Meeting Times and Location**

Meetings will be held every third Tuesday of the month at 9:00 am in SCI 253.

**ii. Committee Membership and Recruitment**

Cheryl Leier will be joining the committee as a BCGEU representative. M. Lowther will continue to recruit new members focusing on getting a cross-representation first through employee groups and then through departments.

We are still waiting for the VP's decision on who the committee will report to. S. Kayfish and M. Lowther will meet to discuss.

ACTION: S. Kayfish, M. Lowther

**iii. Smoking Policy**

Campus Health and Wellness has put together a supportive program that is underway and shared it with the Health Promotion Department in Vancouver (part of HSE Vancouver). The new smoking policy is being developed based on the UBC policy, with revisions to include the Okanagan campus. The proposed policy should be complete within the next month and will then need to be passed through the Board. One outstanding issue is regarding administration and/or enforcement of the policy. Shelley will be meeting with Campus Health and Craig Smith in the next couple of weeks to discuss.

ACTION: S. Kayfish

#### **iv. Fragrance Free – Scent Free**

The scent-free issue is really part the greater problem of air quality in some of the buildings in general. It was decided that a sub-committee will need to be created to collect information and prepare proposals on this issue. It was agreed to bring this item forward to the next meeting.

ACTION: Bring forward item.

#### **v. Lighting in the Organic Chemistry Lab (SCI 231)**

For the record, SCI 221, 221A, 225, 230 and 224 are rooms that have been identified by Paul Shipley as rooms that require additional lighting as they could be risks if the lights went out. One room has already been fixed with an additional battery operated light. Peter Fritsch advised M. Lowther that he would submit a work request and make sure the additional lighting is provided. Once complete, M. Lowther will be notified and will contact L. Shuttleworth respectively to conduct a walk-through.

ACTION: M. Lowther

#### **vi. WCB Variance (fume hood)**

Properties trust has proposed that low flow fume hoods be installed in the multi-purpose building as a cost saving measure. This is not something that UBC has endorsed in the past. S. Kayfish will report back next meeting with a response of what concerns there are regarding the low flow hoods.

#### **vii. Hazardous Waste Storage**

Funding has been obtained through AVP Operations and Human Resources to purchase an interim portable engineered to house hazardous materials for a two to three year period while a long term solution is being sought.

Procedures for hazardous waste disposal can be found on the Health, Safety and Environment web-site at [www.ubc.ca/okanagan/hse/welcome.html](http://www.ubc.ca/okanagan/hse/welcome.html).

#### **viii. Air Quality**

S. Kayfish and Don Schaefer will meet with Wade Bottorff to develop a procedure for reporting air quality of the various buildings.

Don Lyons and S. Kayfish have discussed a number of potential air quality issues in the Fine Arts building. S. Kayfish and W. Bottorff are looking at the types of processes and what is being done and where to try to devise a solution.

ACTION: D. Schaefer, S. Kayfish

## **5. New Business**

### **i. Non-Pedestrian Traffic Near Buildings**

S. Kayfish noted a concern that she had received from Security regarding the non-pedestrian traffic near the buildings. It was proposed to make the interior ring of the building a complete dismount zone as it was when it was OUC, which may involve providing signage. D. Schaefer made a motion and D. Lyons seconded to follow the old OUC guideline. S. Kayfish will research old guideline/policy and report back to the committee.

ACTION: S. Kayfish

### **ii. Employee Wellness**

It was decided that M. Lowther would contact the Campus Life Committee to see if they would be interested in having various departments work together to create programs/activities for employees to promote employee wellness.

ACTION: M. Lowther

## **Additional Notes**

The ship ladders in the Arts and Sciences buildings appear to be unsafe. S. Kayfish agreed to prepare correspondence to send to W. Bottorff for comment.

An electric kiln is currently in the Arts building and needs to be moved as the room does not have adequate ventilation. S. Kayfish agreed to work with W. Bottorff to prepare a letter of concern to be sent to Sharon McCoubrey for response.

ACTION: S. Kayfish

## **6. Adjournment** – The meeting was adjourned at 10:06 am.

## **Next meeting:**

Tuesday, February 21, 2006  
Science 253, 9:00 am