

University Health & Safety Committee
UBC Okanagan
Meeting Minutes of Tuesday, June 20, 2006



OKANAGAN

Present: Max Lowther (Chair), Naomi McPherson, Lucia Boersma, Laura Shuttleworth, Shelley Kayfish, Jackie Podger, Karen Hill

Recording Secretary: Yvonne Novak

1. **Call to Order** – 9:11 am
2. **Approval of Agenda** – Approved with one addition: 5d. Scent-cyclone
3. **Approval of Minutes of April 18, 2006** – Approved with one typographical correction
4. **Old Business**

a. Draft scent-free Policy

Bill Thurston provided the committee with some background information to support the need for a scent-free policy.

B. Thurston left the meeting at 9:20 am.

Daniel Keyes joined the meeting at 9:37 am.

D. Keyes provided input on the draft policy including the need redraft the policy with an educational approach and to incorporate the Sustainability Strategy.

D. Keyes left the meeting at 9:45 am.

The UHSC reviewed the draft air quality policy and provided recommendations to the Sub-Committee Chair, Naomi McPherson. The UHSC recommended that the Sub-Committee consider changing the document from a policy document to guidelines. It was also suggested that the document be renamed to 'Clean Air' to better reflect the objectives of the sub-committee. The UHSC recommended the next draft focus on education and that all references to enforcement be reconsidered and a more positive approach taken for compliance. Detailed recommendations were provided to N. McPherson.

ACTION: N. McPherson to revise draft and represent to the UHSC for consideration.

5. New Business

a. Advisor's Report

See Addendum #1

b. Committee Membership

Laura Shuttleworth is resigning from the University and will therefore no longer be serving on the committee as of July 21, 2006.

Jackie Podger will be contacting all current committee members to see if they wish to remain on the committee. Members that wish to continue on the UHSC will be nominated by the UHSC and their names given to their respective employment groups for consideration. Each individual employment group is responsible for electing or appointing their Committee representatives. Letters will be sent to all new committee members, members' union (if applicable), and supervisor. Once the committee is populated, the committee will vote on a new co-chair to replace Laura Shuttleworth.

ACTION: J. Podger to contact current committee members regarding membership.

c. Meeting Dates for July and August

A meeting date was set for July and the committee agreed to review attendance for August's meeting at that time.

d. Scent Cyclone

A suggestion was made to have a booth created to use for orientation to assist in educating faculty, staff and students of the effects of scent products.

ACTION: Max Lowther to find potential sponsors for the project and report progress at the next UHSC meeting.

Adjournment – The meeting was adjourned at 10:59 am.

Next meeting:

Tuesday, July 18, 2006
Science 253, 9:00 – 10:30

Laura Shuttleworth will chair the next meeting.
Karen Hill will co-chair the next meeting as Max Lowther will not be present.

ADDENDUM #1

Advisor's Report

University of British Columbia (Okanagan) Health and Safety Committee Meeting June 20, 2006

1. Disaster Planning Exercise – The Safety and Environment Advisor observed the Airport's live disaster planning exercise held at the Kelowna International Airport. The scenario focused on a plane crash and involved both federal and municipal agencies in the response. The Airport must conduct a disaster planning exercise every 5 years.
2. Hazardous Waste Removal – The last cleanup initiative involving the removal of hazardous wastes from various locations was completed. The new hazardous materials portable arrived June 19th. All new wastes will be transported to the new portable located near the Quonset Hut.
3. FIN Woodshop Assessment – A mechanical engineer completed a review of the table saw system in the Fine Arts building and has made recommendations to increase the velocity of airflow in the ductwork which is expected to reduce the likelihood of sawdust buildup within the duct. A report will be issued in the near future.
4. Violence Prevention Program and Laboratory Inspections – Both of these initiatives have been postponed due to workload.
5. Fire Safety Plans – Plans are underway for all of the University's buildings. Warden recruitment and training will occur throughout the summer months. Plans are expected to be in place before September 2006.
6. Educational Tools – The Safety and Environment Office will be focusing on the production of educational materials to increase the community's level of awareness in the areas of first aid, emergency management, and general safety. These tools will be developed for the fall semester.
7. Upcoming Courses

Joint Health and Safety Committee (Worksafe) June 23 rd	Cost = free	Preventing
MSI (Worksafe) July 7 th	Cost = free	
Violence Prevention (Worksafe) July 21 st	Cost = free	
8. Accident/Incident Report Summary