

**Present:** Laura Shuttleworth (Chair), Lucia Boersma, Carol Boyd, Hayley Fredericks, Janet Gray, Karen Hill, Shelley Kayfish, Max Lowther, Yvonne Novak, Jackie Podger

**Regrets:** Don Lyons, Naomi McPherson

**Recording Secretary:** Yvonne Novak

1. **Call to Order** – 8:45 am
2. **Approval of Agenda** – Approved with one addition (8.h. Incident in Residence)
3. **Approval of Minutes of February 21, 2006** – Approved
4. **New Business**

**a) Introduction of Responsible Director**

Jackie Podger was introduced as the Director responsible for the University Health and Safety Committee. J. Podger will assist the committee in membership review and recruitment to ensure the committee is representative of the campus community as a whole by September 2006.

**5. First Aid Reports**

Shelley Kayfish reported on the first-aid statistics for March.

As of April 1, 2006, the Core Commissionaires will be the new security on campus. There will be two security guards on duty at all times; a shift supervisor with a minimum of OFA Level 2 first-aid and an additional guard with a minimum OFA Level 1.

Carol Boyd (Athletics) and Laura Shuttleworth (Campus Health) will remain as designated first-aid attendants.

According to the Medical Act, AED's should only be operated by trained personnel. As level 2 first-aid attendants renew their certificate, AED training may be included as a component.

S. Kayfish will be meeting with Don Thompson regarding the 911 call-out system and will report back next meeting.

**ACTION:** S. Kayfish

First Aid Reports will be moved to the Advisors Report area of future agendas.

## **6. Building Inspection Reports**

S. Kayfish will review the building inspection checklists and provide feedback to the Committee. Max Lowther, C. Boyd and S. Kayfish will complete a building inspection of Fine Arts and Nursing. S. Kayfish will begin lab inspections in April. C. Boyd and L. Shuttleworth will accompany S. Kayfish to gain a better understanding of these environments from a first-aid response perspective.

## **7. Old Business**

### **a. Smoking Policy**

Currently there is nothing new to report. L. Shuttleworth will invite Melissa Federson, Campus Health and Wellness, to the next Health and Safety meeting, to provide the committee with an update.

### **b. Scent-free sub-committee**

No update available.

S. Kayfish provided a draft of the sub-committee's Terms of Reference and requested that all Health and Safety Committee members review them prior to the next meeting so they can serve as a voting item.

ACTION: All committee members

### **c. Hazardous Waste Storage**

A hazardous waste storage portable will be located near the Quonset hut within the next couple of months. S. Kayfish is working with Melanie Jones to assure that the agreement works for all parties.

### **d. Air Quality in Fine Arts**

S. Kayfish has been working with Don Schaefer. Significant improvements have been made by redirecting air and most issues have been addressed. Cost estimates for recommended ventilation upgrades have been requested.

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

S. Kayfish will contact Kevin Mobbs to discuss plans for additional bike racks and how these locations may impact pending signage indicating dismount (pedestrian only) zones.

#### **f. Shipladder Safety**

Carry forward to next month. D. Schaefer will provide recommendations on how to resolve. S. Kayfish will clear recommendations through Worksafe prior to implementation. Wade Bottorff has agreed to take responsibility for the issue.

#### **g. Electric Kiln**

Sharon McCoubrey and S. Kayfish will meet this week and S. Kayfish will report back next meeting.

ACTION: S. Kayfish

#### **h. Air Quality Reporting Procedures**

The procedures will be uploaded onto the Health, Safety and Environment web-site.

### **8. New Business**

#### **b. Draft Health and Safety Committee Terms of Reference**

S. Kayfish provided a draft of the Health and Safety Committee Terms of Reference and requested that all Health and Safety Committee members review them prior to the next meeting so they can serve as a voting item.

ACTION: All committee members

#### **c. Advisor's Report**

S. Kayfish will prepare an Advisor's Report and distribute prior to each meeting.

#### **d. Vancouver Communications**

Copies of UBC Vancouver's Health and Safety Committee minutes and Director's Report will be distributed prior to each meeting.

#### **e. Mental Illness First Aid Workshop**

The opportunity for a 2-day workshop on mental illness was presented to the DVC last week. Committee members are encouraged to attend. A date has not yet been set.

#### **f. Power Outages – Lighting and other Safety Concerns**

M. Lowther reported that a room was missed when emergency lighting was installed, and in another room, the battery pack failed. S. Kayfish submitted a work-order on

March 3, 2006, to request that these issues be resolved. M. Lowther will contact Peter Fritsch to confirm that this has been completed.

ACTION: M. Lowther

#### **g. Worksafe courses**

S. Kayfish will be teaching two Worksafe courses in April:

April 21 - Violence in the Workplace

April 28 - Joint Health and Safety Committee Training.

These courses are offered at no charge to the University community. To register, please contact Yvonne Novak. Please note that seating is limited.

S. Kayfish will be bringing the RCMP on to campus to teach awareness around violence prevention. Details to follow at a later date.

#### **h. Incident in Residence**

Sixteen (16) students contracted a gastrointestinal illness and one wing of the Simalkameen building was contained. A specimen was sent to the Centre for Disease Control on confirmation of what the illness was. Information was presented to the custodial staff on what to do to kill the virus.

There was concern that a global e-mail was not sent out to the campus community regarding the issue. S. Kayfish will follow-up with recommendations for the future.

ACTION: S. Kayfish

**Adjournment** – The meeting was adjourned at 10:12 am.

#### **Next meeting:**

Tuesday, April 18, 2006

Science 253, 9:00 – 10:30

Max Lowther will chair the next meeting.