

# Joint University Health & Safety Committee

## Meeting Minutes of Tuesday, May 16, 2006

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**Present:** Laura Shuttleworth (Chair), Roger Bizzotto, Shelley Kayfish, Max Lowther, Don Lyons, Naomi McPherson, Yvonne Novak, Kevin Pierce, Laura Shuttleworth

**Recording Secretary:** Yvonne Novak

1. **Call to Order** – 9:03 am
2. **Approval of Agenda** – Approved
3. **Approval of Minutes of April 18, 2006** – Approved
4. **Old Business**

### **a. Smoking Policy**

A letter in support of 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 on campus, was submitted to Health Canada.

As the smoking policy on campus is under review this year, it was agreed to remove this item off the agenda.

### **b. Scent-free Sub-committee Report**

A draft of a scent-free policy was submitted by the sub-committee for review and comment at the next meeting.

S. Kayfish will request MSDS's on the chemicals being used by the grounds keepers.

**ACTION:** S. Kayfish

Roger Bizzotto will report back to M. Lowther and L Shuttleworth on the process regarding having the air turned on in buildings during non-regular hours.

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

Yvonne Novak will forward signage wording options to Wade Bottorff for action.

**ACTION:** Y. Novak

**d. Electric Kiln**

S. Kayfish reported that WCB had inspected the basement of the Arts Building where the electric kiln is currently being housed and did not express any concerns.

This item will be added to Addendum # 1 (Advisor's Report) for comment when necessary.

**e. 911 Response System**

S. Kayfish is working with IT Services and Facilities regarding the functioning and process of the new 911 call-out system. Once determined, this information will be advertised to the entire University community.

**5. New Business**

**a. Building Inspection Reports**

M. Lowther will prepare a schedule for committee members responsible for building inspections.

**b. Committee Representation**

The committee chairs will look at the cross representation on the committee and provide recommendations to Jackie Podger.

**c. Advisor's Report (See Addendum #1)**

## ADDENDUM #1

### Advisor's Report

#### University of British Columbia (Okanagan) Health and Safety Committee Meeting May 16, 2006

1. Risk, Hazard and Vulnerability Analysis Advisory Committee – The Safety and Environment Advisor has been asked to participate on the RHVA Advisory Committee. The Committee consists of individuals from the Regional District and the City of Kelowna, and is chaired by the Kelowna Fire Department.
2. Hazardous Waste Removal – The first of two cleanup initiatives, involving the removal of wastes from the chemical bunker, was completed.
3. 911 System Implementation – Discussions regarding the feasibility of a new 911 system continue. The issue should be resolved by July 2006. Procedures on how to manage 911 and 78111 calls are being developed by Safety and Environment and Facilities Management.
4. Security Training – The Core Commissionaires received sensitivity and equity training by Campus Health and Wellness and the Equity Office.
5. FIN Ventilation – A review of the Fine Arts ventilation system and potential chemical exposures was completed by the Safety and Environment Office in conjunction with Facilities Management. Most of the hazards identified were eliminated during the assessment. Two areas that are recommended for ventilation upgrades have been quoted and the information has been submitted to the Dean of Critical Studies for consideration.
6. FIN Woodshop Assessment – A Mechanical Engineer has been hired by Fine Arts and will be reviewing the woodshop in June as part of the fire incident investigation.
7. Upcoming Courses

Preventing Musculoskeletal Injuries (Worksafe) May 19 <sup>th</sup>	Cost = free
Violence Prevention (Worksafe) June 16 <sup>th</sup>	Cost = free
Fall Protection / Confined Space May 18 <sup>th</sup>	Cost \$100
Fall Protection / Confined Space May 31 <sup>st</sup>	Cost \$100
8. Accident/Incident Report Summary