

University Health & Safety Committee  
UBC Okanagan  
Meeting Minutes of Tuesday, October 17<sup>th</sup>, 2006



OKANAGAN

**Present:** Karen Hill, Wade Bottorff, Roger Bizzotto, Don Lyons, Linda Allan, Carol Boyd, Paul Phillips, Dave Smith, Shelley Kayfish

Regrets: Max Lowther, Shannon Dunn, Naomi McPherson, Yvonne Novak

Absent: Allan King

Guest: Leanne Bilodeau

**Chair: Paul Phillips**

**Recording Secretary:** Shelley Kayfish

1. **Call to Order** – 1:04 pm
2. **Approval of Agenda** – One addition: cage ladders (to be covered under ladder safety). Approval motioned by K. Hill and seconded by L. Allan.
3. **Approval of Minutes of September 26<sup>th</sup>, 2006** – Deferred to next meeting
4. **Presentation by Leanne Bilodeau**

L. Bilodeau provided an overview of her role at UBC Okanagan as the Health Promotions / Return to Work coordinator, and introduced the Health Symposium to be held on campus in February 2007. The Symposium which is in its preliminary stages of development will be a one-day on campus event.

L. Bilodeau left the meeting at 1:11pm

**5. Old Business**

**a. Scent Free Task Force**

S. Kayfish provided new members with a summary of the development, mandate, and action to date of the Scent Free Sub-Committee. Members were asked to comment on the Sub-Committee's Terms of Reference.

Committee members unanimously supported the following revisions to mandate within the Terms of Reference:

- Objectives of the Sub-Committee should be reduced to reduce the workload of the committee and ensure success.
- The first objective should be to research optional / cosmetic scents and possibly use the "We Share the Air" campaign as an example.

- Clearly define “Scent Free”
- Research the health effects of scents defined under “Scent Free”
- Advise the UHSC on the approach the University should take to effectively address the potential impact from the use of “scents” at the University.

Committee members agreed that other potential issues could be researched separately (i.e. #3-5 of mandate) as next steps.

P. Phillips indicated that the Terms of Reference must explicitly state that the Sub-Committee is advisory to the UHSC.

Feedback to be provided to N. McPherson for consideration and comment.

### **b. Emergency Warden Training**

S. Kayfish provided summary from Advisor’s Report (see Addendum).

### **c. First Aid Training**

Safety and Environment will be organizing a live first aid / CPR / AED exercise for emergency responders as a skills refresher. S. Kayfish also indicated that AED responders must submit a written test every six months to the Safety and Environment Office as part of our agreement with the Medical Director.

## **6. New Business**

### **a. Storage**

The issue of storage on campus was discussed. W. Bottorff will send a message to departments indicating that storage arrangements should be made with Facilities Management prior to the purchase or acceptance of materials/gifts. S. Kayfish indicated that a storage policy and general guidelines should be considered as a proactive approach to future storage issues.

### **b. Building Inspections**

Deferred to next meeting due to time constraints.

### **c. Ladder Safety**

R. Bizzotto indicated that Facilities Management is very responsive to ensuring ladders are properly maintained. W. Bottorff indicated that Facilities was in the process of ensuring ladders were properly stored or locked to prevent untrained individuals from using them.

### **d. Advisors Report**

See Addendum #1.

## **ADDENDUM #1**

### **Advisor's Report**

#### **University of British Columbia, Okanagan Health and Safety Committee**

**October 17<sup>th</sup>, 2006**

#### 1. Emergency Preparedness

Emergency Warden Debrief and Training – Combination debrief and evacuation training course has been scheduled for November 1<sup>st</sup> from 2pm – 4pm in SSC 026 (lecture theatre). The training program will include evacuation procedures, basic fire safety theory, fire extinguisher theory, and a new component covering evacuation for those that require assistance (low or non-ambulatory, low or no-visibility, or hearing impaired). Those interested should contact Yvonne Novak at 807-8624 to register.

Confined Space and Fall Protection – The Safety and Environment Office will be developing and conducting a combination fall protection and confined space course for University emergency responders who may have to access a low risk confined spaces or rooftops. It is anticipated that the course will be developed in October with presentations in November to Campus Security and designated first aid attendants.

#### 2. Flu Shots

Human Resources and Campus Health and Wellness have partnered together to provide a convenient flu-immunization service to the campus community late November or early December. Cost of immunization will be \$15 / person. This year, departments/units will have the opportunity to pay for staff through an invoicing arrangement with the service provider. Details of the upcoming clinic will be provided on the HSE website late October and communicated through posters and the exchange and HR newsletters. Posters will be provided by the Safety and Environment Office.

#### 3. Water Quality

Due to the results of a community assessment survey last spring, students and faculty at UBC Okanagan have initiated a water quality study that will research the UBC Okanagan water system, including research into the Glenmore Ellison Irrigation District processes (reservoir, delivery system, processing of water, regulations and standards) as well as national, provincial and municipal water standards policies and regulations. Research findings will be presented to the campus community.

#### 4. WHMIS for Fine Arts

A WHMIS / Workshop / Studio Safety Course was developed and delivered to over 60 Fine Arts students in October. The focus of the course was on chemical hazards and control, hazardous equipment and emergency procedures.

#### 5. WorkSafe Courses

- Oct 27<sup>th</sup> – Hazard Recognition

- Nov 8<sup>th</sup> – Joint Health and Safety Committee
- Nov 24<sup>th</sup> – Supervisor Safety Management

## 6. First Aid Statistics