

University Health & Safety Committee
UBC Okanagan
Meeting Minutes of Tuesday, September 26th, 2006



OKANAGAN

Present: Linda Allan, Wade Botorff, Shelley Kayfish, Paul Phillips, Karen Hill, Shannon Dunn, Carol Boyd, Roger Bizzotto, Max Lowther, Don Lyons, Dave Smith

Regrets: Naomi McPherson

Absent: Allan King

Guest: Jackie Podger

Chair: Max Lowther

Recording Secretary: Yvonne Novak

1. Call to Order – 9:05 am

2. Change to UHSC Terms of Reference

A vote was conducted to amend the UHSC Terms of Reference via e-mail on June 27, 2006. The majority voted in favor (one opposed). The revised Terms of Reference will now be uploaded to the web as a formal governance item.

3. Introduction of Members

Members were introduced.

4. Election of Co-chairs

The election of co-chairs was conducted as outlined in the Terms of Reference. Karen Hill and Max Lowther were nominated for management and Paul Phillips was nominated as the employee representative. Equal votes were cast for K. Hill and M. Lowther. M. Lowther stepped down. Karen Hill and Paul Phillips were elected as the new co-chairs for the committee.

5. Old Business

a. Approval of Agenda –Approved

b. Approval of Minutes of June 20, 2006 – Approved

c. Scent-Cyclone

The scent-cyclone was used at Create UBC as an informational tool. It is now located in the Arts foyer. Contact Max Lowther for more information.

d. Smoking Gazebos

See Advisor's Report for update.

Wade Bottorff informed the committee that a contractor had been hired to move the gazebo from Arts to Fine Arts / Health. The committee was not asked to review placement and the update was provided for information only.

e. First Aid Attendants

Jackie Podger reported that the BCGEU had withdrawn the grievance regarding first aid attendants on a with prejudice basis at the arbitration on September 19, 2006.

6. New Business

a. Advisor's Report

See Addendum #1.

7. Adjournment – 10:09 am

ADDENDUM #1

Advisor's Report University of British Columbia, Okanagan Health and Safety Committee September 26th, 2006

1. Smoking Reduction

Interim Procedure Approval

Campus Health & Wellness and the Safety and Environment Office gained DVC support on an interim amendment to the UBC Smoking Policy on Sept 7th. The amendment included restricting smoking on campus to designated areas (gazebos) and the prohibition of tobacco sales and promotions on campus. The purpose of the interim amendment was to capitalize on the progress made and culture established by Okanagan University College around tobacco use. Next steps include putting together education and communication packages raise awareness.

UBC Policy #15 (Smoking)

The UBC Policy is currently under review and an institutional committee has been established to advise on policy revisions. UBC Okanagan representatives on the committee include staff from Campus Health and Safety and Environment.

Gazebo Location

New gazebos (near Library and Arts Buildings) have been relocated based on criteria established by Campus Health and Wellness and Safety and Environment. New gazebo placement will be conducted based on these criteria to ensure goals around tobacco reduction are successful.

2. Emergency Preparedness

Fire Safety Training (Residences) – The Safety and Environment Advisor provided Warden Vests and fire safety and evacuation training to 32 new Resident Advisors. Hands-on extinguisher training was cancelled but will be rescheduled with the Kelowna Fire Department.

Evacuation Training – The Safety and Environment Office has recruited 92 Emergency Wardens and Emergency Directors to lead the evacuation process. Those recruited adequately address all University Buildings with the exception of the Central Plant, University House, and temporary portables. A 19-page Warden Training Manual specific to each building has been provided to each Warden. Warden training will commence during the fall semester.

Drills - Facilities Management conducted fire drills of all University Buildings early September. Safety and Environment will be scheduling a debriefing with Emergency Directors from each building and Facilities Management early October. Future focus areas include: reducing evacuation times, establishing assembly and alternate assembly areas, and ensuring Wardens are trained in their responsibilities.

Fire Safety Plans – New fire safety plans were submitted to the Fire Department for Valhala and Kalamalka Residence Buildings. The Safety and

Environment Office has completed a fire safety plan for the gymnasium and has initiated a revised plan for the Science Building (due to the 3rd floor addition and current construction). The Fire Department has approved plans for the 2 new residences and the gymnasium.

Evacuation for Individuals that Require Assistance – The Safety and Environment Office has partnered with the Disability Resource Center to develop and promote evacuation techniques for those that require assistance. Although the development of specific plans are recommended, an educational poster has been drafted to guide occupants in assisting low or non-ambulatory, low or no-visibility, or hearing impaired.

Threatening Behavior (Policy #14) - An interim procedure has been approved by the DVC. The most significant revision to Policy #14 includes directing all non-emergency threats to the Manager of Facilities, Security and Parking (formerly the Safety and Environment Advisor). The Manager of Facilities, Security and Parking will then initiate action as required. The Safety and Environment Advisor will continue to Chair the Case Team, consult on personal security issues, provide education around violence prevention, and assist in the development of an annual report.

Airport Disaster Major Exercise and Formal Debriefing – Transport Canada requires Level II airports to conduct a major live exercise every 5 years. This exercise must involve all those agencies identified in the Airport Emergency Plan (AEP). The major exercise is to “test emergency plans and procedures for the response of either a bomb threat on a commercial aircraft that results in an explosion and fire with casualties. The City of Kelowna activated the regional Emergency Operations Centre (EOC) to support the scenario and provide a training opportunity. UBC Okanagan functioned as a “reception site” which was managed between the EOC (Emergency Social Services Director) and the Emergency Planning Coordinator (Safety and Environment). The Safety and Environment Advisor participated in the full debriefing session and will be preparing a briefing document for senior management on lessons learned as well as recommendations on where to go from here in terms of disaster planning and compliance with Policy #8.

Advancement of Emergency Management in BC Schools – The Safety and Environment Advisor was requested to participate on a new committee “Advancement of Emergency Management in BC Schools” established by the Kelowna Fire Department. The purpose of the Committee is to ensure that all schools, colleges, and Universities are developing emergency plans that utilize the same system (ICS and BCERMS) used by the City of Kelowna and Regional Districts. UBC Vancouver currently uses the BCERMS and ICS models.

Emergency Planning Committee – The Safety and Environment Advisor will be developing a proposal for the creation of an emergency planning committee to the DVC. Purpose of the Committee would be to identify all hazards, risks and vulnerabilities, prioritize, and consult on the development of emergency procedures and planning, and the execution of live scenarios.

3. Worksafe Courses

- Oct 13th – Violence Prevention
- Oct 27th – Hazard Recognition
- Nov 8th – Joint Health and Safety Committee
- Nov 24th – Supervisor Safety Management

4. Orientation and Training

Health, Safety and Environment participated in the first staff and faculty orientation presentation. The presentation focused on safety and environment responsibilities for staff and faculty, accident/incident reporting, basic emergency information, and an overview of services provided and contacts for further information.

Safety and Environment delivered two WHMIS lab safety training courses to Chemistry during the month of September. A Fine Arts WHMIS course is scheduled for tonight.

5. Environment Canada Audit

The Safety and Environment was asked to participate in a building safety review of the Mountain Weather Office, conducted by Environment Canada. The audit revealed several areas in need of further investigation. A deficiency report with recommendations will be submitted to the AVP Operations in October, and highlights of the audit will be presented to the UHSC next meeting.

6. First Aid Statistics