

MINUTES

UBC OKANAGAN UNIVERSITY HEALTH & SAFETY COMMITTEE MEETING

Tuesday, March 20, 2007– 1:00 pm
Science 253

Chair: Paul Phillips
Present: Shannon Dunn, Roger Bizzotto, Karen Hill, Carol Boyd,
Al King, Linda Allan, Shelley Kayfish
Regrets: Wade Bottorff, Naomi McPherson, Dave Smith
Absent: Don Lyons
Guests: Brian Nordin, Kenneth Yu, Dave Cavezza, Jackie Podger,

Recording: Yvonne Novak

1. Call to order – 1:04 pm
2. Introduction of Guests
Brian Nordin, Occupational Hygiene Officer, Kenneth Yu, Safety Consultant,
Jackie Podger, Responsible Director (UHSC), and Dave Cavezza, HSE
Associate, were introduced.
3. Approval of agenda – moved, seconded, carried
4. Approval of Minutes of January 16, 2007 – moved, seconded, carried

OLD BUSINESS

5. Scent free guidelines (N. McPherson)

Six voted in favor and none were opposed to bring the Scent free Guidelines to the DVC Executive for consideration and approval. J. Podger will report back to the Committee within 21 days with senior management's response.

NEW BUSINESS

6. Variance Applications (B. Nordin, S. Kayfish)

Representatives from BCGEU (R. Bizzotto) and the Faculty Association (L. Allan), and the Committee Co-Chairs (K.Hill, P. Phillips) were provided with two WorkSafeBC Variance Applications involving the use of low flow fume hoods and manifold technology. Both Union representatives were selected by their respective affiliation as the contact for dissemination of the material in accordance with protocol established by the affiliation. Comments are to be provided directly

to the Senior Prevention Officer within 10 days (as directed in the application package). The Health, Safety and Environment Office will post the applications on the web-site for further reference.

ACTION: HSE office to e-mail copies of the variances to all Committee members. S. Kayfish to provide WorkSafe contact details by email to UHSC members.

7. Smoking Policy (J. Podger)

UBC Okanagan currently has an interim policy regarding smoking on campus. Jackie Podger (Human Resources), Wade Bottorff (Facilities Management) and Melissa Federson (Campus Health) sit on a committee responsible for making recommendations on amendments to the current Board approved Smoking Policy.

ACTION: J. Podger to report back to the Committee on the DVC Executive Committee's recommendation.

8. Building Inspections (A. King)

A. King will be responsible for making sure that the annual general building inspections are conducted.

ACTION: A. King to speak to Committee members next meeting regarding appropriate conduction of inspections and scheduling.

9. UHSC Terms of Reference

Committee members were provided with a revised draft of the Terms of Reference (TOR). Members were asked to review the changes for discussion at the next meeting.

ACTION: Committee to provide comment on TOR at next meeting.

10. Committee Membership (J. Podger)

M. Lowther is no longer a UHSC member. J. Podger (Responsible Director for the UHSC) will be appointing a new M & P representative for the Committee.

11. Advisor's Report (S. Kayfish)

Annual Report

The HSE Annual Report was distributed to members prior to the meeting. Any questions can be directed to the HSE office.

Accident / Incident Reporting

Accident / incident statistics will be sent to the Committee membership once completed.

ACTION: S. Kayfish to send out accident / incident statistics to members.

Training Opportunities

Various Worksafe courses will be offered this spring to the University community at no charge. Committee members are encouraged to attend.

Local Safety Committees

The HSE office will be working to establish local safety committees for various areas/departments on campus. The role of HSE will be to provide training for these committees and assist in the formation of the terms of reference. Facilities Management will be the focus for a local committee in the next several months.

Next meeting date: Tuesday, April 17, 2007

Time: 1:00 pm

Location: Science 253

Meeting Adjourned 1:49 pm