

## MINUTES

### UBC OKANAGAN UNIVERSITY HEALTH & SAFETY COMMITTEE MEETING

Tuesday, May 29, 2007 – 1:00 p.m.  
Science 253

**Chair:** Paul Phillips  
**Present:** Linda Allan, Garry Appleton, Roger Bizzotto, Shannon Dunn, Karen Hill  
Allan King, Don Lyons, Naomi McPherson  
**Regrets:** David Smith, Carol Boyd  
**Guests:** Kenneth Yu, Dave Cavezza, Jackie Podger  
**Recording:** Doris Taylor

Call to Order – 1:03 p.m.

1. Approval of Agenda  
– moved, seconded, carried
2. Approval of Minutes of April 17, 2007  
– moved, seconded, carried

#### OLD BUSINESS

3. Ratification of UHSC Terms of Reference  
– moved, seconded, carried
4. Building Inspections (A. King)

Inspections have been completed on the portable buildings. Reports have been sent to the chairs but not the HSE Advisor. A list of building inspection teams and scheduling was sent to UHSC members. G. Appleton and R. Bizzotto will assist teams that don't have access to keys. Mechanical rooms are checked regularly and inspection reports will be forwarded to the Committee membership.

**ACTION:** A. King to coordinate building or area/inspections.  
R. Bizzotto to ensure mechanical room inspection reports are sent to Committee membership.

5. Scent Free guidelines (J. Podger)

J. Podger reported that the DVC Executive had granted the subcommittee a fund in the amount of \$2,000 (to be managed by Human Resources) to assist in the implementation of a scent-free campus. The subcommittee was encouraged to take an educational approach to this incentive and to

use the funding accordingly. Initiatives including cost estimates and implications will be presented to the UHSC for approval.

6. Variance Update (K. Yu)

Approval has been given for three years. If amendments don't change, it may be possible to extend it for four or five years.

**NEW BUSINESS**

7. Emergency Planning (J. Podger)

S. Kayfish prepared documentation outlining roles and responsibilities in the event of an emergency. S. Kayfish and J. Podger sit on Educational Emergency Management Committee that deals with emergencies community wide. An update of this committee's protocols will be presented at the next meeting

**ACTION:** J. Podger to report Educational Emergency Management Committee's protocols

8. Working Alone (K. Yu)

A draft document has been created and was circulated to the Committee membership as an information item. K. Yu is waiting to receive feedback from department heads for review. Once the document is complete, it will be distributed to Committee members.

9. Field Safety (K. Yu)

A draft document has been created and was distributed to Committee membership. D. Cavezza is currently working with field teams in regards to the procedures outlined in the draft document.

10. Advisor's Report (K. Yu)

See Addendum #1.

*Next meeting date:* Tuesday, June 26, 2007

*Time:* 1:00 p.m.

*Location:* Science 253

Meeting adjourned – 2:09 p.m.

## ADDENDUM #1

### **Acting Advisor's Report University of British Columbia, Okanagan Health and Safety Committee May 29<sup>th</sup>, 2007**

#### 1. Gymnasium Stairway

The Acting HSE Advisor has requested that the exterior Gymnasium stairs be cordoned off because of its physical condition and prior incident history. The stairs are currently being reconstructed.

#### 2. Construction Signage

The Acting HSE Advisor is working with the Department of Parking and Security and UBC Properties Trust to have signs placed to better direct pedestrian traffic in order to be safe around construction areas.

#### 3. Safety audits

Several chemical audits were conducted with the following violations noted:

- Old chemicals need to be disposed of prior to their transformation into a state that may do serious harm to workers and properties. Several potentially explosive old chemicals were disposed of via Sumas Environmental Services on May 9, 2007.
- More diligent segregation of consumables and hazardous reagents and conscientious labeling of reagents and research material is required.
- Audit findings will be followed up by another inspection within three (3) months to ensure remedial action has been taken.

The intent of the chemical safety courses offered is to raise awareness of these basic principles in working with hazardous chemicals.

#### 4. Ozone Testing

At the request of the Barber School of Arts and Sciences, the HSE team tested for the presence of ozone in the photocopier and mail room in the Arts Building (Room 274) on two occasions (April 12 & 13). Both sets of test data were negative. Ventilation adjustments and/or physical renovations have been referred to Facilities Management and the department for consideration.

#### 5. Training

Two Occupational First Aid Level 1 courses were delivered by FACTS (First Aid Certified Training Systems) on April 24<sup>th</sup> and May 15<sup>th</sup>. 16 participants

completed the course and these individuals are now fulfilling the requirement for the field safety parameters.

Fire Safety Training was delivered by the HSE Associate to 10 of the Conference and Housing staff in order to ready them for their summer non-student public residential function. The curriculum included evacuation procedures, basic principles on fire safety and extinguisher use. The Fire Safety Manual was reviewed and up-dated as well.

FACTS was contracted to deliver two (2) Automated External Defibrillator (AED) certification courses for 11 individuals on May 23<sup>rd</sup> and 25<sup>th</sup>. The campus currently has two (2) AED's, located in the Security Office and the Gym. The use of these defibrillators is restricted to certified individuals.

Dave Cavezza completed several courses including: Joint Health & Safety Committee Training, Incident Investigation, Fall Protection and Confined Space Training.

Both the Acting HSE Advisor and HSE Associate have completed the Radionuclide Safety and Methodology and Laboratory Chemical Safety Courses, offered by UBC Vancouver.

## 6. Upcoming Training Opportunities

### Three-hour WHMIS and Basic Chemical Safety course

June 1, 2007

Kelowna Campus

Open to Faculty, Staff and Students.

Time and location TBA.

Contact Dave Cavezza, HSE Associate at 807-8821 to register.

### AED Certification

August 2007

Time and location TBA.

Please contact Dave Cavezza if you are interested.