

**THE UNIVERSITY OF BRITISH COLUMBIA | OKANAGAN**  
**University Health and Safety Committee**  
**MINUTES**

**Tuesday September 16, 2008, 1:00 in Sci 253**

<b><u>Voting Members</u></b>			<b><u>Present/Regrets</u></b>
Allan, Linda	(UBCFA)	Barber School of Arts & Sciences	P
Appleton, Garry	(M & P)	Security & Parking	R
Bizzotto, Roger,	(M & P)	Facilities Management	P
Boyd, Carol,	(BCGEU)	Athletics & Recreation	P
Dunn, Shannon,	(M & P)	Housing & Conference Services	P
Gesi, Mike	(BCGEU)	Security & Parking	P
King, Allan,	(BCGEU)	Facilities Management	P
Hill, Karen,	(M & P)	Library	P
Lyons, Don,	(BCGEU)	Faculty of Creative & Critical Studies	R
McAulay, Judy	(UBCFA)	Nursing	R
Nilson, Blythe	(UBCFA)	Unit 2, Barber School of Arts & Sciences	R

**Non-Voting Members**

Kayfish, Shelley, Health, Safety & Environment

**Recorder**

Neid, Connie

**Chair: Karen Hill**

**Welcome to new members:** Mike Gesi (BCGEU) and Blythe Nilson (Faculty)

Regrets: Judy and Blythe who teaches at 1:00 on Tuesdays.

Quorum determined.

**1. Approval of agenda**

Carol/Mike – Agenda approved. Carried.

**2. Approval of minutes of June 17, 2008.**

Carol/AI - Approved. Carried.

Notes of August 12 were distributed.

**3. Old Business**

- 3.1 Replacement Faculty Reps – L. Allan
- Blythe Nilson – faculty representative.
  - Objective to stagger members.
  - Jim Johnston will continue to recruit faculty members. Linda will look at schedules and suggestion another meeting time.
- 3.2 Replacement of M & P - S. Kayfish
- It was felt a better cross representation could be factored into decisions if members changed.
  - M & P's should be in touch with Jackie.
- 3.3 Replacement of BCGEU

- Ken Beckett to advise who the GEU reps will be.
- Karen welcomed Mike who is replacing Bob Smith.
- It was felt that the GEU members should have a discussion with Ken regarding membership on this committee.

3.4 Scent-Free - S. Kayfish

- Promotional material - mugs, bookmarks, posters were made.
- The HSE web site has a link to the UBC O Scent Free Program web page. A copy of the posters can be downloaded from this website. HSE is looking forward to feedback.
- Shannon is happy to distribute the bookmarks to the first year students.
- Connie will mail out information: Housing office – 400,  
Library - 100 to start,  
Facilities - 100.
- New posters are 8.5 x 11. 10 posters to Carol (Gym) 12 for Shannon, 25 for Facilities, 5 to Library.
- It was noted that recently there have been complaints regarding scent of soap in arts building bathrooms. Watermelon scented soap is now being used – for almost one year. AI will explore options and discuss with Linda.

3.5 Work Safe interpretation regarding posting of UHSC minutes S. Kayfish

- AI raised the question regarding posting minutes. Legislation indicates they should be posted. The Work Safe Officer advised that they don't need to be posted anymore, and that ensuring they are posted on line would be sufficient. If there are areas that don't have on line access, then they should be posted.

#### 4. New Business

4.1 Emergency Procedures and Information Booklet S. Kayfish

- The initial distribution has been done. Shannon mentioned that she did not receive them. Connie to check who, at the housing office would have received them and ensure that they received enough copies for the residences.

Further distribution: Facilities: 200 – installments of 50 or so  
Shannon - 10  
Karen Hill - 3.  
Carol Boyd - 5  
Contact Connie for procedures.

4.2 Elections – Co-Chairs K. Hill

- Election of co-chairs is required. One position M & P, one person Faculty or BCGEU. Shelley is neutral and will run the election. Table to October meeting.

4.3 HSE Manager's Report – Addendum #1 S. Kayfish

Shelley reviewed the "high notes" that had campus wide impact.  
There is a Worksafe course for committee members MSI course – ergonomics.

4.4 Staff Faculty Orientation - Shelley thanked everyone who helped with the HSE booth.

**5. Adjournment**

**Meeting adjourned at: 2:05 Mike/AI Carried.**

**Next meeting:** October 21, 2008

Agenda item for next meeting: talk about emergency management and where we are.

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## **ADDENDUM #1**

### **Manager's Report University of British Columbia, Okanagan Health and Safety Committee August 12<sup>th</sup>, 2008**

#### 1. Medical Surveillance – Staff Immunizations

Health, Safety and Environment will be holding its first immunization clinic for staff on August 14<sup>th</sup>, 2008. Hepatitis A, Hepatitis B, and tetanus vaccinations will be provided free of charge to staff in Facilities Management, Security and Parking, HSE, and other emergency personnel. The vaccinations will be provided by a Registered Nurse from the Travel, Medicine, and Vaccination Centre (TMVC) in Student Services 006.

#### 2. Proposed Hazardous Material Handling Facility

The AVP Operations has hired HMA Architects to work with HSE to develop a footprint for the proposed Hazardous Materials Handling Facility. A hazardous waste portable was introduced in 2006 as an interim measure for centralizing the majority of campus chemical and radioactive wastes from the Science and Fine Arts Buildings. Since the portable does not have the ability to segregate various hazardous wastes, is limited in size and capabilities, HSE indicated that a long-term facility should be acquired for the purposes of centralizing all chemical, radioactive, and Biohazardous wastes by 2010. These materials would then be reused or processed utilizing best practices for waste management. With a focus on environmental sustainability, the building would have adequate storage and provisions for a chemical exchange room (reuse), caustic neutralization (reduction), solvent distillation (recycling) as well as other hazardous material recycling programs.

#### 3. Training (courses offered)

Fall Protection Training	4 attended (July)
WHMIS (summer students)	7 attended (July)
WHMIS Sept 10	160 attended (Aug)
WHMIS Sept 4	11 attended (Aug)

#### 4. Report on Incident/Accident Statistics – 2 months (June 1 – Aug 31)

22 reports (June) and 6 reports (Aug) to be discussed during meeting