

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

Friday, November 21, 2008, 1:00 in Sci 253

<u>Voting Members</u>			<u>Present/Regrets</u>
Allan, Linda	(UBCFA)	Barber School of Arts & Sciences	P
Bizzotto, Roger	(M & P)	Facilities Management	R
Dunn, Shannon	(M & P)	Housing & Conference Services	R
Gesi, Mike	(BCGEU)	Security & Parking	P
Jost, Mark	(BCGEU)	Applied Science	P
King, Allan,	(BCGEU)	Facilities Management	R
Lyons, Don,	(BCGEU)	Faculty of Creative & Critical Studies	P
McAulay, Judy	(UBCFA)	Nursing	P
Mobbs, Kevin	(M & P)	Gymnasium	P
Mortenson, Bud	(M & P)	Alumni & University Relations	P
Nilson, Blythe	(UBCFA)	Barber School of Arts & Sciences	R

Non-Voting Members

Kayfish, Shelley, Health, Safety & Environment

Recorder

Neid, Connie

Meeting called to order @ 1:07. Chair: Linda Allan

Welcome to new member Mark Jost and Blythe Nilson.

1. Approval of agenda

Motion: M Gesi/D Lyons To approve agenda. **Carried.**

2. Approval of minutes of October 17, 2008.

Motion: K Mobbs/D Lyons To approve minutes of October 17, 2008. **Carried.**

3. Old Business

3.1 Faculty Association Representative Vacancy L Allan
Fourth representative remains unfilled.

3.2 Role of Committee Questions All

Linda circulated legislation information which can be found at http://www.qp.gov.bc.ca/statreg/stat/W/96492_03.htm .

3.3 Building Inspections

3.3.1 Extreme Pita and Booster Juice - congestion area S Dunn

Committee was advised that the equipment was set up properly, but it is not working effectively because people change the configuration of the set up. S. Kayfish requested that Security and Facilities Management ensure the setup is preserved during their building walkthroughs and fix if needed.

3.3.2 Arts Building Room 302 S Kayfish

Shelley and Al advised that this room requires work although it is not high risk just bad housekeeping. **Action:** Al will address with building inspections. Follow-up is important.

3.3.3 Building Inspection Process A King

Training sessions will be planned for new people. **Action:** Al will work with Connie regarding training dates. Each team will organize itself.

Soap: 3.3 (A) Problem resolved thanks to Al's persistence.

3.4 Fire Drills/Fire Alarm update on training and procedure S Kayfish

Shelley advised proper procedure for re-entry into building which is to wait for direction from the Emergency Director.

Training dates: Fire safety - Nov 25th at 10 am in A203. Emergency wardens or anyone involved in evacuation are welcome to attend. Send request to Dave Cavezza.

Fire extinguisher training will happen in the spring. Emergency wardens, RA's, and teaching staff are welcome to attend.

3.5 Lighting for Parking Lots R Bizzotto

R. Bizzotto not present. Linda advised that the lights seemed to be lit up well in areas. **Action:** Follow up with R. Bizzotto at next meeting.

3.6 Voice concerns - follow-up J McAulay

Judy had a discussion with Leanne Bilodeau. Some lecture theatres have voice assist. **Action:** Linda will forward information to Leanne Bilodeau.

4. New Business

4.1 Lockdown Video and Emergency Information Website S Kayfish

<http://www.emergency.ubc.ca/videos/index.html#lockdown>

The Emergency Procedures and Information web page and the lock down video were shown to everyone.

4.2 Additional cross walk for University Way directly between the Fipke Bldg and Kalamalka. K Mobbs

There is a lot of foot traffic between the Fipke Bldg. and residences. Kevin wondered what the possibilities were of having a cross walk put in or re-located. Mike has identified it as an issue and forwarded the information to Shelley. **Action:** Shelley will report back next meeting.

4.3 Highlights from CAUT Conference

L Allan

Linda attended the Canadian Association of Universities Teachers conference on UHSC's and gave a short report. Linda gathered a lot of information/brochures and shared it with the committee.

4.4 HSE Manager's Report

Shelley reviewed her report which had been circulated via e-mail to the committee prior to the meeting. Attached to minutes.

5. Adjournment

Next meeting: December 12th, 2008 Sci 253 - K Mobbs to Chair

Motion: A. King/J. McAulay To adjourn. **Carried**

Meeting adjourned at 2:25 pm

ADDENDUM #1

Manager's Report University of British Columbia, Okanagan Health and Safety Committee October 1st - November 21st, 2008

1. Emergency Procedures and Information Website

HSE has created an emergency procedures and information website which can be found under "Quick Find" on UBC O's main page. The purpose of the website is to provide emergency preparedness information including a new lockdown video, emergency numbers, and provide a site for informational bulletins in the event of a campus emergency. HSE will maintain the site in conjunction with Public Affairs. The site mirrors the UBC V equivalent and the lockdown video was created for and provided by HSE in Vancouver.

2. Environment Canada Audit

The Mountain Weather Office (owned by the federal government with portions leased to UBC O) was audited on October 2nd by Bert Engelmann, Environment Canada Safety Inspector and two other EC representatives, and Shelley Kayfish. Areas for action included emergency exit lighting, EC orientation to the NMR research room, compressed gas storage, pest control, and ventilation shutdown and upgrade. The report was issued late October and most UBC O deficiencies have been corrected by Facilities Management, HSE, and EC. The report can be reviewed through HSE by request.

3. Green Research

UBC Vancouver hosted their first UBC Green Research Workshop on October 22, 2008. HSE presented on UBC O's first sustainable building and hazardous materials management.

The UBC research community is now eligible to apply for \$2000 from the Fisher Scientific Fund Incentive/Reward Program. The Program challenges the research community to come up with ways to reduce their footprint on the environment. The deadline for entries is November 28th, 2008 at 4pm.

For more information and to see the guidelines and application form, please visit www.hse.ubc.ca (see "What's New") or contact: Noga Levit, HSE Advisor (Environment) at env-program@hse.ubc.ca or Shelley Kayfish, Manager, HSE.

4. Full Scale Emergency Planning Exercise (Regional District of Central Okanagan)

UBC O participated in RDCO's annual disaster planning exercise on October 22nd. The exercise involved a drug lab discovery and the evacuation of a residential area in close proximity to a secondary school, Okanagan College Campus and UBC O off campus residences (a private school that was UBC O for the purposes of the exercise). Tim Lawler, Bonnie Bates-Gibbs, Roger Bizzotto, Shannon Dunn, Carla Waters, Don Thompson, Garry Appleton and Shelley Kayfish had the opportunity to shadow their RDCO counterparts and gain valuable experience in managing emergency operations.

5. Flu Clinic (Nov 4)

UBC O held its 4th annual flu clinic in the gym foyer on November 4th. HSE, Health and Wellness, and Workplace Health and Sustainability partnered to host the one-day clinic for faculty, staff and students. Departments were given the opportunity to pay for their staff through the use of

vouchers. While the final report has not been received from Travel Medical Vaccination Centre, the number of UBC O employees and students exceeded the last year's totals.

6. Registered Nurse – New Position in HSE

Health Safety & Environment (HSE) is currently hiring for the position of Registered Nurse. This contract position will end March 31, 2009 with the possibility of an extension. The Registered Nurse will be responsible for the development and implementation of the [Medical Surveillance Program](#). Job Posting can be viewed at www.ubc.ca/okanagan/hse for more details. To apply send your resume by email to shelley.kayfish@ubc.ca or fax 807-9591. Closing date for applications is November 21, 2008 at 4pm.

7. Training (courses offered)

AED Certification course Sept 17	7 attended
TA Orientation Sept 17	approx 40 attended
WHMIS Sept 18	14 attended

No courses offered in November.

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

Sept 1 – 30th 17 first aid incidents, chemical spill, 2 IEQ issues (Science Building), Fipke fire alarm, overheating equipment in PBB, Fipke strobic power shutdown.

Oct 1st – 31st 17 first aid incidents, IEQ issue Fip305, grass fire, motor vehicle accident, elevator incident, Monashee Fire, cafeteria gas smell, Fipke power shutdown.