

THE UNIVERSITY OF BRITISH COLUMBIA | OKANAGAN

University Health and Safety Committee

MINUTES

Monday, October 18, 2010 @ 10:00 in ADM009 (HR Boardroom)

Voting Members

Frost, Ruth	(UBCFA)	Unit 6, Barber School of Arts & Sciences	R
Gesi, Mike	(M & P)	Security & Parking	P
Gibb, Marty	(M & P)	Facilities	P
Hirowatari, Ryan	(M & P)	Bookstore	P
Kavanagh, Trudy	(UBCFA)	Unit 2, Barber School of Arts & Sciences	P
Lyons, Don,	(BCGEU)	Faculty of Creative & Critical Studies	P
MacFarlane, Craig	(BCGEU)	Housing & Conference Services	P
McIntosh, Dave	(BCGEU)	Facilities	P
Mortenson, Bud	(M & P)	Alumni & University Relations	P
Nilson, Blythe	(UBCFA)	Unit 2, Barber School of Arts & Sciences	P
Seethaler, Rudi	(UBCFA)	Faculty of Engineering	P
Vanderburg, Shelley	(BCGEU)	Library	P

Ex-officio Members

Shelley Kayfish, Health, Safety & Environment

Recorder

C. Neid

Chair: B Nilson

New member introduction: Trudy Kavanagh, Unit 2, Barber School of Arts & Sciences
Rudi Seethaler, Faculty of Engineering

1. Approval of Agenda

Motion: Gesi/Nilson To approve the agenda as amended. **Approved.**

Additions: Flu clinic
Salto concern
Elevators during emergency

2. Approval of minutes of September 20, 2010.

Motion: Hirowatari/Nilson To approve the minutes of September 20, 2010. **Approved.**

3. Guest:

Crash Course – UHSC Building Inspections -30 minutes

S. Kayfish presented on this important topic. Normally the course is a two day, 8 hour module designed specifically for UHS Committees. If more information is required the presentation will continue at the next meeting. S. Kayfish will review the current check list and then circulated to committee members.

Action: C Neid to find out if floor plans are available on a UBC website. Facilities and HSE will try to

make hard copies available when going out to do inspections. Facilities and HSE will work together on this. S. Kayfish to share building inspection criteria check list with committee.

4. Old Business

4.1 Elevators during an emergency

An elevator failed during a power outage in the Science building leaving someone trapped inside with no communication link to Campus Security. S. Kayfish advised that corrective action has taken place to ensure communications are available. However, emergency procedures must be developed to address possible evacuation during power outages based on a variety of circumstances.

M. Gibb to follow up with KFD regarding their policy on how to handle this type of situation. It was also suggested that Vancouver Campus be contacted regarding what procedures they have in place.

M. Gibb to follow up and will provide more information for the next meeting.

Inspection teams: Blythe reviewed process for new members. S. Kayfish circulated a new schedule that included new committee members.

Completed reports should be sent to C. Neid to ensure that they are part of the agenda for the next meeting.

5. New Business

5.1 BCFED Health & Safety Centre

BCFED is holding its annual Safety Days in Kelowna on November 16 to 18th. Information was attached to agenda. If you are interested in attending, please provide your request in writing to the Responsible Executive (Management) for the UHSC. This executive is the AVP Admin & Finance. The Manager, HSE, is responsible for submitting to the AVP and responding back to the committee.

5.2 Salto access in bookstore

The bookstore has been designed in a way that when some of the doors lock it doesn't allow for staff to get out. The issue was deferred to Campus Security and Facilities Management to resolve. R. Hirowatari will report back at the next meeting if issue remains unresolved.

5.3 Up-date on upcoming courses

S. Kayfish advised that there are four courses/workshops available: Stand Up for Mental Health, two WorkSafeBC courses, and the Green Research Workshop.

5.4 Flu Clinic – Nov 2nd – posters will be going up this week. H1N1 vaccine is included. Go to the HSE website for more information:

<http://web.ubc.ca/okanagan/hse/health/h1n1fluvirus/vaccinations.html>

6. Standing Items

6.1 HSE Manager's Report – No report at this time.

6.2 Building Inspections –
Boiler Plant (Nilson/MacFarlane)

Noted: Clean, organized. Did note a few category C item. A memo will go to R. Bizzotto and M. Gibb to follow up. The original report should be send to C. Neid who can then maintain a history of inspections. HSE office would like to be cc'd on any information regarding inspections.

- 6.3** Update from subcommittee on local safety committee - no report at this time.
(Members: Ruth Frost, Blythe Nilson, Mike Gesi, Shelley Kayfish)

7. Adjournment

Motion to adjourn: Gesi/Hirowatari **Carried.**

Date of next meeting- November 15th

Dear Health and Safety Committee Members:

A friendly reminder that the BCFED Health & Safety Centre will be holding its annual Safety Days in Kelowna on November 16-18, 2010.

The following courses will be offered: (You may register for one course per day as all of our courses fulfill the 8 hour requirement of the Workers' Compensation Act, Section 135)

November 16, 2010:

- * OH&S Part 1 (Basic)
- * Chemical Hazards in the Workplace
- * Stains, Aches & Pains: What JOHS Committees Need to Know about Ergonomics

November 17, 2010:

- * Incident Investigations
- * Understanding and Preventing Stress in the Workplace

November 18, 2010:

- * OH&S Part 2 (Advanced) **We recommend that you not register in this course until you have had an opportunity to work with your skills from the Basic Course for a period of at least six months.
- * Prevention of Violence in the Workplace

To view the course descriptions, please visit our website at:

<http://www.healthandsafetybc.ca/ohs-training/details>

To register for any of these course, please visit our website at:

<http://www.healthandsafetybc.ca/register-course>

Please forward this email to anyone you feel would be interested in attending this training.

Thank you for your interest in occupational health and safety. If you have any questions, please advise.

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