

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

Tuesday, April 26, 2011 @ 10:00 in ADM009 (HR Boardroom)

Voting Members

Frost, Ruth	(UBCFA)	Unit 6, Barber School of Arts & Sciences	P
Gesi, Mike	(M & P)	Security & Parking	P
Gibb, Marty	(M & P)	Facilities	R
Hirowatari, Ryan	(M & P)	Bookstore	P
Kavanagh, Trudy	(UBCFA)	Unit 2, Barber School of Arts & Sciences	P
King, Cathy	(BCGEU)	Facilities, Security & Parking	P
Lyons, Don,	(BCGEU)	Faculty of Creative & Critical Studies	P
MacFarlane, Craig	(BCGEU)	Housing & Conference Services	R
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

Ex-officio Members

Shelley Kayfish, Health, Safety & Environment

Recorder

Connie Neid

Chair: B Mortenson

Welcome: To new member, Cathy King, who will be replacing Shelley Vanderburg.

1. Approval of Agenda

Add: 5.3 Membership/elections

Agenda approved with one addition: Nilson/Hirowatari

Carried.

2. Approval of minutes of March 21, 2010.

Minutes approved as circulated: Gesi/Kavanagh

Carried.

3. Guest: N/A

4. Old Business

4.1 Pet Policy

C Neid researched pet policies at other learning institutions and presented her findings. It was felt that this committee should be clear with respect to its objective, keeping in mind it is a recommending body.

Things to note:

- Public access areas (soccer field, gym, etc.)
- RDCO's regulations
- Consultation required: UBCFA, BCGEU, AAPS.
- Review outcome of research with academic council, deans, executive, conference & housing
- Should we have a pet policy; what is purpose/rationale – why are dogs/pets not allowed in buildings
- What restrictions should be in place (ex. Gym contracts – should this become part of the information sent when the gym organizes events)

- BM, BN, SK and CN to meet to discuss further and bring outcome to the next meeting.

4.2 Violence Prevention Committee

Thank you to R Frost who has agreed to be the union representative on this committee.

5. New Business

5.1 Leaf Blowers

Leaf blowers can blow dust/pollen into the air. There was an incident this spring in front of Tim Horton's. SK to bring to the attention of Al King, Mgr Facilities and report back at the next meeting.

5.2 Identification Tags

The question was raised with respect to how often should ID tags be up-dated and/or replaced? R Hirowatari will bring ideas regarding available cases that will withstand normal wear and tear. The UBC Exchange Newsletter would be a good tool to use to communicate information around ID tags.

5.3 Membership – Election/Terms

C Neid advised that the election of co-chairs takes place at the June meeting. Nilson and Mortenson agreed to continue as co-chairs until the end of their term (Aug 2012). Also, three positions expire in August 2011 : R Frost, C MacFarlane, D McIntosh. R. Frost agreed to an extension for one year. C Neid to contact BCGEU to advise that two membership terms expire August 2011.

6. Standing Items

6.1 HSE Director's Report –

High notes: Emergency exercise date: Oct 28th 2011

Call Centre Agent Training – first training course to be held in May

Lab reviews have been revised.

Copy of report to be attached to minutes.

6.2 Building Inspections - deferred to May meeting.

6.3 Update from subcommittee on local safety committee

Nilson, Gesi, Kayfish, Cavezza met and reviewed the draft terms of reference and came up with an outline that can be used for meeting minutes.

7. Adjournment 11: 35

Date of next meeting- Monday, May 16th @10:00am.

Meeting adjourned: Frost/Hirowatari **Carried.**

Addendum 1 – HSE Report

ADDENDUM #1

HSE Report

University of British Columbia (Okanagan Campus) Health and Safety Committee April 2011

1. Emergency Exercise

The next emergency exercise has been scheduled for October 28th, 2011. The scenario will be based on a wildfire and will include over 45 participants. To assist with script realism, the exercise will involve the Emergency Operations Centre (EOC) and Policy Group only. The exercise will consist of fabricated injects from a fictitious incident command post (ICP) to the EOC. The exercise will be open to key external observers by invite only. These will include the Kelowna International Airport, City of Kelowna, WorkSafeBC, Red Cross, Regional District Central Okanagan (RDCO), School District 23, and Okanagan College.

2. Call Centre

HSE in collaboration with the Red Cross and IT Services will be holding the first Call Centre Agent training course on May 5th, 2011. HSE has recruited 12 staff volunteers that will receive the basic training with the intent that some of the volunteers will take further training to become Call Centre Leads. HSE will open the invitation for more volunteers this summer. The Call Centre is intended for low level emergencies and is located in the IT Boardroom in the Administration Building. Successful activation of the Call Centre will be one of the test objectives of the Emergency Exercise on Oct 28th.

3. Lab Review Reports Delivered

Health, Safety & Environment has provided Principal Investigators with the results from the recent 2011 Consolidated Lab Reviews. A few labs on campus, notably SARAHs and 2 other labs (Science Building) remain on the review list. The results consist of a letter to the PI that states what is going well in the lab, what action HSE has initiated by other departments (i.e. Facilities, HSE) and what is required from the PI. The letters are signed off by the Unit Head, Associate Dean Research and Strategic Planning and then are returned to HSE.

4. Air Quality in Fipke 244

Engineering labs in Fipke 244 observed elevated levels of bacteria in the air. A subsequent investigation by HSE led to the replacement of building filters by Facilities Management. Preliminary investigation shows that the filtration has improved air quality and no further testing is stated.

5. Boil Water Notice

On March 26th, in conjunction with Facilities Management HSE initiated a self-imposed Boil Water Notice due to what appeared to be higher than normal turbidity levels. After flushing by Facilities, HSE retested the water and determined that the quality met the Advisory classification. After submitting 2 sets of water quality tests within 24 hours of each other to the Interior Health Authority (IHA) the Notice was degraded to an Advisory

on April 1st, 2011. Since then Facilities has worked with GEID to coordinate flushing programs and will be adopting a new unidirectional flushing technique (recommended by an engineering firm) that should show substantial water quality improvements. HSE has created a new monitoring program for water quality that includes conducting some in-house testing post filter as well as immediately when a concern arises (in addition to Facilities regular tests pre-filter). In addition, the Water Quality Advisory committee will meet later this week to discuss further possible improvements. See HSE website for more information on water quality.

Courses & Training Offered:

- AED/CPR training – April 8 (7 attended)
- 1st Aid Practical Training – April 8 (7 attended)

Upcoming Training

- WHMIS for Security – May 5
- Fire Safety training for Conference staff – May 5
- WHMIS – May 12

2. Accident/Incident Report

- March 26: Boil water notice. Ended April 1

3. Events

Upcoming Events

- Welding Safety Workshop – June 1st

4. Statistics (March 1, 2011 to March 31, 2011):

First Aid Statistics:

Total staff reports (not including contractors) =	4
a. Sports & recreational injuries	0
b. Work-related (sprain, strain, cut, contusion, bruise)	4
c. Internal & other	0
d. Non-work related (sprains, strains, cuts, etc)	0

WCB Claims:

Total Claims =	0
Healthcare only	0
Time loss & Healthcare	0
Pending decision	0

Ergonomics Report:

Total	3
Prevention	1
Follow up	0
Return to Work	2