

University Health and Safety Committee

Minutes

Tuesday, August 23<sup>rd</sup>, 2011 @ 10:00 in HR Boardroom

**Voting Members**

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Frost, Ruth	(UBCFA)	Unit 6, Barber School of Arts & Sciences	P
Gesi, Mike	(M & P)	Security & Parking	P
Gibb, Marty	(M & P)	Facilities	P
Hirawatari, Ryan	(M & P)	Bookstore	R
Hourigan, Gail	(BCGEU)	Faculty of Creative & Critical Studies	P
Kavanagh, Trudy	(UBCFA)	Unit 7, Barber School of Arts & Sciences	P
King, Cathy	(BCGEU)	Facilities, Security & Parking	P
Lyons, Don,	(BCGEU)	Faculty of Creative & Critical Studies	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
Wenger, Johanna	(BCGEU)	Student Housing	P

**Ex-officio Members**

Shelley Kayfish, Director, Health, Safety & Environment

**Recorder**

Connie Neid

**Chair:** B Mortenson

Introduction – Welcome to two new members: Gail Hourigan (FCCS) and Johanna Wenger (Student Housing)

**1. Approval of Agenda**

**Motion:** Nilson/King To approve agenda. **Carried.**

**2. Approval of minutes of May 16, 2011.**

**Motion:** Gesi/Seethaler To approve minutes of May 16, 2011. **Carried.**

**3. Guest: N/A**

**4. Old Business**

4.1 Pet Policy

B. Nilson, B. Mortenson and C. Neid met to discuss options regarding pets on campus and reviewed them with the committee. The following was reviewed:

**1. Definition of “Pet”**

U of C : In this policy

“Pet” refers to a domesticated animal kept for companionship or amusement. It does not include animals kept for approved research and teaching purposes or Service Animals.

U of A – Pet Definition:

A companion animal owned, cared-for or under the supervision of an individual.

**2. Rationale:**

The purpose of this policy is to regulate the presence of pets on campus to ensure that a pet does not damage University infrastructure or equipment, create a health hazard or become a threat, nuisance, or significant distraction to others or to activities occurring on campus. Without a policy on pets in buildings, UBCO may be liable for damage or injury caused by pets. People

with allergies and respiratory problems should be able to work in a pet-free environment and, since any dog can become dangerous, many find the presence of pets in buildings to be intimidating.

**3. Suggested wording.**

Pets are not permitted in any University building (3.22 of Residence Contract - pets are not allowed). Pets are permitted on University grounds but, as per ORD bylaw 366, must be leashed, and with its owners or handler, and under the control of its owner or handler at all times. Pets may be left unattended in a vehicle parked on University grounds for a reasonable period of time as long as: the pet is restrained in a manner that prevents contact between the pet and any member of the public; the pet is safe and has suitable ventilation; and the pet is not violating local bylaws. A person who brings a pet onto University grounds will clean up after the animal; is responsible for any costs of damage caused; will remove the pet when asked.

- 4. How to proceed:** There was lengthy discussion on this item. It was felt that the wording should be reviewed and returned to the agenda for feedback from the committee for the next meeting. When satisfied with the wording, S. Kayfish to bring the recommendation forward to the Executive for review. Depending upon their feedback the committee can determine how to proceed.

There was further discussion regarding signage; example: no pets are allowed on the artificial turf. Committee members were asked to send any comments or feed back to C Neid by September 6<sup>th</sup>.

**Action:** To return Pet Policy to the agenda for the September meeting

**5. New Business**

**5.1 Smoking/tobacco use on campus – effectiveness of policy.**

Review of Policy #15 : <http://universitycounsel.ubc.ca/files/2010/08/policy15.pdf>

S Kayfish reviewed policy with committee.

Discussion: There are a few areas on campus that smokers tend to use instead of the designated Gazebos. Example: Between Fipke and Science buildings when walking over to the new ASC II building.

Suggestions on how to handle communication of smoking policy:

- a. More signs, introduce during orientation, have security monitor, HSE can have information available at the new staff/faculty orientation, work with office of AVP students to help get the word out, reward Gazebo users, tag onto the Great Canadian Smoke Out. T. Kavanagh will connect with C Budgen – Campus Health & Wellness.
- b. Concerns regarding fire hazard and bark mulch used around campus.

**Action:** S. Kayfish to connect with BC Ministry of Forests Wildfire Branch regarding hazard signage and will report back.

- c. No Smoking signs on tables –

**Action:** M. Gibb to look into and report back.

- d. S. Kayfish will look at EME and SMP building issues.

**5.2 Bike Trail jump up-date**

S Kayfish brought committee up to date regarding bike trails/jumps that had been created. A recommendation was made to the executive to either remove, or support; the decision was to have the jumps removed and a contactor has been hired to do this.

### 5.3 HSE Calendar

Information item: C Neid up-dated committee on the joint venture calendar project with Risk Management Services (Vancouver), HSE, and WorkSafeBC.

This prompted discussion around emergency wardens, disability services, and how to facilitate safe evacuation during fire drills. It was noted that stairwells are designed as safe refuge spots.

New wardens for new buildings require training. Wardens play an important role regarding communicating around safe areas and advising the Director(s). HSE will do an assessment, connect with facilities, around signage.

**Action:** As a result of the discussion it was realized that there are lots of different needs. S Kayfish and C Neid to work on this – see what can be done to help folks in September around the communication of safety. Return this item to the September agenda.

5.4 Meeting dates : suggested times

Term One: The 3<sup>rd</sup> Tuesday of every month - 10:00 – 11:30

### 6. Standing Items

6.1 HSE Director's Report

S. Kayfish reviewed her report (attached to minutes)

6.2 Building Inspections

Lower & Upper Cascades, Similkimeen, University House,  
Parking Lot B and J

Gesi/Seethaler

Action: HSE to handle deficiencies.

Action: CN to up-date teams/building schedules.

Action: CN to send out new meeting request.

### 7. Adjournment

**Motion:** Gesi/Seethaler To adjourn. **Carried.**

Meeting adjourned at 11:40.

**ADDENDUM #1**

**HSE Report**  
**University of British Columbia (Okanagan Campus) Health and Safety Committee**  
**August 2011**

1. Fume Hood Recertification

In July, fume hoods on campus were tested for re-certification. In total 70 fume hoods were tested with an 89% pass rate. The results of testing are below:

Building	Number tested	Passed	Require further action	Unfit for use
Arts	1	0	1	0
Fine Arts	2	0	0	0
Fipke	18	17	1	0
Science	49	43	5	1

In August, testing will focus on those fume hoods requiring further action (7). The 2 Arts and Sciences II fume hoods will be tested in September.

2. UBC Okanagan Staff Orientation

Health, Safety & Environment, UBC Okanagan Campus will be participating in the New Staff Orientation on September 1, 2011 coordinated by the Human Resource Department. HSE will be managing a booth with primary objectives of increasing awareness of our current initiatives; Call Center, changes to the Flu Program this year, and Green Research. In addition HSE will be presenting at the Faculty Orientation on August 29<sup>th</sup>.

3. Respiratory Protection Program

The Respiratory Program has been revamped and the process for fit testing streamlined to incorporate referrals to the Occupational Health Nurse if required. Facilities Management previously was identified as being a priority for fit testing due to their exposure risks. So far this month, 10 Respirator fit tests have been completed by the HSE staff with 9 pending.

4. Occupational Health Program

The Occupational Program launched in July of this year. To date, 7 hazard assessments resulting in a need for further health assessment have been completed, resulting in targeted recommendations for risk reduction. The program continues to reach staff and faculty in priority sequence based on level of risk exposure. Facilities Management, Campus Security, Unit 2, and Human Kinetics are the first groups for program consideration.

5. Courses & Training Offered:

- Trades Safety Seminar – welding safety – June 1
- Waiver 21 – Threat Assessment – June 23-24
- Ergo Reps – July 7
- Media Relations (Red Cross) – July 19

Upcoming Training, Workshops and Events

- WSBC Board of Directors Reception Sept 13
- AED Training Sep 1

- WHMIS Sep 9 & 14

## 6. Accident/Incident Report

- June 17: ASC water pipe leak caused by contractor trades worker attempting to rotate pipe fitting on a pressurized pipe in order to allow space for installation of another pipe.
- June 22: Chemical spill in FIP 218. 4 liter jug of solvent broke and spilled contents into flammable cabinet. HSE performed clean up.
- July 7: Gas smell in the Sunshine Café prompted building evacuation and KFD response. Source of gas smell remains undetermined.
- August 2: Fume hood fire in FIP 373 caused by overheated mineral oil bath.
- August 6: Brush fire at Quail Ridge golf course on the border of the UBC lands. KFD manage to contain blaze.
- August 10: Fortis/Terasen purged gas lines behind HSC causing gas to enter through air intake. Building evacuated and KFD responded.

## 7. Statistics (May 1, 2011 to July 30, 2011):

### First Aid Statistics:

Total staff reports (not including contractors) =	5
a. Work-related (sprain, strain, cut, contusion, bruise)	3
b. Internal & other	1
c. Non-work related (sprains, strains, cuts, etc)	1

### WCB Claims:

Total Claims =	2
Healthcare only	0
Time loss & Healthcare	1
Pending decision	1

### Ergonomics Report:

Total =	13
Prevention	11
Follow up	2
Return to Work	0