

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

Thursday, May 14, 2009, 1:00 in A276

<u>Voting Members</u>			<u>Present/Regrets</u>
Allan, Linda	(UBCFA)	Unit 4, Barber School of Arts & Sciences	P
Bizzotto, Roger	(M & P)	Facilities Management	P
Frost, Ruth	(UBCFA)	Unit 6, Barber School of Arts & Sciences	R
Gesi, Mike	(BCGEU)	Security & Parking	P
Jost, Mark	(BCGEU)	Lab Tech, School of Engineering	P
King, Allan	(BCGEU)	Facilities Management	P
Lyons, Don	(BCGEU)	Faculty of Creative & Critical Studies	P
McAulay, Judy	(UBCFA)	Nursing	P
Mobbs, Kevin	(M & P)	Gymnasium	R
Mortenson, Bud	(M & P)	Alumni & University Relations	P
Nilson, Blythe	(UBCFA)	Unit 2, Barber School of Arts & Sciences	R

Ex-officio Members

Shelley Kayfish, Health, Safety & Environment

Guests

Jackie Podger, AVP Admin & Finance (A)

Recording Secretary

Connie Neid

Chair: Linda Allan

1. Approval of agenda

Addition: 4.6 Up-date on Building Inspections. Add as a standing item for all agendas.

Motion: McAulay/Mortenson motioned to approve agenda with additions. **Carried.**

2. Approval of minutes of March 20, 2009.

Motion: King/Gesi motioned to approve minutes as amended. **Carried.**

3. Guest – J. Podger, AVP Admin & Fin (A) (20 mins)

Jackie Podger joined the meeting and up-dated the committee:

- Terms of Reference have changed to reflect the AVP Administration & Finance which is consistent with Vancouver. To be ratified at next UHSC meeting.
- Budget – if there is a need for a task force or work, the committee should make a request through the Manager of HSE to the AVP Admin & Finance Office.
- J. Podger will attend UHSC meetings upon the invitation of the co-chairs.
- Terms of Reference state that the co-chairs meet at least regularly or quarterly with the AVP Administration & Finance, or his/her designate, to communicate health and safety concerns.
- Membership attendance: J. Podger encouraged the members to make this meeting a priority. S. Dunn has resigned; thus another M & P position requires filling. R. Bizzotto has been asked to accept a reappointment.
- J. Podger also suggested that the terms of reference might be changed to include a sunset clause for committee membership in order to allow other interested people to serve.

- J. Podger explained the portfolio of the Manager of Workplace Health & Sustainability (WHS) and the portfolio of the Manager of Health, Safety and Environment (HSE) office with respect to healthy workplace/environment.

Action: Chair to invite J. Podger to meetings (on quarterly basis).

4. Old Business

- 4.1** Status of cross walks (5 mins) S Kayfish
Cross walks have been painted, speed bumps installed and the light(s) at various cross walks have been reinstalled.

- 4.2** Student Orientation (5 mins) L Allan
Motion: Mortenson/Gesi motioned to strike a communications sub- committee to work on general communication with the first item being Orientation. **Carried.**
Sub-committee membership: Bud Mortenson, Shelley Kayfish.

Action: L. Allan will discuss with K. Mobbs and pull together the first meeting.

- 4.3** Cleanliness of condiment area in food services (5 mins) A King
This issue will be addressed with Aramark's new manager pending the building inspection of the cafeteria area.

- 4.4** Display boards (5 mins) A King
A. King discussed options for placements of a display board. A written request through the Manager, HSE, to the AVP Finance & Admin outlining the purpose and possible cost is required.

Action: A. King will put request together.

- 4.5** Communication (UBC Exchange) (5 min) K Mobbs/B Mortenson
Refer to new sub-committee to look at the issue of improving communications.

- 4.6** Building Inspections
Building inspections are pending. A. King has been working on revising the building inspection form and will send to L. Allan and K. Mobbs to review, and then distribute to members.

5. New Business

- 5.1** Committee training opportunities (5 mins) S Kayfish/L Allan
Suggestions:
- invite from within our own UBC O community; example invite the Manager, OWHS
- WorkSafe courses have been scheduled – see HSE report
- S. Kayfish will put together modules from courses and share with the committee
- Linda: BC Federation of Labour: http://www.bcfed.com/health_safety and CAUT's website <http://www.caut.ca/pages.asp?page=227> .

- 5.2** Co-Chair Elections (10 mins) L Allan
As a nominating committee has not been struck S. Kayfish agreed to run the call for nominations. Three calls for nominations were made. L. Allan and K. Mobbs were nominated. L. Allan and K. Mobbs will establish a nominating committee to run the elections at the June meeting as per the terms of reference.

- 5.3** Scheduled meetings for 2009 (5mins) L Allan/C Neid
Faculty members, please advise C. Neid of your teaching schedule/availability.
If members know their teaching/meeting schedule and are absolutely not available on a regular basis, please bring this information to the next meeting.

Action: Members to bring available dates/times to next meeting.

- 5.4** Terms of Reference (10 mins) S Kayfish/L Allan
Revised document circulated via e-mail.
Motion: King/Lyons motioned to refer ratification of revised Terms of Reference to June meeting. **Carried.**

6. Standing Items

- 6.1** HSE Report (10 mins) S Kayfish
Report circulated via e-mail.

Action: Members: If you are interested in attending / observing the lab review process please contact S. Kayfish .

7. Adjournment

Motion: Lyons/King motioned to adjourn. **Carried.**