

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

Tuesday, September 27th, 2011 @ 10:00 HR Boardroom (Adm009)

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	
Hirawatari, Ryan	(M & P)	Bookstore	P
Hourigan, Gail	(BCGEU)	Faculty of Creative & Critical Studies	P
Kavanagh, Trudy	(UBCFA)	Unit 2, Barber School of Arts & Sciences	R
King, Cathy	(BCGEU)	Facilities, Security & Parking	P
Lyons, Don,	(BCGEU)	Faculty of Creative & Critical Studies	R
Mortenson, Bud	(M & P)	Alumni & University Relations	R
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 Nilson

1. Approval of Agenda

Motion: R. Frost/G. Hourigan To approve agenda. **Carried.**

2. Approval of minutes of August 23, 2011.

Motion: J. Wenger/M. Gesi To approve minutes of August 23, 2011. **Carried.**

3. Guest: N/A

4. Old Business

4.1 Pet Policy

"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 Regional District of Central Okanagan Dog Regulation and Impounding bylaw No. 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."

C. Neid to review the correct title of the bylaw 366. It has been corrected for the purposes of the minutes and is shown above with appropriate descriptor.

S. Kayfish will bring this forward to the AVP Administration and Finance, who will then bring it forward to the Sr. Executive.

Motion: G. Hourigan/R. Hirowatari To approve the suggested wording for the Pet Policy.
Carried.

4.2 Communication/Education – Classroom Evacuation Procedures

For the purposes of wanting to participate in the discussion of this item and to bring it to the table, B. Nilson stepped away from the Chair and R. Seethaler volunteered to act as Chair for item 4.2 only.

It was brought to the attention of the committee that there is no information in classrooms regarding how to contact security, what to do if evacuation of the building is required, or how to contact first aid. Is it possible for this information to be posted in all classrooms?

There was lively discussion around this and the following ideas were brought forward:

- It was recommended that evacuation procedures and first aid information is placed behind plexi glass. S. Kayfish advised that she had a discussion with Facilities wherein they advised that they would look after signage.
- When building inspection teams are doing bldg. inspections, it would be helpful to note if this information is readily available or missing.
- It is recognized that there should be some ownership placed on people to know this information.
- There was discussion around what could be done to get the message out. One suggestion was to have faculty incorporate emergency procedures or give a short safety orientation on the first day of classes.
- Three important numbers to be aware of are: safe walk, security, and emergency.
- It was decided that S. Kayfish would take the information from this meeting and formulate a page of information outlining safety/emergency procedures and bring it back to the committee for review.

Discussion concluded and R. Seethaler passed the Chair back to B. Nilson

4.3 Fire hazard signage update

S. Kayfish advised that she had been in contact with the City of Kelowna and Ministry of Forests regarding forest fire signage on campus. The purpose of the signage would be to increase awareness of the possible hazard of a forest fire on this campus.

5. New Business

5.1 Baby change areas

HSE received a complaint regarding someone using a kitchen to change a baby. S. Kayfish will recommend adding baby change stations in washrooms and seek further information from Facilities.

6. Standing Items

6.1 HSE Director's Report

S. Kayfish gave an overview of her Report. A copy will be attached to the minutes.

6.2 Building Inspections - none

7. Adjournment at 11:12

Motion: R Frost/M Gesi To adjourn. **Carried.**

Meeting adjourned at 11:12.

ADDENDUM #1

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

1. Unidirectional Flush

Following direction by the Glenmore Ellison Irrigation District (GIED), Facilities Management performed a unidirectional water flush at the August. A precautionary Boil Water Notice was put in place. HSE, in collaboration with Facilities Management, measured the impact of the flush on water quality during the flush. The impact inside the buildings was temporary and did not substantially decrease the water quality during the test. Post test, most buildings tested had turbidities (NTU) below 2. Another unidirectional flush is planned for November but a boil water notice is not recommended due to water quality results from previous flush. Nonetheless, HSE will continue to monitor water quality during this process in order to gather trend data on how the flush impacts water quality.

2. Influenza Project

HSE is working with four fourth-year nursing students on an influenza project with the objective to increase the awareness and uptake of the influenza vaccine for staff, faculty and students. The students will be developing a flu campaign to implement throughout October, prior to the flu clinics with aims to provide positive messages about the flu shot and dispel any myths that individual possess about the vaccine. The students will also gain clinical experience during the flu clinic while being mentored by the OHN and supervised by their clinical advisor. Report findings provided by the students at the end of November will include information as to how the flu program and immunization rates can be improved for 2012.

3. Travel Health

HSE is working with four third-year nursing students to conduct a Travel Health Survey for a sampling of faculties across the campus. The objective of the survey is to better understand potential faculty and staff travel health risks associated with traveling abroad for university purposes; more specifically, teaching and research. The students will be designing and conducting the survey and interpreting the results, which will be presented at the end of their term to HSE and the Field Safety and International Travel (FSIT) Committee.

4. Biological Safety Course On-line

Following the lead of the Vancouver campus and the requests of lab users on the Okanagan Campus, the HSE Biosafety Course lecture portion was transformed into an on-line format. The course consists of 8 on-line modules with associated quizzes, a laboratory portion and a final exam. Users must pass each module and the final exam (with a 70% pass mark) to obtain certification. The first cohort will be complete by the end of September.

6. Courses & Training Offered:

- WHMIS – September 14 (74 attended)
- AED/CPR – September 14 (9 attended)
- 1st Aid OFA1 – September 1 (10 attended)
- Intro to Lab Safety (online course) – 213 (September 1 – September 23)

Upcoming Training

- AED/CPR – October 17

- Fire Safety & Lockdown – October 20

7. Accident/Incident Report

- None

8. Events

- Fire Drills – September 19-22 (report unavailable)

Upcoming Events

- Emergency Exercise – October 28th
- Green Research Workshop – November 8th
- Arc Flash, Electrical Safety Seminar – February 28th

9. Statistics (August 1, 2011 to August 31, 2011):

First Aid Statistics:

Total staff reports (not including contractors) =	1
a. Work-related (sprain, strain, cut, contusion, bruise)	0
b. Internal & other	0
c. Non-work related (sprains, strains, cuts, etc)	1

WCB Claims:

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

Ergonomics Report:

Total	2
Prevention	1
Follow up	0
Return to Work	1