

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

**Monday, September 28, 2009, 9:00 in Sci 253**

**Voting Members**

Allan, Linda	(UBCFA)	Unit 4, Barber School of Arts & Sciences	P
Bizzotto, Roger	(M & P)	Facilities Management	L
Frost, Ruth	(UBCFA)	Unit 6, Barber School of Arts & Sciences	P
Gesi, Mike	(M & P)	Security & Parking	R
King, Allan	(BCGEU)	Facilities Management	P
Lyons, Don,	(BCGEU)	Faculty of Creative & Critical Studies	P
MacFarlane, Craig	(BCGEU)	Housing & Conferences	R
McAulay, Judy	(UBCFA)	Nursing	R
Mobbs, Kevin	(M & P)	Gymnasium	P
Mortenson, Bud	(M & P)	Alumni & University Relations	P
Nilson, Blythe	(UBCFA)	Unit 2, Barber School of Arts & Sciences	P

P – Present

L – Late

R – Regrets

**Ex-officio Members**

Shelley Kayfish, Health, Safety & Environment

**Recording Secretary**

Connie Neid

**Chair:** K. Mobbs

**1. Approval of agenda**

Change: Items 5 and 7.2 to be presented by S. Kayfish.

**Motion:** L. Allan/B. Nilson To approve agenda as amended. **Carried.**

**2. Approval of Minutes of May 14, 2009.**

**Motion:** B. Mortenson/D. Lyons To approve minutes of May 14, 2009. **Carried.**

**3. First call for nominations for the position of co-chair**

The Terms of Reference state that nominations may be received from the floor. K. Mobbs called for nominations from the floor.

L. Allan put her name forward.

K. Mobbs nominated B. Mortenson

B. Mortenson nominated R. Bizzotto (in absentia)

**4. Old Business**

**4.1 Display board - cost & installation of a UHSC display board**

An estimate for \$640 has been received. Purchase of the board requires approval of the AVP Administration and Finance (Acting).

A. King put forward the idea of a board for the SSC and UNC buildings. A summary statement as to what the estimate is for and why the committee has asked for the boards should be put together. Action item: L. Allan will prepare this information and forward to S. Kayfish who will

meet with the AVP Admin/Finance. It was felt that only one custom board would be required (SSC building) and an existing board available from facilities could be used in UNC.

#### 4.2 Scheduled meetings for 2009

Recommend: 3<sup>rd</sup> Monday of the month @ 9:00 am – 10:30am

Everyone agreed that this meeting time works best and that the next meeting would be Oct 19th.

### 5. Special Item – UHSC Review

J. Podger asked S. Kayfish to do a full review of the committee. S. Kayfish circulated a self-assessment checklist from Work Safe BC to committee members with the intent that the results be included in the review. The committee would like the form to be anonymous, returned by separate cover to C. Neid for compilation before the next meeting. The training sheet information should also be returned to C. Neid. Tuesday, October 13<sup>th</sup> is the deadline. S. Kayfish to send information to everyone not present.

### 6. Second call for nominations for the position of Co-Chair

Second call for nominations was put to the floor. No further nominations were brought forward.

### 7. New Business

#### 7.1 H1N1 update

The latest information has been posted to the HSE webpage:

<http://web.ubc.ca/okanagan/hse/health/h1n1fluvirus.html> S. Kayfish gave a quick up-date: the How to Wash Your Hands signs have gone up, hand sanitizer stations have been installed, hand sanitizer pumps have been ordered, the annual influenza immunization will be held in November, information will be sent via global email, and how to track absenteeism is being reviewed.

#### 7.2 Upcoming Courses

AED Training – Oct 5th

WHMIS – throughout September

Fire Safety Training – September 2nd

WorkSafe Courses - Possible dates were provided for upcoming WorkSafeBC courses. A quick response to C. Neid is required if anyone would like to take any of the courses discussed.

#### 7.3 SSC Construction Update/Concerns

Deferred to the next meeting.

#### 7.4 Traffic patterns between Fipke & UNC

Deferred to the next meeting.

### 8. Standing Items

#### 7.1 HSE Report – Addendum #1 to agenda.

S. Kayfish reviewed her report. Action item: C. Neid to up-date the web site.

There was discussion regarding committee participation/assistance when incidents arise. The question was put forward regarding how the committee should be involved in incident investigations.

Action item: The committee would like more information regarding the process and asked S. Kayfish to bring information to the next meeting.

Things to take into consideration: membership education and training, union involvement, callout process, and individual members comfort level associated with conducting investigations.

**Motion:** L. Allan/K. Mobbs to strike a sub-committee to review how representatives from this committee will be organized to be involved in accident/incident investigations. **Carried.**

Sub-committee members: K. Mobbs, A. King, B. Nilson.

Action item: Sub-committee to meet and report back at the next meeting.

**9. Third call for nominations for the position of co-chair**

B. Mortenson nominated R. Bizzotto. R. Bizzotto accepted nomination.

**10. Election of Co-chair**

No further nominations for GEU or Faculty members. L. Allan was acclaimed as co-chair representing the union side. B. Mortenson withdrew his name from the nominations. R. Bizzotto was acclaimed as co-chair representing management.

**11. Adjournment**

**Motion:** R. Frost/B. Mortenson to adjourn the meeting. Carried.

Meeting adjourned at 10:10 am.