

THE UNIVERSITY OF BRITISH COLUMBIA | OKANAGAN

University Health and Safety Committee

Agenda

Friday, Jan 29, 2016 @ 2:00-3:30, ADM 006a

Voting Members

| | | |
|-------------------|-----------|---|
| Campbell, Troy | (M & P) | Campus Security |
| Gibb, Marty | (M & P) | Facilities Management |
| Guenard, Chris | (M & P) | University Relations |
| Guttman, Guy | (M & P) | Conferences and Student Housing |
| Wilson, Roger | (M & P) | Health & Wellness |
| Hohl, Shannon | (BCGEU) | Faculty of Engineering |
| Majeran, Michelle | (BCGEU) | Student Recruitment and Advising |
| Robinson, Ashlee | (BCGEU) | Barber School of Arts & Sciences |
| Ma, Jace | (BCGEU) | Housing and Hospitality Services |
| Johnson, Rob | (UBCFA) | Athletics and Recreation |
| Naser, Bahman | (UBCFA) | Faculty of Engineering |
| De Burgos, Hugo | (UBCFA) | Barber School of Arts & Sciences (Head) |
| Wagner, John | (UBCFA) | Barber School of Arts & Sciences |
| TBD | (Student) | Student Representation |

Ex-officio Members

Tracey Hawthorn, WRAP Co-ordinator

Mike McGinty, Associate Director of Risk Management and Security Services

Jason McLeod, Risk Management Services

Cherie Michels, Risk Management Services

Recorder:

N Ingram

Chair: Rob Johnson

1. Call to order and determination of quorum

2. Approval of Agenda

Motion to approve: Hohl.

3. Approval of Minutes

To approve of minutes for Dec 9, 2015 meeting.

Motion to approve: Guenard/Guttman.

4. Old Business

4.1 Update on short-term plan re: smoking gazebos M Gibb, R Johnson, C Michels, T Hawthorn

- Response received from Campus Operations re: Nov 16th motion regarding gazebos: Campus Ops supports removing the wooden gazebo in front of the ADMIN building and relocating the metal gazebo that is currently in front of the library to that spot, on the condition that changes to the smoking gazebos are clearly communicated before, during, and after the removal/reinstallation process.
- Tracey Hawthorn and Melissa Feddersen (representing Health & Wellness) have agreed to be team leads coordinating this project.
- As part of this process, Melissa and student team will conduct observational survey re: access to smoking gazebos as they are, and what people would like to see on campus in the future – questions directed to both smoking and non-smoking population regarding smoking needs, gazebo locations, and the future of gazebos on campus.

- **NOTE:** Survey is still being drafted, and Melissa will need minimum of 2 weeks' notice to prep and get a team in place before removal/reinstall process begins.
- Aim is to use removal of gazebo and accompanying survey as a starting point for a conversation about gazebos on campus – an opportunity to gain input from the campus community as well as provide resources regarding smoking cessation and support
- Location of reinstalled gazebo will need to be considered: can it be moved farther back from the path, does it comply with 8 meter rule listed in campus smoking policy (which states that gazebos must be 8 meters away from doors, windows, and air intakes, but **not** walkways), will there be adequate lighting if gazebo is moved farther away from walkway.
- Team leads/university need to establish a timeline for communications & removal/reinstall process. UHSC suggested the following considerations:
 - Once launched, survey will be ongoing before & during the removal/reinstall process
 - Quote from Facilities Management will be needed re: the pricing of the work – will also need an estimate of how long the work will take and when they're available to do it as this will inform the timeline for the survey communications pieces
 - Suggested to have survey drafted within 3 weeks from today's meeting. Tracey will ask Melissa to attend the next meeting and provide an update on the status of the survey/any data gathered so far.
 - Information regarding changes to the gazebos should be provided with a link to the above survey and should be disseminated at least 2 weeks before the removal/reinstall process actually begins. Communications channels include: Notice of Project from Facilities Management, UBCO Exchange, Health & Wellness newsletter, and signage in the area of the gazebos.
 - (Note: while the possibility of a centralized website for all information related to smoking and smoking gazebos on the UBCO campus has been discussed, this is a long-term project that would likely not be complete before the removal/reinstall of these two gazebos is completed.)
 - Especially since there will be a point in this process where both gazebos are unavailable, the committee suggests the actual removal/reinstall process occur during a period that will cause the least possible disruption.
 - Suggested time regarding completion of project: As soon as possible while keeping in mind the academic considerations of students and **before** convocation of 2016.

4.2 Sterling IAQ proposal regarding Arts Building and university's response

J Wagner

- The university has agreed that the external assessment by Sterling IAQ Consultants will go ahead, paid for by Faculty Association. Once the study is complete, it will be compared with the data that Risk Management Services already has.
- Timing of study will be important as air quality issues are most likely to occur in wintertime when less outdoor air is going through the ventilation system.
- **Committee moved to write letter of support** for carrying out the proposed independent assessment of internal air quality in the Arts building by Sterling IAQ Consultants Ltd, as agreed to by the university and paid for by the Faculty Association. The UHSC **further** recommended that the study be carried out during the month of February for the reasons outlined in the point above.
 - Moved: J Wagner, seconded C. Guenard. Passed without opposition.

5. New Business

5.1 Bike access update

N Ingram / M Majeran

- Given the lack of information provided by the university about improving bike access to/on campus, the committee would like to clarify the following:
 - Which person/department is in charge of bike access projects on campus

- What is being done by the university to improve bike access to UBCO campus?
- Existing projects:
 - John Hindle Drive – City of Kelowna project – culling trees for right-of-way will begin first week of February
 - Bulman road – UBC working with City of Kelowna to develop cycling route along Bulman Rd, under Ellison Overpass, to university – no follow-up has been provided by the university on the project
- The committee will contact Nicole Udzenija, Director of Campus Initiatives, and request an update on the issue of bike access to campus to be presented at the next UHSC meeting.

6. Standing Items

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| 6.1 | Building Inspections Completed/Reports – Dec 17 inspection of parking office | N Ingram J Ma / R Wilson |
| 6.2 | Risk Management Services Report <i>RMS</i> Attached as Addendum 1. <i>Campus Security</i> Attached as Addendum 2. | J McLeod T Campbell |
| 6.3 | Courses/Seminars/Opportunities – up-date WHMIS & Chem. Safety: Feb 10 – http://riskmanagement.ok.ubc.ca/register.html Lab safety course: Feb 12 http://riskmanagement.ok.ubc.ca/register.html R.A.D.: Jan 25 & 28 http://security.ok.ubc.ca/radcourse.html - postponed, details for new course to be announced at a later date | N Ingram |

7. Date for next meeting: February 26, 2016

8. Adjournment

Majeran/ Wagner.

Addendum 1
Risk Management Services Incident Report Summary – December 2015
University of British Columbia (Okanagan Campus) Health and Safety Committee
January 29, 2016

1. Staff Accident/Incident Reports - Injury Reported - December 1st – 31st, 2015:

- December 7th: A worker was re-entering the Arts Building from the rooftop. He stepped inside the hatch and when he put weight on his foot on the top step of the steep ladder, the foot slipped. As a result, he slipped all the way to the bottom of the ladder. His arms were on the handrail, thus he was somewhat supported by them as he slid down, but during that process he strained his right forearm. In addition to the handrail on both sides of the ladder, the steps have grip tape on the edges and raised traction stubs on the top of the metal steps. The hatch was open providing daylight to illuminate the top portion of the stairs. No lost time resulted but medical treatment did occur and a WorkSafe healthcare claim has been initiated.
- December 16th: A worker was walking down a hill between two residence buildings when he slipped on the snow and fell on his back. Minor muscle strain occurred. First aid treatment was given but no time was lost and no WorkSafe claim was initiated. The worker was not walking on an actual sidewalk or pathway but was instead in grass area and thus snow was underfoot in his walking path (i.e. non-maintained walking surface).

2. Staff Accident/Incident Reports - No Injury Reported - December 1st – 31st, 2015:

- +/- December 21st: A large spill of some type of liquid in the southern stairwell of the Reichwald Health Sciences building was discovered on Dec. 23rd. Subsequent investigation has not revealed who spilled the substance nor what it actually is. The substance appears to have soaked into the flooring material; it was already dried up when discovered. The UBCO custodial contractor has commenced spot testing of various cleaning materials in an attempt to remove the spill. They will use the cleaner that works the best to attempt to clean the flooring (they will ventilate the staircase and wear appropriate personal protective equipment when performing this task in case the combination of materials results in a release of gases). If the cleaning attempt does not work, the flooring will be replaced (timing dependent on availability of equivalent flooring product).

3. Statistics - December 1st – 31st, 2015:

First Aid Statistics:

- Total staff reports (not including contractors or students): 2
- a) Work-related (sprain, strain, cut, contusion, bruise): 2
 - b) Internal & other: 0
 - c) Non-work related (sprains, strains, cuts, etc.): 0

WorkSafeBC Claims:

- Total Claims: 1
- Approved - Health Care Only: 1
 - Approved - Time Loss & Health Care: 0
 - Pending Decision - Health Care Only: 0
 - Pending Decision - Time Loss & Health Care: 0

Addendum 2

University Health & Safety Committee Jan 29, 2016 / CAMPUS SECURITY REPORT

Incident Date Range: 12/01/2015 – 12/31/2015

First Aid / Medical Response (11)

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| Staff / Faculty / Contractor (4) | <ul style="list-style-type: none"> 12/17/2015 Security noted slippery conditions around campus and reported it to facilities. A couple of minutes later a security guard slipped on some ice that was covered with a layer of snow while walking to the security vehicle parked behind CHP. First aid administered. Guard returned to work. Pictures taken. Facilities places ice melt in the area of the fall. 12/16/2015 While working an electrician cut through from the upper level of Upper Cascades J to the lower level. In doing so he slipped on the slope that was covered in ice and snow. Security did a first aid assessment. Worker returned to work. 12/14/2015 Aramark employee scalded foot with hot water. Wound cleaned and ice applied. Employee sent home for remainder of shift 12/07/2015 Facilities Management reports scrape to forearm. Staff slipped down the ladder in Arts 364V while coming from the rooftop hatch access. Transported to clinic by co-worker. |
| Other (Visitors, Students, or other) | 7 outside the scope of UHSC (e.g. drug or alcohol incident, sports medicine, illness, etcetera). |

Maintenance Required:

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| Safety 3 | <ul style="list-style-type: none"> December 19, 2015 Night shift security guards reported that none of the lot F parking lot lights turned on. All of the lights were off. Facilities work order created. Issue corrected. December 12, 2015 0314 hours while on routine patrol in ART security guard reported a burnt out fire exit sign outside of ART 179. Writer created facilities work order submitted. Issue corrected. December 12, 2015 0316 hours while on routine patrol in ART security guard reported a burnt out fire exit sign outside of ART 140. Writer created facilities work order submitted. Issue corrected. December 12, 2015: Security Guard reported the west exterior lights for the Reichwald Health Science building were not operational leaving the exterior walkway, area close to the building and K Lot completely dark. Work order submitted. Issue corrected. |
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Fire

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| 0 | 0 incidents occurred during date range. |
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Chemical/Hazmat Incident

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| 0 | 0 incidents occurred during date range. |
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Hazardous / Non-Standard Condition:

- 1
- 12/10/2016 Security guard noted that the South 3rd floor LIB fire exit stairwell was blocked off with tape and Best Service Pro signs. There was no signage indicating alternate routes. Best Service Pro contacted and advised that it should have been removed the previous day. Best Service Pro removed the signage and tape clearing a path to the fire exit.

