

**THE UNIVERSITY OF BRITISH COLUMBIA | OKANAGAN**

**University Health and Safety Committee**

**Minutes**

**Friday, Feb 26, 2016 @ 2:00-3:30, ADM 006a**

**Voting Members**

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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, Risk Management and Security Services

Jason McLeod, Risk Management Services

Cherie Michels, Risk Management Services

**Recorder:**

N Ingram

**Chair:** Marty Gibb

**1. Call to order and determination of quorum**

**2. Approval of Agenda**

Johnson/Guttman.

**3. Approval of Minutes**

To approve of minutes for Jan 29, 2016 meeting.

Majeran/Johnson.

**4. Old Business**

- 4.1 Guest presentation re: UBCO bike access initiatives Anthony Haddad
- Presentation provided overview of projects over next 2 years
  - Campus Planning (CP&D) works closely with city of Kelowna and provides direction for improved cycling on campus
    - John Hindle Drive & Extension
      - Multi-use separated pathway on southwest side of road; underpass through north leg of intersection in order to create direct cyclist access to west connection
      - After bike access is completed, pedestrian bridge will be built
      - Design projected to be completed in next 2 months, with construction starting 2016 and lasting approximately 18 months
    - Bulman Road

- Connection between highway and Bulman road through city land, going under the bridge and through existing pathway that connects to campus
- Given safety issues (cyclists riding on the highway), CP&D is pushing the city to get this project done quickly
  - Projected to be started in spring of 2016 and completed within 2-3 months
- Rails with Trails / Okanagan rail trail
  - Short term creating a gravel pathway; long term aim is to connect rail trail with Vernon and downtown
- GEID Flume trail
  - Longer-term project that is waiting on the city's ability to acquire land from the flume trail; would be an access more or less parallel to Curtis Rd.
  - If project goes ahead, may need to address safety issues regarding the difficult terrain and relatively secluded location
- Information on John Hindle and Bulman Road projects will be made available on CP&D website once City of Kelowna formally agrees to projects

#### 4.2 Guest: Update on smoking gazebo removal & survey process

Melissa Feddersen

- Melissa's Health & Wellness student team is ready to begin the process once the actual removal process and communications are ready to start
- Survey has been drafted and is available online, although the link has not yet been made public. Survey questions were presented to the committee and some minor suggestions were given to improve clarity and conciseness. Melissa will provide the link to the committee for those who weren't able to attend.
- Survey will be available at least one week before demolition process begins, and will be available during and after the process.
- Health & Wellness team is preparing for social media push as process begins and students will also go out and visit gazebos during the process; preparing to do cigarette butt counts after removal of gazebos in order to measure effects of removing gazebo
- Communication efforts through Exchange, signage, etc. still need to be coordinated

## 5. New Business

### 5.1 Introduce new Associate Director, Risk Management and Security

M McGinty

### 5.2 Crosswalk from H Lot to EME building

S Hohl

- Many people jaywalking between H Lot and EME as shortcut rather than using crosswalk
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  - It may be worthwhile exploring the possibility of an actual crosswalk in that location, though that may impact buses; new transit exchange will also significantly impact traffic patterns
  - Committee will contact CP&D and inquire about surveys that gather data about pedestrian traffic on campus – either existing data or planned surveys

### 5.3 Letterhead for UHSC

J Wagner

- Natalie will create electronic template for letterhead (as departmental letterhead but with committee name on it) and place in Building Inspections folder where committee can have access to template - to be used for formal recommendations from committee

## 6. Standing Items

### 6.1 Building Inspections

N Ingram

Completed/Reports – Nov 17 & 18 – CHP and Lots C, S, G

M Majeran / G Guttman

6.2 Risk Management Services Report

*RMS*

J McLeod

*Campus Security*

T Campbell

6.3 Courses/Seminars/Opportunities – up-date

N Ingram

R.A.D.: Jan 25 & 28 <http://security.ok.ubc.ca/radcourse.html> - to be rescheduled

Anxiety workshops: Mar 16 and 30<sup>th</sup> - register at <http://01.cms.ubc.ca/Page27587.aspx>

Hosted by WRAP and CMHA

**7. Date for next meeting: Mar 25, 2016**

**8. Adjournment**

De Burgos

**Addendum 1**  
**Risk Management Services Incident Report Summary – January 2016**  
**University of British Columbia (Okanagan Campus) Health and Safety Committee**  
**February 26, 2016**

1. Staff Accident/Incident Reports - Injury Reported - January 1<sup>st</sup> - 31<sup>st</sup>, 2016:

- January 8<sup>th</sup>: Note: the following incident involves a student but it is being reviewed with the UHSC because the topic potentially affects components of any group on campus. A student with a known peanut allergy ordered eggplant curry as nothing in the area (“Taste of India” food station) was labeled as having any common allergens. The student did not specifically ask if peanuts were a component of the dish. After taking one bite, the student realized immediately that something was wrong. The student asked the contract food services employee if peanuts were included; the worker went in the back kitchen area and then confirmed that peanuts were in the dish. The student immediately proceeded to the Health + Wellness Clinic for medical attention; fortunately the allergen exposure was minimal. Follow-up to this incident is ongoing; actions include improved communication / signage at food service sites, increased worker training, and revision of both UBC Vancouver and UBC Okanagan food service websites to increase clarity of information as well as reduce confusion as to which campus which website applies to (the student had unknowingly been following commitments made on the Vancouver Campus website which led to confusion as they had believed that the site applied to the entirety of UBC).
- January 19<sup>th</sup>: Worker was removing the strainer cover on the Geothermal loop on a heat exchanger in a Fipke Building mechanical room. He was using an 18 inch breaker bar and the bolt was very tight. The bolt came loose which caused the wrench to slip; this caused the back of his left hand to impact the front of another bolt head. A laceration on the back of the worker’s left hand resulted, with swelling around the local vicinity of the cut. First aid treatment was delivered by Campus Security and the worker returned to duties. The worker visited medical services after the work day and thus the incident is classified as a medical aid. A WorkSafeBC claim was initiated for healthcare only.
- January 27<sup>th</sup>: During a lecture, a faculty member was beginning to show a video using her laptop, which was connected to the projector system using the IT/AV cord (which is attached to the front wall of the classroom). She turned the lights off to watch the video and realized the sound was quieter than desired. She began walking towards the control panel but tripped over the cord (which was still approximately 2 inches off the ground even though she had attempted to adjust it earlier). Her left foot got caught on the cord so she trip/hopped on the cord with her right foot/big toe, putting all of her weight on the toe/foot before regaining her balance. Once the volume was adjusted, she sat with her foot elevated for the duration of the 30 minute film. First aid treatment was not sought but the worker visited medical services due to resulting injuries to the right foot. A WorkSafeBC claim was not initiated.
- January 28<sup>th</sup>: A practicum nursing student working at KGH was assisting her nurse educator do a VAC dressing (application to a wound of a vacuum pump using a foam dressing). The practicum student had cut the foam sponge to properly fit into the wound, and was then brushing the sponge to remove any small foam remnants when some drainage (i.e. bodily fluid from the patient) splashed into her right eye, cheek and forehead. The practicum student washed her face and proceeded directly to the hospital’s emergency department for application of proper follow-up procedures. A WorkSafeBC claim was not initiated.

- January 29<sup>th</sup>: A worker had arrived on campus in the morning and had just parked her car. When she was stepping out of the car, she stepped on a slippery patch of ground adjacent to the driver's side door which caused her to fall on her tailbone and elbow. Facilities Mgmt. was immediately contacted regarding the slippery spot. Neither first aid nor medical treatment was sought by the worker. The injuries did result in lost time and a WorkSafeBC claim has been initiated.
- January 31<sup>st</sup>: A worker was operating mobile snow clearing equipment on the sidewalk adjacent to the NW side of EME when the machine's shovel struck the raised edge of a steel cover plate on the sidewalk. The contact suddenly stopped the machine's forward momentum causing the worker's body to lunge forward in his seat; as a result, his head contacted the ceiling of the cab. A small laceration resulted just above the worker's hairline. The worker immediately sought first aid treatment from Campus Security and then returned to work.

## 2. Staff Accident/Incident Reports - No Injury Reported - January 1<sup>st</sup> - 31<sup>st</sup>, 2016:

- January 21<sup>st</sup>: IT Services received a work order for a non-functioning keyboard for the A/V equipment in a SCI lecture theatre. Upon looking into the situation, it was discovered that the keyboard (and drawer containing the keyboard) was dripping wet. At this point, RMS was called as the source or type of liquid was not known, though it was suspected to be a bodily fluid. RMS attended with the assistance of an IT tech. The keyboard was dismantled from the drawer and removed for disposal in the biohazard waste stream. The residual liquid was cleaned up and all surfaces in the vicinity of this area were disinfected.

## 3. Statistics - January 1<sup>st</sup> - 31<sup>st</sup>, 2016:

### First Aid Statistics:

- Total staff reports (not including contractors or students): 5
- a) Work-related (sprain, strain, cut, contusion, bruise): 5
  - b) Internal & other: 0
  - c) Non-work related (sprains, strains, cuts, etc.): 0

### WorkSafeBC Claims:

- Total Claims: 2
- Approved - Health Care Only: 1
  - Approved - Time Loss & Health Care: 1
  - Pending Decision - Health Care Only: 0
  - Pending Decision - Time Loss & Health Care: 0

## Addendum 2

### University Health & Safety Committee Feb 26, 2016 / CAMPUS SECURITY REPORT

Incident Date Range: 01/01/2016 – 01/31/2016

#### First Aid / Medical Response (16)

<p><b>Staff / Faculty / Contractor (7)</b></p>	<ul style="list-style-type: none"> <li>• January 31, 2016, 0728, Facilities Staff attended Dispatch. He had struck his forehead in cab of snow clearing equipment when the blade of the equipment jarred against a steel cover plate on Alumni Way. Laceration cleaned and dressed. Returned to work.</li> <li>• At 1412 on January 28, 2016: Facilities staff, requested first aid for a co-worker in the Quonset suffering from chest pains. First aid dispatched; Assessed and transported off-campus via ambulance.</li> <li>• At 0007 on January 14, 2016: Custodial staff called Dispatch on the emergency phone outside the University Centre loading bay appeared to be experiencing cardiac arrest. Staff was assessed by first-aid and transported off-campus via ambulance.</li> <li>• January 11, 2016 1913 hours Writer received a call on the security non-emergency line from food services staff, He reported that male was laying on ground in Green Thread Deli. Confirmed to be a leg cramp. Iced and returned to work.</li> <li>• On 19 January 2016 at 1304 hrs, Facilities Staff walked into Campus Security Dispatch to report that he received a laceration to the back of his left hand while he was trying to remove a bolt in the FIP110V Mechanical room. First aid attended and treated. No ambulance requested or attended.</li> <li>• On 19 January 2016 at 1202 hrs, Library staff reported that fellow staff was currently in the LIB314D (staff room) and experiencing chest pains. Assessed and transported to hospital via ambulance.</li> <li>• On 2016-01-14 at approximately 1456H Risk Management Services staff was feeling unwell at the Security Office. Staff self-administered medication prior to arrival of first-aid. First aid provided assessment. Began to feel better.</li> </ul>
<p><b>Other (Visitors, Students, or other)</b></p>	<p>9 outside the scope of UHSC (e.g. drug or alcohol incident, sports medicine, illness, etcetera).</p>

**Maintenance Required:**

<b>Safety 3</b>	<ul style="list-style-type: none"> <li>• January 31, 2016, 1105, security reported Stop sign at South end of Alumni and John Hindle missing, Work Order submitted. Sign replaced.</li> <li>• Emergency Blue phone # 20 located at J-Lot, not functioning properly in that there is no dial tone heard and no outgoing calls can be made. Issue corrected.</li> <li>• On 30 JAN 2016 at 1200H Security Dane SIMS tested Emergency Call Box 3 in G lot and found that there was no sound at all on the Call Box end and the Dispatch end could only hear static. A work order was submitted. #35360.</li> </ul>
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**Fire**

<b>0</b>	0 incidents occurred during date range.
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**Chemical/Hazmat Incident**

<b>0</b>	0 incidents occurred during date range.
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**Hazardous / Non-Standard Condition:**

<b>1</b>	<ul style="list-style-type: none"> <li>• On 2016-01-03 at approximately 2220H security guard observed two students operating a small drone outside of Nicola residence. Writer observed the students via camera 207 (Nicola NE PTZ). Writer observed the drone leave the ground once, and it remained approximately 1 foot off the ground. Shortly after the brief flight, both students entered Nicola residence. Guard resumed regular patrols and camera 207 returned to original position. Two students observed operating a drone outside Nicola residence. Gone on arrival.</li> <li>• January 18, 2016 0757 hours while on routine patrol security guard noticed a Sysco deliver truck parked on the travel portion of University way on the cross walk in front of ASC. Guard put on a high visibility vest and investigated. He determined that there was a potential for a vehicle incident or a vehicle/pedestrian incident. He took pictures and was able to contact the driver of the truck. At the same time Risk Management employee arrived on scene. Guard stood at the North end of the crosswalk in his high visibility vest hoping to slow traffic down in the area. 0812 hours the driver of the truck got in it and left. Pictures to be attached. RMS came into the dispatch office and debriefed with writer. RMS stated that he will talk to parking manager about the incident.</li> <li>• On 2016-01-20 at approximately 0642H security guard reported a Sysco truck parked on the side of the road on University Avenue outside of Arts and Science Center. Guard spoke with the driver and requested he move the truck as he was blocking traffic. The driver stated he would not park there in the future, but continued to unload his truck from University Ave.</li> </ul>
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