

THE UNIVERSITY OF BRITISH COLUMBIA | OKANAGAN

University Health and Safety Committee

Voting Members Minutes

Friday, May 27, 2016 @ 9:30-11:00, ADM006A

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)	School of Engineering
De Burgos, Hugo	(UBCFA)	Barber School of Arts & Sciences
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: Rob Johnson

1. Call to order and determination of quorum

2. Approval of Agenda

Campbell/Guttman

3. Approval of Minutes

Approved of minutes for April 29, 2016 meeting.

Hohl/Robinson

4. Old Business

4.1 Update on smoking gazebo removal

N Ingram

- Facilities Management & Campus Operations have given go ahead to begin dismantling of wooden (ADM) smoking gazebo and move of steel (LIB) smoking gazebo to front doors of admin.
- Timeline is too tight to have gazebo removed before convocation. Work will happen towards end of June, likely weekend of June 25th pending availability of contractor. **M Gibb will contact Derek Mahoney to establish exact date for timeline.**
- Request of Campus Ops was to ensure that changes to smoking gazebos are clearly communicated before & during the removal/move process. To that end committee needs to explore communication options:
 - Facilities (D Mahoney) will distribute Notice of Project. Notice will include the following:

- Details of work: what is being done, timeline for completion of work, and how long we are expecting both gazebos to be “out of commission” (as one is being moved)
- Note that it is everyone’s responsibility to ensure that smokers use designated gazebos and that debris is cleaned up
- Alternate gazebos, with link to maps
- Link to smoking cessation resources
- Link to smoking survey
- Endorsed by UHSC
- C Guenard to come up with Exchange piece based on the above and Facilities Notice of Project
- T Hawthorn to distribute through H&W newsletter
- Signage to go in all gazebos (N Ingram to contact University Relations) and at bus stops

4.2 Update on Sterling IAQ report for Arts Building

J Wagner

- University and Faculty Association have already agreed on some of the items:
 - Recommendation 1: all windows to Atrium kept closed
 - No disagreement – opening windows to atrium interferes with air pressure circulation
 - However, messaging not always consistent and people have not always complied; worth exploring ways to communicate this message
 - Faculty Association could put out notification based on report
 - People need to understand this is a sound recommendation and is a recommendation of report, not university
 - Stickers to be created for windows – to address turnover, etc.
 - Cherie/RMS to write content, University relations to design
 - Messaging to include the following:
 - Based on Sterling’s report
 - Requested for the benefit and comfort of everyone (e.g. mold allergies, etc.)
 - Link to RMS air quality resources:
 - http://riskmanagement.ok.ubc.ca/_shared/assets/sharetheairbrochure45221.pdf
 - **Note:** Motion to support stickers was suggested but no motion has yet been made. It has been suggested to wait on any motions re: stickers until the committee has determined whether motions supporting other recommendations need to be made.
 - Recommendations 4 & 5: University has already completed these two items.
 - Recommendation 6: Best Cleaning Services already utilizes HEPA filters.
 - Recommendation 7:
 - No strong agreement that support for this recommendation was necessary
 - Need to ensure that Best is living up to its contract – but also that office workers are allowing Best to do complete work
 - Current schedule: Best vacuums once a week
 - Will vacuum free surfaces but will not disturb boxes, papers, etc
 - Carpet extraction is performed once a year
 - Need to inform office workers of cleaning schedules so they can take advantage of schedules and remind them of their responsibilities
 - Including removing garbage – this affects air quality and is not the cleaners’ responsibility

- Can also leave note for cleaners asking them to do a specific task and the cleaners will often do so – but this needs to be the exception rather than the rule
- Cleaning schedules are currently available on Facilities website. Committee members should take a look at website and determine whether we would like to invite D. Mahoney to discuss cleaning schedules in more detail.
- Recommendation 8: no disagreement. Needs to be communicated adequately.
 - Faculty Association should put out communication endorsed by UHSC including recommendations for how to take advantage of cleaning schedules, and resources for keeping a clean building – should go into Exchange as well.
 - Communication should be sent out regularly – e.g. every September.
 - Should discuss air quality, cleaning, etc, on global scale and also include safety (boxes in high places, etc.)
 - Need to make sure that information about cleaning schedules for buildings get into hands of office users.
 - Communicating results of report could also be done via open meeting in September to discuss findings. The committee should consider this at the next meeting.
- Faculty Association will release report to faculty; suggestion that the report be distributed to everyone if permitted by the Faculty Association.
 - J Wagner to inquire with FA re: distributing report to wider audience.
 - M McGinty suggests distributing summary of report, recommendations, and what is being done about each as these will be most likely to be the points of interest for most people.
- Recommendations 2 and 3:
 - M. Gibb met with Inland Technical the morning of the meeting (May 27th, 2016) to request proposal to address these two recommendations
 - Committee voiced concern about Inland handling Recommendation 3, given Sterling's comment on p.11 of the report about misleading data from Inland
 - Is it necessary/worthwhile to bring in another company to deal with this recommendation?
 - Can't assume that Inland is being deliberately misleading as we don't know the scope of the data that was requested; likewise can't assume that future work from Inland would not be worthwhile
 - However it is reasonable to expect some scrutiny of Inland's response given Sterling's comments
 - Need to be very clear about what level of detail we expect from Inland's response.
 - Recommendations 2 and 3 have been shared with Inland verbatim and they have been asked to craft a proposal around these two items
 - Faculty Association may pursue independent appraisal of Inland's work
- Recommendation 3:
 - Are we in compliance with levels recommended in Sterling's report?
 - Not the committee's role to determine whether or not university is in compliance; this report is meant to help ensure compliance but does not determine that we are not within compliance

- University is obligated to meet standard but within that standard there is interpretation that needs to be done; ASHRAE standards differ depending on which classification is used (office, educational, etc)
- Whether or not university is in compliance may ultimately need to be adjudicated by WorkSafeBC
- However, University has sought proposal from Inland on how to meet recommendation 3 exactly as written; if all parties are satisfied with Inland's ability to do the work and the University hires them to do so, Sterling's recommendation will be met
- Proposal should be received 7-10 business days after May 27th – should have their proposal in hand for next meeting
- Are there stakeholders who would benefit from an update on where we are re: Sterling's report?
 - The Faculty Association will be circulating Sterling's report and its response and will be sending draft to J Wagner. J Wagner to suggest including information on where UHSC is at with report – what steps have been taken so far to resolve the issues.

5. New Business

N Ingram

- 5.1 Committee membership update
- At last meeting the UHSC was joined by new Faculty Association member Z. Liu despite not being advised of change in membership
- This was due to new Dean starting work in the School of Engineering which caused some confusion in committee membership.
- B. Naser will remain on committee as Faculty Association until his current term expires at which point the School of Engineering may recommend Z. Liu for future service on the committee.

6. Standing Items

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| 6.1 | Building Inspections
Library – M Gibb | N Ingram |
| | • Deferred to next meeting due to time constraints. | |
| 6.2 | Risk Management Services Report
<i>RMS</i>
Attached as Addendum 1. | J McLeod |
| | <i>Campus Security</i>
Attached as Addendum 2. | T Campbell |
| 6.3 | Courses/Seminars/Opportunities – up-date | N Ingram |

* WHMIS & Basic Chemical Safety: <http://riskmanagement.ok.ubc.ca/register.html>

- Wed, Jun 1, 12:00-3:30 – Fip244
- Wed, Sept. 7 8:30-12:00 – Fip244

* Lab Biological Safety Course: Wed May 4, 9:00-1:00, FIP 249

* R.A.D.: June 23 & 24, 9am – 3:00pm, UNC 200: <http://security.ok.ubc.ca/radcourse.html>

* Note: T Hawthorn will soon be taking instructor certification for Mental Health First Aid courses and will be able to offer the course on campus, may offer it to the UHSC if there is interest

7. **Date for next meeting: June 24, 2016, 2:00-3:30pm**
8. **Adjournment**

Addendum 1
Risk Management Services Incident Report Summary – April 2016
University of British Columbia (Okanagan Campus) Health and Safety Committee
May 27th, 2016

1. Staff Accident/Incident Reports - Injury Reported - April 1st - 30th, 2016:

- April 20th: Practicum student was extracting fatty acids by heating chemical samples within small glass test tubes in a heat block inside of a fume hood for 1 hour. The tubes exploded suddenly resulting in glass shards striking the practicum student and causing minor lacerations. The student immediately gave herself first aid treatment by washing the cuts with soap and then turned off the heat block and cleaned up the spill and broken glass. Campus Security was not contacted for first aid treatment. The student did visit a doctor to follow-up but a WorkSafe healthcare claim has not been initiated. Follow-up investigation revealed that the following the lab's safety protocols/procedures were not properly followed:
 - lab coat was not being worn
 - fume hood sash height was too low
 - samples were heated for too long
- April 28th: A staff member was walking outdoors in the vicinity of the Gym Building when she inadvertently stepped off of the edge of the sidewalk in a location where the adjacent grass is at a lower level, resulting in her rolling her ankle. Campus Security provided first aid treatment and the patient was then transported to UBCO Health and Wellness at her request. A WorkSafe claim has not been initiated.

2. Staff Accident/Incident Reports - No Injury Reported - April 1st - 30th, 2016:

- April 6th: A four litre glass bottle containing a mixture of embalming fluid and body fluids collected from cadavers was observed to have broken during overnight storage, spilling the contents on the concrete floor in an RMS waste storage area. The cause was determined to be an overfilled bottle without adequate "headspace" (i.e. air pocket that would allow for expansion of contents). After being placed in the room, the contents warmed enough to expand, with the increasing pressure eventually bursting the bottle. No injuries occurred. Upon request from RMS, Facilities Mgmt. changed the HVAC setup to bring in 100% outside air for approximately 24 hours after the spill was discovered. RMS cleaned the spill and broken glass using a full-face respirator and associated PPE. There have been past instances on campus of expansion in a bottle with insufficient headspace. Thus RMS will now reject bottles with insufficient headspace for hazardous materials waste collection; this will be communicated on the RMS website.

3. Statistics - April 1st - 30th, 2016:

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

UBC Okanagan University Health & Safety Committee

Campus Security Report

27 MAY 2016

Incident Date Range: 04/01/2016 – 04/30/2016 First Aid /

Medical Response (22)

Staff / Faculty / Contractor: 4	<p>On April 28 2016 at 1212 hrs, Staff sprained her left ankle while walking on the uneven grassy area outside the gymnasium. Staff member was transported to Health & Wellness per her request.</p> <p>On April 26, 2016 at approximately 0030H while on routine patrol at the exterior of library, security staff located student with deep laceration to toe. Originally reported that student sustained injury from broken glass in fountain while running barefoot through fountain. Subsequent investigation, determined that student cut foot on metal grate around filter. Transported to hospital via BC Ambulance. No further corrective action taken given the nature of the injury. Facilities Management was contacted to clean biohazard (blood) from the exterior of Library.</p> <p>On April 02, 2016 at 1233 hrs, Student reported that a person, later identified as non-student visitor, appeared to be injured after falling off his skateboard while travelling south along Discovery Avenue from the direction of R-Lot. First aid attended and provided patient care. Visitor was transported to hospital via ambulance. Injuries included skull fracture and a severe concussion.</p> <p>On 8 April 2016 at 0930 a staff member attended the security dispatch office to request first aid assistance for a co-worker was having difficulty breathing. Security attended and provided patient care. Subsequent investigation conducted by RMS determined that the reaction may have been a reaction to an unknown irritant in her workspace. Staff member has been relocated to different workspace.</p>
Other (Students or Visitors): 18	18 outside the scope of UHSC (e.g. drug or alcohol incident, sports medicine, illness, etcetera).

Assist Fire (Department) 3

	<p>On April 02, 2016 at approximately 1901H security received a fire alarm from the EME Building. Security Personnel attended and noted a cotton candy machine under a smoke detector on the 1st floor, in use during Relay for Life event. The detector was illuminated, indicating that it had been tripped. At 1907 hours Kelowna Fire Department was on scene. Fire captain reset the EME fire system and gave the all clear to re-enter the building. Use of cotton candy machine was discontinued.</p> <p>On April 21, 2016 at 0120H Kelowna Fire attended Cassiar Residence in response to fire system in alarm due to occupants smoking in residence. Room/Area ventilated and system was reset.</p> <p>April 7, 2016, 1924, Fire Alarm triggered in Valhalla Residence, KFD attended at 1932, determined caused by cooking, building cleared for re-entry at 1945.</p>
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Fire

1	April 16, 2016 2353 hours security personnel noted a smell of smoke and later reported that they found a campfire. Campfire was set and attended by some students. Security extinguished the campfire and confirmed that the area was cool to the touch.
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Hazardous or Non-Standard Condition

3	<p>April 17, 2016 2041 hours writer received a call from a student who reported broken glass on the East West pathway on the North side of Lower Cascades by F203. Security Personnel attended, and confirmed that there was broken glass. Created facilities work order.</p> <p>On April 06, 2016 at approximately 1430H security personnel reported a group of students slack-lining on University Center Commons Field. Guard stated the lines were above six foot above the ground. Security spoke with the students and requested they lower the lines to below six feet to which the group complied without incident.</p> <p>On April 06, 2016 at approximately 0859H security received a report of broken glass outside of Administration main doors. Writer contacted Best Service Pro to attend and clean.</p>
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Hazardous or Non-Standard Condition

1	On April 19, 2016 at 1919 hours unattended vehicle rolled southbound/backwards from Kalamalka residence south on Int'l Mews towards Lower Residence Lane and coming to a stop after knocking over a Shaw cable box. RO removed vehicle from cable box. Shaw attended and restored service.
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Wildlife

0	At 1840 on April 1, 2016: Faculty member was jogging southbound on Curtis Rd Trail when a mountain lion darted in front of her walking westbound to endowment land. At 1850, BC Conservation Officer on site. Mountain lion was not located upon arrival nor could Conversation locate tracks to potential "track" the animal.
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Chemical/Hazmat Incident

0	0 incidents occurred during date range.
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