

THE UNIVERSITY OF BRITISH COLUMBIA | OKANAGAN

University Health and Safety Committee

Voting Members

Minutes

Friday, Jul 22, 2016 @ 2:00-3:30, 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: M Gibb

1. Call to order and determination of quorum

2. Approval of Agenda

Moved: Campbell. Seconded: Guenard.

3. Approval of Minutes

To approve of minutes for Jun 24, 2016 meeting.

Moved: Majeran. Seconded: Ma.

4. Old Business

4.1 Guest presentation on crosswalk issues – H Lot to EME

A Haddad

- There will be significant changes to area of current and new (E-Lot) transit exchange that will happen within the next year
 - Part of redesign will be providing solutions that exist for jaywalking that currently happens
 - Movements from H Lot to E Lot/EME: concerns re: traffic and people slipping/falling
 - Existing exchange on Alumni Avenue
 - Currently sees about 22 buses/hour – maxed out capacity
 - No dedicated pickup or drop-off areas
 - Redesign looks at increasing capacity – up to 38 busses an hour with room for expansion
 - Will be layover area for buses as well
 - Alumni Ave still main drop-off area for more frequently used routes

- Redesign should also reduce bus backup in front of key locations (existing fire hydrants, etc.)
 - Redesign has taken into account traffic on John Hindle drive – redesign avoids left turns on JH Drive
 - Other locations that need to be taken into account: air intake near EME must be clear of exhaust and secondhand smoke
- New crosswalks will be included to direct pedestrian traffic to more appropriate locations:
 - When west end access is complete, road between Admin and EME will be pedestrianized and traffic will be diverted
 - Suggestion from committee: more direct path between H lot and ADM
- Questions from committee:
 - Will there be controls on crosswalks?
 - Nothing currently proposed on University way – traffic patterns will be different after pedestrianization
 - West end currently safe for pedestrians and cyclists: how do we prevent west end of campus from experiencing problems that University Way currently experiences now? West end may be busier than expected as we route traffic towards this way
- Redesign will put sidewalks on both side of University Way, so those crossing from H Lot will cross onto sidewalk
 - Attempted to create most direct route to EME building, accounting for possible future building in E Lot area, but may be problem with pedestrians crossing through the parking lot rather than taking the sidewalk
- Transit exchange is now funded; detailed design process upcoming of 3-4 months.

4.2 Update on Sterling IAQ report: work contracted to Inland Technical M Gibb

- Inland Technical finished survey and balancing this week and are now in process of compiling data; will have report in a few weeks

4.3 Update on Sterling IAQ report: sticker draft for Arts buildings C Michels

- Provided University Relations with draft feedback form last meeting; UR is waiting for decision on screwing windows closed before doing any further work
- Re: windows: Facilities indicates that screwing windows shut is not feasible but could provide bolt lock for fairly little effort to prevent windows from opening
 - Committee to approach Deena Rubuliak of Faculty Association and ask which option (stickers or locked windows) the Faculty Association would prefer.

5. New Business

5.1 Election of new co-chairs for 2016/17 term N Ingram / C Neid

- M Gibb and R Johnson have both indicated that they will be stepping down as co-chairs.
 - An election will be required:
 - Co-chairs must be filled by 1 union (Faculty Association **or** BCGEU) and 1 M&P representative.
 - Responsibilities include:
 - Chairing meetings & ensuring that meetings stay on topic and on time
 - Approving agendas and minutes before dissemination to committee
 - In cases where motions are approved by committee, ensuring that letter recommending the motion is written and sent to the appropriate parties
 - M Gibb and R Johnson have both indicated that they are available as a resource for complex issues.
 - In addition, the Recorder is available to support the committee and co-chairs and advise on procedural matters.
 - To facilitate the election, volunteers for a nominating committee, an interim co-chair, and two term co-chairs will all be needed.

- **Nominating committee:** Should be comprised of at least two individuals. Responsibilities will include canvassing committee members for volunteers for co-chair positions and bringing those volunteers' names forward to the committee and Recorder **before the September meeting.**
- **Interim co-chair:** Act as Chair for the September meeting to allow the election to be held.
- **Co-chairs:** As outlined above—two co-chairs who will chair the committee for at least the 16/17 term (September – August).
 - If more than one person volunteers for either the Union or M&P co-chair position, a vote will be cast. This can be done either by hand at the meeting or by ballot.
 - Election would ideally be held in September, **assuming all membership is in place.**
 - However there will be some changes in membership this upcoming year, particularly on the faculty side.
 - If you are willing to act as part of the nominating committee or as an Interim co-chair, please contact N Ingram.
- Raised by committee: possibility of student representation on committee – as the committee will be experiencing some changes in membership, this may be an idea time to pursue acquiring a student representative. M Majeran will approach student union about finding a student to sit on the committee.

6. Standing Items

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| 6.1 | Building Inspections
Fipke – M Gibb & H de Burgos | N Ingram |
| 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

RAD (Rape Aggression Defense): http://security.ok.ubc.ca/radcourse.html <ul style="list-style-type: none"> • Aug 11-12, 9am-3pm – UNC 200 (rescheduled from July 21 & 22) WHMIS & Basic Chemical Safety: http://riskmanagement.ok.ubc.ca/register.html <ul style="list-style-type: none"> • Wed, Sept. 7 8:30-12:00 – Fip244 • Wed, Sept. 14 10:30-2:00 – Fip244 • Fri, Oct 14, 2016 – 9:30-0:00 FIP 244 Lab Biological Safety Course <ul style="list-style-type: none"> • Thurs, Sept 9 12:00-4:00 – FIP249 • Wed, Oct 12 8:30-12:30 – FIP 249 Mental Health First Aid: course will likely be facilitated sometime in August | N Ingram |

7. Date for next meeting: Aug 26, 2016

8. Adjournment

Moved: Guttman. Seconded: Campbell.

Addendum 1
Risk Management Services Incident Report Summary – June 2016
University of British Columbia (Okanagan Campus) Health and Safety Committee
July 22nd, 2016

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

- June 26th: A worker suffered a minor laceration on her right hand when the handle of a broom that she was using cracked. Campus Security provided First Aid and the worker returned to work.
- June 30th: A worker suffered a minor laceration while working in the lab. Campus Security was not called to provide first aid treatment, and the worker did not miss any work.
- June 30th: A worker was working under a wall-mounted display that had been pulled out from the wall when he stood up and struck his head on the display. That impact sent him towards a cabinet, which he hit his head on; a one inch laceration resulted. The worker noticed blood after the impact and went to Campus Security dispatch; CS provided first aid treatment. The worker then transported himself to medical treatment where he received stitches. He did not miss any work beyond the day of the incident. WorkSafeBC has initiated a healthcare claim.

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

- June 7th: A paid student was driving a university vehicle to conduct fieldwork off of campus when she became involved in a minor MVI. No injuries occurred; the UBC vehicle did not suffer any damage; the other vehicle had minor damage.
- June 13th: A worker was walking to Parking Lot J when she encountered two badgers on the walkway. They displayed aggressive behavior towards the worker and thus she requested an escort from Campus Security. Follow-up investigation indicates that the badger family has excavated a number of burrows in the soil strip between J Lot and Alumni Avenue. They have since vacated the location but may return at any time. Other badger dens have been noted on campus, mainly in the area of the University House. A wildlife specialist has been consulted to ensure that proper measures are taken both now as well as during future development to minimize impact on the badgers. Permanent signage will be placed in the J Lot area to alert people in the area about the badger habitat and advising people to keep safe by avoiding the badgers and their den areas.
- June 20th: A practicum nursing student was attempting to irrigate a foley catheter. It was occluded, resulting in the irrigation syringe becoming dislodged from the foley tip and spraying urine on the practicum student's face and gown. The proper procedure was being followed but the student was not wearing a protective face shield or goggles.

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

First Aid Statistics:

- Total staff reports (not including contractors or students): 3
- a) Work-related (sprain, strain, cut, contusion, bruise): 3
 - b) Internal & other: 0
 - c) Non-work related (sprains, strains, cuts, etc.): 0

WorkSafeBC Claims:

- Total Claims: 1
- a) Approved - Health Care Only: 1
 - b) Approved - Time Loss & Health Care: 0
 - c) Pending Decision - Health Care Only: 0
 - d) Pending Decision - Time Loss & Health Care: 0

Addendum 2
UBC Okanagan University Health & Safety Committee
 Campus Security Report
 22 JUL 2016

Incident Date Range: 01 JUN 2016 – 30 JUN 2016

First Aid / Medical Response (8)

<p>Staff / Faculty / Contractor: 3</p>	<p>06 JUN 2016 At 2315 hours: Security Guard reported cutting left middle finger on piece of metal in ASC; location injury occurred is not of concern. Security Guard provided first aid on the minor wound. Return to work.</p> <p>On 2016-06-30 at approximately 1354H IT Services walked into the campus security office with an approximately 1 inch laceration above left eye. Patient stated he was working under some furniture when he stood up he struck his head and fell forward onto a nearby cabinet, lacerating his left eyebrow. Patient did not complain of any nausea, headache, or memory loss. Patient attended Kelowna General Hospital.</p> <p>On 21 JUNE 2016 at 0930H Housing staff cut finger and required First Aid. was dispatched to attend. Staff had a small cut on right index finger First-aid cleaned the wound with an alcohol wipe and applied a bandage. Staff member returned to work</p>
<p>Other (Students or Visitors): 5</p>	<p>5 outside the scope of UHSC (e.g. drug or alcohol incident, athletic injury, illness, etcetera).</p> <p>*2 during convocation (visitor illness).</p>

Maintenance Required: 26

<p>3 work orders submitted to correct safety concerns on Campus.</p>	<p>3 maintenance reports submitted for safety issues noted while on routine patrol:</p> <p>On 25 JUN 2016 at 1231 hours security reported a bee infestation at emergency blue phone 11, M lot. A work order was submitted. On 05 JUN 2016 at 0737 hours security reported an ant infestation outside of Administration 104, underneath the diamond plate golf cart charger box. A work order was submitted to Facilities to request Orkin attend. On 04 JUN 2016 at 1345 hours Security Guard reported wasps at the base of the U House emergency phone (#31). WO #37642 submitted.</p>
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Hazardous or Non-Standard Condition

3	<ul style="list-style-type: none">• 26 JUN 2016 at 1038 hours Housing staff member requested assistance with a syringe collected from guest. 1044 hours security attended the Nicola housing office with the dispatch office bio-hazard sharps container. Syringe collected.• 25 JUN 2016 at 2037 hours, guard found deep fryer in Sunshine café left on. Nobody present, lights off, no fume hood activated. Guard shut off the fryer and turned on the fume hood. Hood left running for an hour then it was shut off as well.• On 18 JUN 2016 at approximately 0934H security guard reported some broken glass on the path behind the heated bus shelter at the Alumni Ave bus loop. A work order was submitted to have the glass cleaned up.• On 10 JUN 2016 convocation first aid attendant reported that university visitor in the GYM attending convocation received a minor head wound when a temporary exit sign fell and hit her in the head. Female visitor refused first aid.• On 18 JUN 2016 at approximately 1630H security guard reported that a light fixture in the lab foyer had become dislodged. Discovered that the fixture was hanging from a single wire – activated burglar alarm via motion sensor. Requested that engineers attend to secure to fixture. Security contacted on-shift engineers to correct issue.
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Chemical/Hazmat Incident

0	0 incidents occurred during date range.
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