

THE UNIVERSITY OF BRITISH COLUMBIA | OKANAGAN

University Health and Safety Committee

Voting Members Minutes

November 14, 2016 @ 10:00am, Location EME 4218

Campbell, Troy	(M & P)	Campus Security
Bizzotto, Roger	(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
Urmetzler, Peter	(UBCFA)	Barber School of Arts & Sciences, Unit Head
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: C Guenard

1. Call to order and determination of quorum

2. Approval of Agenda

Moved/Seconded: Majeran/Urmetzler.

3. Approval of Minutes

To approve of minutes for Oct 12, 2016 meeting.

Moved/Seconded: Majeran/Robinson.

5. New Business

4.1 Flu clinics update (guest presentation from Nursing students)

J McLeod

- Nursing students held 4 flu clinics on campus: 2 for nursing/med students and 2 for campus community at large.
- Goal was to distribute 900 vaccines (a 10% increase from last year).
 - Working with Safeway pharmacy, UBCO distributed 903 vaccines.
 - Several people had to be turned away due to lack of supplies.
- Students also worked to provide education on benefits of vaccine, alternate methods of staying healthy, and alternate locations to obtain vaccine.
- Does University typically organize a thank-you for nursing students through UHSC or RMS? N Ingram to connect with J McLeod.

4.2 Election/confirmation for Co-Chair positions

N Ingram

- M&P Co-Chair Candidate Roger Bizzotto confirmed as co-chair.

- BCGEU/FA Co-Chair Candidates: Michelle Majeran and Bahman Naser.
 - Due to the number of committee members away at this meeting, it was decided to conduct the voting for BCGEU/FA co-chair via email. N Ingram will request that voting committee members submit their vote for their preferred candidate by email. Results will be announced in advance of next meeting.

4.3 Locked building entrance doors M Majeran

- There have been recurring issues with UNC outside door by ballroom (facing Commons)
 - Door tends to randomly lock during the day. People can exit but not enter the building when this occurs.
 - Access issues for persons with disabilities:
 - Door is near a handicapped washroom
 - Disability Resource Centre also has many students going in and out of this area
 - Next nearest door is a lengthy walk around the building.
 - Facilities work orders have been placed but issue has been ongoing for over a year.
- R. Bizzotto to follow up with Facilities.

4.4 Slip & fall prevention T Hawthorn

- Committee to disseminate "slip-and-fall" safety reminders through Exchange. C Guenard to connect with J McLeod.
- Suggestion to include short video/Youtube clip as part of communication to help disseminate the message. UBCOTV may be able to assist.

5. Old Business

Update on report from Inland Technical deferred to next meeting

6. Standing Items

6.1 Building Inspections N Ingram
New building schedule circulated.

6.2 Risk Management Services Report J McLeod
RMS

Will be attached as addendum 1.

Campus Security T Campbell

October report – attached as addendum 2.

November report – attached as addendum 3.

6.3 Courses/Seminars/Opportunities – up-date N Ingram

* WHMIS & Basic Chemical Safety:

Friday, Dec 16, 2016, 9:30am-1:00pm Fip 240

Wed, Jan 4, 2017m 12:30-4:00 Fip 240

• Mental Health First Aid:

◦ Nov 17-18, 8:30am-4:00pm UNC 334, ART 112

7. Date for next meeting: December

8. Adjournment

Moved/Seconded: Wilson/Ma.

Addendum 2

UBC Okanagan University Health & Safety Committee

Campus Security Report

12 OCT 2016

Incident Date Range: 01 SEP 2016 – 30 SEP 2016

First Aid / Medical Response (37)

<p>Staff / Faculty / Contractor: 4</p>	<ul style="list-style-type: none">• On September 8, 2016: Security Guard reported removing a metal sliver from his left ring finger. While on an earlier patrol of the gym, the guard brushed his left hand along the handrail near the old workout area (G117Z) when he noticed a sharp pain to his finger. Patient was assessed, location of wound was cleaned and filed paperwork. Patient Assessment form completed.• On 12 September 2016 at 0940 hrs, Staff contacted to advise she feels she may have pulled a muscle and would like a First Aid attendant to assist her. Security guard First Aid Attendant. Occupational First Aid Patient Assessment Form and First Aid Record completed. First hand report of injury was complaint of lower back/Tailbone area after lifting water and went down. Local treatment included ice to the area of discomfort.• September 21, 2016, 2034, call from food services contractor twisted his ankle. Guard LACROIX attended and administered First Aid.• September 27, 2016, 1301, Security Guard bumped her head on temporary fence in A Lot, Guard UNRAU attended and administered First Aid. Returned to work.
<p>Other (Students or Visitors): 1 within scope of UHSC</p> <p>32 outside the scope of UHSC (Athletic injury, drug/alcohol, etc)</p>	<ul style="list-style-type: none">• September 08, 2016 2138 hours a male came into the dispatch office and reported that a female hurt her shin and knee while exiting a bus (ran into the ramp as it was being retracted). Ice pack and bandage applied.

Maintenance Required: 18 Reports

<p>2 work orders submitted to correct safety concerns on Campus.</p>	<p>At 2039 on September 1, 2016: Security Guard Brad HITCHMAN reported the west side of RHS walkway lights off; on-shift engineer unable to illuminate. New WO#39483 submitted for electricians to correct. SUNDERLAND</p> <p>At 2035 on September 2, 2016: Security Guard reported Research Way/ Knowledge Lane street corner light OC-01/C129-1 light not working and Knowledge Lane OC-08/C130-1. WO #39497 submitted. SUNDERLAND</p> <p>At 1000 on September 7, 2016: Security guard reported the ashtray was tipped over in the ADM smoking gazebo; a mess remains on the ground. WO #39531 submitted for clean-up.</p> <p>On 10 SEPT 2016 at 0838H Security guard reported finding broken glass strewn among several parking stalls in M lot along Discovery Avenue. A Facilities work order (#39630) was submitted for the glass to be cleaned up.</p> <p>September 19, 2016, 1624, report of broken glass on H Lot walkway, work order 39972 submitted.</p>
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Hazardous or Non-Standard Condition: 4 Reports

<p>2 notable incidents</p>	<p>On 23 September 2016 at 0835 hrs, while being lead into the UBCO courtyard by UBCO Campus Life staff in order to set up for the Brains & Brawn event, the Chick-Chick-Boom food truck was found to be leaking a substance from the underside of the truck.</p> <p>The vehicle was stopped immediately out front of the Administration building entrance foyer and a blue tarp was placed underneath the engine block on the ground.</p> <p>Risk Management and Facilities Management staff were notified of the leak and the foreign substance on the ground. Immediate efforts to contain and clean up the foreign substance were conducted in the form of placing blue absorbent pads down on the ground.</p> <p>Photos of the foreign substance and in the areas in which it was dropped were captured and are attached.</p>
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Chemical/Hazmat Incident: 0

0	0 incidents occurred during date range.
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Motor Vehicle Accident: 3

3	3 outside the scope of the UHSC
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Addendum 3
 UBC Okanagan University Health & Safety Committee
 Campus Security Report
 14 NOV 2016

Incident Date Range: 01 OCT 2016 – 31 OCT 2016

First Aid / Medical Response (20)

Staff / Faculty / Contractor: 2	Outside the scope of the University Health & Safety Committee
Other (Students or Visitors): 18	18 outside the scope of UHSC (e.g. drug or alcohol incident, athletic injury, illness, etcetera). *2 during convocation (visitor illness).

Maintenance Required: 18 Reports

2 work orders submitted to correct safety concerns on Campus.	<p>At 2119 on October 3, 2016: Security personnel reported walkway lights between F & H Lots were off. On shift engineer was advised and reported the system appeared normal. WO #40203 submitted. Issue was resolved.</p> <p>October 07, 2016 0747 hours security personnel reported that the driver's side tail light on the security golf cart is not working. Writer created facilities work order# 40276. Issue has been resolved.</p>
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Hazardous or Non-Standard Condition: 4 Reports

2 notable incidents	<ul style="list-style-type: none"> • At 1937 on October 11, 2016: Security personnel reported the MWO mechanical room door was partially blocked with construction debris. Security Personnel moved the material to clear a pathway to and from the mechanical room. RMS and Facilities were notified. • On 28 OCT 2016 at 1644H Reside Life Manager reported a strong smell of natural gas on the 3rd floor of Similkameen. On duty engineer advised. At 1726H engineer returned to Dispatch to drop to report that no gas was detected
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Chemical/Hazmat Incident: 0

0	0 incidents occurred during date range.
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Motor Vehicle Accident: 3

1	October 29, 2016, 1625, RCMP reported a sign knocked down on University Way. Security Personnel dispatched to check area, vehicle found in ditch having collided with sign on University Way, West of the North Roundabout. Air bag in vehicle had deployed, nobody in vehicle. Caution tape around the area. A work order was submitted to Facilities, and vehicle was removed by tow company. Occupant later located and determined to be unharmed. Cause of accident was excessive speed and inattention.
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