

THE UNIVERSITY OF BRITISH COLUMBIA | OKANAGAN

University Health and Safety Committee

Voting Members

Minutes

Feb 27, 2017 @ 9:30am, Location UNC 334

Attendees

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)	School of Engineering
Robinson, Ashlee	(BCGEU)	Barber School of Arts & Sciences
Ma, Jace	(BCGEU)	Housing and Hospitality Services
Urmetzer, Peter	(UBCFA)	Barber School of Arts & Sciences, Unit Head
De Burgos, Hugo	(UBCFA)	Barber School of Arts & Sciences
Lisa Moralejo	(UBCFA)	School of Nursing
TBD	(Student)	Student Representation

Ex-officio Members

McLeod, Jason	(Ex-Officio)	Risk Management Services
Michels, Cherie	(Ex-Officio)	Risk Management Services

Regrets

Hawthorn, Tracey	(Ex-Officio)	WRAP Co-ordinator, HR
Majeran, Michelle	(BCGEU)	Student Recruitment and Advising
McGinty, Mike	(Ex-Officio)	Associate Director, Risk Management and Security Services
Naser, Bahman	(UBCFA)	School of Engineering

Recorder

N. Ingram

Chair: R. Bizzotto

0. Introduction of new member - Lisa Moralejo

1. Call to order and determination of quorum

2. Approval of Agenda

3. Approval of Minutes

Approval of minutes from Dec 14, 2016: G. Guttman/ R. Bizzotto

Approval of agenda from Jan 27, 2017 R. Wilson/C. Guenard

4. Old Business

4.1 Interior windows in Arts Atrium – locking windows shut vs. signage (15min) R. Bizzotto

- Facilities been working with Inland tech re: air balancing; no hard answer from consultants re: what should be done with windows as air pressure at any given time is dynamic
- C. Michels: RMS will add information to website on indoor air quality page: generic recommendations for all spaces to keep windows closed to ensure proper functioning of buildings
- Committee will make recommendation re: windows in order to put the Arts report to bed:

- G. Guttman, R. Bizzotto move to make recommendation that interior windows facing into the Arts Atrium be screwed shut, or, if that is too onerous, to place signage noting the recommendation to keep the windows closed.
- Committee vote – 10 votes in favour.

5. New Business

5.1 Update to TOR – Quorum

(5min) J. McLeod

To be compliant with Worksafe BC regulations, the committee must not only meet but meet quorum every month. To that end, RMS has revised the Terms of Reference as follows to make it easier for the committee to meet quorum. The TOR will be revised from:

6. Quorum and Voting

- 1) Quorum of a meeting shall be at least one-half the currently filled positions, but with Management and Professional attendees being a minority (a minority is less than or equal to one half of the number of votes) of those present.
- 2) Items to be forwarded to Management (Responsible Director) require a 2/3rd majority (equal to or greater than 2/3rd of the number of votes) of the filled seats.

To:

6. Quorum and Voting

- 1) The quorum at any meeting shall be established in accordance with the following:
 - it must have at least 4 members or, if a greater number of members is required by regulation, that greater number;
 - it must consist of worker representatives and employer representatives;
 - at least half the members must be worker representatives;
 - it must have 2 co-chairs, one selected by the worker representatives and the other selected by the employer representatives.
- 2) Items to be forwarded to Management (Responsible Director) require a 2/3rd majority (equal to or greater than 2/3rd of the number of votes) of the filled seats.

- J. McLeod notes that above language is draft form and will be updated slightly from current form, and re-circulated to the committee.
- Currently the TOR do not include rules for alternates if a committee member is unable to attend. Committee members suggest adding this language as alternates will make it easier for the committee to make quorum, and expose the committee and the work it does to more faculty and staff.
- J. McLeod will include language about alternates in TOR update that will be circulated to committee.

5.2 FYI: UHSC Structure Confirmation Review

(5min) J. McLeod

- Information about structural review of UHSC circulated to committee in separate memo.
- Worksafe is implementing new policy around Joint Health & Safety Committees – going forward committees will do annual review of themselves and how they work.

6. Standing Items

6.1 Building Inspections

(5 min) N. Ingram

- 16/17 building schedule circulated
- N Ingram to include in every meeting invite going forward.

6.2 Risk Management Services Report

RMS (5 min) J. McLeod
Attached as Addendum 1.

Campus Security (5 min) T. Campbell
Attached as Addendum 2.

- 6.3 Courses/Seminars/Opportunities – update (5 min) N. Ingram
- **BCFed** - Feb 28 – What Joint OH&S Committees Need to Know About Ergonomics
 - See attachment or <http://bcfedhealthsafetycentre.cmail19.com/t/r-l-ykdjdhuk-hhdujikkk-e/>
 - The course is eligible for the 8 hours of annual training leave to which UHSC members are entitled.
 - Special pricing (\$20) available in honour of RSI Day.
 - The provider also hosts other courses which would also be eligible.
 - **RMS** – April 19 – WHMIS for non-lab users – FIP 240, 8:30-12:30
 - RMS only does WHMIS for non-lab users about once a year, so please encourage anyone who needs this course to sign up now!
 - **RMS** – May 1 – WHMIS (lab users)
 - **HR** – May 2 – Living Well With Stress – FIP 139, 12-1pm
 - **RMS** - May 3 – Lab Biological Safety Course – Fip 249, 9am-1:00pm
 - **RMS** – May 9 – WHMIS (lab users)
 - **RMS course registration:** <http://riskmanagement.ok.ubc.ca/register.html>

7. Date for next meeting:

- March 27. Meeting will be moved to **3-4pm** to accommodate committee members with recurring meetings on Monday mornings.

8. Adjournment

C. Guenard/S. Hohl.

Addendum 1
Risk Management Services Incident Report Summary – January 2017
University of British Columbia (Okanagan Campus) Health and Safety Committee
February 27th, 2017

1. Staff Accident/Incident Reports - Injury Reported - January 1st - 31st, 2017:

- Jan. 17th: A treadmill was being pushed up the ramp into a cube van to transport it from one building to another. Two workers were pushing up the ramp and one worker was above the treadmill in the 'pulling' position, also guiding/steering the treadmill. The treadmill was being pushed on two 4-wheel furniture carts. The cube van has a lip at the top after the ramp ends; while the two workers were pushing the treadmill up the ramp, the first cart stopped at the lip and the treadmill slid forward off part of the cart. It landed on the upper part of the pulling/guiding worker's foot past the protective steel toe part of the boot. No serious injury occurred, no first aid was given.

2. Staff Accident/Incident Reports - No Injury Reported - January 1st - 31st, 2017:

- Jan. 2nd: Campus Security received a fire alarm notice from the Monashee residence building via the campus-wide fire system at 00:00 hrs. KFD was on campus within 9 minutes. Though it was not confirmed via investigation due to evidence being cleared well before RMS was contacted, it is assumed that the fire was caused by bedding being inadvertently pushed against a baseboard heater. Because of the timing, there was a very small number of students in the building when the incident occurred.
- Jan. 20th: At 3:50pm, a water line broke in the Central Heating Plant resulting in flooding in the CHP and a total shutdown of domestic water on campus.

3. Statistics - January 1st - 31st, 2017:

First Aid Statistics:

- Total staff reports (not including contractors or students): 1
- a) Work-related (sprain, strain, cut, contusion, bruise): 1
 - b) Internal & other: 0
 - c) Non-work related (sprains, strains, cuts, etc.): 0

WorkSafeBC Claims:

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

Addendum 2

UBC Okanagan University Health & Safety Committee

Campus Security Report

February 27, 2017

Incident Date Range: 01 JAN 2017 – 31 JAN 2017

First Aid / Medical Response (17)

<p>Staff / Faculty / Contractor (2)</p>	<ul style="list-style-type: none"> At 0119 hours on January 8, 2017: Best Pro contractor entered the dispatch office complaining of pain in his left hip after slipping on the last couple of main interior Library stairs. Cause of fall undetermined as footwear, and grip/thread on stairs sufficient. On 18 JAN 2017 at 2050H Best Pro contractor attended Dispatch and requested a first aid attendant examine right arm. Staff stated she had been lifting a heavy garbage bag; contractor assessed injury as a muscle strain. Recommended that contractor see Transported KGH by co-worker for further examination. 1 incident outside the scope of UHSC; generally unwell due to illness.
<p>14 Other (Visitors, Students, or other)</p>	<ul style="list-style-type: none"> 14 outside the scope of UHSC (e.g. drug or alcohol incident, sports medicine, illness, etcetera).

Maintenance Required:

<p>3 Work orders submitted to UBC Facilities Management for safety related concerns</p>	<ul style="list-style-type: none"> January 19, 2017 1600 hours Writer called facilities to report that security is being inundated by calls reporting no water on campus. Facilities reported that the main water pump in CHP failed causing a massive drop in water pressure and the engineers are in the process of fixing the issue. On January 21, 2017: Security Guard reported one way audible while test blue phone #24 (7-8046); dispatch unable to hear guard while testing all three lines. IT Work Order #160730 submitted. At 1954 on January 24, 2017: Security Guard Nathan reported the light was blown out for the West Crosswalk between FIP & UNC. WO #42368 submitted.
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Animal/Wildlife

<p>1</p>	<ul style="list-style-type: none"> On 2017-01-25 at approximately 1301H staff reported a possible cougar sighting on Reservoir Rd. She stated she was on a walk an unknown third party stated they had seen a cougar in the area. Security guards patrolled the area via vehicle and could not confirm the sighting. BC Conservation Service was notified, but no action would be taken as the sighting was unconfirmed.
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Fire

1	On 02 JAN 2017 at 0000H, a fire alarm was received on the Dispatch fire panel for the Monashee building. Kelowna Fire and Campus Security responded. Determined that fire was caused by blankets in contact with heater. Sprinkler activation. Damage caused by fire and water. Fire immediately extinguished upon system activation.
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