

**THE UNIVERSITY OF BRITISH COLUMBIA | OKANAGAN**

**University Health and Safety Committee**

**Voting Members Minutes**

**Mar 27, 2017 @ 3:00pm, Location ADM 006a**

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
Urmetzer, Peter	(UBCFA)	Barber School of Arts & Sciences, Unit Head
Naser, Bahman	(UBCFA)	School of Engineering
De Burgos, Hugo	(UBCFA)	Barber School of Arts & Sciences
Lisa Moralejo	(UBCFA)	School of Nursing
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

**Regrets**

Hawthorn, Tracey

(Ex-Officio)

WRAP Co-Ordinator

McGinty, Mike

(Ex-Officio)

Associate Director, Risk Management and Security Services

Morajelo, Lisa

(UBCFA)

School of Nursing

Naser, Bahman

(UBCFA)

School of Engineering

**Recorder**

N. Ingram

**Chair:** M. Majeran

**0. Introduction of new recorder – Jonathan Durynek**

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

**2. Approval of Agenda**

Moved/Seconded: S. Hohl/A. Robinson.

**3. Approval of Minutes**

Approval of minutes from Feb 27, 2017

Moved/Seconded: C. Guenard/S. Hohl.

**4. Old Business**

4.1 Updates to TOR complete – circulated to committee

(5min) J. McLeod

- Completed updates: Updated requirements for quorum, added language allowing committee members to find alternates when unable to attend a meeting. Terms of Reference circulated to committee.

- Committee noted that requiring both co-chairs present may create an additional hurdle in creating quorum, and suggested that Co-Chairs be allowed to appoint an alternate Co-Chair from current committee membership and appropriate employment group in the case that a Co-Chair cannot attend a meeting.
- Committee agreed that for items that require a timely vote from the committee, members should be allowed to submit votes electronically to determine whether 2/3 majority vote has been achieved, in cases where 2/3 majority is not present at the meeting in question.
- Committee has requested that the above 2 clarifying points be added to the Terms of Reference.

#### 4.2 University response to windows recommendation (5 min) N. Ingram/R. Bizzotto

- R. Bizzotto completed draft of committee recommendation from Feb 27, 2017 re: windows
  - Concurrently has been working with John Wagner on draft report to Faculty Association; J Wagner has informed committee that University and Faculty Association have already agreed to keep windows closed and that the Faculty Association prefers voluntary compliance rather than locking mechanisms
  - It may be worth revising or tabling last month's motion:
    - No need to recommend locking mechanism if FA and University have agreed on voluntary compliance
    - Potential value of signage:
      - Signage may have some educational value– but previous discussion shows that effective wording for signage will be difficult to establish
      - RMS has updated messaging on the air quality page of its website: now recommends that windows be kept closed in **any** building to maximize effectiveness of building systems
      - Committee will recommend to J. Wagner that a link to the webpage be included in the Faculty Association news letter
  - As the University and Faculty Association have already agreed to keep windows shut via education and voluntary compliance, committee has agreed to **table its Feb 27, 2017** recommendation until and unless the FA requests further input from the UHSC.
- Link to RMS Indoor Environmental Quality page mentioned above:  
<http://riskmanagement.ok.ubc.ca/health/indoorenvqual.html>

## 5. New Business

### 5.1 Budget for refreshments for monthly meetings (5 min) M. Majeran

- Many campus-wide meetings have coffee or light refreshments; UHSC could request small refreshments budget to encourage members attend, foster a small social component at meetings, and show appreciation for committee members who volunteer their time to participate
- However, this does introduce the potential for added administrative burden in terms of organizing, especially when meeting times/locations are changed
  - To reduce administrative burden, one option may be to provide refreshments quarterly as a gesture of appreciation
- **Motion:** Send request to CORM Director for healthy refreshment budget for monthly meetings.  
**Moved/seconded:** H. de Burgos, G. Guttman

### 5.2 Student membership on UHSC (10 min) R. Wilson

- Student position on committee has never been filled; not required by WorkSafe regulations but is considered best practice
- Blake Edwards, president of SUO, has directed committee to Residence Life, but so far committee has received no responses
- Options for filling student position:

- Re-request student participation from Res Life (M. Majeran)
- Approach Faculty of Health and Social Development to see if there is an interested grad student – grad students are here for longer period of time, and students in this faculty may have interest in health and safety (A. Robinson)
- Term grad students in Health & Wellness could possibly take on this committee as part of their duties (R. Wilson)
- Other options may be: UBC EFRT, Safewalk, and Voice; committee also notes that contacting faculties re: grad student interest may be more effective than going through SUO
- A. Robinson, M. Majeran, R. Wilson to discuss and update committee at next meeting

## 6. Standing Items

- 6.1 Building Inspections (5 min) N Ingram
- 16/17 building schedule circulated
  - No new building inspections completed.
- 6.2 Risk Management Services Report (5 min) J McLeod
- RMS*  
Attached as Addendum 1.
- Campus Security* (5 min) T Campbell  
Attached as Addendum 2.
- 6.3 Courses/Seminars/Opportunities – update (5 min) N Ingram
- **RMS** – Mar 29 – Emergency Warden Training – Fire Safety – ART 104, 9:30-11:00am
  - **RMS** – Mar 30 – Emergency Warden Training – Fire Safety – SCI 333, 9:30-11:00am
  - **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:

- April 24, 3-4pm

## 8. Adjournment

R. Wilson/R. Bizzotto.

**Addendum 1**  
**Risk Management Services Incident Report Summary – February 2017**  
**University of British Columbia (Okanagan Campus) Health and Safety Committee**  
**March 27<sup>th</sup>, 2017**

1. Staff Accident/Incident Reports - Injury Reported - February 1<sup>st</sup> - 31<sup>st</sup>, 2017:

- Feb. 2<sup>nd</sup>: A worker was walking from the parking lot S area to their office in the Arts Building. As they walked down the sidewalk between CCS and ASC, they slipped and fell backwards on the portion of the sidewalk that has a slope at the end (as it approaches Research Road). The worker mainly impacted their right side. The worker got up and went to their office; there was a minor amount of pain in their side, but it was bearable. No first aid treatment was sought. For a few days, the worker felt little pain, except in bed (occurred when they tried to get up or turn around). The pain continued over the next few days so the worker went to see a medical doctor. No time was lost; a healthcare-only claim has been approved by WorkSafeBC.
- Feb. 3<sup>rd</sup>: A worker was walking from F Lot into campus and had just crossed the crosswalk when they slipped on ice and fell, landing on their knee followed by the rest of their body. The worker was shaken up but carried on to their destination classroom as they were scheduled to invigilate a quiz. Over the course of the few hours after the slip, various aches and pains emerged. First aid treatment was not sought but the worker did follow up with a physician. No time was lost; a healthcare-only claim has been approved by WorkSafeBC.
- Feb. 27<sup>th</sup>: A worker was set up with a new workstation in their work area. After a couple of weeks, the worker was experiencing sharp pain in their neck, shoulders and back along with experiencing headaches. Due to the symptoms, the worker initially thought that it may be a dental issue; upon visiting their dentist, it was determined that the issue was actually ergonomic in nature. The worker's supervisor had an ergonomic assessment performed; adjustments were made to the setup of the workstation. These changes alleviated the symptoms to some extent but ongoing pain and headaches are still being experienced. Further changes to the setup are being explored. A health-care only claim has been submitted to WorkSafeBC; the claim is still going through the approval process.
- Feb. 28<sup>th</sup>: A worker was walking on the outdoor stairs between ADM and LIB when they tripped on the stairs and fell two steps. The worker's knee and back were slightly injured. No first aid was sought and no time was missed from work. A WorkSafeBC claim has not been submitted as the injuries were very minor.

2. Staff Accident/Incident Reports - No Injury Reported - February 1<sup>st</sup> - 31<sup>st</sup>, 2017:

- Feb. 20<sup>th</sup>: A life-sized cardboard cut-out of a gladiator that was in the Similkameen 2<sup>nd</sup> floor lobby area was ignited. The fire was quickly extinguished with the use of a fire extinguisher resulting in damage to the cardboard cutout but not to any building infrastructure. A large amount of smoke was produced; the Kelowna Fire Dept. set up fans to disperse the smoke. Extra cleaning was required to clean up the fire extinguisher powder from the lobby area.
- Feb. 20<sup>th</sup>: Campus Security received a report that a service vehicle belonging to SHHS was discovered to have a loose tire. It is suspected that tampering may have occurred with the tire rim's lug nuts. The vehicle was driven before the condition was discovered and thus damage resulted to the passenger side rear wheel.

3. Statistics - February 1<sup>st</sup> - 31<sup>st</sup>, 2017:

First Aid Statistics:

- Total staff reports (not including contractors or students): 4
- a) Work-related (sprain, strain, cut, contusion, bruise): 4
  - b) Internal & other: 0
  - c) Non-work related (sprains, strains, cuts, etc.): 0

WorkSafeBC Claims:

- Total Claims: 3
- a) Approved - Health Care Only: 2
  - b) Approved - Time Loss & Health Care: N/A
  - c) Pending Decision - Health Care Only: 1
  - d) Pending Decision - Time Loss & Health Care: N/A

## Addendum 2

### UBC Okanagan University Health & Safety Committee

#### Campus Security Report March 27, 2017

---

**Incident Date Range: 01 FEB 2017 – 28 FEB 2017 First Aid**

#### / Medical Response

<b>Staff / Faculty / Contractor (0)</b>	0 within the scope of the UHSC
<b>21 Other (Visitors, Students, or other)</b>	<ul style="list-style-type: none"> <li>14 outside the scope of UHSC (e.g. pre-existing medical condition, drug or alcohol incident, sports medicine, illness, etcetera).</li> </ul>

#### Hazardous / Non-Standard Condition:

<b>1 Report created for smell that was believe to be a gas leak.</b>	<ul style="list-style-type: none"> <li>On February 14, 2017 at 1425H Residence Life Manager reported a rotten egg smell on the second floor of Purcell residence. Risk Management Services attended with the combustible gas detector, and H2S detector. No hazardous fumes detected, and the source of the smell was narrowed down to the drain in the janitor closet, water was put down the drain to eliminate the escaping sewer gasses. A check of the mechanical rooms was completed to ensure the building had no further issues, none found.</li> </ul>
--	---

#### Maintenance Required

<b>2 reports of safety related maintenance issues.</b>	<p>On 2017-02-11 at approximately 1757H security guard reported an emergency sign near University Center 106 was broken and hanging by a couple wires. A work order was submitted.</p> <p>On 2017-02-11 at approximately 1053H during routine emergency phone checks it was discovered that callbox #2 R lot was not working. A work order was submitted.</p>
--	---

#### Fire

<b>1</b>	<p>On 20 FEB 2017 at 0351H RLM dispatch to report a fire. He stated that he had been told by an RA in Similkameen that a cardboard display in the lobby by the elevator had been set on fire. The RA had smelled smoke and had used an extinguisher from the building to put the fire out. HO stated that to the best of his knowledge the fire was out but he requested Security attend to ensure it was.</p>
----------	--