

THE UNIVERSITY OF BRITISH COLUMBIA | OKANAGAN

University Health and Safety Committee

Voting Members Minutes

Apr 24, 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
Majeran, Michelle	(BCGEU)	Student Recruitment and Advising
Robinson, Ashlee	(BCGEU)	Barber School of Arts & Sciences
Naser, Bahman	(UBCFA)	School of Engineering
Urmetzer, Peter	(UBCFA)	Barber School of Arts & Sciences, Unit Head
TBD	(Student)	Student Representation

Ex-officio Members

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 Coordinator
Hohl, Shannon	(BCGEU)	School of Engineering
Ma, Jace	(BCGEU)	Housing and Hospitality Services
De Burgos, Hugo	(UBCFA)	Barber School of Arts & Sciences
Moralejo, Lisa	(UBCFA)	School of Nursing

Recorder

N. Ingram

Chair: R. Bizzotto

1. Call to order and determination of quorum

2. Approval of Agenda

T. Campbell, M. Majeran

3. Approval of Minutes

Approval of minutes from Mar 27, 2017

C. Guenard, T. Campbell

4. New Business

4.1 Run, Hide, Fight Training

M. McGinty (45 min)

- Earlier this year, began soft roll-out of "active threat/run hide fight" training to groups of staff, especially emergency wardens
- In September, at start of new term, host some in-person workshops and provide online training via video and slides
- Please suggest any key audiences that should see presentation in face-to-face format
- RMS would like to provide presentation to faculty audience: faculty are not more responsible for student safety during active threat incident than anyone else on campus, but are in position where students may look to them

- Definition of “active shooter:” actively shooting at other people; multiple targets in confined, populated spaces
 - Indiscriminately threatening violence, does not follow apparent pattern or method; potential threat to everyone
 - “Active threat” extends definition to other weapons/threats
- Training gives people tools to make informed decisions during active threat situation,
- Treats people’s perception of risk as much as the real risk; reiterates that UBCO campus is a very safe place to be
- Video and information available at RMS emergency website: <http://emergency.ok.ubc.ca/procedures/activeshooter.html>
 - Also accessible from “Emergency Procedures” link in bottom left-hand corner of every UBC webpage – click through and select Okanagan campus

4.2 Faculty Association newsletter update R. Bizzotto (10 min)

- John Wagner drafted newsletter containing summary of Arts Building report & actions and provided draft to Campus Operations who provided feedback
- Report highlighted faculty housekeeping and voluntary closure of windows
- UHSC considers the issue resolved but if UBCFA has further items related to the report they are free to reconnect with the UHSC at any time
- T. Campbell to discuss security reports re: number of windows left open at next meeting in order to gauge compliance with window closure recommendation

5. Old Business

5.1 Updates to TOR complete J. McLeod (5 min)

- Per March 27 meeting, new language re: alternate co-chairs added to TOR
- Per RMS recommendation and agreement from committee, suggested provision for electronic voting will NOT be added to TOR; if item requires a vote, voting members should be present for discussion preceding that vote
- Co-chairs to email committee members reminder re: alternates

5.2 Student membership for UHSC M. Majeran A. Robinson, R. Wilson (10 min)

- Roger Wilson – student membership position will be held by student hire who will attend UHSC as part of duties, beginning next meeting
- Processes for student and occupational health and safety are separate; discussions re: student safety may need to be held in separate meeting immediately following UHSC meeting
- Roger will invite student to next meeting
- Student will not have an alternate

5.3 University response to request for healthy refreshments budget M. Majeran (5 min)

- Received positive response from Directory, Campus Operations & Risk Management to fund reasonable budget request
- N. Ingram to work with co-chairs to create budget; committee members to indicate to N. Ingram any dietary requirements or preferences

6. Standing Items

- 6.1 Building Inspections N. Ingram
- 16/17 building schedule circulated
 - No new building inspections completed.
- 6.2 Risk Management Services Report

RMS
Attached as Addendum 1

J. McLeod (5 min)

Campus Security
Attached as Addendum 2

T. Campbell (5 min)

6.3 Courses/Seminars/Opportunities – update

N Ingram (5 min)

- **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:

- May 29, 3-4pm

8. Adjournment

C. Guenard/G. Guttman

Addendum 1
Risk Management Services Incident Report Summary – March 2017
University of British Columbia (Okanagan Campus) Health and Safety Committee
April 24th, 2017

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

- March 31st: A worker felt muscle strain in their left forearm while loading a stock cart onto the back of a pick-up truck with another staff member. The stock cart was an awkward item to load and thus it slipped while being loaded onto the back of the truck. The stock cart was also heavy making it a challenge to lift. The supervisor's corrective actions are for workers to request additional support in moving items of this nature in the future, and potentially request use of the Facilities Mgmt. cube van that has a ramp. RMS also recommends considering, if practicable, breaking the load into smaller units or removing items from the cart for the loading/transfer/unloading processes.

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

- N/A

3. Statistics - March 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

University Health & Safety Committee

April 24, 2017/ CAMPUS SECURITY REPORT

Incident Date Range: 03/01/2017 – 31/31/2017

First Aid / Medical Response (28)

<p>Staff / Faculty / Contractor (3)</p>	<ul style="list-style-type: none"> • March 01, 2017 1417 hours student reported (patient) he fell walking down stairs in ART; First Aid attended to provide care and conduct an investigation on what caused fall. Cause unknown as condition of stairs was satisfactory and safe. Presumed that he missed step and/or lost balance. Transported to Health & Wellness. • On 20 MAR 2017 at 1550H Aramark staff attended Dispatch and requested Security First Aid wrap a burn injury that she had sustained on her left hand. The injury occurred on 16 MAR 2017 and was attended at that time by Security. • March 16 2017 1703 hours Aramark staff requested treatment for a burn she suffered to her left forearm, wrist and thumb when she accidental poured hot liquid on herself by mistake. Work Safe Paper work and initial patient assessment form completed. Advised to seek additional medical care and to not go back to work. Staff proceeded to clinic for further assessment.
<p>Other (Visitors, Students, or other)</p>	<p>25 outside the scope of UHSC</p>

Maintenance Required:

<p>2 reports created for safety related concerns.</p>	<ul style="list-style-type: none"> • On 31 March 2017 at 1552h Security guard reported a light cover hanging down in the ARTS 104Y stairwell. Maintenance request form #43718 was created. • On 28 MAR 2017 at 0909H Security reported that the rubber mat at Fipke doors 100T was raised above its normal level, creating a possible tripping hazard. He requested the writer notify Facilities. Facilities staff notified and requested someone attend immediately to fix the rubber mats.
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Hazardous / Non-Standard Condition:

4	<ul style="list-style-type: none">• On 29 MAR 2017 at 0816H Security reported finding a large pile of what appeared to be discarded arts materials in the 3rd floor SE stairwell of CCS The materials were a fire hazard. Facilities notified Kristin and requested the materials be removed immediately.• On 23 March 2017 at 1014h while on routine patrol of H-lot Security guard was flagged down by United Landscaping to report that they found a used syringe on the ground. Security collected the syringe placing it in the sharps container from the security dispatch office.• On 7 MAR 2017 at 2200H Security while performing a routine check of the Geothermal Building, noted a smell that he thought could be natural gas. Called on shift engineer and advised. Confirmed that the smell was a gas leak from Boiler 2 in the Geothermal building and that the boiler had been isolated.• On 7 MAR 2017 at 0610H Security reported that access to the Library construction zone was free and unhindered by fencing through the narrow path between the main building and the NE exit stairwell. Issue corrected.
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