

THE UNIVERSITY OF BRITISH COLUMBIA | OKANAGAN

University Health and Safety Committee

Voting Members _____ Minutes

May 29, 2017 @ 3:00pm, Location ADM 006a

Attendees:

Campbell, Troy	(M & P)	Campus Security
Bizzotto, Roger	(M & P)	Facilities Management
Guttman, Guy	(M & P)	Conferences and Student Housing
Majeran, Michelle	(BCGEU)	Student Recruitment and Advising
Robinson, Ashlee	(BCGEU)	Barber School of Arts & Sciences
David Zinz	(BCGEU)	School of Engineering
Urmetzer, Peter	(UBCFA)	Barber School of Arts & Sciences, Unit Head
TBD	(Student)	Student Representation

Alternates:

Skolski, Nathan	(M & P)	University Relations (on behalf of Chris Guenard)
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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

Regrets:

Wilson, Roger	(M & P)	Health & Wellness
De Burgos, Hugo	(UBCFA)	Barber School of Arts & Sciences
Moralejo, Lisa	(UBCFA)	School of Nursing
Naser, Bahman	(UBCFA)	School of Engineering
Hohl, Shannon	(BCGEU)	School of Engineering

Chair: M. Majeran

1. Call to order and determination of quorum

2. Approval of Agenda

3. Approval of Minutes

Approval of minutes from Apr 24, 2017

4. New Business

4.1 Membership updates

- Student worker representative – effective July 2017
- New BCGEU representative – David Zinz, School of Engineering
- UHSC alternate – Nathan Skolski on behalf of Chris Guenard

N. Ingram (5min)

4.2 Committee membership duties

J. McLeod (5min)

- New Worksafe BC legislation has been put into effect, affecting the following:
 - **Training:** Effective April 3, new members joining occupational health and safety committees **must receive 8 hours of training** (orientation to OH&S committees)
 - Alternate committee members will be exempt
 - J. McLeod to determine where budget for training comes from
 - **Incident investigations:**
 - Under previous legislation, option was available for worker representative (from UHSC) to participate in incident investigations conducted by RMS, but was not required except for major incidents
 - Under new legislation, worker representative will be **required** to participate in each investigation
 - However, legislation provides latitude in level of participation required
 - For minor incidents, investigation process & findings may be presented to worker before submission to Worksafe unless worker chooses to get more involved
 - Investigation timelines:
 - Initial investigation within **48 hours of incident**; must be documented by RMS but need not be submitted to Worksafe except in cases of serious incidents
 - Final investigation submitted within **30 days of incident**
 - Incident investigation training is separate from training; J. McLeod to look into possibility of on-site training for whole committee
 - Worksafe will still attend serious incidents
 - **Annual review:** effective this year, committee to do annual review of its effectiveness
 - TOR will be updated to reflected added duties of committee members

5. Old Business

- 5.1 Arts building – reports of windows open/closed in Atrium T. Campbell (5min)
- Anecdotally, there has been a decrease in number of windows left open since last report
 - However, this is likely due to the absence of many faculty and staff over summer and does not necessarily indicate compliance with recommendation to keep windows closed
 - N. Ingram to put on agenda for discussion at end of September meeting
- 5.2 UHSC administration – reminders N. Ingram (<5min)
- Refreshments: budget approved, send any dietary requirements/requests to N. Ingram
 - Alternates: Designate alternate and submit to N. Ingram & co-chairs

6. Standing Items

- 6.1 Building Inspections N. Ingram (30min)
- 16/17 building schedule circulated
 - Cassiar Residence – R. Bizzotto
 - Cascades – T. Campbell, L. Morajelo, A. Robinson
 - **Deferred:** Science building – R. Bizzotto, S. Hohl
- 6.2 Risk Management Services Report J. McLeod (5min)
- RMS*
Attached as Addendum 1.
- Campus Security*
Attached as Addendum 2. T. Campbell (5min)

6.3 Courses/Seminars/Opportunities – update

N Ingram (<5min)

- **RMS** – May 31 – WHMIS & Basic Chemical Safety
- **RMS** – June 19 – WHMIS (non-lab users)
- **RMS course registration:** <http://riskmanagement.ok.ubc.ca/register.html>

7. **Date for next meeting:**

- Jun 26, 3-4pm

8. **Adjournment**

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