

THE UNIVERSITY OF BRITISH COLUMBIA | OKANAGAN
University Health and Safety Committee
Voting Members Minutes
October 25, 2017-@ 10:00am, Location ADM 006a

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
David Zinz	(BCGEU)	School of Engineering
De Burgos, Hugo	(UBCFA)	Barber School of Arts & Sciences
Moralejo, Lisa	(UBCFA)	School of Nursing
Urmetzter, Peter	(UBCFA)	Barber School of Arts & Sciences, Unit Head
Wagner, John	(UBCFA)	Community Culture & Global Studies
Thomas Lange	(Student)	Student Staff
Zeindler, Christine		Alternate for C. Guenard

Ex-officio Members

Jason McLeod, Risk Management Services
Cherie Michels, Risk Management Services

Recorder

McFarland, Cassandra
Simonetta, Jasmin

Regrets

Bizzotto, Roger	M&P	Facilities Management
Campbell, Troy	M&P	Campus Security
McGinty, Mike Services	Ex-officio Member	Risk Management & Security
Hawthorn, Tracey	Ex-officio Member	Wellbeing

Co-Chair: Majeran, Michelle	BCGEU	Facilities Management
Acting Co-chair: Guenard, Chris	M&P	University Relations

1. Call to order and determination of quorum

2. Approval of Agenda

- G. Guttman/A. Robinson

3. Approval of Minutes

Approval of minutes from September 25, 2017

- G.Guttman/S. Hohl

4. New Business

4.1 Discussion regarding UHSC structures on campus

M. Majeran

- Summary
 - Proposal to date is that UHSC be broken down into three committees –Operational, Research & Teaching, AVP Students. Each group would have a VP which is responsible for each group. Under this model, there would be cross education

procedures implemented to ensure each committee is made aware of the status of the other committees. This would be accomplished through sharing minutes or having meetings (quarterly, semiannually, etc.) This model would help UBCO stay ahead of any Work Safe BC mandated changes. The changes would transpire in the mid to long term as there are many stakeholders involved.

- Concerns/Discussion
 - If committee is separated into groups, it's harder to ask questions relevant to specific departments
 - Building inspections & investigations would be distributed based on relevant buildings (ie. Admin buildings would be dealt with by Operations Committee)
 - Incident investigations would need to be handled by each specific committee. Therefore, if a student had an incident report, the AVP Students committee would be responsible for handling the incident investigation
 - Extra RMS resources would be needed in order to properly support an expanded HSC structure.
 - Continuity between the three groups would be of utmost importance
 - When an issue affects students, faculty and staff, it would be important for all groups to work together in a new structure
 - With groups being separated, it may take longer to resolve issues.
 - Sub committees would be beneficial as legal responsibility would be continuously brought to the attention of upper management
 - It is helpful to have specific departments represented at UHSC (ie. Facilities) as they know many day to day things others may not aware of
- Suggestions
 - Meet as a larger committee and then have break out groups to discuss more specific issues.
 - RMS/Mike to work with existing UHSC in defining new structure. Mike to keep committee informed of process and updates.
 - Invite Mike to bring more information forward at next meeting
 - Monthly reports given by committee members to their department(s) regarding UHSC meetings. Each department should ensure minutes are distributed within their department so all employees have access to UHSC information. This would be difficult to efficiently accomplish
 - Create an opportunity to educate campus about UHSC
 - What's the best way to communicate to staff about UHSC? – J. McLeod to discuss with M. McGinty

4.2 Discussion regarding future meeting times

C. McFarland

- The third Wednesday of the month at 10 am is preferable for future meetings

5. Old Business

- Smoking Gazebo –
 - Discussion around having two smoking gazebos relatively close to each other (one in the east side of campus beside the pond and one in front of the Admin building)
 - Committee encouraged to share thoughts and concerns with T. Hawthorn

6. Standing Items

- 6.1 Building Inspections C. McFarland (5min)
- 16/17 inspection schedule circulated
 - 17/18 inspection schedule circulated
- 6.2 Risk Management Services Report
RMS J. McLeod (5min)
- No incidents to report. There was one close call with a worker driving on University Way who almost struck a flagger that ran out onto the road.
- 6.3 Campus Security Report J. McLeod (5 min)
- 6.4 Courses/Seminars/Opportunities – update C McFarland (<5min)
- **RMS:**
 - WHMIS & Basic Chemical Safety
 - Wednesday, December 13 (Lab Users) from 9:00-1:00 in SCI 119
 - Friday, January 5 (Lab Users) from 8:30-12:30 in SCI 119
 - Thursday, February 15 (Lab Users) from 9:00-1:00 in SCI 119
 - Lab Biological Safety Course
 - Wednesday, January 3 from 9:00-1:00 in ASC 293
 - **RMS course registration:** <http://riskmanagement.ok.ubc.ca/register.html>
 - Emergency Warden sessions TBD
7. **Date for next meeting:**
- TBD
8. **Adjournment**
- A. Robinson/H. De Burgos

Addendum 1
Risk Management Services Incident Report Summary – August 2017
University of British Columbia (Okanagan Campus) Health and Safety Committee
September 25, 2017

No incidents to report.

**Addendum 2
Campus Security Report
University of British Columbia (Okanagan Campus) Health and Safety Committee
September 25, 2017**

University Health & Safety Committee
October 25, 2017/ CAMPUS SECURITY REPORT

Incident Date Range: 09/25/2017 – 10/25/2017

First Aid / Medical Response: 0

Staff / Faculty / Contractor : 0 Incident	0 Incidents within the scope of the UHSC
23 Incidents for Other (i.e. Contractor Visitors, Students)	First-Aid was provided for 23 incidents outside the scope of the UHSC (i.e. sports injury, drug/alcohol, wellness/illness)

Safety Hazard: 3

<p>6 reports created for safety related concerns.</p>	<ul style="list-style-type: none"> • On 10 October 2017 at 1241 hours landscaping contractor reported finding used syringe in the bushes by the Sunshine Cafe smoking gazebo. Syringe was disposed of safely • On October 13, 2017 at 1010 hours electrical box near UNC 132B was found unlocked and was concerned with it being insecure. More specifically, the concern was that persons may be electrocuted if tampering with box. Box was secured by reportee. • On October 15, 2017 at 1626 hours student contacted security dispatch to report the manhole cover missing between Monashee and Valhalla residences. Facilities Management contacted, and upon inspection placed a temporary cover over the manhole and signage to notify people of the danger. Issues has since been corrected. • On October 17, 2017 at 1138 hours Facilities Management called security dispatch to reported a tree had come down in wind storm. Reportee moved the tree off to the side so it was not blocking the road and sidewalk. A Work Order was submitted to have down tree removed. • On 19 October 2017 at 0908h contractor contacted security dispatch to report a cleaner finding a used syringe in the ASC 101W bathroom. Syringe was disposed of. • On 23 OCT 2017 at 1209H Campus Security reported that the crossing lights adjacent ASC by the Breezeway at the crosswalk to Lower Cascades were not working. They would not flash when the button was pressed. The lights on the Lower Cascades side were functioning. Facilities Management Work order submitted to correct the issue.
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Addendum 3
Building Inspection Schedule

Last updated: Aug 9, 2017

UHSC - Building Inspections 2016/17			
Team	Building	Status	Report rec'd
Guy Guttman, Michelle Majeran	Campus Administration Building	Completed December 2016	Yes
Bahman Naser, Troy Campbell, John Wagner	Reichwald Health Sciences	Completed December 2016	Yes
Ashlee Robinson, Troy Campbell, Lisa Moralejo	Residences: Upper & Lower Cascades	Completed May 2017	Yes
Roger Bizzotto, Hugo deBurgos	Residences: Cassiar	Completed April 2017	Yes
Guy Guttman, Shannon Hohl	Residences: Monashee	Not scheduled since 2012	
Peter Urmetzer, Michelle Majeran	Engineering, Management, & Education	Completed June 2017	Yes
Chris Guenard, David Zinz	Residences: Kalamalka	Completed July 20, 2017	Yes
Roger Wilson, Bahman Naser	Arts and Sciences (ASC)	Completed July 13, 2017	Yes
Peter Urmetzer, Roger Wilson, David Zinz	Arts Building (ART)	Pending 2016	Yes
Roger Bizzotto, Shannon Hohl	Science Building (SCI)	Completed May 2017	Yes
Guy Guttman, Lisa Moralejo	University Centre (UNC)	Pending 2016	
Bahman Naser, Chris Guenard	Mountain Weather Office (MWO)	Pending 2016	
Hugo de Burgos, Ashlee Robinson	Project Management Office	Pending 2016	
Troy Campbell, Michelle Majeran	Parking Lots E, F, H, R	Pending 2017	