

**THE UNIVERSITY OF BRITISH COLUMBIA | OKANAGAN**  
**University Health and Safety Committee Minutes**  
**August 28, 2017-@ 3:00pm, Location ADM 006a**

**Voting Members**

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
Majeran, Michelle	(BCGEU)	Student Recruitment and Advising
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
Naser, Bahman	(UBCFA)	School of Engineering
Urmetzter, Peter	(UBCFA)	Barber School of Arts & Sciences, Unit Head
Thomas Lange	(Student)	Student Staff

**Ex-officio Members**

Tracey Hawthorn, Director, Wellbeing  
 Mike McGinty, Associate Director, Risk Management and Security Services

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

**Recorder**

N. Ingram

**Chair:** M. Majeran

**0. Introductions**

- New recorder

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

**2. Approval of Agenda**

**Chris/Peter**

**3. Approval of Minutes**

Approval of minutes from July 31, 2017  
 Guy/Chris

**4. New Business**

4.1 Fall meeting times & membership changes  
 (10 min)

- New recorder
- New faculty members
- Co-chair terms

N. Ingram

- New monthly meeting time

4.2 Update to building inspection sheets  
(min)

N. Ingram/J. McLeod (10 min)

4.3 Safety concerns at crossing at parking lot J  
(10 min)

M. Majeran

- Visual blockage preventing pedestrians from seeing cars and vice versa
- Cars coming through at high speed
- No crosswalk between parking lot and Alumni avenue
- Brought forward by DRC
- Invite Dave Waldron to next meeting
  - However need to get this concern
- Support for bringing forward J lot concerns
  - D. Zinz moved / Guy seconded
  - Co-chairs to write letter on behalf of committee
- Access and egress to campus from cars, cycling and pedestrian perspective – overall – invite Dave W. to present to committee
- RMS to follow up as well
- M Majeran to follow up with DRC

## 5. Old Business

### 6. Standing Items

6.1 Building Inspections  
(5min)

N. Ingram

- 16/17 inspection schedule circulated
- **Updated** 17/18 inspection schedule circulated

6.2 Risk Management Services Report  
*RMS*

C. Michels

(5min)

- Natalie/Cassandra to distribute traffic website with  
*Campus Security*

T. Campbell

(5min)

6.3 Courses/Seminars/Opportunities – update  
(<5min)

N Ingram

- **RMS:**
  - WHMIS & Basic Chemical Safety
    - Thursday, Sept 7, 9am-1pm – SCI 119
    - Wednesday, Oct 11, 8:30am-12:30pm – SCI 119
  - Lab Biological Safety Course
    - Tuesday, Sept 5, 12-4pm – ASC 293
    - Tuesday, Oct 10, 11:30am-3:30pm – ASC 293
    - Sept 15, 8:30-12:30 – WHMIS and chemical safety
- **RMS course registration:** <http://riskmanagement.ok.ubc.ca/register.html>

### 7. Date for next meeting:

- TBD

## 8. Adjournment Chris/Shannon

### Addendum 1 Risk Management Services Incident Report Summary – August 2017 University of British Columbia (Okanagan Campus) Health and Safety Committee August 28th, 2017

#### 1. Staff Accident/Incident Reports - Injury Reported - Aug 1 - 28, 2017:

- Aug 2nd: A paid student lab technician was working with a hacksaw in his lab when he accidentally cut himself. The laceration was minor, first aid was given but no further follow-up was required. The supervisor will review procedures as well as PPE requirements with the workers in this lab.
- Aug 10th: A worker was installing a motor assembly in an awkward position/tight location under the bleachers when he noted pain consistent with a back strain. The worker ceased working on the task. Aching commenced at this point but pain became more notable after returning to shop. Neither first aid nor medical treatment was sought.
- Aug 14th: A worker had a fan set up on the corner of her desk with the power cord plugged into the wall next to the desk. The worker went to step over the cord when she caught her foot on it, falling hard to the floor. She suffered injuries to her hand and shoulder. Co-workers heard the fall and called Campus Security who attended to provide First Aid treatment. The worker went for medical treatment but did not miss time beyond the date of the injury. A healthcare-only WorkSafe claim is pending.

#### 2. Staff Accident/Incident Reports - No Injury Reported - Aug 1-28, 2017:

- Aug 14th: In the EME Building, the large bay door leading to the structures lab broke down. It was a near miss with one of the students when the door came crashing down. It appears that there hasn't been any service or inspection performed on this door since it was originally installed. An incident report has not been filed, the supervisor is following up with the involved student to complete this; further details will be provided to the UHSC when available.
- Aug 15th: RMS received a call from a 3rd floor EME South Tower occupant that a black bag marked "Asbestos" had been left beside the garbage bins adjacent to the elevator. RMS Advisor contacted Project Services to determine if the waste was from a nearby recently completed renovation; it was confirmed that it was not from the reno. RMS Advisor then contacted School of Engineering Lab Manager; a request to claim the waste was sent to the SoE mail list but no response was received. RMS Advisor contacted RMS Vancouver as well as Director of Campus Operations and Risk Management to obtain advisement. Based on this feedback, RMS Advisor inspected asbestos bag and found no breaches, then added two more bags for additional safety of containment and removed the package from EME. The package was transported by hand to the RMS Processing Facility in the Quonset area.
- Aug 17th: During a road closure associated with the transit loop construction, there was an interaction between a Traffic Control Person (TCP) and a driver who identified as a UBCO employee. The interaction occurred at a roadblock in the northbound lane of Alumni Ave, which was closed under agreement with UBCO. The incident became a verbal altercation when the driver, who had been signalled and informed by the TCP to turn around and not enter a one-way lane, got out of her vehicle, approached the TCP, and began arguing with the TCP. UBCO and the involved contractor are continuing to work together to proactively communicate road closures and changes to the UBCO community via messaging (Exchange,

UBCO main website, etc.), the new UBCO Traffic website (transportation.ok.ubc.ca) and ensuring that there is clear road signage.

3. Statistics - Aug 1-28, 2017:

First Aid Statistics:

Total staff reports (not including contractors or students): 3

- a) Work-related (sprain, strain, cut, contusion, bruise): 3
- b) Internal & other: 0
- c) Non-work related (sprains, strains, cuts, etc.): 0

WorkSafeBC Claims:

Total Claims: 1

- a) Approved - Health Care Only: 0
- b) Approved - Time Loss & Health Care: 0
- c) Pending Decision - Health Care Only: 1
- d) Pending Decision - Time Loss & Health Care: 0
- e) Health Care approved / Time Loss pending: 0

**Addendum 2**  
**Campus Security Report**  
**University of British Columbia (Okanagan Campus) Health and Safety Committee**  
**July 31<sup>st</sup>, 2017**

**University Health & Safety Committee**  
**CAMPUS SECURITY REPORT**

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Incident Date Range: 07/01/2017 – 07/31/2017

**First Aid / Medical Response: 13**

<b>Staff / Faculty / Contractor : 0 Incident</b>	0 incidents within the scope of the UHSC
<b>Students, Visitor or Contractor: 13</b> <i>Incidents outside the scope of the UHSC (i.e. sports injury, drugs/alcohol, pre-existing medical condition)</i>	Section left blank intentionally.

**Hazardous Condition: 4**

<b>4 reports created for safety related concerns.</b>	<ul style="list-style-type: none"> <li>• On 27 July 2017 at 2235h Security Guard reported finding a propane BBQ with the sign "Property of 166 Monashee" in the interior hallway. Housing staff confirmed BBQ was the property of long term guest. Removed by guest upon request.</li> <li>• On 22 July 2017 at 1215h Student reported a smoke or gas smell coming from ARTS 279. No hazardous gases detected with "gas sniffer". False Alarm.</li> <li>• On July 20, 2017 at 0725h Gym staff contacted Security Dispatch by telephone to report a Hot Air Balloon had landed behind Lot E in the grassy area. Guards were on scene and advised dispatch that the balloon seemed to be attempting to take off and it was unsafe to approach as there was some concern of hydro poles in the area as well as fire from the balloon's burner. Persons responsible for hot air balloon determined that they would transport balloon off campus via vehicle, rather than fly.</li> <li>• At 1024 on July 17, 2017 Campus Security received a call from ADM 100B Occupant who reported the smell of hot electrical wiring. Upon arrival electrician noted the smell was from the new LED tube lighting. Electrician turned off the lights and removed the burnt tube from ballast.</li> </ul>
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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	