

THE UNIVERSITY OF BRITISH COLUMBIA | OKANAGAN
University Health and Safety Committee
Voting Members Minutes
July 31, 2017 @ 3:00pm, Location ADM 006a

Bizzotto, Roger	(M & P)	Facilities Management
Guenard, Chris	(M & P)	University Relations
Guttman, Guy	(M & P)	Conferences and Student Housing
Hohl, Shannon	(BCGEU)	School of Engineering
Majeran, Michelle	(BCGEU)	Facilities Management
Robinson, Ashlee	(BCGEU)	Barber School of Arts & Sciences
Fani, Aria on behalf of Zinz, David	(BCGEU)	School of Engineering
Moralejo, Lisa	(UBCFA)	School of Nursing
Urmetzler, Peter	(UBCFA)	Barber School of Arts & Sciences, Unit Head
Thomas Lange	(Student)	Health & Wellness, student staff

Ex-officio Members

Tracey Hawthorn, Director, Wellbeing
 Jason McLeod, Risk Management Services
 Cherie Michels, Risk Management Services

Recorder

N. Ingram

Regrets

Campbell, Troy	(M & P)	Campus Security
De Burgos, Hugo	(UBCFA)	Barber School of Arts & Sciences
McGinty, Mike	(Ex-Officio)	Risk Management and Security Services
Naser, Bahman	(UBCFA)	School of Engineering
Wilson, Roger	(M & P)	Health & Wellness

Chair: R. Bizzotto

0. Introductions

- Thomas Lange, student staff
- Aria Fani, BCGEU (alternate for David Zinz)

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 June 26 2017

Moved/Seconded: M. Majeran/G. Guttman

4. New Business

4.1 Clarifications re: incident investigation legislation

J. McLeod (5 min)

- Worker and employer reps for incident investigations:
 - Employer rep: J. McLeod as HSE advisor (C. Michels as alternate) will act as employer rep
 - Worker rep:

- FA or BCGEU staff: M. Majeran to coordinate FA or BCGEU rep with committee
- M&P – R. Bizzotto to coordinate M&P rep with committee
- Practicum students
 - Practicum students considered employees under WorkSafe legislation; however, legislation does not specify whether UBC or facility is responsible for investigation
 - Going forward, UBC will contact facility and ask if facility is willing to share investigation
- J. McLeod to clarify position of co-op students
- Communicate incident process to campus community
 - Have information available on RMS website for those who are interested
 - Inform practicum supervisors that legislative requirements have changed

5. Old Business

- 5.1 UHSC administration – reminders N. Ingram (<5min)
- 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
 - EME – P. Urmetzer, M. Majeran
 - J. McLeod to follow up on work orders for burnt out lights
 - ASC – R. Wilson, B. Naser
 - Kal Residence – C. Guenard, D. Zinz
 - Arts – R. Wilson, D. Zinz
 - C. Michels to create some educational material re: air quality in photocopy rooms
 - First aid kit protocol: J. McLeod, N. Ingram to update building inspection sheets to make sure they reflect current UBC policy re: first aid kits
- 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:**
 - 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
 - **RMS course registration:** <http://riskmanagement.ok.ubc.ca/register.html>

7. **Date for next meeting:**
- Aug 28, 2017

8. Adjournment

Addendum 1
Risk Management Services Incident Report Summary – June & July 2017
University of British Columbia (Okanagan Campus) Health and Safety Committee
July 31st, 2017

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

- June 8th: A healthcare practicum student working at a regional hospital picked up a tool used for cutting pills and cut herself on the blade inside of the device. The practicum student did not realize that there is a blade inside the device. The laceration was minor and no follow-up care was required beyond first aid. The instructor has reviewed the operation of the device with the students to prevent recurrence.
- June 12th: A worker was walking through the courtyard when she lost her footing and fell. The worker suffered various impact injuries; Campus Security provided first aid treatment. Medical follow-up was required. A WorkSafe claim was approved for health care and was pending for time loss at the time of this report. On-site follow-up investigation did not identify any hazard in the area of the incident (e.g. loose gravel).
- June 13th: A lab technician was performing her duties when a sharp object caused a laceration on her left index finger. The worker cleaned the wound herself and returned to work. First aid was not given, no medical treatment followed, and no WorkSafe claim resulted.
- June 20th: As a worker attempted to prevent a fall while going through a doorway by reaching for the door, the ring finger on his left hand became caught on the door handle. The resultant twisting motion caused dislocation of the finger. The worker also hit his forehead when he fell towards the wall. Campus Security provided first aid treatment and the worker then took a taxi to the hospital. No time was lost beyond the date of the injury.
- June 28th: A practicum student was suturing a laceration on a patient's hand. After going through the patient's skin with the needle, the practicum student accidentally stuck the needle into her index finger. Because the incident occurred in the emergency department of the hospital, the practicum student received immediate medical follow-up. Going forward, the instructor will continue to teach safe needle practices to his students.
- July 11th: A worker was disassembling a shelving unit that had insufficient capacity to handle the weight of materials that are being stored in the area. The unit collapsed during this process causing two of the worker's fingers to be impacted by falling shelf components. The injuries were minor; the worker cleaned the wounds with contents from a local first aid kit and returned to work. Campus Security was not called to provide first aid, no time was lost and no WorkSafe claim resulted.
- July 18th: A worker opened a door while entering a room; the door snagged the worker's prescription safety eyeglasses causing the glasses' nose piece to run over the worker's open eye. Eye irritation and blurred vision resulted. Campus Security provided first aid services; no time was lost and no WorkSafe claim resulted.

- July 24th: A worker was inspecting a sink to determine which parts were required for repair. The worker inspected the countertop prior to looking directly at the sink, it initially appeared to be secured. Closer inspection revealed that the countertop was being suspended by the water lines; when the tension was relieved from the water lines, the counter fell and impacted the worker on his left big toe causing an impact injury. First aid treatment was not sought; the worker attended a medical clinic for treatment. No time was lost beyond the date of the injury. A WorkSafe healthcare claim has been approved.

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

- June 6th: A construction tower crane was being set up on the TLC building site. The jib (crane's horizontal projecting arm) was being hoisted into place by a mobile crane for attachment to the tower crane, and was positioned so the jib wouldn't pass over any adjacent buildings. As the jib was being slewed into place, the heel jib section (i.e. short end of jib) swung past the mast and made contact with the LIB stairwell. The workers who had been guiding the ends of the jib as it was being lifted repositioned the jib using tag lines and continued to hoist the jib for bolting into place. Damage to the staircase enclosure is minimal/superficial. No injuries resulted.
- July 8th: A lab technician went to open a lab drawer that is used to store thermometers. The drawer was jammed by a centrifuge rotor that had been erroneously placed there (it belonged in an adjacent drawer). When the worker applied additional pressure in an attempt to open the drawer, a mercury thermometer broke. The mercury from the thermometer leaked onto the contents of the drawer. To reduce risk of recurrence, the centrifuge rotor was moved to the appropriate drawer, thermometers were moved to a different drawer that is physically not close to the rotor drawer, additional signage was placed on the drawers and mercury thermometers were removed from the lab altogether. The incident was also reviewed at the next lab meeting to ensure that everyone performing work in this lab was aware of the situation.

3. Statistics - June 1st - July 31st, 2017:

First Aid Statistics:

- Total staff reports (not including contractors or students): 8
- a) Work-related (sprain, strain, cut, contusion, bruise): 8
 - b) Internal & other: 0
 - c) Non-work related (sprains, strains, cuts, etc.): 0

WorkSafeBC Claims:

- Total Claims: 2
- a) Approved - Health Care Only: 1
 - 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
 - e) Health Care approved / Time Loss pending: 1

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

Incident Date Range: 06/01/2017 – 06/30/2017 First Aid

/ Medical Response (11 total):

<p>Staff / Faculty / Contractor</p> <p>1 incident involving Faculty</p>	<p>On 19 June 2017 at 1336h staff requested first aid for a faculty member in EME for possible fracture to finger. Mechanism of injury: Faculty member's ring/finger door frame, forward momentum caused faculty member to fall and twist awkwardly while finger was stuck in door frame. Treatment: Upon arrival, First-Aid assessed the injury and determined that finger was swelling and losing circulation from ring worn on finger. Finger likely fractured (closed). Ring was removed using cutters, and circulation improved to injured finger. Ice was applied to reduce swelling and pain. Return to Work/Transportation decision: Patient was transferred to hospital via taxi.</p>
<p>Other (Visitors, Students, or other)</p> <p>For reference: 4 incidents involving visitor, contractors, and a student</p> <p>6 incidents outside the scope of the UHSC.</p>	<p>On 9 June 2017 at 0932h first aid was requested for visitor (the "patient") who had scraped her knee while attending UBC Convocation Ceremonies. Mechanism of Injury: Unknown where patient fell, as she was reluctant to provide details due to being embarrassed. First-Aid attendant assessed a one inch by one inch abrasion of the right palm and a four inch by four inch abrasion of the right knee. Treatment: The writer cleaned and bandaged the palm and knee and left the patient to resume viewing the ceremony.</p> <p>June 29, 2017 0900 hours, Food services contractor (the "patient") requested first aid for a burn she suffered while working. First aid treatment was administered in the LIB CSO security first aid room. Mechanism of Injury: The patient stated that while she was cleaning a hot oven that a piece of metal shifted and spooked her causing her arm to jolt and come in contact with the hot oven surface. The impact caused two 1st degree burns each approximately 2 inches long and about an inch above her elbow leaving a V shaped mark on her right arm. Treatment: The writer's checked the burn and applied cooling gel, then covered the wounds with 3X3 gauze and a crepe bandage. The attendant advised the patient that if the pain worsened she may want to go to a walk in clinic. The patient returned to work</p> <p>On 8 JUNE 2017 at 1155H first-aid requested for visitor (the "patient") in the Central Courtyard. Mechanism of injury: First-aid attendant reported that the patient tripped on the sidewalk and fallen, scraping her left knee. Treatment: The attendant cleaned the wound and applied a non-stick dressing. The patient returned to her previous activity of attending the day's Convocation ceremony. The attendant noted no obvious tripping hazard in the area where the patient fell. The patient was wearing high heeled shoes at the time of the fall.</p> <p>At 1104 on June 14, 2017: Gym staff called on behalf of a student (the "patient") that had fallen on the Academy Way Hill Pathway and cut her leg. First Aid attendant attended to the patient at the lower level of the Gym. Mechanism of Injury: The patient was wearing sandal footwear and tripped coming down gravelled pathway with steep downward grade before scraping her leg and cutting her left knee; there was a small diameter but deep hole to the knee. Treatment: Pressure and bandage applied to wound. The patient was referred to walk-in clinic or hospital for further assessment/treatment.</p>

Maintenance Required: 16 total / 3 within the scope of UHSC

Safety	<p>On 2017-06-18 at approximately 1900H Security Communications Coordinator LIVINGSTONE, Sean reported horse manure on the roadway outside University Center. A work order was submitted.</p> <p>On June 05, 2017 at 1820 hours work order created for facilities to remove marmot carcass located by Cascades E. Work order entered, and issue corrected.</p> <p>On June 6, 2017 at 0020 reported that the emergency exit sign under the time clock on court 2 in gymnasium was "flashing like a strobe light". Work order entered and the issue was corrected.</p>
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	<p>At 1620 on June 23, 2017: After smelling tobacco smoke, Campus Security staff found lit discarded cigarette on ground near forested area at the Southside of gymnasium building. Cigarette was discarded properly.</p> <p>On 2017-06-23 at approximately 0100H Security staff observed the exterior lights of Administration were not on. A work order was submitted, and the issue was corrected.</p> <p>On 2017-06-23 at approximately 1910H Security staff observed the access to the Administration courtyard pond had been left open. Writer contacted on-shift Facilities Management Engineer, who stated he was unaware of any reason it had be left open. Engineer attended and confirmed the space was unoccupied, and secured the access.</p>
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Hazardous / Non-Standard Condition: 6 incidents total / 3 within the scope of UHSC

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	