

**THE UNIVERSITY OF BRITISH COLUMBIA | OKANAGAN**

**University Health and Safety Committee**

**Minutes**

**Friday, April 29, 2016 @ 2:00-3:30, ADM006A**

**Voting Members**

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Campbell, Troy	(M & P)	Campus Security
Gibb, Marty	(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)	Faculty of Engineering
Majeran, Michelle	(BCGEU)	Student Recruitment and Advising
Robinson, Ashlee	(BCGEU)	Barber School of Arts & Sciences
Ma, Jace	(BCGEU)	Housing and Hospitality Services
Johnson, Rob	(UBCFA)	Athletics and Recreation
Liu, Zheng	(UBCFA)	School of Engineering
De Burgos, Hugo	(UBCFA)	Barber School of Arts & Sciences (Head)
Wagner, John	(UBCFA)	Barber School of Arts & Sciences
TBD	(Student)	Student Representation

**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

**Chair:** Marty Gibb

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

**2. Approval of Agenda**

Guenard/Naser

**3. Approval of Minutes**

To approve of minutes for Mar 18, 2016 meeting.

Hohl/Guenard

**4. Old Business**

4.1 Update on Sterling IAQ report for Arts Building

J Wagner

- Sterling's initial report and University's response have been circulated to the UHSC.
- Administration has requested that the report not go beyond the UHSC at this time but Faculty Association has placed no restrictions on circulating report.
- University has alleged some potential inaccuracies in report and has requested clarification or additional information on numerous points, as recorded in University's response to report.

- No response from Sterling has yet been received to the University's response—committee will wait to discuss and consider any motions until after response from Sterling has been received.
- Initial review of report indicates a need to clarify Worksafe BC regulations re: outdoor airflow into buildings; Risk Management Services notes that UBCO uses the actuary standard, not the Worksafe BC standard
- Suggestion from J. Wagner that M. Gibb recuse himself from acting as chair at next (May 27<sup>th</sup>) meeting or where motions relating to the Sterling IAQ report may be passed due to his position within Facilities Management. M. Gibb agreed.

#### 4.2 Update on new Worksafe BC regulations

J McLeod

- Parts of Workers Compensation Act have changed, particularly related to incident investigations
  - Timing: To existing list of serious incidents (fire, explosion, harmful substance, etc) that must be reported immediately, new regulations also add any worker injury requiring medical treatment
    - Clarification will be required: injury must be reported immediately after it occurs or immediately after it is reported to employer?
  - Timelines: immediately commence preliminary investigation to identify any unsafe conditions, complete preliminary investigation w/in 48 hours; identify corrective actions and take actions without undue delay; submit full report w/in 30 days
- RMS working on processes to meet new requirements
- Re: incident investigation: serious incidents will require representation from either UHSC or LHSC
- For 8 hours annual training, incident training is recommended: the Union has resources and RMS can also help point the committee towards resources for training – such as the Employers Advisors Office

#### 4.3 Update on smoking gazebo removal

N Ingram

- Expecting final approval of smoking gazebo removal fairly soon
  - Discussion now is what to do with remaining concrete pad (not included in original quote)
  - Once work is approved, we will have to make sure our communications are in line – Exchange, possibly UBCOTV (text), signage for physical locations
  - Natalie will contact Melissa to find out whether student team is still available and whether survey is ready to go
- UBCO Wellness Steering Committee has put together a smoking gazebo subcommittee, including Tracey and Melissa
  - Formalizing questions about smoking to be used in campus-wide survey, such as locations of smoking gazebos; how receptive people are to less gazebos or no gazebos
  - Have asked steering committee for input and are reworking questions based on feedback
  - Survey will be rolled out for staff and faculty over the summer and students in September

#### 4.4 Update on crosswalk from H Lot to EME

N Ingram

- CP&D current plan for crosswalk is short-term fencing
  - When will fencing go up and will landscape issue (uneven ground between road and parking lot) be addressed
    - Proposed solution is a deterrent – likely won't be effective and has danger of pushing more traffic towards curb or climbing the fence
    - More desirable solution would be to create crosswalk/pathway
    - Need to understand what determines the location of crosswalks/fences/etc
    - Marty to put together some questions for Anthony and extend an invitation to present at next UHSC meeting
  - University Way redesign/pedestrianisation of University way likely won't affect this crosswalk

### 5. New Business

5.1 Introductions: New Faculty Association committee member Zheng Liu      Z Liu

5.2 Bullying and Harassment Review      T Hawthorn

- Since bullying & harassment regulations were put out UBCO has formed global committee and created smaller subcommittee, consisting of Tracey and 3 Vancouver members
  - Previously UBC webpages on bullying & harassment had discussed issue using Worksafe BC language so it has been decided to update the website using internal language
  - All new staff now get bullying & harassment orientation
  - Still need to provide orientation for students who work here including graduate students – need to develop action plan
    - Subcommittee will be putting recommendations forward to greater committee
    - UBC currently not in compliance with New Worker & Young Worker orientations – some departments do this ad-hoc but there is no formal process for orientation (including bullying & harassment)
    - Means: half our working population currently not getting training
    - Potential solutions:
      - Use Centre for Teaching & Learning as centerpoint of training; require all TAs to do training – should be university-wide
      - Offer online training for new hires
      - Example: Lisa Levell now talks to every new staff member – offers very comprehensive orientation
      - Integrate bullying & harassment reporting with current incident management system
    - For next meeting, committee members should consider making a motion to support new worker orientation that encapsulates safety training and bullying & harassment training for ALL hires on campus, especially student hires

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## 6. Standing Items

6.1 Building Inspections N Ingram

- No new building inspections have been completed at this time.
- The chart detailing completed and pending inspections has been circulated to the committee with the April 29<sup>th</sup> calendar invitation.

6.2 Risk Management Services Report  
*RMS*

J McLeod

- Attached as Addendum 1.

*Campus Security*

T Campbell

- Attached as Addendum 2.

6.3 Courses/Seminars/Opportunities – up-date

N Ingram

WHMIS & Basic Chemical Safety: <http://riskmanagement.ok.ubc.ca/register.html>

- Friday May 6, 9:00-12:30 – Fip244
- Wed, Jun 1, 12:00-3:30 – Fip244
- Wed, Sept. 7 8:30-12:00 – Fip244

Lab Biological Safety Course: Wed May 4, 9:00-1:00, FIP 249

R.A.D course rescheduled: June 23 & 24, 9am-3pm in UNC200

<http://security.ok.ubc.ca/radcourse.html>

## 7. Date for next meeting: May 27, 2016

## 8. Adjournment

Campbell/Wagner.

**Addendum 1**  
**Risk Management Services Incident Report Summary – March 2016**  
**University of British Columbia (Okanagan Campus) Health and Safety Committee**  
**April 29<sup>th</sup>, 2016**

1. Staff Accident/Incident Reports - Injury Reported - March 1<sup>st</sup> - 31<sup>st</sup>, 2016:

- March 3<sup>rd</sup>: After the wash cycle was complete, a worker was moving items out of an automatic washing machine when three of her fingers became pinched between one of the washed items and one of the washer's interior walls. The worker's fingers were easily removed and the gloves she was wearing prevented broken skin, but the middle finger was bruised and began to swell. Fingers were placed under running water and then ice was applied to reduce swelling. First aid was provided by the worker's supervisor.
- March 3<sup>rd</sup>: A clinical assistant in the School of Nursing was working at a regional healthcare facility obtaining ice for a patient from an older ice machine. While she was obtaining the ice, the lid for the machine fell, striking the worker in the nose. The impact caused bleeding, swelling and bruising. A concussion resulted and the worker missed time from work. The incident was reported to the Patient Care Coordinator in the facility where the incident occurred.
- March 21<sup>st</sup>: A practicum student was assisting two registered nurses to roll a heavy patient during the night shift. The mass of the patient meant that more physical effort was required than usual for this procedure, plus, due to complications experienced during the procedure, they ended up having to repeat the roll. On the second roll, the practicum student felt a "twinge" in her back at the time, and then increasing pain in back the following day after awakening. The student was placed on modified duties and the pain subsided within 2 days.
- March 30<sup>th</sup>: A worker experienced a reaction while working in her office; the reaction had similarities to an allergic reaction. Once she left her office area, the symptoms subsided. Subsequent to the first reaction, the worker experienced three further reactions over the next week, with the symptoms getting stronger each time. After the last reaction, the worker missed time from work to recover. None of the other 4 occupants of the worker's shared office space have experienced any reactions thus far. The worker has now returned to work and has been temporarily moved to an office space in a different building. Thus far, she has not suffered a reaction in the new space. Involved parties (RMS, WRAP) are continuing to investigate possible causes, which includes collection and analysis of indoor environmental quality data in the original work area.

2. Staff Accident/Incident Reports - No Injury Reported - March 1<sup>st</sup> - 31<sup>st</sup>, 2016:

- no reports for March

3. Statistics - March 1<sup>st</sup> - 31<sup>st</sup>, 2016:

First Aid Statistics:

- Total staff reports (not including contractors or students): 4
- a) Work-related (sprain, strain, cut, contusion, bruise): 3
  - b) Internal & other: 1
  - c) Non-work related (sprains, strains, cuts, etc.): 0

WorkSafeBC Claims:

- Total Claims: 2
- Approved - Health Care Only: 0
  - Approved - Time Loss & Health Care: 0
  - Pending Decision - Health Care Only: 0
  - Pending Decision - Time Loss & Health Care: 2

## Addendum 2

### UBC Okanagan University Health & Safety Committee

Campus Security Report

29 APR 2016

**Incident Date Range: 03/01/2016 – 03/31/2016**


#### **First Aid / Medical Response (12)**

<b>Staff / Faculty / Contractor: 0</b>	There were not any requests for first-aid from faculty, staff, or contractors during time range.
<b>Other (Students or Visitors): 12</b>	12 outside the scope of UHSC (e.g. drug or alcohol incident, sports medicine, illness, etcetera).


#### **Maintenance Required: 5**

5 work orders submitted to correct safety concerns on Campus.	<ul style="list-style-type: none"><li>• On March 01 2016 Security Personnel reported the emergency exit sign on the 2nd floor of the Library, on the West wall, was burned out. A work order was submitted. Issue has since been corrected by Facilities Management.</li><li>• On March 04, 2016 at 2041H Security Personnel reported finding broken glass appearing to be from broken bottles on the hockey rink North of Purcell. A work order was submitted for the glass to be removed. Issue has since been corrected by Facilities Management.</li><li>• March 8, 2016: Security Personnel reported multiple fluorescent lights blown out in ADM 024V. Maintenance work order submitted. Issue has since been corrected by Facilities Management.</li><li>• On March 09, 2016: Security Personnel reported Research Rd. light pole C 114-1 with blown out light. Work order submitted. Issue has since been corrected by Facilities Management.</li><li>• On March 15, 2016 security personnel reported the lights in the north stairwell between 1st and 2nd floors of Creative Critical Studies were out. A work order was submitted. Issue corrected by Facilities Management.</li></ul>
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## Fire

<b>1</b>	<ul style="list-style-type: none"><li>On March 16, 2016 at approximately 0805H Facilities Management Staff reported a small smoldering campfire fire on Reservoir Road, on the rocky outcropping on the east end of the trail. PROUT stated he extinguished the fire using his extinguisher. Security Personnel attended with the fire bladder and doused the area with water. KFD did not attend as the fire was fully extinguished by campus personnel.</li></ul> 
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## Hazardous or Non-Standard Condition

<b>3</b>	<ul style="list-style-type: none"><li>March 12, 2016, 1113, While on patrol, hiker approached Security Personnel to report possible campsite off top of Reservoir Road. Security Personnel attended, nothing visible from roadway, they checked down the North West side of the road and found the party site. Work order was submitted to Facilities to have the debris removed, lawn chairs, sleeping bag, table, bottles, cans etc. Facilities Management staff attended the site with Guard location for their clean up crew. Fire pit at location, no flame or smoke visible but warm. Security Personnel extinguished further.</li></ul> 
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	<ul style="list-style-type: none"> <li>• March 14, 2016 0951 hours security received report from library staff that someone was smoking in LIB 314W washroom. Security Personnel investigated and confirmed the smell of cigarette smoke. On March 16, 2016 Campus Security personnel located person of complaint smoking in the washroom. Student was processed via the President's non-academic misconduct program.</li> <li>• At 0310 on March 3, 2016: Security Personnel reported finding the Administration Cafe toaster (conveyor style) left in the "on" position. The appliance was turned off by security.</li> </ul>
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**Chemical/Hazmat Incident**

0	0 incidents occurred during date range.
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