

**THE UNIVERSITY OF BRITISH COLUMBIA | OKANAGAN**

**University Health and Safety Committee**

**Voting Members Minutes**

**October 12, 2016 @ 10:00-11:30am, ART 276**

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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)	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
Urmetzer, Peter	(UBCFA)	Barber School of Arts & Sciences, Unit Head
Naser, Bahman	(UBCFA)	School of Engineering
De Burgos, Hugo	(UBCFA)	Barber School of Arts & Sciences
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:** M Majeran

**0. Introduction of new/returning committee members**

N Ingram

Roger Bizzotto, Associate Director of Facilities Management (M & P)

Peter Urmetzer, Associate Professor, IKBSAS Unit 6 Head

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

**2. Approval of Agenda**

Hohl/Guenard.

**3. Approval of Minutes**

To approve of minutes for Aug 26, 2016 meeting.

Hohl/Ma.

**4. Old Business**

4.1 Nominating committee for Co-Chair positions

N Ingram

- Asked for 2-3 volunteers for nominating committee.
- Volunteers: S Hohl, A Robinson, and C Guenard.
- Nominating committee will canvass voting members re: interest in acting as Co-Chair for 2016/17 term, and report back to committee in advance of November meeting.

4.2 Update on Sterling IAQ report: work contracted to Inland Technical

M Gibb

- Outstanding recommendations from Sterling report:

- Decision re: closing of interior windows (into Atrium) of Arts building; either placing signage on each of the windows or locking windows in closed position
  - Committee determined that Faculty Association should make decision on preferred approach, but first that other outstanding recommendations of report should be addressed
- University contracted Inland Technical to address recommendations 2 and 3 of Sterling report (re: accurately measuring CFM delivered by air handling units and ensuring that units deliver 20 CFM of outdoor air per worker).
- Steps taken so far:
  - Added supply defuser to first-floor copy room
  - Improved relief air conditioning to mechanical room
  - Blocked open relief dampers
  - Replaced drives on 3 air handlers
- Control sequencing still needs to be done for return fan controls; this will be done by Siemens, after which Inland will provide final report
- Next steps:
  - Will need to address compliance issues re: keeping interior windows closed
  - Faculty association needs to communicate with members re: Sterling report, University's response, what has already been done and what changes are underway; should inform members opening windows does disable system and that changes being made should remove any need to or benefit from opening windows
  - J Wagner, M Gibb to work on newsletter describing actions that have been taken and expected results, to go to Faculty Association and other building occupants; report will be communicated via T Hawthorn and HR once complete
    - Hoping to have Inland report by first week of November
  - J Wagner to clarify with Sterling whether exterior-facing windows should also be kept closed
- University will attempt to maintain minimum set points of outside air during colder temperatures, or address the issue in instances where they cannot be addressed (i.e. extreme cold)
- General air quality & incidents of smoking, idling, etc. in front of air intakes on campus:
  - Everyone in campus community has right to remind others not to smoke, idle vehicles, etc. near building air intakes; will likely see idling increase as weather gets colder
  - UBCO does have existing anti-idling policy (Sustainability)
    - Committee to send reminder of anti-idling policy via Exchange – N Ingram, C Guenard to work with Sustainability to create reminder piece
    - Other items to go in Exchange “winter reminder” piece:
      - slip and fall prevention
        - N Ingram to connect with Facilities re: schedule for re de-icing services
      - Shutting windows
      - Space heaters

#### 4.3 Rusty handrails on exterior stairs – various locations

M Majeran

- Work on handrails is still underway per last month's discussion on same topic. N Ingram to follow up with Facilities for update.

## 5. New Business

No new business.

## 6. Standing Items

### 6.1 Building Inspections

N Ingram

Outstanding inspections are RHS (Reichwald) and Admin building.  
New building inspection schedule will be drafted for next meeting.

6.2 Risk Management Services Report

*RMS*

J McLeod

See Addendum 1.

*Campus Security*

T Campbell

See Addendum 2.

6.3 Courses/Seminars/Opportunities – up-date

N Ingram

- Reminder: all voting members are entitled to 8 hours annual health & safety training as part of their work on committee.
- Email has been circulated to committee with some upcoming opportunities in Kelowna through BCFED Health & Safety Centre.
  - Natalie to find out if 8 hours entitlement includes funds to take course
- Mental Health First Aid course upcoming Nov 17/18, 8:30am-4:00pm. Course is being run for Campus Operations staff but space will likely be available for interested committee members.

**7. Date for next meeting: Approximately 3<sup>rd</sup> week of November.**

Meeting time to be confirmed.

**8. Adjournment**

Hohl/Wagner.