

THE UNIVERSITY OF BRITISH COLUMBIA | OKANAGAN

University Health and Safety Committee

Voting Members Minutes

January 27, 2017 @ 9:00am, Location ADM101

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
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
Lisa Moralejo	(UBCFA)	School of Nursing
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

1. Call to order and determination of quorum

2. Approval of Agenda

3. Approval of Minutes

Approval of minutes from Dec 14, 2016

- Deferred to next meeting.

4. Old Business

4.1 Interior windows in Arts Atrium – locking windows shut vs. signage

N Ingram

- Deferred to next meeting

5. New Business

5.1 Committee membership update

N Ingram

- L Moralejo from School of Nursing to join UHSC starting in February
- Michelle is working with SUO to obtain UHSC student rep

5.2 Review Terms of Reference

- RMS is reviewing and revising UHSC Terms of Reference and will draft changes to be considered by the UHSC committee to make it easier to achieve quorum at each meeting and ensure we are compliant with WorkSafe regulations. J McLeod is completing new draft based on similar changes recently made to committees at the Vancouver campus. Once complete, draft will be circulated to UHSC co-chairs for further dissemination.

- Going forward, the committee will discuss some adjustments to scheduling and the presentation of agendas/minutes:
 - Regular meetings will be shortened to one hour. Meetings will be lengthened to 1.5 hours when necessary.
 - Agenda items will be allotted a time in order to help keep meetings efficient.
 - Attendance will be recorded on the minutes so a record of who attended each meeting is kept.
 - Committee may propose a modest budget for coffee and/or snacks at monthly meetings.

6. Standing Items

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| 6.1 | Building Inspections | N Ingram |
| | <ul style="list-style-type: none"> • 16/17 building schedule circulated • Reichwald Health & Sciences inspection complete | |
| 6.2 | Risk Management Services Report | J McLeod |
| | <i>RMS</i>
Attached as Addendum 1. | |
| | <i>Campus Security</i>
Attached as Addendum 2. | T Campbell |
| 6.3 | Courses/Seminars/Opportunities – up-date | N Ingram |
| | <ul style="list-style-type: none"> • HR - Feb 2 – Lunch and Learn Ergonomics – 12-1pm – ART 219 <ul style="list-style-type: none"> ○ General ergonomic principles and sit-stand desks ○ These sessions are required for anyone interested in purchasing a sit-stand desk for their office • HR – Feb 14 – Break Up With Your Chair – 12-12:45pm, GYM lower foyer <ul style="list-style-type: none"> ○ Walk around track or campus trails • RMS - Feb 15 – WHMIS & Basic Chemical Safety – FIP 240, 8:30-12:30 • HR – Feb 15-16 – Healthy Measures Assessments – 9am-2pm - GYM upper foyer <ul style="list-style-type: none"> ○ Please register in advance and allow 45-60 minutes. • HR – Feb 15-16 – Functional Movement Screening – 9am-2pm - GYM upper foyer <ul style="list-style-type: none"> ○ Please register in advance and allow 20 minutes. • RMS – Feb 21 – Sort It Out and Power Down (Green Research) <ul style="list-style-type: none"> ○ 11am-1pm – FIP Foyer • BCGEU – Feb 21 – 1 Day Committee Training, BCGEU Area Office • BCGEU – Feb 22 – Investigations, BCGEU Area Office • BCGEU – Feb 23 – Ergonomics, BCGEU Area Office • Note: These courses are eligible for the 8 hours of paid annual training to which UHSC members are entitled. • BCFed - Feb 28 – What Joint OH&S Committees Need to Know About Ergonomics <ul style="list-style-type: none"> ○ See attachment or http://bcfedhealthsafetycentre.cmail19.com/t/r-l-ykdjdruk-hhdujikjkk-e/ ○ The course is eligible for the 8 hours of annual training leave to which UHSC members are entitled. ○ Special pricing (\$20) available in honour of RSI Day. ○ The provider also hosts other courses which would also be eligible. • RMS - May 3 – Lab Biological Safety Course – Fip 249, 9am-1:00pm | |

7. Date for next meeting: February TBD.

8. Adjournment

Addendum 1
Risk Management Services Incident Report Summary – December 2016
University of British Columbia (Okanagan Campus) Health and Safety Committee
January 27th, 2017

1. Staff Accident/Incident Reports - Injury Reported - December 1st - 30th, 2016:

- Dec. 20th: A small project to re-route an electrical power source involved laying in a new conduit/cable on a short but steep hillside. A worker involved with the project was walking down the hill when he slipped and fell, landing on his back and head. There was snow present on the ground at the time of the incident. The injury was minor, the worker did not require medical follow-up and no WorkSafe claim has been initiated. Because there is elevated risk associated with walking on a relatively steep hillside covered in snow, taking risk reduction measures would be appropriate in this type of situation. Examples of this include avoiding walking on the hillside altogether, or if such travel is required as part of one's work responsibilities, using modified footwear. Examples include (but are not limited to) use of strap-on anti-slip boot attachments ("grippies" or "crampons") or caulk boots. The worker's supervisor has reviewed this with the worker.

2. Staff Accident/Incident Reports - No Injury Reported - December 1st - 30th, 2016:

- N/A

3. Statistics - December 1st - 30th, 2016:

First Aid Statistics:

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

WorkSafeBC Claims:

- Total Claims: 0
- a) Approved - Health Care Only: N/A
 - 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

Addendum 2

University Health & Safety Committee

January 27, 2017/ CAMPUS SECURITY REPORT

Incident Date Range: 12/01/2016 – 12/31/2016 First Aid

/ Medical Response (8)

Staff / Faculty / Contractor (0)	No reported incidents within the scope of UHSC
Other (Visitors, Students, or other)	8 outside the scope of UHSC

Maintenance Required:

Safety 2	<ul style="list-style-type: none"> On 17 December 2016 at 2135H Security reported finding a light in EME Tower 2 Elevator to be hanging by wires out of the ceiling. A work order was submitted. On 25 December 2016 at 2246H Security found that the Campus phone systems were down. IT Services was contacted and a work order was submitted. Emergency agencies (RCMP, BCAS, KFD) were advised and given the Dispatch cellphone number for contact purposes. Phone systems were restored on 27 December 2016 at 0630H. Emergency agencies were advised.
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Fire

0	No fires reported on Campus for this period
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Hazardous / Non-Standard Condition:

1	<ul style="list-style-type: none"> On 01 December 2016 at 2059H RLM staff reported a gas smell that had been noticed by multiple residents in the Similkameen building. Security and engineering staff attended and found it was sewer gas. The engineer added water to the sewer drain to prevent the odor from emanating further.
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