

THE UNIVERSITY OF BRITISH COLUMBIA | OKANAGAN
University Health and Safety Committee
Voting Members _____ Minutes
June 26, 2017 @ 3:00pm, Location ADM 006a

Attendees

Campbell, Troy	(M & P)	Campus Security
Guenard, Chris	(M & P)	University Relations
Guttman, Guy	(M & P)	Conferences and Student Housing
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
Moralejo, Lisa	(UBCFA)	School of Nursing
Naser, Bahman	(UBCFA)	School of Engineering
Urmetzler, Peter	(UBCFA)	Barber School of Arts & Sciences, Unit Head
TBD	(Student)	Student Representation

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

Regrets

Bizzotto, Roger	(M & P)	Facilities Management
Wilson, Roger	(M & P)	Health & Wellness
De Burgos, Hugo	(UBCFA)	Barber School of Arts & Sciences
Michels, Cherie	(Ex-officio)	Risk Management Services
McGinty, Mike	(Ex-officio)	Security & Risk Management Services

Chair: M. Majeran

Acting co-chair: G. Guttman

1. Call to order and determination of quorum

2. Approval of Agenda

Moved/Seconded: C. Guenard/B. Naser.

3. Approval of Minutes

Approval of minutes from May 29, 2017

Moved/Seconded: G. Guttman/T. Campbell.

4. New Business

4.1 Incident Investigation Process

J. McLeod (5 min)

- J. McLeod, M. Majeran conducted first incident investigation
 - Minor incident re: a slip on courtyard stairs; included site investigation and took only about 5-10min

- Process for future investigations:
 - J. McLeod to set up UHSC co-chairs in CARES (accident reporting system) to allow co-chairs to receive automatic accident notifications
 - Once notified of incident by J. McLeod or CARES system, co-chairs will submit call for volunteers to BCGEU/faculty members of committee for worker reps
 - Co-chairs will ensure that incident investigations are not always assigned to the same volunteers and that volunteers' background knowledge is considered where required
 - For incidents involving faculty and BCGEU, worker representation is required
 - Depending on type and severity of incident, worker representatives will either be requested to join site investigation or offered option to review investigation reports before they are submitted; goal is to be efficient and mindful of time while meeting regulation
- J. McLeod to clarify legislative requirements regarding the following:
 - For incidents involving M&P workers – what representation is required on incident investigation? Is presence of RMS sufficient for AAPS representation?
 - What is our responsibility to practicum students – where UBC is not responsible for the facility but is responsible for the worker?
- Investigation timelines:
 - Workers are to report incident within 24 hours, seek medical (if needed) within 7 days
 - Site investigations to be conducted within 48 hours of incident, final report submitted within 30 days

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 (10min)
- 16/17 building schedule circulated
 - Science building – R. Bizzotto, S. Hohl
- 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, July 6, 9am-1pm – SCI 119
 - 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:

- Jul 31, 3-4pm

8. Adjournment

A. Robinson/C. Guenard

Addendum 1
Risk Management Services Incident Report Summary – May 2017
University of British Columbia (Okanagan Campus) Health and Safety Committee
June 26th, 2017

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

- May 2nd: A worker was walking to her car when a splinter of wood became lodged in the top of her foot, leaving a small puncture wound when the splinter was removed. First aid treatment was not sought by the worker. The worker cleaned the wound at home after work but it was still red and swollen by the next morning; she therefore obtained medical aid. She was given a tetanus shot and an antibacterial lotion was applied to the wound. No time was lost and no WorkSafe healthcare claim resulted.
- May 10th: A worker hit her knee on the corner of the drawer under the front service desk of her department resulting in a laceration. First aid treatment was not sought by the worker. The worker did, however, seek medical aid at a walk-in clinic. Because the worker's regular duties include standing at a service counter, modified duties were offered to allow her to sit for portions of the day until the pain from the injury subsided. No time was lost and a potential WorkSafe healthcare claim was suspended by WorkSafe as the worker did not pursue the claim.
- May 29th: A worker was standing in a stationary position while twisting from side to side for an extended length of time (~4 hours). After the workday, the worker noted that one of his knees began to stiffen up and pain was experienced in the left side of the knee. First aid treatment was not sought by the worker as he was home from work for the day. He did, however, seek medical aid. When he returned to work the next day, the worker was offered modified duties to minimize impact on the injured area. No time was lost and no WorkSafe healthcare claim resulted.

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

- May 20th: A worker had led a field course off-campus and was driving home when he discovered a detached tick in his hair. The worker removed the tick and then later when he was home, his spouse noted a red spot where the tick may have been starting to attach itself. Via email, he immediately advised the students who had attended the field session of the situation and noted that they should check themselves for ticks as well. No further ticks were found. No injury resulted, no time was lost and no WorkSafe claim resulted.
- May 23rd: A worker was installing a screen on an exterior window. He brushed up against some adjacent bushes during this process, felt a slight prick on his arm, and looked down to note that a tick had been picked up. The worker removed the tick, which had not yet attached itself. No injury resulted, no time was lost and no WorkSafe claim resulted.

3. Statistics - May 1st - 31st, 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: 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

UBC Okanagan University Health & Safety Committee

Addendum 2

Campus Security Report

Incident Date Range: 01 MAY 2017 – 31 MAY 2017

Assist Fire Department

Staff / Faculty / Contractor (0)	<ul style="list-style-type: none">At 1535 hours Campus Security/Facilities Management received smoke alarm from Nicola Residence fire system. Contractors sanding wall on the 3rd floor, set off the smoke detectors near room 312A.
---	--

First Aid / Medical Response

Staff: 2 Faculty: 0 Contractor: 4	<ul style="list-style-type: none">Date and Mechanism of Injury: On 12 May 2017 at 0825h security dispatch received a call to request first aid for foodservice staff (contractor). Injury was an abrasion to the right ring finger. Campus Security First-Aid attendant assessed, cleaned and bandaged the finger. Contractor returned to work.Date and Mechanism of Injury: At 1014h on May 12, 2017 Campus Security First-Aid attendant responded to the Monashee residence for contracted janitorial staff complaining of cleaning chemical in eyes. Treatment: Contractor was using the eye wash station when first-aid attendant arrived on scene. Once the eye wash station was empty, the attendant assessed the patient's eyes. Patient proceeded to hospital for further assessment.Date and Mechanism of Injury: At 1035H on May 24, 2017 Campus Security received a call from Kelowna Fire Dispatch advising they were attending for a contractor who had been struck by a chainsaw in E lot. Writer dispatched Campus Security First-Aid attendant to assess the scene. Upon arrival, the worker/contractor had been struck in the face by a chainsaw when it kicked back, lacerating his nose, lips and chin. Treatment: applied gauze to the injury. Transport: Fire Department Engine 3 and BC Ambulance arrived on scene and departed campus with the patient for transport to Kelowna General Hospital.Date and Mechanism of Injury: At 1139 hours on May 26, 2017 Campus Security received report that a delivery driver had fallen off the back of a truck near the main entrance of the Fipke building. Campus Security First-Aid attendant attended, and reported that the patient doing well, but refusing first-aid treatment. Worker to be transported to the hospital by his co- worker. No further details. <p>Campus Security First-attendants responded and provided patient care to 2 other incidents outside the scope of UHSC.</p>
Other (Visitors, Students, or other): 6	<ul style="list-style-type: none">6 outside the scope of UHSC (e.g. pre-existing medical condition, drug or alcohol incident, sports medicine, illness, etcetera).

Incident Date Range: 01 MAY 2017 – 31 MAY 2017

Hazardous / Non-Standard Condition:

<p>6 reports of “hazardous / Non-Standard Condition”</p> <p>3 notable reports described in left column.</p>	<ul style="list-style-type: none">• At 0955 hours on May 04, 2017 UBC Staff reported finding a used hypodermic needle in a toilet of the lower level men's washroom in Administration. Campus Security attended and removed the needle using pliers and disposed of it in a bio-hazard container. Risk Management Services advised.• At 1745 hours May 18, 2017 person defecated on sidewalk near Bus Exchange. Sidewalk taped-off and secured to prevent exposure to pedestrians. Risk Management notified. Facilities Management attended and cleaned sidewalk.• During time range there were (2) reports of “natural gas” smell. Upon further investigation with gas detector determined that gas leak not present.
--	--