

THE UNIVERSITY OF BRITISH COLUMBIA | OKANAGAN
University Health and Safety Committee
Voting Members Minutes
Jan 28, 2019 @ 11:00am, Location ADM 006a

Hohl, Shannon	(BCGEU)	School of Engineering
Kane, Nicola	(BCGEU)	Campus Planning & Development
Majeran, Michelle	(BCGEU)	Facilities Management
Zinz, David	(BCGEU)	School of Engineering, co-Chair
Vacant	(UBCFA)	
Vacant	(UBCFA)	
Moralejo, Lisa	(UBCFA)	School of Nursing
Bizzotto, Roger	(M & P)	Facilities Management
Campbell, Troy	(M & P)	Campus Security, co-Chair
Guenard, Chris	(M & P)	University Relations
Guttman, Guy	(M & P)	Conferences and Student Housing
Wilson, Roger	(M & P)	Health & Wellness

Ex-officio

Hingston, Adrian	(Ex-officio Member)	Associate Director, Risk Management Services
McLeod, Jason	(Ex-officio Member)	Risk Management Services
Michels, Cherie	(Ex-officio Member)	Risk Management Services

Regrets

Wagner, John	(UBCFA)	Community Culture & Global Studies
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Recorder: N. Ingram

Chair: M. Majeran

1. Call to order and determination of quorum

2. Approval of Agenda

Approval of Agenda for Jan 28, 2019

Moved/Seconded: D. Zinz, C. Guenard

3. Approval of Minutes

Approval of minutes from Dec 17, 2018

Moved/Seconded: G. Guttman, T. Campbell

4. New Business

4.1 Policy 7 changes C. Michels (5 min)

- RMS Vancouver creating formal document outlining changes to policy; RMS will circulate to UHSC when report is completed (expected by end of week)
- Amalgamates 4 existing policies: general, biological, chemical, and radiation safety
 - Gives power to specific programs related to those areas
- Intent: Make executives responsible for operation of health and safety in their areas

4.2 Fire Drill Report

J. McLeod (5 min)

- Begin reporting out on fire drills to committee: when they are done, what is expected, and what are results
 - All buildings drilled with the exception of Commons
 - Report attached to minutes as **Addendum 3**
 - RMS and Facilities organize drills in conjunction
 - Facilities evaluates from systems perspective (i.e. batteries etc)
 - RMS evaluates from procedural perspective
 - Currently: conducting drills twice/year, – Sept and January
 - Proposal to do 1/year in September with optional drills in January as needed
 - Significant items from January 2019 drills:
 - Two instances of instructors not releasing their students immediately; have followed up with instructors
 - Can't always tell that buildings are in alarm and people walk in during drill
 - Upper Campus Health
 - Recently renovated office wing has no bells; can't tell when bells are ringing from that location
 - Not all doors open the right way for exit
 - RMS will be following up with Project Services
 - Objectives for fire drills
 - Test warden and RA sweeps
 - Teach occupants to exit building
 - Testing traffic flow to/out of emergency exits
 - Test of fire systems themselves
 - Legislative intent – supervisory staff
- Advance notifications of drills go to faculty heads
- Move towards pushing annual training for wardens

4.3 Committee Evaluation

R. Bizzotto, A. Hingston, M. Majeran (10 min)

- 2017 changes to WorkSafeBC legislation require us now to do annual evaluation of JOHSC
- RMS completed report using template provided by WorkSafeBC, with feedback from co-chairs
 - RMS Vancouver uses own, more complex version of tool
 - Consensus at UHSC so far to stick with simpler WorkSafeBC tool
- This year's report to be circulated with minutes (**see PDF**)
- Highlights:
 - Answer for "did committee make any recommendations related to HSE" – selected "no" as recent recommendations have been related to supporting committee, not directly related to health or safety
- Duties and functions of committee
 - Does committee address complaints and health & safety of workers – changed from "no" to "yes" after feedback from chairs (smoking gazebo, crosswalk)
- Programs & policies, education
 - RMS to bring more information to committee on various programs – committee to review and assess and provide feedback for improvement
- Incident investigations
 - Committee members aren't embedded in investigation process, but do need to ensure investigations are complete and action items are completed – i.e. action items should sit on the minutes of committee until completed
- Resolving refusals of unsafe work – no formal refusals have been issued;

- No formal mechanism to bring refusals of unsafe work to committee attention; committee not mandated to discuss although workers have the option of referring such a refusal to the UHSC
- Committee can determine when/whether refusals of unsafe work are discussed at committee:
 - Anything that cannot be resolved at local level (i.e. request for more training that supervisor agrees to provide)
 - Provide education/info to HR, unions & associations that committee is interested in discussing refusals of unsafe work (that are not resolved locally) at JOHSC tables
- Meeting attendance and participation
 - Somewhat effective – strong in all areas with exceptions (i.e. identifying alternates)
- Overall effectiveness
 - Somewhat effective – acknowledging areas of improvement, developing of programs
- **Action:**
 - A. Hingston to circulate review to committee
 - Committee to provide any feedback before next month's meeting
 - Co-Chairs to sign off on report by next meeting

4.4 Training Opportunity Survey A. Hingston (5 min)

- A. Hingston to send out survey to committee members to get sense of priority areas for program elements
- Allow RMS to provide education and prioritize program elements that don't yet exist

4.5 Smoking R. Wilson

- Smoking & cannabis/tobacco use
- Committee to Request for 10-minute presentation at next meeting re: recent observations
- Policy still under review

5. Old Business

5.1 No old business for discussion at this time.

6. Standing Items

6.1 Building Inspections N. Ingram, M. Majeran (10min)

- 17/18 inspection schedule **updated** and circulated
- Building inspections becoming overdue during transition to JOHSC
 - Recommendation to finish outstanding inspections by April for 3-committee roll-out
 - Possibility of leveraging wardens, directors, etc. in each building and have them prepare reports, with committee to review
 - Local inspections would be coordinated through building emergency directors to cover off general areas; wardens would be mobilized to cover their specific areas, and/or involve Local Health & Safety Committees
 - Within residence: daily walkthroughs
 - Committee would review as standing item at regular intervals (i.e. quarterly or bi-annually)
- Possible issues
 - People in "home" buildings less likely to notice commonplace issues
 - Building access – getting access to unusual areas
 - Possibility of willfully disregarding safety issues

- RMS and members of committee would be requested to make themselves available at request of local inspectors
 - And/or to inspect common areas
 - Look for buy-in from emergency directors

6.2 Risk Management Services Report
RMS
Attached as Addendum 1

J. McLeod (5min)

6.3 Campus Security Report
Campus Security
Attached as Addendum 2

T. Campbell (5min)

6.4 Courses/Seminars/Opportunities – update

N. Ingram (<5min)

- **RMS:**
 - Chemical Safety (Includes WHMIS)
 - Fri, Feb 1, 8:30-11:30
 - Tue, Feb 19, 12:00-3:00pm
 - Lab Biological Safety Course
 - Thu, Feb 21, 8:30am-12:30pm
 - **RMS course registration:**
<http://riskmanagement.ok.ubc.ca/register.html>
- **BCFed Health & Safety Centre:** <https://www.healthandsafetybc.ca/course-calendar>
 - Occupational Health & Safety Pt 1
 - Feb 5 – Kelowna
- **Mental Health Commission of Canada**
 - Conference – Mental Health in the Capital 2019
 - April 8-9, 2019
 - Note that this course is not eligible for 8-hour annual leave entitlement, but may be of interest to some on the committee
- **Note:** All BCFed courses run 8:30am-4:30pm.
- **Next month:** ergonomics, violence in the workplace, or first aid (how coverage in works in reports, etc)

7. Date for next meeting:

Feb 25, 11am-noon

8. Adjournment

Moved/Seconded: N. Kane, G. Guttman

Addendum 1
Risk Management Services Incident Report Summary:
University of British Columbia (Okanagan Campus) Health and Safety Committee
February 25, 2019

To be attached upon receipt

Addendum 2
Campus Security Report University
Health & Safety Committee
January 28, 2019

Incident date Range: December 17, 2018 – January 28, 2019

First Aid / Medical Response: 16 total

<p>FACULTY / STAFF: 1 CONTRACTOR: 0 INCIDENTS FOR CONTRACTED STAFF</p>	<p>0 reports within the scope of the UHSC:</p> <p>Refer to the RMS UHSC report for more detail.</p> <p><i>1 requests for first-aid outside the scope of the UHSC (e.g. sports injury, mental health, illness)</i></p>
<p>10 INCIDENT FOR OTHER (I.E. VISITOR OR STUDENT)</p>	<p>1 report within the scope of UHSC (contractor)</p> <p>On 7 JAN 2018 at 2100H Campus visitor (the "Patient") requested first aid for some minor scrapes to his right hand. Patient had been driving his car on the trail between U House and the Quonset for unknown reasons and it had gotten stuck in the snow and ice, as the area is not plowed or maintained as a vehicle thoroughfare. At approximately 2000H, during an attempt to get his vehicle unstuck, the patient fell and scraped hand. He had already washed his hands in a Campus washroom sink and he stated he had attempted to get most of the dirt out of the wounds already. The writer inspected the wounds and found minor cuts on the index and middle fingers of Patient's right hand, with a larger cut which had ruptured the cuticle on the ring finger and a similar wound on the pinky. Cleaned and dressed.</p> <p><i>9 requests for first-aid outside the scope of the UHSC (e.g.sports injury, mental health, illness, drug/alcohol overconsumption)</i></p>

Hazardous Condition: 5 total

<p>5 REPORTS</p>	<p>5 reports within the scope of UHSC:</p> <ul style="list-style-type: none"> • On January 23, 2019 at approximately 0930H faculty reported she had slipped and fallen at the corner of Knowledge Lane and Research Road, outside Creative Critical studies. She did not report any injuries and denied first aid treatment or assessment. Facilities Management contacted. • On January 23, 2019 at approximately 0857H Electrician reported he had slipped on a snowy, uncleared sidewalk outside Quonset. He declined first aid assessment or treatment, and stated he was not injured. • January 17 2019 1233 hours writer received a call from Risk Management Advisor that he witnessed two vehicles heading north, stopped at the lighted pedestrian crossing on the west side of the EME building. Reportee stated that when the vehicles started to move, the second vehicle (Dark Grey Mercedes Coupe BC Plate) sped around the car in front of him and through the pedestrian crosswalk. • On January 06, 2019 at 1235H an unknown male caller reported observing used syringes and vials of an unknown substance in the amphitheatre outside EME. Security Guard was dispatched to attend and remove the items using appropriate PPE and a sharps container. At 1252H Security Personnel reported the items removed from the area. He stated there were 2 used syringes and <u>2 empty vials of naloxone</u>. • On January 02, 2019 at 1930h security guard reported the 1540 Innovation Dr, Research & Learning building's parking lot and walkways dangerously slippery. Facilities notified via email
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**Addendum 3
Risk Management Services
Fire Drill Report Template**

Date:	Drill Start Time:	Drill Completion Time:
Building Name:		Evaluator(s):

Pre-drill Procedures:

Item:	Yes	No	Comments
1. Notify Campus Security & Facilities Management			
2. Notify Kelowna Fire Department (250-860-6419)			

Drill Procedure:

Item:	Yes	No	Comments
1. Station observers in key locations to witness.			
2. Time for majority of occupants to evacuate the building: Time: _____.			
3. Time for Fire Wardens to complete roll call (note both "substantially clear" and "checked-in") Times: _____.			

Fire System Checks:

Item (if "NO", describe details in Notes section):	Yes	No	Comments
1. Are audible devices heard throughout the building?			
2. Did all automatic fire doors close?			
3. Confirm operation of the outside strobe light.			

Fire Warden / Evacuation Procedure:

Item	Yes	No	Comments
1. Are the Fire Wardens clearly identified?			
2. Emergency Director clearly identified? In proper location? Approached by wardens?			
3. Did the Fire Wardens assemble the occupants in the correct assembly area?			
4. Did the evacuation seem orderly?			
5. Have all inside doors been closed?			
6. Did all occupants evacuate the building?			

Rating of Overall Effectiveness of Drill:

Item:	Good	Fair	Poor
1. speed of evacuation			
2. effectiveness of procedures			
3. communication during drill			

**Addendum 4
Building Inspection Schedule**

Last updated: Oct 3, 2018

UHSC - Building Inspections 2017/18			
Team	Building	Status	Report to committee
Guy Guttman, Shannon Hohl	Residences: Monashee	Complete March 7, 2018	Y
Guy Guttman, Lisa Moralejo	University Centre (UNC)	Complete March 6, 2018	Y
Chris Guenard, Jason McLeod, MWO Inspector	Mountain Weather Office (MWO)	Outstanding from 16/17	
Troy Campbell, Michelle Majeran	Parking Lots F, H, E, R	Complete May 22, 2018	Y
Nicola Kane, Troy Campbell	Central Heating Plant		
Chris Guenard, David Zinz	Creative and Critical Studies	Complete June 14, 2018	Y
Guy Guttman, Lisa Moralejo	Gym/Hangar & Portable N	Complete Oct 1, 2018	Y
John Wagner, Shannon Hohl	Library		
Roger Wilson, Michelle Majeran	Nicola and Purcell Residences	Complete July 5, 2018	Y
David Zinz, Troy Campbell	Parking lot G	Complete Sept 14, 2018	Y
Shannon Hohl, Roger Wilson	Quonset Hut & Office	Complete	Y
Peter Urmetzer, Chris Guenard	Reichwald Health Sciences	Completed June 20, 2018	Y
Roger Bizzotto, Nicola Kane	Similkameen & Valhalla Residences		
Lisa Moralejo, Michelle Majeran	University House & Portable A	Completed Aug 8, 2018	Y