

THE UNIVERSITY OF BRITISH COLUMBIA | OKANAGAN
University Health and Safety Committee
Voting Members Minutes
July 22, 2019 @ 11:00am, Location ADM006a

Hohl, Shannon	(BCGEU)	School of Engineering, co-Chair
Kane, Nicola	(BCGEU)	Campus Planning & Development
McGoran, Connor	(BCGEU)	Facilities Management obo Michelle Majeran
Seib, Christopher	(BCGEU)	School of Engineering obo David Zinz
Vacant	(UBCFA)	
Vacant	(UBCFA)	
Vacant	(UBCFA)	
Wagner, John	(UBCFA)	Community Culture & Global Studies
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

McLeod, Jason (Ex-officio Member) Health, Safety & Environment

Regrets

Bizzotto, Roger	(M & P)	Facilities Management
Hingston, Adrian	(Ex-officio Member)	Associate Director, Health, Safety & Environment
Majeran, Michelle	(BCGEU)	Health & Social Development
Zinz, David	(BCGEU)	School of Engineering

Recorder: N. Ingram

Chair: T. Campbell

1. Call to order and determination of quorum

2. Approval of Agenda

Approval of Agenda for July 22, 2019
Moved/Seconded: S. Hohl, C. Seib

3. Approval of Minutes

Approval of minutes from June 24, 2019
Moved/Seconded: S. Hohl, C. Guenard

4. New Business

- 4.1 Committee personnel changes N. Ingram (<5min)
- Introductions & delegates
 - New faculty association vacancy on committee; expect delays in appointing new members as Chair of Faculty Association is also vacant
 - Three-committee structure update – deferred to next meeting
 - A. Hingston to submit documentation provided to WorksafeBC for variance
 - Status of Worksafe variance request
 - UHSC input into new structure

- 4.2 Non-potable water in EME C. Seib (15min)
- See also attachment provided with July 22 invite
 - UHSC does not need to be involved in finding solution but should be aware of it – follow up to ensure a solution is reached and implemented
 - Non-potable water in EME for dishwashing, lab sinks, etc.
 - Risk of contaminants entering into stream if a number of conditions occur at once
 - risk is low but presents a compliance issue, and could have severe consequences if event ever occurs
 - Potential contaminants: chemicals from labs or custodial services, sewage, etc
 - HSE working with Project Services to remedy
 - Project is underway; request update next meeting
 - Has been operating this way since the building opened but has just been discovered
 - Background: cost-cutting measure to not install backflow valves during construction
 - HSE to confirm that same condition does not exist in other buildings – whether and where pre-existing condition exists in other buildings etc.
- 4.3 Email templates for worker outreach – incident investigations J. McLeod (5min)
- Make it easier for workers and employers to know what to do when an incident occurs
 - Traditional process is for CAIRS entry but CAIRS isn't user-friendly or very employee-facing
 - Worker template
 - Info on CAIRS, Worksafe Teleclaim centre
 - Advises worker to advise supervisor of incident
 - Contact info for HS
 - UHSC and its availability as a resource for workers, with link to committee info
 - Template is sent to worker when HSE learns about incident – can happen at any point during reporting process
 - Supervisor template
 - Advises supervisor that area has been reported through CAIRS
 - Lists two main responsibilities:
 - Make area safe (within 48 hours)
 - Investigate incident
 - Requirements for investigation vary with incident. Can be resolved between just supervisor and HSE, or may need to include employer and worker reps. rep
 - Link to guide for investigation process (flowchart & supporting info)
 - Contact info for HSE
 - Info on UHSC
 - Committee feedback:
 - Add responsibility re: training and CAIRS review for supervisor template
 - G. Guttman to provide info and J. McLeod to revise accordingly
 - Reporting procedure for incidents – ease of reporting non-standard conditions and follow up
 - Indoor environmental quality – [form on HSE website](#) correct reporting procedure for incidents when occupant is unable to determine origin of odour; Facilities Management for situations with clear source
 - Improve communication and follow up for IEQ reports
 - Interim solution: use search function or call HSE (K. Lange)
- 4.4 Onboarding/orientation material – committee structure J. McLeod (deferred)

5. Old Business

- 5.1 JOHSC Update A. Hingston (deferred)

5.2 Committee evaluation – discussion of focus areas All (deferred)

6. Standing Items

- 6.1 Committee information J. McLeod (10min)
- [Contractor Safety Manual](#)
 - Contractors are expected to follow a number of procedures on campus
 - Manual contains:
 - Safety procedures including: UBC-wide Policy 7; general university site rules; UBCO emergency procedures; campus security assistance to contractors re: Salto; traffic control; project impact assessment (requirement of project manager to assess impacts of work to campus community); hoarding and protection at excavations
 - Project management – how project is managed, including: storage and hoarding, fire systems and alarms, excavation and backfill, fumehood and biological safety
 - General hazard requirements – lockout procedures, PPE, rooftop access, fall protection equipment, road and exit closures, hotwork, confined space (atmospheric monitoring and rescue procedures), protected infrastructure and ponds, hazmat management, spill reporting, PCBs and asbestos, construction in labs, radio isotopes, radiation, and biosafety
 - Etiquette, compliance with respectful workplace environment, handling harassment etc.
 - Project manager is responsible to enforce compliance with contractor safety manual
 - When UBC staff find something not in compliance: notify PM first, then HSE; CAIRS report should also be completed
- 6.2 Building Inspections N. Ingram (5min)
- 17/18 inspection schedule updated and circulated
 - CHP inspection T. Campbell/N. Kane
 - No concerns – equipment and boiler, etc. are clear
 - Shelving first floor southwest - some items stacked a bit too high and seemed somewhat disorganized. Discussed with M. Gibb as supervisor for area, but have not confirmed whether stacked items were corrected.
- 6.3 Health Safety and Environment Report
HSE
To be attached as Addendum 1 J. McLeod (5min)
- 6.4 Campus Security Report
Campus Security
To be attached as Addendum 2 T. Campbell (5min)
- 6.5 Courses/Seminars/Opportunities – update N. Ingram (<5min)
- **HSE:**
 - Chemical Safety (Includes WHMIS)
 - Thursday, Aug 29, 8:30-11:30am
 - Thursday, Sept 5, 12:00 noon-3:00pm
 - Thursday, Oct 17, 12:30-3:30pm
 - Lab biological safety:
 - Tuesday, Sept 10, 8:30am-12:30pm
 - Tuesday, Oct 15, 11:30am-3:3pm

- **HSE course registration:**
<http://riskmanagement.ok.ubc.ca/register.html>
- **Employers' Advisors Office Seminars:**
 - Listing of courses offered by webinar. For a full list of courses including those offered in person, see: <https://eao-employersseminars.labour.gov.bc.ca/Seminars>
 - New Joint Committee Members #2 Right to Refuse, Consultation and Making Recommendations
 - Seminars are currently full but a waitlist is available.
 - New Joint Committee Members #3 – Inspections and Investigations
 - Seminars are currently full but a waitlist is available.
 - New Joint Committee Members #4 – Committee Evaluations and Assessing Training Needs
 - Seminars are currently full but a waitlist is available.
- Committee members are asked to submit confirmation of their confirmation in training opportunities in order to remain in compliance with WorkSafe requirements re: training records.

7. Date for next meeting:

Aug 26, 11am-noon

8. Adjournment

Moved/Seconded: C. Guenard, G. Guttman

Addendum 1

Dept. of Health, Safety & Environment - Incident Report Summary: June 24 - July 21, 2019
University of British Columbia (Okanagan Campus) Health and Safety Committee
July 22, 2019

1. Worker Accident/Incident Reports - Injury Reported - June 24 - July 21:

July 4th: A worker hit their heel on an open office drawer causing a small laceration. The injury was minor in nature and no time was lost beyond treatment of the small wound. Campus Security did not provide first aid treatment.

2. Worker Accident/Incident Reports - No Injury Reported - June 24 - July 21:

June 28th: A worker was driving a golf cart through a narrow pathway having slightly elevated concrete walls with protruding lights. One of the lights was partially dismounted. As the worker drove past the light, she turned to look back to ensure that the cart hadn't clipped it. Upon doing so, the cart clipped the next light in front of it, damaging the front lamp of the golf cart. No injury resulted from the impact.

3. Statistics - June 24 - July 21:First Aid Statistics:

Total worker reports (not including contractors or students): 1

- Work-related (sprain, strain, cut, contusion, bruise): 1
- Internal & other: 0
- Non-work related (sprains, strains, cuts, etc.): 0

WorkSafeBC Claims:

- Approved - Health Care Only: N/A
- Approved - Time Loss & Health Care: N/A
- Pending Decision - Health Care Only: N/A
- Pending Decision - Time Loss & Health Care: N/A

**Addendum 2
Campus Security Report
University Health & Safety Committee
July 22, 2019**

Incident date Range: June 24 - July 21, 2019

10 First Aid / Medical Response: Requests

FACULTY / STAFF: 0 CONTRACTOR: 0 INCIDENTS FOR CONTRACTED STAFF	0 reports within the scope of the UHSC.
10 INCIDENTS FOR OTHER (I.E. VISITOR OR STUDENT)	1 reports within the "scope" of the UHSC in that lessons learned could be applied to future worker situations: On June 24, 2019 student requested first aid after possibly suffering a chemical burn on his hand in Engineering Management Education. Was determined that patient was exposed to small amount of "crazy glue" on his left hand. Student was advised to wash his hands thoroughly with an abrasive cleaner like. He had not been exposed to any other chemicals. Recommended that in future when working with chemicals that the student wear personal protective gear (i.e. gloves).

Hazardous Condition: 10 total

4 REPORTS	4 reports within the scope of UHSC: June 20, 2019 1223 hours vehicle (Later determined to be a Blue Hyundai Accent) driving in the central courtyard outside of the Administration Building, then park right outside the main doors. It appeared that the vehicle was blocking egress from the building. Campus Security dispatched security guard to investigate. Guard arrived on scene just as the vehicle was concluding an approximate 12 point turn to leave the area. Driver was advised that vehicles were not permitted in courtyard unless prior authorization was received. On June 25 at 2155H the writer observed that the lights in the Courtyard were not illuminated. At 2202H the writer called on duty and advised him. He stated he would turn them on. At 2215H the lights were observed to be back on. On June 24 2019 at 2204H Security reported that the lights in the Courtyard were not illuminated. The writer called on duty engineer and advised him. He stated he would look into it. At 2215H the lights came on. On July 9, 2019 at 1644H an unknown male called Campus Security to report a discarded syringe located in the crosswalk between Admin and the Bus Loop by EME. Security was dispatched to attend with the sharps container and the appropriate PPE. At 1651 reported the syringe had been collected without incident.
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Addendum 3 Building Inspection Schedule

Last updated: June 24, 2019

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)	Complete November 2018	
Troy Campbell, Michelle Majeran	Parking Lots F, H, E, R	Complete May 22, 2018	Y
Nicola Kane, Troy Campbell	Central Heating Plant	Complete 2019	Y
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		Y
Lisa Moralejo, Michelle Majeran	University House & Portable A	Completed Aug 8, 2018	Y