

THE UNIVERSITY OF BRITISH COLUMBIA | OKANAGAN
University Health and Safety Committee
Voting Members Minutes
Aug 26, 2019 @ 11:00am, Location ADM006a

Hohl, Shannon	(BCGEU)	School of Engineering
Kane, Nicola	(BCGEU)	Campus Planning & Development
Seib, Christopher	(BCGEU)	School of Engineering obo David Zinz
Vacant	(UBCFA)	
Vacant	(UBCFA)	
Vacant	(UBCFA)	
Bizzotto, Roger	(M & P)	Facilities Management, co-Chair
Campbell, Troy	(M & P)	Campus Security
Guenard, Chris	(M & P)	University Relations
Guttman, Guy	(M & P)	Conferences and Student Housing

Ex-officio

Hingston, Adrian	(Ex-officio Member)	Associate Director, Health, Safety & Environment
McLeod, Jason	(Ex-officio Member)	Health, Safety & Environment

Regrets

Ingram, Natalie	(Recorder)	Campus Operations & Risk Management
Zinz, David	(BCGEU)	School of Engineering
Majeran, Michelle	(BCGEU)	Faculty of Health & Social Development, co-Chair
Wagner, John	(UBCFA)	Community Culture & Global Studies
Wilson, Roger	(M & P)	Health & Wellness

Recorder: K. Lange

Chair: R. Bizzotto

1. Call to order and determination of quorum

2. Approval of Agenda

Approval of Agenda for Aug 26, 2019
Moved/Seconded: C. Guenard, T. Campbell

3. Approval of Minutes

Approval of minutes from July 22, 2019
Moved/Seconded:

4. New Business

- 4.1 Onboarding/orientation material re: UHSC J. McLeod (10 min)
- Training requirements for new committee member (8 hours training per year). Adapting to online CANVAS to make easier to achieve. Training vs instruction – 4 hours must be in person.

5. Old Business

- 5.1 JOHSC Update J. McLeod (5 min)
- Status of variation request
 - Committee roles in new structure

- Received approval from Worksafe BC. 2 year variance with 1 year (August 2020) report/review– will have to revisit.
- Next steps to be discussed next meeting

5.2 Committee evaluation – discussion of focus areas All (5 min)

- No new areas of discussion to be discussed at this meeting (self audit)

5.3 EME potable water – project update J. McLeod (5 min)

- EME Eyewash stations and lab sinks not potable water. Facilities looking to provide a fix (C. Seib)

6. Standing Items

6.1 Committee information A. Hingston/ J. McLeod (10min)

- deferred

6.2 Building Inspections K. Lange (5min)

- 17/18 inspection schedule updated and circulated.
- Nicola Kane – Valhalla and Similkameen
 - No concerns; 2nd floor SL2 carpet coming up & Valhalla carpet melt (maintenance issues, not safety)
 - Simi gazebo moving to R lot. BBQ being taken out. (Guttman)

6.3 Health Safety and Environment Report
HSE

To be attached as Addendum 1

J. McLeod (5min)

- July 22-Aug 25: 9 incidents
- Wet floor – internal staff (not BEST custodial)
- Food services – Joanne from Point Grey here last week setting up safety training.
- Food services - possibly have local committee for food service and larger for operational?

6.4 Campus Security Report
Campus Security

T. Campbell (5min)

To be attached as Addendum 2

- Tripping hazard at admin smoking gazebo – gazebo is moving, so recommending spray paint for time being
- (N. Kane) curious to see stats on sharps box usage. HSE to give update at next meeting.

6.5 Courses/Seminars/Opportunities – update

K. Lange (<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-3:30pm
 - **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. (send to Natalie Ingram)
- N. Kane/C. Seib to receive training? Jason to distribute links. Will discuss next meeting.

7. Date for next meeting:

September TBD – Natalie to organize

8. Adjournment

Moved/Seconded:

Addendum 1
 Dept. of Health, Safety & Environment - Incident Report Summary:
 University of British Columbia (Okanagan Campus) Health and Safety Committee
 Date

Incident Date	Incident Time	Incident Submission Date	Incident Title	Person Type	Injury Summary	Description	Root cause	Corrective Actions	Modified Duties	WSBC Claim
2019-07-23	1:45 PM	2019-07-23	Finger Crushed in Compression Tester	Paid Student	Injury / Time Loss / Caught In, Under or Between / Laceration (cut or torn skin) / Fingers / Serious Injury / Major crush injuries Major cut with severe bleeding	A worker and a research student were preparing to set up a compression test machine to test concrete cylinders. They went to lift the top steel mount from the bottom, up into its position at the top. While holding the steel plate mount, using the Allen key to lock the mount into place, the mount fell out of the top and down onto the bottom steel base; in the process of removing their hands from holding the top plate, the worker's right middle finger tip was caught in between when the mount fell. There was a cut across the inside of the fingertip and immediate swelling. The worker first put pressure on the wound with paper towel as the first aid kit was obtained by the lab technician and first aid attendants were called to the lab. The wound was cleaned with the medical soap, and wrapped in gauze to stop the bleeding. At this point, Campus Security arrived to perform First Aid but they did not disturb the treatment that had already been applied. The worker was then driven to the hospital by a colleague. The worker received an X-ray at the hospital which came back negative, and the wound was treated with glue and pressure was released from the nail, then wrapped in bandaging.	while communication seemed good, full knowledge of weight of the fixture, inexperience, positioning and limited space made the task more difficult leading to the loss of control of the fixture and resulting injury.	Corrective Action Identified: rather than transferring a load to a worker, workers should put down the load and the person supporting the load should then make the lift and hold into place. Since other people were readily available asking for assistance would allow for 2 people to support load rather than 1.		WSBC Claim allowed time loss
2019-07-25	1:45 PM	2019-07-25	injured toe	Staff	Injury / Incident only / Struck By / Pain from Impact / Toe(s)	Worker was moving a "presentation rack". Worker turned rack around and the nob on the bottom hit the front part of right big toe. Worker experienced instant pain, took shoe and sock off and noticed that the toe was starting to get purple and started to bleed. The nail on the toe looked like it might come off. Worker used alcohol swabs to clean up toe and used some polysporin and bandage to stop the bleeding.	Lack of paying attention due to adrenal fatigue, low visibility of distending	All Corrective Actions Complete Corrective Action Identified: Talked with tech about it, is a first time minor incident due to some fatigue and lack of attention. It is an essential piece of equipment that can't be padded. If a repeat occurs (indicating something other than lack of attention), will explore alternate solutions Estimated Completion Date: 2019-07-25 Final Actions Taken: Discussed with technician Date Completed: 2019-07-25	No	
2019-07-29	11:53 AM	2019-07-29	employee slip and fall	Staff	Injury / Time Loss / Fall on Same Level / Pain from Impact / Back	The injured worker slipped and fell while walking on a recently mopped floor.	A wet floor sign was not posted after mopping.	All Corrective Actions Complete Corrective Action Identified: Held a staff meeting and reiterated the importance of utilizing wet floor signs and cleaning up spills as soon as they happen. Estimated Completion Date: 2019-07-29 Final Actions Taken: same as corrective measure Date Completed: 2019-07-29	Yes	WSBC Claim allowed time loss
2019-08-01	1:30 PM	2019-08-02	Chemical ceanup	Staff	No_injury / Incident only / Spills or Gas Leaks / Chemical Burns	Student spilled chemical in glass container. Dimethyl Sulfoxide.	area of spill not properly cordoned off allowing worker to pass through spill contaminating footwear and then allowing transfer of contamination onto clothing.	Corrective Action Identified: provide further training on scene management for spills. provide training on how to cordon off areas, prepare for cleanup and execute cleanup of spilled materials, including control of bystanders. Estimated Completion Date: 2019-09-06		
2019-08-01	1:30 PM	2019-08-06	Chemical spill cleanup	Staff	No_injury / Incident only / Contact with Chemicals / No Injuries	Unidentified person placed glass bottle of dimethyl sulfoxide outside flammable chemical storage cabinet temporarily. It was toppled due to stepping and spilled on the floor. The technician was informed immediately and clean-up was carried out under supervision.	Inadequate space and lack of communication.	Corrective Action Identified: Organized a lab group meeting and informed all the members to put out appropriate signs and communication about any equipment and chemical usage. Estimated Completion Date: 2019-08-02		

#####	1:15 PM	-	burn	Staff	Injury / Incident only / Burn / Arm	worker was working in their work area when their arm brushed against a hot piece of equipment causing minor burns to their arm				
2019-08-07	2:00 PM	2019-08-08	Head and Neck Injury	Staff	Injury / Time Loss / Struck By / Pain from Impact / Neck	Employee was relocating shelving and table unit when support for shelf loosened and shelf fell, impacting employee's head.	prior to work commencing on shelves, integrity of shelves should first be checked. Had the supports for the shelves been secured prior to removing electrical bar, shelf would not have come down on head. secondary use tools in good condition. dispose of tools in poor condition.	Corrective Action Identified: safety lead to encompass mechanical awareness in upcoming safety talk, including the acronym ABBI (Above, Below, Behind, Inside). Estimated Completion Date: 2019-09-30	Yes	WSBC Claim allowed time loss
#####	11:30 AM	-	fall on stairs	Staff	Injury / Incident Only / Fall on Same Level / Pain from Impact / Ankle	Worker was descending a stairwell; when they went to drink from their beverage container, they misstepped and rolled their left ankle.				
2019-08-12	2:45 PM	2019-08-13	Knee injury	Staff	Injury / Time Loss / Other / Other Strains / Knee	While worker was sitting at their desk, they twisted their leg which resulted in pain. The injured worker then made an appointment for examination of the injury. By the conclusion of the call the worker's shift was over; supervisor inquired if worker was okay to drive, they advised yes. Worker was offered support to either have their vehicle collected and brought to them or to be driven to their vehicle with a golf cart; worker declined. They did accept support out of the building by another colleague. At 5pm that evening, supervisor received a text message from the injured advising they have a torn ligament and need to stay off it for a few days. The injured employee did not attend work the next day but did attend a pre-scheduled meeting with their supervisor by phone for other work matters. During this call, the worker advised the supervisor they are taking it day by day but hoped to be back in the office by the second day after the incident. They advised that it is thought that this event may be an exacerbation of another injury which occurred during their recent vacation.			No	WSBC Claim pending
2019-08-18	5:00 PM	2019-08-20	Acid Spill	Paid Student	Injury / Incident only / Contact with Chemicals / Chemical Burns / Arm	Handle broke on 1L acid bottle causing spill in the fume hood (~200 mL) with small amount spilled on floor (50 mL). A few mL were spilled on the sleeve of a lab coat		All Corrective Actions Complete Corrective Action Identified: Transferred remaining acid from broken bottle to secure bottle. Neutralized acid spill and cleaned all surfaces. Estimated Completion Date: 2019-08-18 Date Completed: 2019-08-18	No	

Campus Security Report
University Health & Safety Committee
August 26, 2019
Incident date Range: July 21, 2019 – August 26, 2019

15 First Aid / Medical Response: Requests

FACULTY: 0 STAFF: 1 CONTRACTOR: 1 1 INCIDENTS FOR CONTRACTED STAFF	<p>On August 06 2019 at 1319H Food Services staff came to the Administration 104 (Security office) requesting first aid. Security guard/first-aid provided cooling gel and bandage to the patient. Patient stated that he was working in the administration 115 at sunshine cafe when he brushed the oven with his arm burning it. The arm showed little blisters and was slightly red. Employee was advised to try and keep it clean and then returned to work.</p> <p>On 19 AUG 2019 at 2349H Best cleaner attended Dispatch to request a first aid assessment as he stated he had hurt his back earlier in the evening while lifting a heavy object. He stated he had been carrying a 5 gallon full pail of a chemical cleaner from the Commons to UNC at approximately 2300H and about halfway between the buildings he felt he pulled something in his back. He did not feel the injury came during lifting the pail, rather he felt it was due to somehow twisting his body as he carried it. He stated he could sit and be hunched over without pain but if he tried to stand up or carry anything with weight, his back hurt quite a bit. At 0043H Patient was transported off site to KGH with a co-worker.</p>
13 INCIDENTS FOR OTHER VISITOR OR STUDENT)	<p>0 Incidents within the scope of the UHSC (e.g.. sports injury, illness, substance use, etc).</p>

Hazardous Condition: 5 total

5 REPORTS	<p>5 reports within the scope of UHSC:</p> <p>Lights: August 15, 2019 2034 hours guard reported that none of the bus loop or lot: E lights were on. Writer reported the issue to on shift engineer. He was successful in turning on all the parking lot and bus loop lights throughout campus (H, G, S, F).</p> <p>Lights out: On 27 JULY 2019 at 2120H the writer observed that the exterior lighting on the Admin building was not on. Work order 63803 was submitted to have the lighting repaired and/or turned back on.</p> <p>Tripping Hazard: On 2019-08-2-0 at approximately 0817H security guard reported a tripping hazard at the Administration smoking gazebo. He stated there was an approximately 2" drop between the two slabs. A work order was</p> <p>Broken window: August 21, 2019 0936 hours writer received a call on the security non-emergency line from staff member. He reported that someone with a dolly shattered the glass door at the lower main entrance to UNC. Writer stated that security will investigate then transferred him to facilities. Security guard dispatched to provide crowd control and mitigate risks. 0939 hours guard arrived on scene and reported that the shattered glass is from door# UNC 100T INT-L and that facilities is on site. He also reported that it was a contractor that shattered the glass by accident. Guard took pictures. Contractor made site safe and HSE was notified.</p> <p>Sharps: August 22, 2019 1750 hours While on routine patrol at the bus loop security guard had a transit user report to him that there were two used syringes in the bushes, behind the 97 bus stop, in the flower bed located between, EME and the main bus loop walkway. Writer dispatched security guard with gloves, tongs and sharps container to pick them up. Two needles picked up by guard</p>
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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	Y
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 Urmetzler, 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