

THE UNIVERSITY OF BRITISH COLUMBIA | OKANAGAN
University Health and Safety Committee
Voting Members Minutes
Sept 23, 2019 @ 11:00am, Location SCI 331

Hohl, Shannon	(BCGEU)	School of Engineering
Majeran, Michelle	(BCGEU)	Faculty of Health & Social Development, co-Chair
Zinz, David	(BCGEU)	School of Engineering
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
Wilson, Roger	(M & P)	Health & Wellness

Ex-officio

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

Regrets

Kane, Nicola	(BCGEU)	Campus Planning & Development
Wagner, John	(UBCFA)	Community Culture & Global Studies

Recorder: N. Ingram

Chair: M. Majeran

1. Call to order and determination of quorum

2. Approval of Agenda

Approval of Agenda for Sept 23, 2019

Moved/Seconded: R. Bizzotto, G. Guttman

3. Approval of Minutes

Approval of minutes from Aug 26, 2019

Moved/Seconded: D. Zinz, G. Guttman

4. New Business

- 4.1 Access to WRAP services after workplace injury D. Zinz (5 min)
- Last month, SOE worker experienced injury from fallen shelf
 - WRAP engagement required after worker is 5 days away from work but WRAP engagement was delayed in this instance
 - Looking to determine what process is, how it's operated and who is available to receive
 - Other than 5-day cutoff, when is WRAP engaged? i.e. is it supervisor discretion only?
 - Currently WRAP engaged through supervisor
 - HSE created email templates for reaching out to supervisors including WRAP info; employee reviews incidents as they come in
 - Current supervisor safety course does not include WRAP

- HSE looking to “Okanaganize” current Vancouver-generated training in advance of Workday transition
- HSE to report back at next committee meeting on meeting with WRAP for further discussion

4.2 Investigation compliance and the UBC CAIRS system A. Hingston (10 min)

- Confirmed that worker representation for incident investigation does have to come from committee
- CAIRS provides platform for electronic investigation review with space for recommendations or signoff from worker
 - Incidents requiring investigation approximately 20/year
 - Houses documentation of corrective actions
 - HSE to ensure that corrective actions are connecting to the correct person and that the person responsible for those actions is notified
- Seeking committee recommendations for filling the gap:
 - Monthly designated rep
 - Rotating list – whether monthly or per incident
 - Drawback to random assignment: some investigations will require a certain level or type of expertise; random assignments does not allow committee to ensure that expertise is present
 - Possibility of drawing on subject matter experts in addition to the sign-off from worker reps
 - M&P investigation reviews cannot be conducted by someone who supervises worker or workplace in question

4.3 Upcoming Flu Season and Flu Clinics J. McLeod (5 min)

- Flu clinics coming up: 4th-year nursing and 2nd-year med students:
- Tuesday Oct 29, Wed Oct 30, Nov 7
- At about 1000-person mark for vaccinations

4.4 Sharps containers usage – brief update A. Hingston (>5 min)

- All containers appear to be used, though minimally.
- No replacement containers required to date so no exact numbers are yet available.
- 1 broken container which has been scheduled to be repaired.
- HSE working on enhanced signage.
- Custodial to notify HSE when they're full and to be dealt with as hazmat
- HSE, Security to review with potential for new sharps container in Commons

5. Old Business

5.1 OHS Committee structure update A. Hingston (10 min)

- WorkSafeBC variation
 - Received variation from WorkSafe
 - HR is working with unions on recommendations for membership
 - HSE has recommended that each member currently on committee would like to continue and are invited to one of the three committees
- Website location for WorkSafe IRs
 - Added site to HSE website for Worksafe IRs – can view inspection reports

5.2 EME potable water concerns – project update A. Hingston (10 min)

- Water lines in lab that are labelled as potable and non-potable; assumption was non-potable water loop including lab wings, including safety equipment

- PSO, Facilities and EME technicians have determined that it is potable water but that it shouldn't be drunk out of non-CSA approved facilities – taps on sinks in lab wing aren't supposed to be consumed from
- Current actions:
 - Re-labelling water supply
 - Educational signage on not eating, drinking, washing dishes etc. out of the lab
 - School of Engineering looking at ways to provide water for people in that area
 - Review of equipment to ensure appropriate backflow devices are in place; expectation is that appropriate backflow devices are already installed

6. Standing Items

- | | | |
|-----|--|------------------------|
| 6.1 | Committee information
• deferred | A. Hingston/ J. McLeod |
| 6.2 | Building Inspections
• 17/18 inspection schedule updated and circulated. | N. Ingram (5min) |
| 6.3 | Health Safety and Environment Report
<i>HSE</i>
To be attached as Addendum 1 | J. McLeod (5min) |
| 6.4 | Campus Security Report
<i>Campus Security</i>
To be attached as Addendum 2 | T. Campbell (5min) |
| 6.5 | Courses/Seminars/Opportunities – update
• HSE: <ul style="list-style-type: none"> ○ Chemical Safety (Includes WHMIS) <ul style="list-style-type: none"> ▪ Thursday, Oct 17, 12:30-3:30pm ○ Lab biological safety: <ul style="list-style-type: none"> ▪ Tuesday, Oct 15, 11:30am-3:3-pm ○ HSE course registration: http://hse.ok.ubc.ca/register | N. Ingram (<5min) |
| | <ul style="list-style-type: none"> • Employers' Advisors Office Seminars: <ul style="list-style-type: none"> ○ 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 ○ Incident Investigations <ul style="list-style-type: none"> ▪ Oct 9, 1pm-4:30pm ○ New Joint Committee Members #1 – rules of procedure and meetings <ul style="list-style-type: none"> ▪ Oct 15, 10-11:30am ▪ Oct 22, 10-11:30am ▪ Nov 5, 10-11:30am ▪ Nov 19, 10-11:30am ○ New Joint Committee Members #2 – right to refuse, consultation, & making recommendations <ul style="list-style-type: none"> ▪ Oct 22, 1:30-3:00pm ▪ Nov 7, 1:30-3:00pm ▪ Nov 19, 1:30-3:00pm ○ New Joint Committee Members #3 – inspections and investigations <ul style="list-style-type: none"> ▪ Oct 15, 1:30-3:00pm ▪ Oct 24, 1:30-3:00pm | |

- Nov 5, 10-11:30am
- New Joint Committee Members #4 – committee evaluations and assessing training needs
 - Oct 17, 1:30-3:00pm
 - Nov 7, 10:00-11:30am
- Joint Committee Annual Training
 - Nov 6, 1:00-4:30pm
- 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)

7. Date for next meeting:

October 28, 2019

8. Adjournment

Moved/Seconded: R. Wilson, S. Hohl

Addendum 1

Dept. of Health, Safety & Environment - Incident Report Summary: Aug 26 - Sept 22, 2019
 University of British Columbia (Okanagan Campus) Health and Safety Committee
 September 23, 2019

1. Worker Accident/Incident Reports - Injury Reported - Aug 26 - Sept 22:

Sept 1st: While a worker was bent down under a desk attempting to remove a computer cable, the worker felt a spasm in their lower back causing stiffness and pain. The tightness/pain had increased about 3 hours later so the worker received first aid treatment from Campus Security. The injury was minor as no further treatment or follow-up was sought by the worker. No time was lost from work and a WorkSafe claim was not pursued.

Sept 12th: A worker walked into Campus Security dispatch with a minor laceration on their left ring finger resulting from use of a vegetable peeler. Campus Security provided first aid treatment. No time was lost and no WorkSafe claim was initiated.

Sept. 15th: A worker was moving tables that had been left in the rain overnight. The worker was wearing gloves, which became very wet through this process. While manipulating one table, the table slipped due to the moisture on the table combined with the slipperiness of the gloves. The table then fell on the upper portion of one the worker's feet. The injury was minor; no first aid treatment was sought, no time was lost and no WorkSafe claim was initiated.

Sept 16th: A worker was working on a CNC (computer numerical controlled) lathe. The tool became slightly damaged through this process and started to make an unusual noise so the worker shut the machine down and then tried to unravel a metal chip. While doing this, the worker cut their finger. Campus Security provided first aid treatment. No time was lost and no WorkSafe claim was initiated.

Sept 18th: A worker reached for and grasped a metal pan insert. The worker had not realized that the pan insert's proximity to open flame had heated the handle significantly. As a result, all 4 of the worker's non-thumb fingertips were burned on the one hand. The worker immediately began cooling and flushing with cool water but the burning pain would not subside. Campus Security was contacted, first aid treatment was provided. The worker was then planning on following up with medical treatment. At the time of writing, the status of the worker with respect to time missed from work was not known and a WorkSafe claim had not been initiated.

2. Worker Accident/Incident Reports - No Injury Reported - Aug 26 - Sept 22:

Sept 6th: A worker was asked to install a regulator on an anhydrous ammonia tank. Worker put tank in place, installed regulator and went to check regulator function. Tank pressure on regulator was not functioning. At the time did not know what the problem was. Slowly opened the regulator to see if gas was present after closing tank valve. Gas came out, indicating tank pressure gauge not functioning. Attached hose to fume hood to vent rest of pressure into hood. Checked regulator outlet for presence of ammonia with detector and high levels were recorded. Waited for gas to dissipate and tried again with still large amounts of ammonia detected. Worried now that tank valve was not sealing properly. Unable to see if pressure was increasing in regulator with tank valve closed due to regulator tank pressure gauge not functioning. Called Campus Security and HSE for assistance. Gave tank much longer time to dissipate gas and tried again at 2:30. Gas still present and maxed out detector. Did a soap bubble flow test and no gas pressure indicating no leak at valve. took off regulator, did another soap bubble test to ensure no leak in valve, no leak present and cap sealed on cylinder. Proper tank pressure gauge was on order at the time of writing and will be replaced when it arrives.

3. Statistics - Aug 26 - Sept 22:

First Aid Statistics:

Total worker reports (not including contractors or students): 5

- Work-related (sprain, strain, cut, contusion, bruise): 5
- 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

Campus Security Report
University Health & Safety Committee
September 23, 2019
Incident date Range: August 26– September 23, 2019

42 First Aid / Medical Response: Requests

<p>FACULTY / STAFF: 3 CONTRACTOR: 3 INCIDENTS FOR CONTRACTED STAFF</p>	<p>1) On August 31 2019 at 11:08pm contractor attended the campus security office and reported that she had slipped on a step. Contractor took off left boot and reported that she had pain in the left achilles tendon, heel area. First-aid attendant assessed the left foot and applied ice on for 10 minutes off for ten minutes. Contractor was instructed to keep the weight off her ankle for a few days and seek medical aid if the pain persists or increases.</p> <p>2) On September 1, 2019 at 10:03am Campus Security staff injured lower back while troubleshooting the camera computer. Staff was attempting to pull the disconnected mouse cable from the CCTV computer tower to plug into camera USB controls near keyboard, and felt a tightness to her lower back while under the desk. The lower back pain did not subside, limiting staff ability to move without full range of motion. Staff reported the injury to first-aid attendant a few hours later when the pain increased causing difficulty moving. At 1:45pm First-aid attendant provided ice to dull the pain. Patient Assessment form and First Aid Record to be attached.</p> <p>3) On September 2, 2019 at 10:09am Student Experience Office attended Campus Security to request cleaning and a bandage for a wound she had received on her right foot. She stated that at approximately 07:25am, as she was leaving her home to bike to Campus, she struck the right side of her right foot with a sharp protrusion on her bike pedal. The first-aid attendant examined the wound and cleaned the area, bandaged it, and wrapped the foot. Staff returned to work.</p> <p>4) On September 7, 2019 at 4:45am contractor walked in to Campus Security and requested first aid for a bump to the head she received while cleaning. She stated she was stooped over cleaning, and bumped her head on a paper towel dispenser when she stood up. She stated she did not lose consciousness but began to feel dizzy and nauseous. Attendant performed a modified secondary survey and found minor swelling on the top of patient's head. Patient's vitals and neurological assessments appeared normal. Attendant applied ice and advised patient to seek additional follow up care at Kelowna General Hospital. Patient contacted her supervisor who agreed to transport her to KGH. Patient assessment completed. WCB record completed.</p> <p>5) On September 12, 2019 at approximately 1221pm Food Service employee in to the campus security office with a minor laceration on her left ring finger. She stated she was peeling vegetables, when she slipped and struck her finger with the peeler. First-aid attended and cleaned and bandaged the cut after a brief assessment. There did not appear to be any impairment or damage to tendons in the area. Patient assessment completed. WCB form completed.</p> <p>6) On September 13, 2019 at 9:18am Food Service employee walked in to Campus Security with a bee sting on his left forearm. He stated he had an allergic reaction in his youth but was unsure if he was still allergic. First-aid attended and applied ice. He checked for a stinger but did not see one. There was minor point tenderness and swelling in the area. Patient did not have difficulty breathing or constriction in his throat. Vitals and everything presented normally. Patient assessment completed. WCB record completed.</p>
<p>36 INCIDENTS FOR OTHER VISITOR OR STUDENT)</p>	<p>0 reports within the "scope" of the UHSC in that lessons learned could be applied to future worker situations:</p>

Hazardous Condition: 10 total

3 REPORTS	<p>3 reports within the scope of UHSC:</p> <p>On 26 AUG 2019 at 1142H staff called to report a strange smell, like something burning or a chemical, coming from somewhere in Arts Building. Security was dispatched to investigate. At 1153H he reported the source of the smell was the Food Services location called 'Spoon', in which contractors were cutting PVC piping, creating the odour.</p> <p>At 1042H on Sept 6 2019 the writer received a call from staff member Staff stating that he needed to reach the risk management for an ammonia leak in the lab. Staff advised that he had sealed the lab and that fire was not needed at this time but they were on able to shut of the gas in the room. The writer advised staff to stay there and the writer contacted HSE and advised her of the situation, HSE stated that she would be up for the gas detector. The writer prepped and loaned out gas detector # 3. At 1130 HSE returned the gas meter and stated that the room was going to be sealed until the gas canister was fixed. The room was deemed safe and all clear was issued via email which is attached below.</p> <p>At 0731 on September 17, 2019: Food Services staff called Dispatch to report a mouse in the ASC Subway tomatoes and sink. Food Services staff working in Subway is afraid of mice and requested Facilities assist. Pest control called and would notified Facilities to assist if possible. Mouse trapped by pest control and space was decontaminated.</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 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