

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

Hohl, Shannon	(BCGEU)	School of Engineering
Kane, Nicola	(BCGEU)	Campus Planning & Development
Majeran, Michelle	(BCGEU)	Faculty of Health & Social Development, co-Chair
Zinz, David	(BCGEU)	School of Engineering
Wagner, John	(UBCFA)	Community Culture & Global Studies
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

Recorder: N. Ingram

Chair: R. Bizzotto

1. Call to order and determination of quorum

2. Approval of Agenda

Approval of Agenda for Oct 28, 2019

Moved/Seconded: D. Zinz./C. Guenard

3. Approval of Minutes

Approval of minutes from Sept 23, 2019

Moved/Seconded: M. Majeran, N. Kane

4. New Business

4.1 Operation Crater – 2019 emergency exercise A. Hingston (10min)

- Training and activation of emergency operations centre (EOC) for simulated situation
 - Support provided by consultant for exercise design and observation with Fortis gas, Kelowna Fire Department, UBCV as observers
- Goals included: testing how well teams worked together and reacted to certain situations, activating executive team, and testing UBC Alert
- Performed well overall with demonstrated need to further consider how we divide tasks based on EOC expertise
- EOC made up of primarily administrative units:

- Command staff and liaison (role to interface with outside agencies i.e. fire department)
- Operations (cross-section of groups including IT, food services, Planning, Facilities)
- Logistics, Planning, Finance

4.2 EME space allocations and safety equipment

D. Zinz (10min)

- Engineering manages its own space allocation within EME; research space is not being allocated appropriately
 - Some labs lack proper safety equipment, i.e. showers and emergency eyewash stations; other labs have eyewash stations and showers where that equipment is not required
 - HSE in the process
- HSE has been advised and is in the process of addressing 3 labs that are identified as being in non-compliance; however, this is an ongoing concern
 - Other situations may exist that still need to be resolved
 - Inappropriate allocation of space continues despite concerns being voiced to engineering space committee re: safety concerns and allocation of space;
 - Challenges:
 - Researchers provide inputs to space committee that have mostly been overlooked
 - may be a lack of expertise on committee re: legislative requirements around safety equipment
 - No formal connection with UBC space committee which would typically flag changes of use of space to examine code and safety requirements
 - Local space committee in Engineering not currently active but previous attempts of LHSC to address have not been effective
 - UHSC support requested to:
 - Ask space allocation committee to address ongoing safety concerns in regards to inappropriate allocation of equipment
 - Take opportunity of changes required by addition of portable to ensure that new researchers are allocated appropriate space the first time around, especially for new researchers (9 new researchers have recently been hired)
 - Before making a recommendation, UHSC to address letter to chair of space committee, advising that committee has been made aware of issue and asking for criteria re: space allocation in EME
 - A. Hingston to draft; S. Hohl advise re: who chairs committee
 - UHSC to follow up and discuss with possible recommendations made once criteria is obtained

5. Old Business

5.1 WRAP Engagement and processes

A. Hingston (10 min)

- HSE and HR creating supervisor checklist by for WRAP focused on occupational injury and illness
 - How will it be made available? HR will integrate with training but not sure how it gets out there currently, esp. to those navigating the process for the first time
 - Checklist available on WRAP website
 - Canvas course creation starting with courses available on workplace safety
- Created draft of postcard that Security will provide to those attended for first aid – workplace injuries (employees) and one for students/visitors

- With Workday will come a suite of new engagement options for bringing those processes together
- How are we addressing supervisors of workers who have been injured -

6. Standing Items

- 6.1 Committee information A. Hingston (<5min)
- JOHSC structure update
 - Provost/VP academic – said go ahead with people identified
 - A. Hingston to provide contact information for Faculty Association to J. Wagner
 - HR following up with GEU
 - Time-frame: targeting January but waiting on unions
 - What would kick-off look like
 - Committees meet independently with at least one event per year for all committees – i.e. in house training, keynote speaker, etc. – target NAOSH week
 - Templates for each committee would be similar to existing, consistent template for all three with committees able to adjust their own terms of reference
 - A. Hingston to circulate TOR template
 - Public-facing AEDs update
 - FM has now mounted all cabinets around campus – in strategic locations on campus
 - Some buildings have more AEDs have more than each other; existing AEDs and or buildings with higher risk
 - Quonset
 - One in ADM first floor
 - EME has one
 - UNC will have
 - 2 in UCH
 - 2 in Arts – one currently out, the other still to come
 - One outside gym now public facing as you enter the gym
 - Working on short online Canvas course on AED use; make better use of training devices on campus
- 6.2 Building Inspections N. Ingram (5min)
- 17/18 inspection schedule updated and circulated.
 - Make sure inspections occur
 - Valuable to have training on building inspections – and training provided beyond just committee members to other faculty members
 - Oversight of investigations
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- 6.3 Health Safety and Environment Report
HSE
To be circulated with minutes J. McLeod (5min)
- 6.4 Campus Security Report
Campus Security
To be circulated with minutes T. Campbell (5min)

- **HSE:**
 - Chemical Safety (Includes WHMIS)
 - Tuesday, Dec 10, 12:00-3:00pm
 - Wed, Jan 8, 2020, 12:30-3:30pm
 - Thu, Feb 20, 2020, 9:00am-12:00pm
 - Wed, Mar 11, 2020, 12:00-3:00pm
 - Tue, Apr 21, 2020, 11:00am-2:00pm
 - Wed, May 6, 2020, 9:30am-12:30pm
 - Lab biological safety:
 - Thu, Dec 19, 9:00am-1:00pm
 - Thu, Apr 30, 2020, 11:30am-3:30pm
 - **HSE course registration:** <http://hse.ok.ubc.ca/register>
- **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>
 - Incident Investigations
 - Oct 9, 1pm-4:30pm
 - New Joint Committee Members #1 – rules of procedure and meetings
 - Nov 5, 10-11:30am
 - Nov 19, 10-11:30am
 - New Joint Committee Members #2 – right to refuse, consultation, & making recommendations
 - Nov 7, 1:30-3:00pm
 - Nov 19, 1:30-3:00pm
 - New Joint Committee Members #3 – inspections and investigations
 - Nov 5, 10-11:30am
 - New Joint Committee Members #4 – committee evaluations and assessing training needs
 - 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:

November 25, 2019

8. Adjournment

Moved/Seconded