

To accompany minutes of April, 1986

THE UNIVERSITY HEALTH AND SAFETY COMMITTEE

PHONE NUMBERS AND AREAS OF REPRESENTATION

CHAIRMAN

Dr. J.B. Farmer

3296

Chemical Safety

SECRETARY

Miss K. Shaw

5478

CUE

Mr. M. Barnes

4283

CUPE 116

Dr. G. Bates

2834

Faculty Association

* Mr. E. de Bruijn

4555

Library/Academic
Services

Mr. P. Buchannon

5778

AAPS

* Mr. T. Derouin

4185

IUOE 882

Dr D.J. Farquhar

228-7011

Student Health

Ms M. Flores

5778

Housing

* Mr. D.R. Haller

5543

Physical Plant

Mr. D. Harper

4654 4876

CUPE 2278/TAU

R Dr. J.B. Hudson

4621

Biohazards

Ms E. Lebitschnig *Geological Engineering*

2713

CUE

R Dr. D. McAdam

2459

Faculty Association

Dr. R.T. Morrison

228-8373

Radio-Isotopes

* Mr. D. Napier

3419

CUPE 116

Mr. G. Sloan

6522

CUPE 116

Dr. F.J.R. Taylor

4587

Diving

OBSERVERS:

Assistant-Chief S. Affleck

224-5415

Fire Department

Mr. D. Bell

2643

Occupational Health
and Safety Office

Mr. R. Black

228-7644

Health Sciences Ctr.

Dr. W. Greene

4218

Occupational Health
and Safety Office

GUESTS:

Mr. D. Haig

273-2266

W.C.B.

Dr. J. Gregg (for J. Hudson)

Biohazards

Captain R.W. Lawrie (for S. Affleck)

Fire Department

* Indicates absence

R indicates absence with regrets

MINUTES OF THE UNIVERSITY HEALTH AND SAFETY COMMITTEE HELD APRIL 22, 1986, AT 10:30 A.M. IN THE BOARD AND SENATE ROOM

Because Dr. Greene is preparing a course on solvents, he asked for our comments on the slide presentation, Solvents at Work.

The committee pointed out the following:

1. The presentation suggested that protection should start with the worker, not the source.
2. It overlooked the danger of fire.
3. It gave the impression that dust masks may protect the user.
4. Information about carcinogenic substances was incomplete.

The committee recommended that the sound portion be re-done with only one narrator.

Dr. Farmer told the committee that Dr. McAdam and Dr. Hudson sent their regrets.

Adoption of the minutes

After Mr. Harper asked that the word ladies be changed to women on page 5, Ms Flores moved that the minutes be adopted as amended. This was seconded by Dr. Taylor. Carried

The secretary noted the appropriate changes under the topic of Sick rooms.

A. BUSINESS ARISING FROM THE MINUTES

1. Accident Investigation Forms

Dr. Bates announced that the final revision of the report forms was in the secretarial pool. The next step will be to test the forms. He is checking to see that the investigation forms meet the criteria of the Workers' Compensation Board.

2. Campus Smoking Policy

Ms Flores presented the committee with the subcommittee's latest draft proposal entitled Clean Indoor Air.

Mr. Harper commented that the clean air policy is good but stressed that not all air pollution is from smoking. He recommended that the pre-ambule be changed to include all forms of air pollution.

When Mr. Harper asked how the policy would be enforced members suggested student courts, a reporting system and fines. Several people stressed that peer pressure was the strongest method of enforcement. Ms Flores said that student courts may be used in residences but not across campus. Traffic and Security did not have the manpower to enforce the policy.

When Mr. Harper asked if the deans had been consulted, Dr. Greene answered that he is awaiting direction before that is done.

Dr. Greene pointed out that 17% of the BCIT staff and 18% of their students are smokers. When a study was conducted there, 60% of the non-smokers, and slightly less of the smokers, felt there was a need of a clean air policy.

Ms Flores stated that the Vancouver City Council would take their final vote next week.

She asked that we review the document, discuss it with those in our areas and bring our written comments to the next meeting.

Dr. Greene said this was no longer a rights issue, but a health issue.

Mr. Harper described an incident where several people were sent home after being exposed to lead fumes. The matter was resolved only after people were made ill. Dr. Farmer said that such incidents could be brought to the attention of the local safety committee, the department head, the occupational health and safety office and to WCB. It was an unsafe working condition. Miss Shaw stated that there were complaints from her area because people were exposed to fumes and mysterious odours. She was unaware of a satisfactory method of reporting the incidents. It couldn't be considered an accident as no one was bleeding or had broken bones. It didn't qualify as a close call. There were no appropriate forms. Mention of them in the minutes seemed to be overlooked by the reviewers. It seemed that those in authority did not take the complaints seriously and at times seemed to perpetuate the idea that if fumes had no odour, they must be safe! Although there was no immediate damage, there was concern of the long range results. Dr. Farmer and Dr. Greene encouraged her to not give up the complaints but to go to the local committee and to put the complaints in the minutes. Mr. Bell added that he would appreciate being informed directly and immediately when such incidents happen instead of waiting to review them in minutes.

3. Drain Lines

Dr. Greene told us that when he tried to find out the history of this matter he came across a letter dated September 28, 1982 to Chuck Rooney who was assistant director at that time. It indicated that a formal procedure was being set up to deal with this. The foreman or person who was going to be doing the work was to contact the person responsible for that lab. Dr. Greene said he would be happy to send a copy of that letter around.

He was unaware of an actual policy written by Physical Plant although he understood that Mr. Rachuk and Mr. Rooney discussed the matter.

At that time, 300 doors were signed "Caution: radiation area" and those have been designated as areas where they (workers?) would first contact the person responsible for the lab or its owner and second, contact the radiation protection officer.

He understands Mr. Zea talks with the foremen who talk with the person in charge.

Because Mr. Napier wanted written procedures by his supervisor,
+ Dr. Greene will talk with Mr. Service about its implementation.

Mr. Black pointed out that the hospital plumbers had recently made the same request.

4. WCB Course

Dr. Greene told the committee that the recommendations had gone to Vice President Gellatly but he had received no feed back on the topic. When Dr. Farmer inquired about procedures for seeking candidates, he was told that first there must be a management decision and some departments needed to arrange for relief staff.

5. Chemical burn off

Assistant Chief Affleck explained that the fire department would supervise and ensure adequate safety if the university decided to burn off the backlog of chemicals.

+ After a discussion about the GVRD's pollution control act, Assistant Chief Affleck said the Fire Department will pursue the matter.

Dr. Greene announced the acid neutralizing facility is now operational.

The incinerator, which has recently had a stainless steel component replaced, will be ready within several days to process the backlog. It will take 2 days to cure the refractory material before it becomes operational. Estimations say it will take 2 months to burn off the 4 month accumulation. When Assistant Chief Affleck asked about precautions preventing another build up, the following motion and suggestion were made.

Dr. Taylor, seconded by Mr. Harper, moved that Physical Plant be made to recognize the critical nature of the chemical waste disposal and place it as a high priority item for repair. Carried

Dr. Taylor agreed this could be directed to the vice president.

The suggestion was that stainless steel parts be kept on hand.

The committee was assured that the message in Dr. Taylor's motion had been delivered to Physical Plant by the Chemical Safety Committee, the Fire Chief and the Occupational Health and Safety Officer several times. The matter of keeping spare parts on hand was being taken care of.

Dr. Bates was told the chlorinated liquids would be segregated and burned at a separate time.

- + Dr. Greene agreed to talk with Mr. Aamodt to confirm that this is satisfactory and with Assistant Chief Affleck to work out the logistics.

6. Sick rooms

Dr. Greene explained that the university does not have a formal policy regarding sick rooms. Their informal policy is that those who are sick are to be sent home. Until they are able to leave, they are to be kept in the department head's office or under the supervision of the department head. At this time the university does not wish to establish a policy where sick rooms are to be used as holding areas. There are first aid rooms for such purposes in the Book Store, Chemistry and several other places. More first aid rooms will be added to the campus in the future.

Dr. Farmer added that there was no legal requirement that sick rooms be supplied and there seemed to be small demand for them.

Dr. Farquhar told us several areas were being used to hold students who awaited a driver or the results of tests.

B. NEW BUSINESS

1. Accident and Industrial Disease Report

Dr. Greene distributed copies of the March report. He told us that the wage loss information from WCB had not been received but the comparison seemed to be consistent with that of last year.

Seemingly unsatisfactory practices in Theatre had led to investigations.

When Ms Lebitschnig asked what industrial diseases were reported, Dr. Greene answered they usually involved long term care. An example may be someone subjected to exposure.

Mr. Harper noted that the incidents in Physical Plant had tripled. Dr. Greene pointed out that many of them were due to back injuries as a result of the slippery times during that month. Some of the back injuries were repeats.

2. Director's report

Copies of this report are attached.

Comments about the CPR course are as follows:

Mr. Sloan stated he took the course in April and was very impressed. "The Fire Department did a very good job!"

In response to Mr. Harper's question, Assistant Chief Affleck said the Fire Department is considering introducing an advanced CPR course. At the present time its goal is to train as many people as possible in the basic course to make this the safest place in Canada to have a heart attack.

Dr. Taylor said it was unfortunate that there was not yet a half hour refresher course to practice one's timing.

3. Department/Area/Building safety committees

After our members reviewed a draft copy of the terms of reference for the D/A/B committees, discussion began about who was to be included in inspections. We were told that a worker and management representative must accompany WCB inspectors. Since Physical Plant has jurisdiction over the mechanical rooms, those workers would accompany WCB when those areas were to be inspected BUT the management of that building was to be advised at the time of the inspection!

When Miss Shaw asked how every area in large buildings could be inspected every 3 months by the entire committee, Mr. Bell said that delegations of 3-4 people were to inspect a designated area and prepare a report. (The area would be outside their own department.) He offered to forward check lists for the purpose.

In June the Occupational Health and Safety officer will meet with the chairperson and secretary of each D/A/B committee to review the terms of reference of the committees, the lock out procedures and the asbestos situation in various places.

Because the monthly seminars had not become a forum for safety issues, Dr. Greene said he may have to begin something similar to quarterly meetings to get more input into local committees.

C. OTHER

1. Fire Department Open House

Assistant Chief Affleck announced that May 10-11th, 12-4 p.m., was the time the Fire Department would hold their open house. Equipment, including the jaws of life, would be on display. All were welcome.

2. Fire fighting equipment

When Dr. Bates asked if the extinguishers on campus which are under constant pressure, the CO2 types, were hydrostatically checked as per the regulations, Assistant Chief Affleck answered that they were supposed to be done every 5 years. In September one additional person will spend half his time maintaining the fire extinguishers on campus. Now the fire extinguishers are being maintained to code. Sometime this year the new code is coming in which upgrades the standards. He added that private businesses must hire independent companies to do such inspections.

In response to Dr. Greene's question, Assistant Chief Affleck said the pressure vessels are covered by the CTC code.

3. Radiation licences

In response to Dr. Bates' question, Dr. Greene stated that radiation licences must be posted in the lab, not just made available on demand. He added the doors to such labs must be signed.

4. Chemical inventory

When Dr. Bates inquired about the progress of the inventory, Dr. Greene said he is getting estimates for the disposal of accumulated material.

Adjournment

Ms Flores moved, seconded by Dr. Bates, that the meeting be adjourned!

NEXT MEETING

Tuesday, May 27, 1986, at 10:30, in the Board and Senate Room.

J. B. Farmer

Dr. J. B. Farmer (Chairman)

K. Shaw

K. Shaw (Secretary)

UNIVERSITY OF BRITISH COLUMBIA
ACCIDENT INVESTIGATION REPORT

Complete and return to: Director, Occupational Health and Safety, Old Administration Building, University of British Columbia, Vancouver, V6T 2B3

Retain a copy for your records.

Post a copy of this report at the worksite.

Accident/Incident Report reference No. _____

Date of this report _____ 19 ____

The information for Part 1 should pertain to the injured/involved party.

Status: Student <input type="checkbox"/> Staff <input type="checkbox"/> Faculty <input type="checkbox"/> Visitor <input type="checkbox"/> Other <input type="checkbox"/> _____ Specify _____						Part 1
Age _____	Sex M <input type="checkbox"/> F <input type="checkbox"/>	Years of service _____	Time on present job _____	Occupation _____		
Hours worked in the previous 24 hour period _____						
Severity of injury: No injury/first aid only <input type="checkbox"/> medical treatment <input type="checkbox"/> disabling <input type="checkbox"/> fatal <input type="checkbox"/>						

The accident occurred at _____ am/pm on _____ 19 ____	Part 2
Location of the accident _____	
Describe the accident (include details of injuries if sustained)	

Was safe work procedure explained? No <input type="checkbox"/> Yes <input type="checkbox"/>	Was the procedure adequate? No <input type="checkbox"/> Yes <input type="checkbox"/>	Was this safe work procedure used in training of the employee? No <input type="checkbox"/> Yes <input type="checkbox"/>	Part 3
Basic cause (and contributing causes(s), if any — explain fully any unsafe act, condition, or personal factor)			
Corrective measures taken and/or recommended		Corrective action referred to: _____ Name _____ To be completed by _____ 19 ____	
Additional comments or observations (where applicable, give details of makes and models of machines, equipment, tools, structures, etc. involved in the accident.)			

Accident investigated by:			Part 4
_____ Name (Print)	_____ Signature	_____ Telephone	
_____ Name (Print)	_____ Signature	_____ Telephone	
_____ Name (Print)	_____ Signature	_____ Telephone	

UNIVERSITY OF BRITISH COLUMBIA
ACCIDENT/INCIDENT REPORT

Complete and return within 24 hours to: Director, Occupational Health and Safety, Old Administration Building, University of British Columbia, Vancouver, V6T 2B3

Retain a copy for your records.

See reverse for instructions.

The information for Part 1 should pertain to the injured/involved party.

Part 1			
Mr. Ms. Mrs. Miss.			
Last name (please print) _____		First name _____	
Address _____		City _____	Postal Code _____
Telephone: Home _____	Work _____	Occupation _____	
Status: Student <input type="checkbox"/>	Staff <input type="checkbox"/>	Faculty <input type="checkbox"/>	Visitor <input type="checkbox"/> Other <input type="checkbox"/> _____ Specify _____
_____ 19 ____			
Signature of reporting party			
If this report is signed by a person other than the injured/involved party complete the following			
Your name (please print) _____		Telephone _____	Relationship to injured/involved party _____

Part 2			
Severity of injury: No injury/first aid only <input type="checkbox"/> medical treatment <input type="checkbox"/> disabling <input type="checkbox"/> fatal <input type="checkbox"/>			
The accident occurred at _____ am/pm on _____ 19 ____			
Location of the accident _____			
Describe the accident (include details of injuries if sustained) (use back if insufficient space)			
Eyewitnesses No <input type="checkbox"/> Yes <input type="checkbox"/> (If yes provide witnesses' name, telephone number etc. if possible)			

Part 3	
Do you have any recommendations to reduce any hazards that may have contributed to this accident?	
No <input type="checkbox"/> Yes <input type="checkbox"/> If yes please specify (use back if insufficient space)	

Part 4	
Please check the most appropriate category(s) for the accident	
arm/hand injury <input type="checkbox"/> animal bite <input type="checkbox"/> back injury <input type="checkbox"/> burn <input type="checkbox"/> caught in/by object <input type="checkbox"/> cut <input type="checkbox"/> eye injury <input type="checkbox"/>	
fall: <input type="checkbox"/> (from elevation) <input type="checkbox"/> (on same level) head/neck/shoulder injury <input type="checkbox"/> knee/leg/ankle injury <input type="checkbox"/>	
pulling/lifting injury <input type="checkbox"/> sports injury <input type="checkbox"/> striking against object <input type="checkbox"/> struck by object <input type="checkbox"/> other <input type="checkbox"/> _____ specify _____	
bicycle accident <input type="checkbox"/> equipment malfunction <input type="checkbox"/> explosion <input type="checkbox"/> fire <input type="checkbox"/> flood <input type="checkbox"/> motor vehicle accident <input type="checkbox"/>	
property damage <input type="checkbox"/> spills: <input type="checkbox"/> (biological) <input type="checkbox"/> (chemical) <input type="checkbox"/> (radioactive)	
research laboratory accident <input type="checkbox"/> teaching laboratory accident <input type="checkbox"/> other <input type="checkbox"/> _____ specify _____	

Part 5	
Office use only Reference No.: _____	
Copies sent to: DABS Committee <input type="checkbox"/> Department Head <input type="checkbox"/> Fire Department <input type="checkbox"/> WCB <input type="checkbox"/>	
Employee's Supervisor <input type="checkbox"/> Traffic and Security <input type="checkbox"/> Reporting Party <input type="checkbox"/> other <input type="checkbox"/> _____ specify _____	
Accident investigation by DABS committee initiated? No <input type="checkbox"/> Yes <input type="checkbox"/> _____ 19 ____ Report received: _____ 19 ____	
WCB notified of accident? No <input type="checkbox"/> Yes <input type="checkbox"/> _____ 19 ____	
WCB Claim Form 7 to be filed? No <input type="checkbox"/> Yes <input type="checkbox"/> _____ 19 ____	
WCB Claim Form 7A to be filed? No <input type="checkbox"/> Yes <input type="checkbox"/> _____ 19 ____	
Comments:	

SUBJECT: CLEAN INDOOR AIR

The University recognizes that exposure to smoking in the workplace or public areas of the campus is a health hazard as well as an annoyance, and that all persons on the University's campus, whether students, staff or visitors, have the right to breathe clean indoor air in places of public assembly or passage, and that in the workplace or classroom no individual has the right to pollute the air of others with substances known to be hazardous to health.

1. Public Areas

Smoking is not permitted in public areas, such as the following:

- conference rooms
- lecture rooms
- laboratories
- common study rooms
- elevators
- hallways or foyers
- washrooms
- indoor recreation areas or change rooms
- public reception areas
- theatres

A maximum of 50% of the seating in Food Service facilities may be designated as smoking areas, but these areas must be away from access to the servery, and should have ventilation to prevent smoke drifting to pollute the air of non-smokers.

2. Places of Employment

In addition to the places noted above, any employee may object about smoke in his or her workplace. They shall address their objections to the Department Head or Director, or to the supervisor of the area, who shall be responsible for attempting to reach an accommodation, if possible, between the preferences of smoking employees and those employees who do not wish to have their air polluted by smoke.

Where an agreement cannot be reached which is satisfactory to all of the affected employees, the preferences of non-smoking employees will prevail. The Dean, Director or Department Head will then prohibit smoking in the workplace so that all employees will work in a smoke-free environment. This shall include private offices where the building's air circulation system draws the smoke into the air space of others, and would also include staff lunchrooms.

3. Signs

The majority of the adult population of the Vancouver area are non-smokers, thus non-smoking is the norm, and smoking is the exception. Signs, therefore, shall be posted to indicate areas where smoking is permitted. It is emphasized that the absence of non-smoking signs does not infer that smoking is allowed.

All buildings will have a sign at the entrance to inform visitors that the University's policies prohibit smoking except in designated areas.

4. Enforcement

The University's "Clean Air Policy" will be communicated to all students in the University's academic calendar. Students who continue to smoke in restricted areas shall be dealt with first by the Dean of their faculty, and, if necessary, through the President's Advisory Committee on Student Discipline.

The "Clean Air Policy" will be communicated to all University employees. Any member of the University who refuses to cooperate with the policy as stated above shall be dealt with through the normal disciplinary procedures.

5. Smoking Areas

Where possible, areas where smoking is permitted will be specifically designated in buildings which have adequate ventilation to separate the smoking room's air to prevent the contamination of the building air supply.

THE UNIVERSITY OF BRITISH COLUMBIA

INTERDEPARTMENTAL MEMORANDUM

TO Deans, Heads, Directors,.....
..... Administrative Assistants.....
.....

FROM M. Wayne Greene, Director.....
..... Occupational Health & Safety.....
DATE 86.04.18..... PHONE 2643.....

Re: "Lock-out Procedures"

Further to our memo of 86.03.04 our office is assembling a report for the Workers' Compensation Board on the implementation of lock-out procedures at the University.

Our office requires the following information from each department.

1. If there are any "hard-wired" machines which are maintained by your departmental staff. (Machines which can be unplugged and the plug placed in view of the maintenance staff do not have to be locked out.)
2. If lock-out of these machines is possible with existing electrical equipment. (Breaker panels or on-off switches must be arranged to accept a padlock which will prevent the switch from being turned on.)
3. If a lock-out procedure has been developed and posted at work location.
4. If lock-out devices such as padlocks, multiple padlock attachments, and lock-out name tags have been issued to staff.
5. If all staff members who are required to work on equipment have been trained in lock-out procedures.

In order to facilitate the introduction of equipment lock-out procedures as required by the recent W.C.B. order, our office has produced a set of "safety rules" covering this topic for the use of Departments.

We have also revised the model lock-out procedure for electrical equipment to include removal of locks by others, control of keys and equipment start-ups.

Our office will be developing model lock-out procedures for other energy sources, toxic materials and liquid, and solid material feed lines for implementation by the departments as may be required.

Assistance in developing and introducing detailed departmental procedures may be obtained from the Occupational Health and Safety Office at 228-2643.

A response by May 16 would assist us in compiling the required report.
Thank you.

/sn

cc. Safety Committee Chairmen
University Safety Committee Members

THE UNIVERSITY OF BRITISH COLUMBIA
OLD ADMINISTRATION BUILDING
6328 MEMORIAL ROAD
VANCOUVER, B.C., CANADA
V6T 2B3

OFFICE OF THE DIRECTOR
OCCUPATIONAL HEALTH AND SAFETY

TELEPHONE (604) 228-4218

Electrical Lock-out Safety Rules

1. When equipment is shut down for maintenance or repairs, no work shall be done until all parts which may constitute a hazard have been secured from movement, harmful substances have been controlled, and control switches have been locked in the off position at the main control panel. (If the equipment can be unplugged, placing the plug in view of the worker will constitute an acceptable lock-out.)
2. If, in the judgement of the authorized person in charge, work on energized equipment is unavoidable, then the following precautions are observed:
 - a) As much of the machine as possible will be de-energized.
 - b) Workers shall be fully trained.
 - c) A safe procedure has been established, documented and posted by the machine.
3. Padlocks issued for lock-out purposes shall not be borrowed or lent. Spare locks may be obtained from department stores or the supervisor. Duplicate keys to locks shall be kept by the supervisor or in the main store.
4. When two or more people are working on a machine, each person must attach his personal lock to the main switch.

5. The person applying the first lock in a lock-out procedure is responsible to immediately ensure that the machinery or equipment cannot be operated.
6. Each person must remove his own lock. Personnel are not permitted to remove locks belonging to others. The supervisor, who holds the duplicate keys to the personal locks, is authorized, in an emergency to remove locks of others provided an effort is made to find the worker and he ensures that the machinery or equipment can be operated safely.
7. The worker who removes the last lock must ensure that all personnel are clear and the equipment can be safely operated.

To be posted at work location

(Department Name)

Lock-out Procedures for (Work location)

HARD WIRED MACHINES

1. Any adjustment, cleaning, lubrication, repairs or other maintenance work shall ONLY be carried out by authorized personnel.
2. Before commencing any repair or maintenance work, turn the machine off, then cut off the power supply at the main control panel.
3. The worker shall secure the control device (breaker) in the OFF position by placing his or her personal lock on that device.
4. Each personal lock shall identify the NAME of the worker. Combination locks shall NOT be used.
5. The worker applying the FIRST lock shall immediately press the 'start' button on the machine tool to ensure that it is locked-out and inoperable.
6. EACH worker who works on the machine tool shall place his or her personal lock on the control device (breaker) using a safety lock-out attachment or clip.
7. When the worker has completed their operation, the worker shall remove ONLY his or her lock from the control device (breaker).
8. The worker who removes the LAST lock is responsible for ensuring that all personnel are clear and that the machine can be safely re-started.
9. If equipment cannot be turned over by hand, equipment should be "jogged" by the intermittent application of power to determine if all is clear before continuous power is applied.
10. If a worker forgets to remove his lock and cannot be located; contact your supervisor; he will arrange for the lock to be removed.

(Person in charge of Work location)

Signed

Date

86.04.17
6.A.3.

RECEIVED

MAY 9 1986

Director's Report to the University Health and Safety Committee
April 22, 1986

UNIVERSITY EMPLOYEES'
UNION (C.U.P.E.)

Item 1. Chemical Waste Disposal Facility

The Chemical Waste Disposal Facility is now operational for the neutralizing of acids. Test runs with the new tanks have been carried out and the system works well. Arrangements for processing can be made by contacting Ron Aamodt at Local 6306. The Sub-x incinerator has been re-assembled but is not operational. It is expected, if there are no unforeseen problems that the unit will be functioning on April 25. In order to reduce the backlog the incinerator will be operated for extended hours during the initial period. - Note, the sub-x became operational on April 24, 1986.

Item 2. Department/Area/Building Safety Committees - Terms of Reference

Terms of Reference for D/A/B/S Committees have been put together to assist these committees with carrying out their functions. Comments from interested parties would be appreciated. Please note that the Terms of Reference are mainly an extension of Guidelines developed earlier but put in a form which will assist committee members. A meeting with the D/A/B/S Chairman, Secretary and other interested parties is planned for early June.

Item 3. Lock-out Procedures

In March a model lock-out procedures for hard-wired devices was distributed to the Deans, Heads, Directors and Administrative Assistants. We have had some feedback from Department/Area/Building Safety Committees however more information is required. To encourage departments to identify equipment which requires lock-out procedures further information or safety rules are being distributed. Comments on the safety rules, the revised procedures, and the location of application would be appreciated. Please contact Dave Bell at 2643.

Item 4. Radioisotope Safety Training Course

Starting in September 1986 the Radioisotope Safety Course will be given each month or as required. All new University employees who will work with radioisotopes will be required to take the 12 hour course and complete the examination. This course has been given for several years and has evolved into an effective training tool. In 1985 5 training courses were given and it is anticipated that in 1986 there will be 8 training courses.

Item 5. Hazard Communications - Signs, Labels and Postings

We are concerned that a non-uniform signing and labelling procedure is being established in various areas of the campus. This non-uniform procedure is confusing to emergency response personnel and to others who are working throughout the campus. A campus wide policy is needed for all types of hazards and hazard identification.

Item 6. C.P.R. Courses

The C.P.R. courses have been well attended and will be offered again in the Fall.

Item 7. Occupational Health and Safety Seminars

Clarissa Greene on April 24, 1986 will be speaking in IRC 3 on "Womens' Work - Health Threatening".

The speaker for the next Occupational Health and Safety Seminar will be Dr. Mike Noble of Medical Microbiology who will talk on "Microbiological Hazards and the Sick Building Syndrome" to be held on June 5, 1986 at 12:30 p.m. in IRC #3.

RECEIVED

MAY 9 1986

UNIVERSITY OF BRITISH COLUMBIA
ACCIDENT AND INDUSTRIAL DISEASE REPORT
MONTH OF March, 1986

UNIVERSITY EMPLOYEES'
UNION (C.U.P.E.)

Accidents Reported:	<u>This Month</u>	<u>This Y.T.D.</u>	<u>Last Y.T.D.</u>
Involving Wage Loss:	14 *	45 *	38
Involving No Wage Loss:	7 **	42 **	39
Total	21	87	77
Wage Loss Claims By Type of Injury:	<u>This Month</u>	<u>This Y.T.D.</u>	<u>Last Y.T.D.</u>
Back	5	8	11
Arm or hand	5	14	10
Knee, leg or ankle	1	9	11
Head, neck and shoulder	1	9	1
Eye	2	4	1
Other		1	4
Total	14	45	38
Wage Loss Claims By Cause:	<u>This Month</u>	<u>This Y.T.D.</u>	<u>Last Y.T.D.</u>
Struck by object	3	7	7
Fall from elevation	1	7	4
Fall on same level	2	9	5
Caught in/by object	0	2	1
Pulling/lifting objects	7	13	8
Striking against objects	1	5	3
Contact electricity/heat/cold	0	0	0
Toxic substances	0	0	0
Transportation related	0	0	0
Other	0	2	10
Total	14	45	38
Wage Loss By Employee Category:	<u>This Month</u>	<u>This Y.T.D.</u>	<u>Last Y.T.D.</u>
Managerial/Professional	0	0	0
Teaching	0	0	0
Clerical/Library	0	2	1
Food Services Workers	1	3	11
Janitorial	5	16	7
Miscellaneous Service	1	4	3
Farm/Horticulture	0	3	6
Mechanical Repair	0	1	0
Construction Trades	5	10	4
Vehicle Operators	0	1	1
Technical	2	5	4
Other	0	0	1
Total	14	45	38

* 1 Late Submission Claim FEBRUARY/WAGE LOSS
 ** 1 Late Submission Claim JANUARY /NO WAGE LOSS
 ** 2 Late Submission Claims FEBRUARY/NO WAGE LOSS

Wage Loss Claims By Department:	<u>This Month</u>	<u>This Y.T.D.</u>	<u>Last Y.T.D.</u>
Animal Science	1	1	2
Bookstore			1
Botanical Gardens			1
Chemistry			1
Faculty Club	1	1	
Faculty of Education		1	
Faculty of Pharm.Sc.	1	1	1
Food Services		6	12
Housing & Conferences		2	3
Mail Room			1
Pathology			1
Physical Plant	9	26	8
Poultry Science			1
Registrar			1
Research Farm/Oyster Rvr.		1	1
Research Forest	1	4	4
Theatre	1	1	
Women's Stud.		1	
Total	14	45	38

SUMMARY

Carpenter	In an attempt to remove a temporary support from under a garage door employee felt pain on or about horseshoe muscle, back of right arm.
Electrician	While repairing a ceiling light employee lost balance and fell from 4' step ladder injuring hand, leg and back.
Technician	Employee was removing a damaged table surface by hand using a chisel when a number of abrasive particles flew into eye.
Plumber	Worker experienced pain in right wrist while attempting to break his fall when he slipped on a wet stair landing.
Gardener	While working on landscaping (digging and moving soil by shovel) employee reported a renewed high level of pain in low back. (Re-injury under previous claim)
Laborer	Employee strained back while cleaning pallet jack.
Project Worker	While juvenile spacing trees with a chainsaw, employee turned around and was struck in the eye by a branch.
Properties Supv.	While moving a ladder beside a furniture storage rack, worker knocked a 10-15 lb. metal chair off a 12' high shelf and was struck on the head.
Cook	Employee's right hand slipped on an automatic meat slicer which resulted in a cut thumb.
Service Workers	While bending to pick up garbage, employee pulled left lower side (hip). Upon arrival at field office, employee slipped on mud and fell on right knee and hand resulting in pain in right arm, shoulder and knee. While mopping the floor, employee bent down below a sink and hurt back. Employee was moving chairs to facilitate cleaning and felt a pain in his left hand. While lifting a garbage bag from garbage container, employee felt a sharp pain in back.
* Maintenance Eng.	Employee slipped on a ladder while getting off the roof and struck his elbow.