

Department of Health, Safety, and Environment fonds

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Revised by Erwin Wodarczak (2004)

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Fonds Description

Department of Health, Safety, and Environment fonds. – 1968-1996.

2.96 m of textual materials.

Administrative History

The Department of Health, Safety, and Environment is responsible for the creation and co-ordination of a healthy and safe working environment for University faculty, staff, and students. It provides programmes, services, training, and assistance on health, safety, and environmental matters. Many of these activities are required by municipal, provincial, and federal regulatory agencies, such as the Greater Vancouver Regional District, the Workers' Compensation Board, and the Atomic Energy Control Board. The Department also operates the University's Chemical Waste Processing Facility. Prior to 1985, workplace health and safety issues were the joint responsibility of Physical Plant / Plant Operations and Human Resources, along with departmental safety committees and several committees with representatives from across the University. In 1985, the Department of Occupational Health and Safety was established. Over time, environmental issues also became the Department's responsibility to reflect this, its name was changed to Health, Safety, and Environment in 1993.

Scope and Content

The fonds consists of records which reflect the functions, programmes, and activities of the Department of Health, Safety, and Environment, and includes correspondence, reports, minutes, and published materials. It is arranged in the following series: Director's Files, Correspondence, Committees / Task Forces, and General Files. Some materials pre-date the establishment of the Department in 1985, primarily created by departmental and campus-wide committees.

The majority of these records were acquired directly from Health, Safety and Environment in 2001. Some records in the General Files series were acquired as part of a separate, earlier accession from Occupational Health and Safety.

Series Descriptions

Director's Files series. -- 1972-1996; predominant 1986-1996.

90 cm.

Series consists of the office files of long-time Department Director Wayne Greene, and includes correspondence, reports, minutes, and published materials. The original order and numbering system has been mostly retained. The series is organized in the following sub-series: Chemical Waste Process Facility, University Health and Safety Committee, Chemical Safety Committee, Radioisotope Safety Committee, Biosafety Committee, Environmental Programs Advisory Committee, and Emergency Report Task Force.

Boxes 1-3(37).

Correspondence series. -- 1986-1995.

40 cm.

Series consists of incoming and outgoing correspondence, primarily of senior Departmental staff.

Boxes 3(38), 4(1-5), 12(38-41).

Committees / Task Forces series. -- 1968-1993.

1.13 m.

Series consists of the records of campus-wide and departmental committees and special task-forces that dealing with health, safety, and environmental issues, and includes agendas, minutes, reports, and related correspondence. They are arranged by committee.

Some records in this series may overlap records in committee-based sub-series in the Director's Files series.

Boxes 4(6), 5-7, 8(1-2).

General Files series. -- 1972-1996.

53 cm.

Series consists of records relating in a general sense to the functions, programmes, and activities of the Department, and includes correspondence, reports, and minutes. They

are arranged alphabetically by subject, although the files in Box 10 are out of order, as they were acquired separately from Occupational Health and Safety.

Boxes 8(3-14), 9, 10.

File List

DIRECTOR'S FILES

Box 1

Chemical Waste Process Facility

- 1-1 Environmental Programs Advisory Committee - Nomination Letters 1994
- 1-2 4.1.1 - Correspondence - In 1986-92
- 1-3 4.1.2 - Correspondence - Out 1987-92
- 1-4 Site Concerns 1991
- 1-5 J. Parker letter 1991
- 1-6 Anderson Newalta 1990-91
- 1-7 University Hospital - UBC Site 1990-91
- 1-8 The Biomedical Research Centre 1988
- 1-9 4.3.2 - Contracts - Renewal Process 1989-90
- 1-10 Anderson Newalta 1991
- 1-11 4.3.3 - Contracts - Mailing List 1987-89
- 1-12 4.3.4 - Contracts - Contract Rates 1987-91
- 1-13 4.3.5 - Contracts - Blank Contracts [n.d.]
- 1-14 Permit GA0001 1992-96
- 1-15 4.4.1 - Stack Monitoring - Waste Management Permit VA-1 1988
- 1-16 4.4.1(a) - Permits - Permits 1972 & 1977 1972-77
- 1-17 4.4.2 - Stack Monitoring - Permit Application (Amendment) 1987-91
- 1-18 4.4.6 - Applic. for Change in Requirements of Special Waste Regulation 1989
- 1-19 Permit Back-up 1990
- 1-20 4.4.7 - Stack Monitoring - Applic. Permit Extension 1989
- 1-21 4.4.8 - Dioxin Monitoring 1990
- 1-22 4.5.1 - Drain Monitoring 1989-93
- 1-23 4.6.1 - Sub-X Incinerator - Specifications 1973-90
- 1-24 4.6.2 - Sub-X Incinerator - Repairs 1986-88
- 1-25 4.7.1 - Pathological Incinerator 1989-90
- 1-26 4.8.1 - Truck #45 - Specifications 1987-92
- 1-27 4.8.2 - Truck #45 - Other Misc. 1989-91
- 1-28 Preliminary Estimate / Specs 1986
- 1-29 Waste Generator Permit App. 1989-90
- 1-30 4.9.1 - Storage Facility - Solvent Dump 1987-88
- 1-31 4.10.1 - New Incinerator - Correspondence - In 1988-92
- 1-32 4.10.2 - New Incinerator - Correspondence - Out 1988-92

- 1-33 4.10.3 - New Incinerator - Committees 1989-92
- 1-34 4.10.4 - New Incinerator - Terms of Reference 1988-89
- 1-35 4.10.5 - New Incinerator - Meeting Notices 1988-89
- 1-36 4.10.6 - New Incinerator - Minutes/Agendae 1988-90
- 1-37 4.10.7 - New Incinerator - Special Waste Legislation 1982
- 1-38 4.10.8 - New Incinerator - Finance 1988-89
- 1-39 4.10.10 - New Incinerator - Report: Section I (J. Atwater) 1989-90
- 1-40 4.10.11 - New Incinerator - Report: Section II (C. Brereton) 1986
- 1-41 4.10.12 - New Incinerator - Report: (Sec. I&II) 1989
- 1-42 4.10.13 - New Incinerator - Critical Path Schedules 1989
- 1-43 New Incinerator - Title Search 1975-91
- 1-44 Progress Report 1988-90
- 1-45 Pres. Strangway's Submission (Jan. 1992) 1992
- 1-46 4.11.1 - Schedules - Pick-up Schedules [n.d.]
- 1-47 4.11.2 - Schedules - Maintenance Schedules [n.d.]
- 1-48 4.11.3 - Schedules - Delivery Schedules 1988
- 1-49 4.12.1 - Authorizations - B.C. Ministry Environment 1986-89
- 1-50 4.12.2 - Authorizations - Ontario Ministry Environment 1987-88
- 1-51 4.13.1 - Equipment/Labels - Solvent Waste Cans 1987
- 1-52 4.13.2 - Equipment/Labels - Labelling/Labels [n.d.]
- 1-53 4.14.1 - Legislation - Special Waste Legislation 1988
- 1-54 Special Waste Committee 1991
- 1-55 4.15.1 - Procedures - U.B.C. Procedures 1988
- 1-56 4.15.2 - Procedures - Hospital Waste Procedures 1988
- 1-57 Disposal Procedure - Sharps, Glass & Biomed. Waste 1991
- 1-58 Storage tanks 1987-88
- 1-59 4.16.1 - Syntath/Tricil - Correspondence 1986-90
- 1-60 4.16.2 - Syntath/Tricil - Disposal Lists 1986-90

Box 2

- 2-1 4.16.3 - Syntath/Tricil - Manifests 1986
- 2-2 4.16.4 - Syntath/Tricil - Finance 1987
- 2-3 4.17.2 - Other Disposal Facilities - Other Commercial Facilities 1987
- 2-4 4.18.1 - Media 1988-92

University Health and Safety Committee

- 2-5 9.1 - Terms of Reference 1995
- 2-6 9.2.2 - Correspondence 1994

- 2-7 9.2.3 - Meeting Minutes 1994
- 2-8 Safety Awareness Week 1991 1987-92
- 2-9 9.3.1 - Membership 1990/91 & prior 1988-90
- 2-10 9.3.1 - Membership 1991-92 1993-94
- 2-11 9.3.1 - Current Issues - Safety Newsletter 1987-90
- 2-12 9.3.2 - Current Issues - Stress Survey 1985-87
- 2-13 9.3.3 - Current Issues - Pesticides Committee 1989-91
- 2-14 9.3.4 - Current Issues - Accident/Incident Report Form 1986
- 2-15 9.3.5 - Current Issues - Attendance Records 1989
- 2-16 9.3.7 - Lab Storage of Flammable Liquids 1988
- 2-17 9.3.8 - Current Projects - D/A/B/S Review Committee 1988
- 2-18 9.3.9 - Current Issues - Occupational Health Unit 1989
- 2-19 9.3.10 - Current Issues - Budget 1991
- 2-20 9.4.1 - Completed Projects - Spot Light on Safety 1986-90
- 2-21 9.4.2 - Completed Projects - Clean Air Policy 1977
- 2-22 9.4.3 - Completed Projects - Solvent Container Purchase 1987
- 2-23 9.4.4 - Complete Projects - Fume Hood Task Force 1987-88
- 2-24 9.6.1 - Sub-Committees - Indoor Air Quality Cttee. 1990
- 2-25 University Health and Safety Committee - General 1985-93
- 2-26 University Health and Safety Committee - Minutes 1990-93
- 2-27 G.S.A.B. Health & Safety Committee 1983-89

Chemical Safety Committee

- 2-28 Chemical Safety Committee - Agendae 1993-95
- 2-29 Chemical Safety Committee - Minutes 1993-96
- 2-30 Chemical Safety Committee - Correspondence 1994-96
- 2-31 10.3.1 - Current Issues - Laboratory Storage of Flammable Liquids 1985-88
- 2-32 10.3.2 - Current Issues - Toxic Waste Incinerator 1987
- 2-33 10.3.4 - Current Issues - Disposal of Unlabelled Chemicals 1987-88
- 2-34 10.5 - Terms of Reference 1989

Radioisotope Safety Committee

- 2-35 Radioisotopes - Agendae 1993-96
- 2-36 Radioisotopes - Minutes 1995-96
- 2-37 Radioisotopes - Correspondence 1990-96
- 2-38 Atomic Energy Control Board 1988-94
- 2-39 Radioisotopes - Committee Membership Lists 1997
- 2-40 Radioisotope Safety Committee - Support (& Gov't) Documents 1990-93

- 2-41 Proton Therapy Tests 1988
- 2-42 Reports re. Oct 29 1987 Incident 1987-88
- 2-43 11.3.2 - Current Issues - Radiation Protect. Training Course 1988-89
- 2-44 11.3.5 - Current Issues - Radiation Hazards Manual 1994
- 2-45 11.4.1 - Completed Projects 1989
- 2-46 11.4.2 - Completed projects - G. Lee Compliance Plan 1990

Box 3

- 3-1 11.5.1 - Annual Reports 1985-95
- 3-2 11.6 - Terms of Reference 1985
- 3-3 11.7.1 - Radioisotope License - Apr 1/90-March 31/92 1990-92
- 3-4 Radioisotope License 1989-93

Biosafety Committee

- 3-5 Membership List 1991
- 3-6 Contracts - Biological Safety Cabinets 1987
- 3-7 00.00.00 - Animal Care Facilities Study 1988-93
- 3-8 Agendae 1993
- 3-9 Meeting Minutes 1993-96
- 3-10 Correspondence In/Out 1993-95
- 3-11 Correspondence 1993-97
- 3-12 12.3.2 - Current Issues - Procedures Guidelines 1988
- 3-13 12.3.5 - Current Issues - Biosafety Course 1988
- 3-14 12.3.6 - Current Issues - Protocol for Dioxin 1986-95
- 3-15 12.5.1 - Fee Schedule 1986
- 3-16 12.7.1 - Terms of Reference 1995

Environmental Programs Advisory Committee

- 3-17 Terms of Reference 1994
- 3-18 Minutes 1994-96
- 3-19 Correspondence Out - 1994/1995 1996
- 3-20 Current Issues 1994-95

Emergency Report Task Force

- 3-21 Emergency Planning Steering Committee - Minutes/Notes 1992
- 3-22 Emergency Planning Steering Committee - Minutes/Notes 1993

- 3-23 Emergency Planning Steering Committee - Pre 1993 Notes/Information 1992
- 3-24 16.1.1 - Correspondence - In 1989-92
- 3-25 16.1.2 - Correspondence - Out 1990-91
- 3-26 16.1.3 - Correspondence - Membership List [n.d.]
- 3-27 16.1.4 - Memorandum 1992
- 3-28 16.2.1 - Meetings - Agendae 1989
- 3-29 16.2.2 - Meetings - Minutes 1988-89
- 3-30 16.2.2 - Meetings - Minutes 1991
- 3-31 16.2.2 - Meetings - Support Documents 1992
- 3-32 16.2.3 - Meetings - Support Documents 1988-90
- 3-33 16.3.1 - Current Projects/Issues - Emerg. Resp. Communications Rev 1987-90
- 3-34 16.3.2 - Current Issues - Disaster Planning Committee 1989-91
- 3-35 16.3.3 - Current Issues - "Earthquake Brochure" 1991
- 3-36 Emergency Response 1984-87
- 3-37 Emergency Response Task [Force?] 1986-87

CORRESPONDENCE

- 3-38 Ron Aamodt / Committees / Terry Gomez / Craig Smith 1986-89

Box 4

- 4-1 Dave Bell 1986-89
- 4-2 Noni Brown / Sue Bryant / Ron Mercer / Donna Renecker 1986-89
- 4-3 Wayne Greene 1986-89 [2 folders]
- 4-4 Lyn Peters / Armando Zea 1986-88
- 4-5 Neal Pollock 1986-89 [2 folders]

(cont.)

COMMITTEES / TASK FORCES

- 4-6 Ad-Hoc AIDS Information Group - Policy Statement & AIDS Info 1987-88
- 4-7 Biohazards Safety Committee - Agenda/Minutes/Correspondence 1985-92 [2 folders]

Box 5

- 5-1 Chemical Safety Committee - Agendae, Minutes, Correspondence 1985-92
- 5-2 Chemical Safety Correspondence - in bldg order - Admin -> Education 1988-92 [2 folders]
- 5-3 Chemical Safety Correspondence - in bldg order - Education -> Library 1987-92 [2 folders]
- 5-4 Chemical Safety Correspondence - Library -> Zoology 1988-92 [3 folders]
- 5-5 Radioisotope & Radiation Hazards Committee - Agendae/Minutes/Correspondence 1983-92 [2 folders]
- 5-6 Safety Committee Minutes and Correspondence 1968
- 5-7 Safety Committee Minutes and Correspondence 1969
- 5-8 Safety Committee Minutes and Correspondence 1970

Box 6

- 6-1 Safety Committee Minutes and Correspondence 1971
- 6-2 Safety Committee Minutes and Correspondence 1972
- 6-3 Safety Committee Minutes and Correspondence 1973
- 6-4 Safety Committee Minutes and Correspondence 1974
- 6-5 Safety Committee Minutes and Correspondence 1975
- 6-6 Safety Committee Minutes and Correspondence 1976
- 6-7 Safety Committee Minutes and Correspondence 1977
- 6-8 Safety Committee Minutes 1978
- 6-9 Safety Committee Minutes 1979 [2 folders]
- 6-10 Safety Committee Minutes 1979-80
- 6-11 Safety Committee Minutes January-June 1980
- 6-12 [Safety Committee Minutes] 1980-81
- 6-13 Safety Committee Correspondence 1972
- 6-14 Safety Committee Correspondence 1973
- 6-15 Safety Committee Correspondence 1974

Box 7

- 7-1 Safety Committee Correspondence 1975
- 7-2 Safety Committee Correspondence 1976
- 7-3 Safety Committee Correspondence 1977
- 7-4 Safety Committee Correspondence 1978
- 7-5 Safety Committee Correspondence 1979
- 7-6 Safety Committee Correspondence 1980

- 7-7 Safety Correspondence (Misc) 1980-81
- 7-8 Safety Committee Correspondence January-September 1983
- 7-9 Departmental Safety Committees [minutes] 1978-80
- 7-10 Dept. Safety Committee Minutes 1981-82 [2 folders]
- 7-11 Safety Minutes - TRIUMF 1976-77
- 7-12 University Health & Safety Committee (Formerly: President's Advisory Committee on Safety Security & Fire Prevention) 1982-85 [2 folders]
- 7-13 University Health & Safety Committee 1985-89 [3 folders]
- 7-14 University Health & Safety Committee Correspondence 1985-93

Box 8

- 8-1 University Health & Safety Committee meeting minutes 1986-92 [2 folders]
- 8-2 Director's Reports to UH&S Committee - Accident & Cost Reports - 1993
UH&S Committee Minutes 1986-93 [2 folders]

CORRESPONDENCE (cont.)

- 8-3 OH&S Correspondence Out 1990
- 8-4 OH&S - Correspondence - Out - from Jan. 90 1990-92 [2 folders]
- 8-5 OH&S - Correspondence Out - from Jan/93 1993-95 [2 folders]
- 8-6 Correspondence - In 1993-94

GENERAL FILES

- 8-7 Absenteeism / WCB Claims - Service Workers 1977-83
- 8-8 A.E.C.B. [Atomic Energy Control Board] Proposed Cost Recovery 1990
- 8-9 Bio/Radiation Hazards Committee 1969-80
- 8-10 Chemical Safety System - Correspondence In 1995
- 8-11 Chemical Safety System - Correspondence Out 1989-92
- 8-12 Clean Indoor Air Policy 1986-87
- 8-13 Complaints/Corres. 1987-92
- 8-14 Construction Safety & Loss Prev. Prg. 1993

Box 9

- 9-1 C.P.R. "Heart Saver" Program 1982-83
- 9-2 C.R.P.A. [Canadian Radiation Protection Association] 1985-87

9-3 CRPA Conference 1989 1987-89
9-4 C.R.P.A. 1992 Workshop 1989-90
9-5 C.W.P.F. [Chemical Waste Processing Facility] Storage Facility 1985-87
9-6 CWPF - Stack Emission Testing 1987-90
9-7 Department/Area Safety Committees 1982-83
9-8 Electrical Engineering 1983
9-9 Emergency Procedures 1980
9-10 Emergency Preparedness Conference 1991-92
9-11 E.P.C. Conference Award 1992
9-12 Facilities Regulatory Appeals 1993
9-13 Faculty of Education - WCB Inspection Report 1983
9-14 Financial and Budget Information - Aug.85-Mar.86 1985-86
9-15 Fire Dept - War Memorial Gym 1984
9-16 Fire Safety Plans 1983-84
9-17 Fire Safety Regulations 1983-84
9-18 Hazardous Substances Report 1978-80
9-19 Hazardous Substances 1979-84
9-20 Health/Fitness 1987-88
9-21 Hells Gate Tunnel [radioactive waste storage facility] 1972
9-22 Housing (washrooms) 1981
9-23 Institution Benchmark Survey 1995
9-24 I.R.P.A. 1987-92
9-25 I.U.O.E. WCB Payments 1982
9-26 Joint Pollution Control/Safety Sub-Com. / Joint Biohazards/Safety Sub-Committee 1979
9-27 MPTP 1987-89
9-28 Museum of Anthropology 1981-82
9-29 Occupational Hygiene Program 1992
9-30 Operation and Maintenance - Physical Plant 1985-86
9-31 Physical Plant (Shops/Stores) (Chem. Waste Disposal) 1983-85
9-32 Project Director - New Incin. 1991
9-33 Public Interest Inquiries 1994-96
9-34 Report of Handling Hazardous Substance Procedures Re Accidents on Campus 1974-78
9-35 Responses to Questionnaire Re: Departmental Safety Committees 1982
9-36 Safety & Discipline Project - Right to Refuse Unsafe Work 1982-83
9-37 SPCA 1987-91
9-38 Spill Carts - WCB 1983
9-39 W.C.B. Section 4.04 - IH & S variance 1978-82
9-40 W.C.C.U.S.A. 1987

- 9-41 Walking Campus Concept 1981-82
- 9-42 Workers' Compensation Board 1993-95

Box 10

- 10-1 Bomb Threat Procedures 1977-79
- 10-2 Chemical Waste Disposal Facility 1976-82
- 10-3 Disaster Plan for U.B.C. - Administrative Services 1970-78
- 10-4 Minutes - Biohazards Committee 1983-84
- 10-5 Section Managers Meetings 1987
- 10-6 V.D.T.'s (Use of, Safety...) - Video Display Terminals at U.B.C. 1982-84