

Executive Committee Meeting

May 20, 1986

1. Approval of agenda.
2. Approval of minutes.
3. Business arising from minutes.
4. Office report: overtime  
                          signing authority
5. Office staff wages.
6. Grievance Committee report.
7. Health and Safety Committee report.
8. Other business.
9. Next meeting.



EXECUTIVE COMMITTEE  
Meeting May 20, 1986

M I N U T E S

Present: Kitty Byrne, Mary Vorvis, Mary McKenna-Forkin, Edmund Kam,  
Patricia House, Suzan Zagar, Joe Denofreo

Joe reported on negotiations (G.E.U., H.E.U., 1004)

1. Suzan Zagar - moved  
Mary McKenna-Forkin - seconded  
CARRIED

2. Minutes:

Corrections: (a) item 2 should read "Suzan was unable to present the  
report on the Library Conference at the general member-  
ship meeting because meeting date changed."

(b) "month" should read "week" on motion re. strike fund

3. Business arising:

Ted raised issue of essential services, April 23, 1986 minutes p. 4  
tabled motion. Discussion: should be struck/withdrawn from minutes.

4. Office report:

(a) overtime approval  
Mary - moved  
Mary - seconded  
CARRIED

(b) Motion: THAT Treasurer, President and Two Union Representatives  
will be signing officers, and that a single representative  
at a time will be able to sign.

Suzan: moved  
Edmund: seconded  
CARRIED

(c) Karen Shaw, Health and Safety representative to Executive will ask  
Estelle Lebitschnig to take over.



5. Office Staff Wages

Kitty won't support motion from April 23, 1986 re. top step of bargaining unit.

Motion to reconsider April 23, 1986 motion re salaries.

Discussion of how we got to this point.

Tabled again.

-- Smoking policy comments to Karen.

-- Extension of Probation Period:

Motion: THAT we reject the extension.

Ted moved

Patricia seconded

CARRIED

-- Conference of Colleges and Universities in B.C. proposed

-- Unfair labour practises complaint still up in the air.  
Decided to pursue this complaint.



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SUBJECT: CLEAN INDOOR AIR

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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  
OLD ADMINISTRATION BUILDING  
6328 MEMORIAL ROAD  
VANCOUVER, B.C., CANADA  
V6T 2B3

OFFICE OF THE DIRECTOR  
OCCUPATIONAL HEALTH AND SAFETY

TELEPHONE (604) 228-4218

DRAFT

UNIVERSITY OF BRITISH COLUMBIA  
DEPARTMENT/AREA/BUILDING SAFETY COMMITTEES  
TERMS OF REFERENCE

PURPOSE

The local Department/Area/Building Safety (DABS) Committees of the University have been directed to "monitor the safety programs within their areas and make recommendations to improve the effectiveness with which the safety objectives of the University can be achieved".

DUTIES

In order to monitor safety programs each safety committee should:

1. Participate in regular worksite inspections and report any hazardous conditions found;
2. Review written safety instructions and make recommendations for their improvement particularly when new equipment or processes are introduced;
3. Ensure that accidents have been reported to Occupational Health and Safety; (228-2643 or 228-2029)
4. Employee representatives should accompany W.C.B. officers on inspection tours;
5. Review and make recommendations concerning inspection reports from W.C.B.; and
6. Consider recommendations or suggestions from staff concerning health and safety issues and endorse them where warranted.



COMMITTEE MEMBERSHIP

A committee shall consist of not fewer than four members who work in the area covered and are familiar with local operations. Committee members are designated as representing the University or the employees.

University representatives shall not outnumber worker representatives on the committee. University representatives shall be appointed by the appropriate Department Head. Employee representatives shall be elected by their peers or appointed by the union(s) involved in accordance with their own policies and procedures. Efforts should be made to ensure all major work groups or areas are represented on each committee.

The members of the committee shall elect from amongst themselves a chairman and secretary. Both offices may not be held by employee representatives or university representatives at the same time.

COMMITTEE MEETINGS

Meetings shall be held at least once each month, preferably on the same day of each month and follow an agenda which contains the following topics:

1. Roll Call or Attendance;
2. Reading of minutes of the last meeting;
3. Report of actions taken as a result of items arising from the minutes;
4. Reading of correspondence;
5. Report of committee members who have conducted inspections;
6. Inspection reports from W.C.B. officers.



7. Accident or near-miss incident investigation - causes and means of prevention;
8. Recommendations for improvement in safety programs such as training needs, awareness programs, hazard communication, or specific hazard abatement actions;
9. New Business;
10. Set time and place of next meeting; and
11. Adjournment.

Minutes of meetings shall be recorded and copies distributed to all committee members, to the Department Head and to the University Occupational Health and Safety Office. Copies of Minutes should be posted on Department Bulletin Boards.

#### DUTIES OF MEMBERS AND OFFICERS

The duties of health and safety committee members are to:

1. Report unsafe conditions and practices;
2. Attend all safety committee meetings;
3. Report all accidents or near accidents;
4. Conduct inspections;
5. Investigate all serious accidents;
6. Contribute ideas and suggestions for improvement of health and safety;
7. Work safely;
8. Influence others to work safely; and
9. Attend safety courses or seminars which are made available to committee members.



The duties of the chairperson are to:

1. Arrange for a time and place for meetings;
2. Prepare and distribute agenda before the meeting;
3. Review previous minutes and materials prior to each meeting;
4. Report on the status of suggestions and recommendations;  
and
5. Guide committee discussions towards definite conclusions.

The duties of the secretary are to:

1. Prepare minutes of the meeting;
2. Distribute the minutes; and
3. Write reports and correspondence.

Changes to Terms of Reference

The terms of reference of the DABS committees shall be periodically reviewed and amended by the University as may be required.

/sn  
86.04.15  
8.A.