

THE UNIVERSITY OF BRITISH COLUMBIA
IRC BUILDING SAFETY COMMITTEE

Date: Wednesday, November 14, 1984.

Time: 10:00 a.m.

Place: 4th Floor, Conference Room

Present: P. Nerland
J. Galbraith-Hamilton
R. Gobert
F. Hertzog
C. Lau

C. Elder

COPY

M I N U T E S

1. Minutes of the Meeting of May 30, 1984.

Adopted as circulated.

2. Business Arising From the Minutes

a) Asbestos Removal

The removal of the asbestos from the ceiling of the First Floor and the Mall area has been completed satisfactorily.

b) Lighting: Video Display Terminal Areas

Claudette Elder agreed to follow up on concerns about the lighting in video display terminal areas in Rehabilitation Medicine.

c) Carpet and Stair Repairs

Mr. Nerland will contact the Area Supervisor, Mr. Bob Black about repairs to the carpet and to the edges of stairs.

d) Fire Safety Procedures

i. Mr. Nerland advised the committee that he had consulted Anna Leith, Biomedical Librarian and the Fire Prevention Officer. Fire safety procedures after hours have been dealt with satisfactorily.

ii. Mr. Gobert will arrange to have the fire bell on the first floor tested and the fire hose tested.

REC
NOV 22 1984
A. U. C. E.

3. New Business

a) Workers' Compensation Board Seminar

Claudette Elder described a WCB seminar on "How To Conduct Building Inspections" held on campus on November 1, 1984. A set of guidelines entitled "More Effective Accident Control" and an "Inspection Check Sheet" are attached for the information and use of the committee.

b) First Aid Equipment and Supplies

Claudette Elder agreed to find out how first aid equipment and supplies should be obtained or replenished.

c) Committee Membership

Two representatives from Biomedical Communications attended this meeting. Mr. Nerland agreed to discuss this with Mr. Doray.

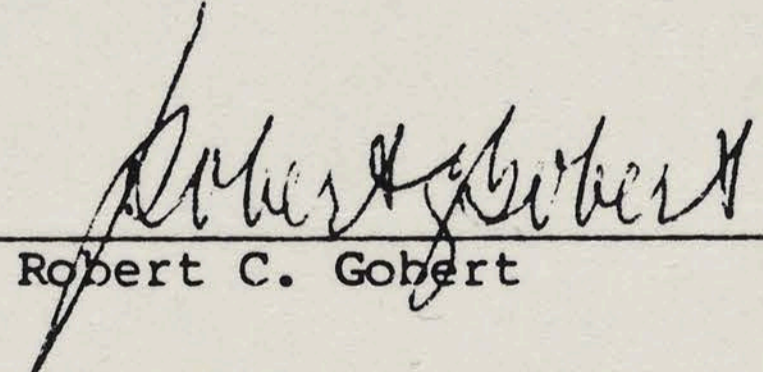
d) Future Meetings

Agreed that the Committee will meet the last Wednesday of each month at 10:00 a.m. (at the call of the chair).

4. Next Meeting

The next meeting will be held on January 30, 1985, at 10:00 a.m. if necessary.

RCG/s

Prepared by  Nov. 15 / 84
Robert C. Gobert Date

Approved by _____
P. Nerland, Chairman Date

Approved with correction to be noted in the minutes of the next meeting _____
P. Nerland, Chairman Date

MORE EFFECTIVE ACCIDENT CONTROL



THROUGH GOOD



INSPECTION

AND

REMEDIAL ACTION

BY APPLYING THESE OBJECTIVES

1. To inspect for all undesired practices and/or conditions that could result in personal injury or property damage.
2. To evaluate and record the general degree of hazard associated with each item as a guide to remedial priority.

1. To eliminate, reduce or protect the hazard associated with each item detected.
2. To give special remedial attention to those items with the potential for greatest loss severity.



AND FOLLOWING THESE GUIDEPOSTS



- Review the Critical Parts Inspection Inventory and Common Hazard Check List for the area to be inspected. (If not available, review several previous reports and compile a check list of common hazards and their locations as an inspection guide before you start.)
- Familiarize yourself with the area and its related fire, health and safety problems before you inspect.
- Learn which jobs (critical jobs) in the area have been associated with a high accident frequency or have a high potential for severe loss.
- Take a copy of the last inspection report with you. Look for those items that remain open (remedy incomplete).
- Look for off-the-floor items as well as those on-the-floor —be methodical and thorough.
- Clearly describe each hazard and its exact location in your rough notes. Don't try to remember any questions or details, write them down for reference.
- Prepare your official inspection report. If report is hand written, write clearly.
- Enter name of department or area inspected, date and inspector's name on top of each inspection page.
- Number each item consecutively. Followed by hazard classification of items; e.g. 1 B, 2 C, 3 A, etc.
- Leave space after each item for recording remedial action at later date.
- Copy all open items (remedy incomplete) from previous report first on the new report. Place an asterisk in front of each carry over item number and show date of initial detection after each item; for example, *1A, Guard missing on shear blade No. 2 machine, S. W. corner Bldg. "D" (4-20-69).
- List each undesired practice and/or condition next and evaluate its hazard severity
- Properly complete and attach copy of Supervisor's Inspection Cover Sheet to each copy of your inspection report. Forward to required persons. Keep one copy for your personal reference

- Give remedial action priority to hazards with most severe loss potential.
- Be persistent and regular in your remedial follow-up. Consult higher supervision for help whenever necessary.
- When remedy is beyond your control, obtain target dates for correction. Use hazard classification to motivate correction.
- Write a detailed explanation of the hazard and its potential loss severity as justification for any action requiring a major expenditure and forward it to the person most responsible for corrective action. Letters should be written promptly and a copy attached to your final report.
- Encourage responsible persons to take permanent corrective action (repetitive remedy is costly).
- Make sure intermediate (temporary) safety measures are taken whenever permanent or complete remedy will require additional time.
- Periodically follow-up on all open items to evaluate remedial progress.
- Remedial progress details can be recorded in space between items on the inspection report. For quick visual reference, circle numbers when intermediate safety measure has been taken, and cross out numbers when remedy is completed.
- Prepare your final report.
- Copy all open items (remedy incomplete) on final report. Copy same numbers, hazard letter designation and other symbols as recorded on inspection. Place date of initial detection after each item.
- Enter name of department or area inspected, person making final report and date of final report on top of each page.
- Properly complete follow-up facts on "Supervisor's Inspection Cover Sheet". Attach copy of cover sheet form to each copy of the final report and forward to the required persons. Keep one copy for your personal reference
- Make sure all reports are properly filed and maintained for record purposes.



WILL REDUCE



**INJURIES & DAMAGE
REJECTS & REWORK**

**DEFECTS & DELAYS
MISTAKES & WASTE**

... Adequate time spent today on proper inspection and effective remedial action is cost reduction effort on tomorrow's losses.

INSPECTION CHECK SHEET

Indicates satisfactory condition.

Indicates faulty condition.
Give details on back of check sheet.

1. FIRST AID:	Supplies	<input type="checkbox"/>	Qualified attendant if required	<input type="checkbox"/>	Records	<input type="checkbox"/>
	Condition of supplies	<input type="checkbox"/>				
2. ILLUMINATION:	Day: Work areas	<input type="checkbox"/>	Passageways	<input type="checkbox"/>	Yards	<input type="checkbox"/>
	Night: Work areas	<input type="checkbox"/>	Passageways	<input type="checkbox"/>	Yards	<input type="checkbox"/>
3. VENTILATION:	Fumes	<input type="checkbox"/>	Dusts	<input type="checkbox"/>		
	Vapors	<input type="checkbox"/>	Others	<input type="checkbox"/>		
4. YARDS and BUILDINGS:	Access	<input type="checkbox"/>	Aisles	<input type="checkbox"/>	Work areas	<input type="checkbox"/>
	Structure condition	<input type="checkbox"/>	Roads	<input type="checkbox"/>	Housekeeping	<input type="checkbox"/>
5. FLOORS, STAIRS and WALKWAYS:	Condition	<input type="checkbox"/>	Guardrails	<input type="checkbox"/>	Handrails	<input type="checkbox"/>
	Housekeeping	<input type="checkbox"/>	Illumination	<input type="checkbox"/>		
6. LADDERS, SCAFFOLDS, ETC.:	Suitability	<input type="checkbox"/>	Strength	<input type="checkbox"/>		
	Properly used	<input type="checkbox"/>	Properly maintained	<input type="checkbox"/>		
7. EXCAVATIONS:	Shored or sloped	<input type="checkbox"/>	Barricaded	<input type="checkbox"/>		
	Access	<input type="checkbox"/>	Spoilage piles	<input type="checkbox"/>		
8. FIRE PREVENTION:	Equipment	<input type="checkbox"/>	Exits	<input type="checkbox"/>	Flammable materials controlled	<input type="checkbox"/>
	Fire fighting training	<input type="checkbox"/>	Evacuation training	<input type="checkbox"/>	Fire prevention training	<input type="checkbox"/>
9. MACHINE GUARDS:	Power transmission	<input type="checkbox"/>	Point of operation	<input type="checkbox"/>		
10. EQUIPMENT:	Controls accessible	<input type="checkbox"/>	Lock-out procedures	<input type="checkbox"/>	Controls identified	<input type="checkbox"/>
	Condition	<input type="checkbox"/>	Operating procedures	<input type="checkbox"/>		
11. HOISTING EQUIPMENT:	Controls identified	<input type="checkbox"/>	Rigging	<input type="checkbox"/>	Signals	<input type="checkbox"/>
	Safety devices	<input type="checkbox"/>	Records	<input type="checkbox"/>		
12. MATERIAL HANDLING EQUIPMENT:	Condition	<input type="checkbox"/>	Guards	<input type="checkbox"/>		
	Controls	<input type="checkbox"/>	Records	<input type="checkbox"/>		
13. VEHICLES:	Condition	<input type="checkbox"/>	Suitability	<input type="checkbox"/>		
	Records	<input type="checkbox"/>	Operating Procedures	<input type="checkbox"/>		
14. MATERIAL STORAGE:	Stability	<input type="checkbox"/>	Convenience	<input type="checkbox"/>	Housekeeping	<input type="checkbox"/>
15. HAND TOOLS:	Condition	<input type="checkbox"/>	Suitability	<input type="checkbox"/>		
16. PORTABLE POWER TOOLS:	Condition	<input type="checkbox"/>	Suitability	<input type="checkbox"/>	Grounded or double-insulated	<input type="checkbox"/>
	Adequacy	<input type="checkbox"/>	Condition	<input type="checkbox"/>		
17. PERSONAL PROTECTIVE EQUIPMENT:	Availability	<input type="checkbox"/>	Used	<input type="checkbox"/>		
18. ELECTRICAL EQUIPMENT:	Condition	<input type="checkbox"/>	Identification of controls	<input type="checkbox"/>		
19. HARMFUL MATERIALS:	Storage	<input type="checkbox"/>	Handling	<input type="checkbox"/>		
20. UNSAFE ACTS:	Report each observation of				Violation of WCB regulations or company rules	<input type="checkbox"/>
	Unsafe practice	<input type="checkbox"/>	Faulty procedure	<input type="checkbox"/>		
21. SAFETY PROGRAM:	Bulletin Boards	<input type="checkbox"/>	Posters	<input type="checkbox"/>	Joint committees	<input type="checkbox"/>
	Safety talks	<input type="checkbox"/>	Supervision	<input type="checkbox"/>	Participation	<input type="checkbox"/>



WORKERS' COMPENSATION BOARD OF BRITISH COLUMBIA

5255 Heather Street,
Vancouver B.C.,
Telephone 266-0211,
Telex 04507765