

Report to WHSEC meeting
Submitted October 2010

In the spring of 2010, a new CFA representative was elected to sit on the University JOHS committee. Further, CFA has two alternate representatives who may attend committee meetings but do not have a vote.

Since the summer, Capilano University has been focusing on the following issues:

- continuing concerns about smoking on campus
- concerns about safety and cleanliness
- ongoing construction on campus
- emergency management and safety training
- other health and safety matters

1. Concerns about smoking on campus

Throughout the year, the Joint Occupational Health & Safety (JOHS) Committee has continued to receive correspondence about smoking and smoking-related issues on campus.

In response to these requests, the Occupational Health & Safety officer asked the organizers of the Student Orientation day, which took place on September 7, to remind students to respect the signage about smoking by-laws.

Another request concerned the placement of ashtrays and their proximity to windows. The JOHS committee recommended that ashtrays be fixed permanently and that specific areas throughout campus be designated smoking areas. This recommendation will be taken by the Chair of JOHS committee to the university executive.

2. Concerns about safety and cleanliness

In the late spring, the OHS officer distributed information to raise awareness about the importance of keeping office space clutter free. Related to safety is cleanliness in office spaces. The cleaning staff at the University has been asked to vacuum offices twice a week; the schedule for this cleaning is posted on the Facilities website.

A leak has been found in the university theatre, resulting in damp and a problem with mold. Facilities has investigated the situation but has not been able to locate the source of the leak. This investigation will continue.

3. Construction work on campus

Construction of the new Film Studies building began in the spring and the work is proceeding well.

Ongoing renovations to another building, Cedar Building, are proceeding well and expected to end by the end of October. The roofing has been re-done and windows have been replaced. During the renovations, precautions were taken to re-route the pedestrian paths around the building.

4. Emergency management and safety training

During the summer, two additional AED devices were purchased and a refresher course for the use of these devices was held. To date, three university employees and three security guards have received training on their use.

In May, the University hosted the Capilano University Emergency Management Training workshop, run by an outside group, Intrepid Risk Group. The workshop was offered to some staff and administration; I was invited to attend as a CFA representatives.

The day-long workshop described how to establish the following systems should a major event (e.g. rock slide) occur on or close to the campus:

- Incident Command System
- Emergency Response Team
- Emergency Operations Centre
- Establishment of communications channel within the university

Additionally, the workshop gave participants the chance to discuss an incident scenario.

I have to emphasize that the purpose of this workshop was to describe the roles of key members of the university administration and staff, not the roles of faculty. I was informed during this workshop that materials and information sessions will be developed for faculty in the future.

Various safety workshops have been offered throughout the year; these workshops include safety orientation for new employees. Furthermore, the Health & Safety website continues to be updated, and at the beginning of each

semester, an email reminder is sent to all instructors to review emergency procedures with their students.

5. Other health and safety matters

Being located at the base of a mountain, Capilano U occasionally receives visits from furry creatures from the nearby forests. A few bear sightings have been reported in recent months. For this reason, the university has now installed 20 bear-proof garbage bins on campus.

The most recent version of CAUT's Foot Patrol document now lists Capilano U, including the fact that our campus has a security escort service to walk people from their offices to their vehicles.

The university is in the process of upgrading signage throughout the campus, including in the elevators and in stairwells, so that locations are readily identifiable.

Respectfully submitted by:

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