Table of Contents

- **Fonds Description**
  - Title / Dates of Creation / Physical Description
  - Administrative History
  - Scope and Content

- **Series Descriptions**
  - Director's Files
  - Correspondence
  - Committees / Task Forces
  - General Files

- **File List**

- **Catalogue entry** (UBC Library catalogue)
Fonds Description

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).


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 - Appl. for Change in Requirements of Special Waste Regulation 1989
1-19 Permit Back-up 1990
1-20 4.4.7 - Stack Monitoring - Appl. 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/Agendas  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
1-46 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
1-50 4.12.2 - Authorizations - Ontario Ministry Environment  1987-88
1-52 4.13.2 - Equipment/Labels - Labelling/Labels  [n.d.]
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
1-58 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
2-11 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 Ctte 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
2-43  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  Agendas  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
3-20 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 - Agendas  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
3-34  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

4-7  Biohazards Safety Committee - Agenda/Minutes/Correspondence  1985-92 [2 folders]
Box 5

5-1 Chemical Safety Committee - Agendas, 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 - Agendas/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
8-9 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

Box 9

9-1 C.P.R. "Heart Saver" Program 1982-83
9-3  CRPA Conference 1989  1987-89
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
9-25 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
9-32 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
<table>
<thead>
<tr>
<th>No.</th>
<th>Document Title</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>9-41</td>
<td>Walking Campus Concept</td>
<td>1981-82</td>
</tr>
<tr>
<td>9-42</td>
<td>Workers' Compensation Board</td>
<td>1993-95</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Box 10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10-1</td>
<td>Bomb Threat Procedures</td>
<td>1977-79</td>
</tr>
<tr>
<td>10-2</td>
<td>Chemical Waste Disposal Facility</td>
<td>1976-82</td>
</tr>
<tr>
<td>10-3</td>
<td>Disaster Plan for U.B.C. - Administrative Services</td>
<td>1970-78</td>
</tr>
<tr>
<td>10-4</td>
<td>Minutes - Biohazards Committee</td>
<td>1983-84</td>
</tr>
<tr>
<td>10-5</td>
<td>Section Managers Meetings</td>
<td>1987</td>
</tr>
<tr>
<td>10-6</td>
<td>V.D.T.'s (Use of, Safety...) - Video Display Terminals at U.B.C.</td>
<td>1982-84</td>
</tr>
</tbody>
</table>