Minutes of the University Safety Committee meeting held in Sedgewick B125, at 2:30 p.m. on Tuesday, August 30, 2016.

**Attendance**

**Worker Representatives**
- Kara White, CUPE 951 Representative
- Sara Kissinger, CUPE 951 Representative - Alternate
- Chris Clausen, PEA Representative
- Deanne Buchanan, PEA Representative – Alternate
- Chris Barbin, CUPE 917 Representative

**Employer Representatives**
- Fran Gebhard*, Co-Chair, Faculty Representative
- Kane Kilbey, Co-Chair, Associate Vice-President, Human Resources
- Keith Cascon, Manager, Campus Security Services - Alternate
- Leigh Andersen, Director, Customer Service & Program Integration, FMGT
- Joel Lynn, Executive Director, Student Services

**Committee Resources**
- Gavin St. Michael, Occupational Health, Safety & Environment Consultant
- Rob Johns, Manager, Emergency Planning, Campus Security Services
- Darryl Huculak, Environmental Health & Safety Coordinator, FMGT
- Fiona Puszka, Personal Safety Coordinators, Campus Security Services

**Regrets**
- Tom Downie, Director, Campus Security Services
- Anthony Vickery, Faculty Association
- Ben McAllister, Risk Analyst, Budget and Capital Planning
- Gary Bridgens, Director, Maintenance & Operations, FGMT
- Andy Mavretic, Director, Occupational Health, Safety & Environment
- Mark Pomeroy, CUPE 4163 Representative
- Elizabeth Errington-Wynans, Administrative Coordinator, Occ. Health, Safety & Environment

*Indicates the Chair of the meeting*

**Approval of the Minutes & Agenda**

Minutes from the July 26, 2016 meeting were approved as written. The agenda was approved. The Committee welcomed Deanne Buchanan as the new PEA alternate and introductions were made.

**Business Arising**

**Departmental Incident and Hazard Report Form – Gavin**

Gavin presented the updated Departmental Incident and Hazard Report form and discussed the changes that have been made to meet WorkSafeBC requirements. A preliminary investigation is required within 48 hours and a full investigation is required to be submitted to the WorkSafeBC portal within 30 days for incidents resulting in a claim or near-misses with potential for serious injury. Gavin highlighted that the preliminary investigation would involve the worker and the supervisor with the aim of preventing reoccurrence prior to the full investigation. Kara suggested that union representation should be present at both investigations and that this should be reviewed.

**Sexualized Violence Policy working group update – Kane**

Kane invited everyone to review the attached consultation letter from the Working Group on Sexualized Violence Programs and Policy Development. A presentation from the Working Group will occur at the September meeting. Joel added that there is a new UVic website for this and that feedback and participation is very important.
New Business

**Emergency Planning Update – Rob Johns**
Rob highlighted that 21 fire drills have been completed and residence evacuation drills are planned for October. There will be an Emergency Alerts test coming the week of ShakeOut. The Emergency Planning Twitter account is now active and gaining followers. Rob has been discussing emergency planning with union leadership. The UVic adaptation of the University of Alberta Active Threat video is coming soon. Fire safety plan templates have been approved by Saanich fire department. UVic is updating 2-3 buildings per month and Rob noted these plans are much more detailed and have many sections. Rob advised that it is a paper document stored in a red lock box on all buildings. Rob added that two 4th year nursing students are studying UVic medical needs during a disaster. Rob also noted a small EOC exercise is planned for late October – early November.

**Great BC ShakeOut Brainstorming – Rob Johns**
Rob noted that this year’s ShakeOut event is Thursday October 20th at 10:20 am, although groups are welcome to participate at other times that day. Rob asked Committee members for ideas on how to encourage campus participation. He summarized that they are conducting an Emergency Alerts test, a website update, social media updates along with additional table displays in the lecture halls and Science building. Rob asked how we can encourage leaders and faculty to participate:

- Fran advised that her class is asked to collect songs with “shaking’ in them and to review hazards in the building. They complete a drill rehearsal earlier in the week but the actual drill is a surprise. There are also displays of home and automobile earthquake kits available.
- Chris Clausen suggested including earthquake information in the orientation sessions.
- Fran suggested involving the students in making something, like a hardhat, since the students are the biggest focus for the event.
- Kane suggested that students should discuss this exercise with their professors and offer to assist them with the drill.
- Deanna suggested that expert guest speakers might be popular.
- Fran noted that the signage in the lecture halls was very helpful in gaining participation and that the red ShakeOut T-shirts were quite visible.
- Chris Barbin suggested ShakeOut signs on the FMGT gators.

**Personal Safety Coordinator Update – Fiona Puszka**
Fiona advised they have completed presentations to 18 Community Leaders in Residence, including sessions on verbal judo and tactical communications. Keith added that CSEC Patrol Officers will be conducting smoking policy outreach for 2 weeks in September, 4 hours per day. Areas of focus will include Engineering, the Library, Clearihue and Continuing Studies. The Committee discussed how to increase awareness of the Campus smoking policy.

**Monthly Accidents and Incidents – Gavin St. Michael**
Gavin provided a summary of the WSBC incidents for July 2016. There were ten CUPE 917 claims, seven of which were time-loss.

**Monthly WorkSafe Inspection Reports – Darryl Huculak**
There was one new inspection report this month regarding asbestos procedures. Darryl advised that a sheet vinyl replacement project in FMGT had occurred with the contractor filing appropriate paperwork with WorkSafeBC. An Officer attended and requested copies of the air test results. No orders were issued.

**Other Business**
None

**Adjournment**
The meeting was adjourned at 3:20 pm. The next meeting will be held at 2:30pm on Tuesday, September 27, 2016 in BEC 402.