Minutes of the University Safety Committee meeting held in Sedgewick B125, at 2:30 p.m. on Tuesday, July 26, 2016.

**Attendance**

**Worker Representatives**
- Kara White    CUPE 951 Representative
- Sara Kissinger   CUPE 951 Representative - Alternate
- Chris Clausen    PEA Representative
- Dean Rysstad    PEA Representative – Alternate
- Mark Pomeroy   CUPE 4163 Representative

**Employer Representatives**
- Kane Kilbey*    Co-Chair, Associate Vice-President, Human Resources
- Keith Cascon    Manager, Campus Security Services - Alternate

**Committee Resources**
- Andy Mavretic    Director, Occupational Health, Safety & Environment
- Elizabeth Errington-Wynans  Administrative Coordinator, Occ. Health, Safety & Environment
- Rob Johns    Manager, Emergency Planning, Campus Security Services
- Darryl Huculak    Environmental Health & Safety Coordinator, FMGT
- Fiona Puszka     Personal Safety Coordinators, Campus Security Services

**Regrets**
- Chris Barbin    CUPE 917 Representative
- Joel Lynn    Executive Director, Student Services
- Tom Downie    Director, Campus Security Services
- Anthony Vickery    Faculty Association
- Leigh Andersen    Director, Customer Service & Program Integration, FMGT
- Fran Gebhard    Co-Chair, Faculty Representative
- Ben McAllister    Risk Analyst, Budget and Capital Planning
- Gary Bridgens    Director, Maintenance & Operations, FGMT

*Indicates the Chair of the meeting*

**Approval of the Minutes & Agenda**

Minutes from the June 28, 2016 meeting were approved as written. The agenda was approved.

**Business Arising**

**Sexualized Violence Policy working group update – Kane Kilbey**
A few members of this working group will join the USC meeting on September 27, to give a 20 minute presentation. Kane received a letter of information that will be circulated to USC members for review at the August meeting.

**New Business**

**First Aid Consultation – Andy Mavretic**
Andy provided a summary (attached) of the First Aid program. He reviewed the overall program and first aid statistics. Campus Security Officers continue in their role as the designated first aid responders for all of campus. It was noted that some childcare and healthcare workers at UVic have first aid training as part of their job requirement. Andy also advised that OHSE provides wilderness first aid training to field researchers and students and that marine first aid is a requirement for researchers operating small vessels as per Transport Canada requirements.
**Emergency Planning Update – Rob Johns**
Rob noted that fire drills are continuing, with 21 drills completed this year. Rob noted that UVic’s new/upcoming social media platform will be a useful tool for emergency planning purposes. Rob recently toured the radiological and biological labs and equipment with OHSE consultants (chemical labs will be next). Rob reminded the group that the Great BC Shake-Out is taking place October 20. Rob asked if anyone is interested in working on a planning committee to please contact him. At the next USC meeting, Rob will lead a discussion on the Shake-Out and then we can participate in a brainstorm session.

**Personal Safety Coordinator Update – Fiona Puszka**
Fiona advised the PSCs are gearing up for Week of Welcome events with incoming students. Fiona is also setting up orientation invitations for the fall for example, family housing, the Family Centre, international students. She has also ordered the popular safety key tags for distribution.

**Second Quarter WorkSafe Claims Summary – Andy Mavretic**
Andy summarized the second quarter statistics and advised that our claim performance continues to improve with reduced durations and costs, and improved returns-to-work. He also indicated that our industry base rate will be reduced for 2017 and we are waiting for preliminary data on UVic’s insurance rates.

**Monthly Accidents and Incidents – Elizabeth Errington**
Elizabeth provided a summary of the WSBC incidents for June 2016.

**Monthly WorkSafe Inspection Reports – Andy Mavretic**
There were no new inspection reports this month.

**Other Business**
None

**Adjournment**
The meeting was adjourned at 3:00 pm. The next meeting will be held at 2:30pm on Tuesday, August 30, 2016 in Sedgewick B125. NOTE: Future UCS meetings will try to be scheduled back in BEC 402, if available.