UNIVERSITY SAFETY COMMITTEE MEETING

Minutes of the University Safety Committee meeting held in Sedgewick B125, at 2:30 p.m. on Tuesday, June 28, 2016.

**Attendance**

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

*Employer Representatives*
- Kane Kilbey*    Co-Chair, Associate Vice-President, Human Resources
- Joel Lynn    Executive Director, Student Services
- Tom Downie    Director, Campus Security Services

*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*
- Anthony Vickery    Faculty Association
- Mark Pomeroy    CUPE 4163 Representative
- Leigh Andersen    Director, Customer Service & Program Integration, FMGT
- Fran Gebhard    Co-Chair, Faculty Representative
- Ben McAllister    Risk Analyst, Budget and Capital Planning

*Indicates the Chair of the meeting*

**Approval of the Minutes & Agenda**

Minutes from the May 31, 2016 meeting were approved as written. The agenda was approved.

**Business Arising**

Chlorine gas incident update – *Andy Mavretic*

Incident investigation report complete and sent to WSBC officer. Andy has met with the Office of Research Services (ORS). They will finish the decontamination for this project using a manual procedure. Going forward, discussion with ORS on whether to put out tender for new contractor or review and adopt new technologies. Awaiting report from Praxair on the valves.

**New Business**

*Confined Spaces Consultation – Darryl Huculak*

Darryl provided a summary (attached) of the Confined Spaces program. He reviewed the system in place and noted that the Oak Bay and Saanich fire departments are sent revised copies of the Confined Spaces inventory as it is updated. The next Confined Space drills with the fire departments will take place in August or September on campus. FGMT will be involved as well so staff can learn what may be asked of them in an emergency. Suggestion that Tom Downie and Rob Johns be made aware of drill date and recommendation that “training in progress” signs be posted so the campus community is aware and not concerned.
Emergency Planning Update – Rob Johns
Rob noted that fire drills are continuing, with 13 drills completed this year. He recently participated in a full-scale emergency exercise at BCIT (done every 2 years). Vancouver Island has now been rated at a Level 4 drought condition. Rob also participated in the huge earthquake/tsunami drill that was based in Port Alberni and has attended a presentation by Erin Bascom of VIU on their recent lock-down situation. UVic has purchased the active threat video from U of A. Rob discussed that he has made some notes about the wildfire in Fort McMurray and its impact on Keyano College. These notes will be circulated to the USC as an addendum to these minutes.

Personal Safety Coordinator Update – Fiona Puszka
BEC & FEC training and active threat sessions are continuing. Safety orientation talks are also being given to international students from Continuing Studies. Fiona is part of a group for changing the culture of substance abuse (CCSU). Tom gave an update about the theft situation on campus: artwork stolen from Fraser building has been returned; thefts at CARSA are mainly crimes of opportunity (unlocked lockers or bags/items left out being taken); 2 individuals have been apprehended by police and bike thefts have decreased.

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

Monthly WorkSafe Inspection Reports – Andy Mavretic
There were no new inspection reports this month. Andy noted that WorkSafe BC has a new website which will require links on OHSE website and training tutorials to be updated accordingly.

Other Business
None

Adjournment
The meeting was adjourned at 3:10 pm. The next meeting will be held at 2:30pm on Tuesday, July 26, 2016 in Sedgewick B125.