1. Approval of the Agenda
   Motion: to approve the agenda. Carried.

2. Approval of the Minutes
   a. October 25, 2016
      Motion: to approve the minutes. Carried.
   b. November 29, 2016
      Motion: to approve the minutes. Carried.

3. Business Arising – none

4. New Business
   a. Weather event December 6
      Andy summarized the number of WorkSafeBC claims that occurred. Overall, there were 10 incidents (6 time-loss, 2 health care only, 2 reports only). Leigh summarized the snow removal and ice control response as well as the snow clearing maps (available on FGMT website). Tom reviewed how CSEC calls-out FGMT, that weather alerts to the campus community are provided via the main UVic website, and that slip/fall incidents should also be reported to CSEC. Chris and Kara recommended that employees be advised to use the main entrances during adverse weather conditions given that these are prioritized for snow/ice removal. Kane noted that an inclement weather page will be developed to provide the campus community with all key information in one place, similar to the UBC website. Rob noted that a planning meeting has taken place to review preparations for future weather events and ensure that our communication and response plans are up to date.

   b. Consultation: Bullying & Harassment
      Andy presented the consultation document that included: updates to the OHSE website, the 2 new online training courses, UVic’s updated Policy GV0205, and that the Health and
Safety Orientation (HSO) handbook is being updated. The online training courses were launched on December 14. To date, 450 people have completed the “Employee” course and 160 have completed the “Supervisor” course. Further communications about these new courses will continue in the new year including the Campus Checklist in January, through HR’s onboarding system and the Health and Safety Orientation. CUPE 917 managers received hardcopy information to share with their employees who may not use computers during the regular course of their day. Kara noted there are some employees in CUPE 951 that use their role-based email addresses rather than their primary netlink ID’s and may not have seen the broadcast email. Andy noted the unit leaders are responsible to ensure that employees complete the training and it was suggested that a reminder email be sent to hiring managers in the new year. OHSE will also be developing FAQs about the courses as questions are brought forward.

c. **Consultation: Emergency Preparedness & Response**
Darryl and Rob provided a summary of the program. Darryl reviewed FGMT high risk activities including confined spaces and hazardous materials. Rob updated the campus-wide emergency planning programs, services and training. Rob noted that units interested in Emergency Planning info sessions or training can contact him.

5. **Emergency Planning Update**
Rob recently provided a presentation to the Board of Governors (BOG) on the emergency planning program at UVic. An active threat “table-top exercise” is planned in conjunction with local emergency agencies. Rob also noted that 100% of buildings on campus requiring a fire drill participated in at least one drill in 2016.

6. **Personal Safety Coordinator Update**
Tom noted that the PSCs have been busy with the Sexualized Violence Committee and receiving training on interview/investigation and threat assessments. Their workload continues to be busy with student mental health awareness, fire drills, and providing active threat sessions.

7. **WorkSafeBC**
   a. **Monthly Accident/Incident Report**
      i. October 2016 – Elizabeth reported that there were 15 claims in October comprised of 11 time-loss and 4 health care claims. All employees have since returned to work.
      ii. November 2016 - There were 12 claims in November comprised of 7 time-loss and 5 health care claims. Most employees have returned to work. Incident investigations have been completed for all October and November injuries.

   b. **Monthly Inspection Reports**
      i. FGMT sign shop - supply and exhaust air system is scheduled for modifications to move the fresh air intake to the top of the building. Exhaust fumes from idling vehicles was causing concern. Darryl has submitted the report to the WSBC officer.
      ii. Printing and Duplicating Services - concern with the bookbinder machine as it emits smoke upon start-up while the glue is being heated. SDS has been updated as the trade name of the product had changed. Graham Rhodes, OHSE Consultant, conducted air quality tests and there were no emissions of toxic chemicals from the machine. The smoke is deemed “nuisance smoke” and a plan to install dedicated ventilation for this printer has been discussed with the
manager. Graham will submit the report to the WSBC officer by the due date of January 21, 2017.

8. Other Business
Kara raised concerns about the recent spill in Biochemistry that involved both an employee and student. A joint investigation was completed recently. This item will be added to the January agenda as new business.

Meeting adjourned at 3:30pm

The next meeting will be held at 2:30pm on Tuesday, January 31, 2017 in BEC 402