UNIVERSITY SAFETY COMMITTEE MEETING

Minutes of the University Safety Committee meeting held in BEC 402, at 2:30 p.m. on Tuesday, October 25, 2016.

Attendance
Worker Representatives
Deanne Buchanan     PEA Representative – Alternate
Sara Kissinger      CUPE 951 Representative - Alternate
Chris Barbin        CUPE 917 Representative
Mark Pomeroy        CUPE 4163 Representative

Employer Representatives
Kane Kilbey*        Co-Chair, Associate Vice-President, Human Resources
Leigh Andersen      Director, Customer Service & Program Integration, FMGT
Joel Lynn           Executive Director, Student Services
Tom Downie          Director, Campus Security Services

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

Regrets
Kara White          CUPE 951 Representative
Keith Cascon        Manager, Campus Security Services - Alternate
Chris Clausen       PEA Representative
Fran Gebhard        Co-Chair, Faculty Representative
Anthony Vickery     Faculty Association
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 September 27, 2016 meeting were approved as written. The agenda was approved.

Business Arising

Bullying & Harassment training – Andy Mavretic
Andy received feedback about the Employee course and a progress bar has been added but a voice-over feature will not be included at this time, as it would require a full overhaul of the course. A stakeholder group of academic and administrative leaders also reviewed the course and their feedback is being compiled. Further edits will be made before the course is finalized. The link to the Supervisor course will be sent to USC members today for their review and feedback. Joel provided some preliminary feedback on the supervisor course with respect to the scenarios and QuickGuide. Committee members are asked to provide any additional feedback to Elizabeth by November 10th.

Incident investigation form – Andy Mavretic
Andy reviewed the draft changes to the form: instructions on pages 1 & 2 as well as updates to page 3 on how to complete the form. Sara noted that the “completed by” section in Part B, section 4 seemed out of place. Andy agreed and “completed by” will be removed. The form will also be reviewed at the next CUPE 951 safety committee prior to a final version being distributed and posted.
New Business

**WHMIS consultation – Andy Mavretic**
Andy provided a summary of the WHMIS program. WHMIS training is available online to the campus community via Coursespaces. Classroom training sessions are scheduled once a term, or upon request. Darryl noted that FGMT also has a subscription to MSDS online. The WHMIS consultation document will be updated to reflect this additional resource for FMGT staff.

**Third quarter WorkSafeBC claims summary – Andy Mavretic**
Andy summarized the third quarter statistics and advised that to date, our overall claims performance is continuing to show improvement. Staff are receiving more support in accessing health-care and Leigh noted that gradual RTW’s are starting to include modified duties in other FMGT units, where appropriate, for FMGT employees recovering from their injuries.

**Emergency Planning Update – Rob Johns**
Rob reviewed the successful participation on campus for the Great BC ShakeOut on October 20. Use of social media resulted in one video was viewed 9000 times! Rob informed the committee about updates to MyPage, upcoming emergency training and exercises, as well as emergency alerts testing. To date, 83 fire drills have been completed with 10 remaining to be done.

**Personal Safety Coordinator Update – Fiona Puszka**
Fiona reviewed that Active Threat presentations are continuing to be provided to campus as well as ongoing orientation sessions. Sara inquired about the active threat video and Tom noted that editing for adding a UVic opening to the U of A video have delayed its launch. Fiona advised that pedestrian safety/awareness will be a focus next month. Tom also noted that thefts on campus are crimes-of-opportunity and that bike thefts are currently low.

**Monthly Accidents and Incidents – Elizabeth Errington**
Elizabeth provided a summary of the WSBC incidents for September 2016. There were six CUPE 917 claims, four of which were time-loss; and 1 CUPE 4163 claim (no time loss).

**Monthly WorkSafe Inspection Reports – Andy Mavretic**
No reports for September.

**Other Business**
None

**Adjournment**
The meeting was adjourned at 3:25 pm. The next meeting will be held at 2:30pm on Tuesday, November 29, 2016 in BEC 402.