University Safety Committee

MINUTES

Date: Wednesday, April 26, 2017                  Time: 2:30p.m.                            Place: SED B125

Present       Regrets

1. Approval of the Agenda
   
   Motion: to approve the agenda with one addition to Business Arising (item 3b) and three additions to Other Business (items 8a, b, c).  Carried.

2. Approval of the Minutes – March 28, 2017
   
   Motion: to approve the minutes.  Carried.

3. Business Arising
   
   a. Terms of Reference (TOR) update
      
      Andy reported that the TOR has been updated and sent to local safety committee (LSC) co-chairs and posted to the OHSE website.  Consultants will review the TOR updates at LSC meetings.

   b. Beryllium remediation in Physics shop
      
      Andy reported the shop was closed for a full cleaning the week of April 10.  Post-cleaning tests resulted in zero particles of beryllium detected on surfaces (air-borne concentrations were never detected).  The shop has since been reopened and has resumed regular operations.

4. New Business
   
   a. Consultation: Hearing Protection
      
      Graham reviewed the consultation report for noise control and hearing protection.  He explained the steps he takes when conducting a site visit and showed the committee the 2 pieces of equipment that is used.  This equipment provides quality control in testing as it is specially calibrated.  Graham is providing a hearing conservation education session tomorrow for FMGT.  Graham also noted that Connect Hearing is on campus today for those departments that participate in the program.
b. **First quarter WSBC claims**
   Andy reported that 2017 WSBC claims are trending similar to last year at this time, with the results noted in the attached report.

c. **Health & Safety Orientation (HSO) course**
   Andy reported that the information in the HSO handbook has been updated and moved into CourseSpaces. Elizabeth will send committee members the link to HSO training in CourseSpaces. Notifications will still be automated for new employees but will be able to capture more people (e.g. casual staff) and will include other health and safety training requirements and links (e.g. bullying and harassment). The dual sign-off will be removed with the expectation that the employee completes the online training and a certificate is self-generated at the end of the course. OHSE will be sending a campus-wide email advising about HSO and updates to WHMIS training, as well as a reminder about completing B&H training. The target date is June 1, pending workflow changes being ready from Systems.

5. **Emergency Planning Update**
   On behalf of Rob, Allison reported that fire drills will be prescheduled in blocks for 2017, whereby several buildings are tested in succession over a couple of days to make the process more efficient. Reminder to all that Emergency Preparedness week is May 7–13.

6. **Personal Safety Coordinator (PSC) Update**
   Allison reported that investigations are ongoing in regards to the incident last week in ENGR. Allison cited that CSEC will be alerted by police about incidents that occur off campus if there is the possibility a suspect may be heading in direction of campus (e.g. via bus). The CSEC team is participating in suicide and self-harm response training with Dr. Tim Black (PSYC). Active Threat sessions continue to be offered for departments across campus with good feedback from participants.

7. **WorkSafeBC**
   a. **March Accident/Incident Report**
      Elizabeth reviewed the report wherein there were 8 claims for March with 6 of them involving time loss. The incident investigations for all 8 claims have been completed.
   b. **Monthly Inspection Reports**
      No new inspection reports for March.

8. **Other Business**
   a. **Tripping hazard on campus – GEOG survey markers**
      Kara took part in an incident investigation regarding a survey marker as a tripping hazard near DTB and DSB (site of construction and temporary fencing). OHSE will work with FGMT about removal of the markers as GEOG no longer uses them. There was also discussion about campus access near construction zones where the resultant temporary pathway(s) are very narrow and present challenges for safe travel.
   b. **Educational leave for USC members**
      Ori queried how funding can be obtained for WorkSafe approved 8-hours of education training for joint committee members. Kane noted the USC can provide a letter to department heads seeking support for training, and that the units are required to cover reasonable costs and provide time for leave. Kara recommended employees seek support from their union/association for additional educational funding. Andy noted
that the educational entitlement (8 hours) for USC/LSC members is optional wherein the new (as of April 2017) 8-hour training for new joint health and safety committee members is a requirement.

c.  **Confined space training**
Darryl noted that Oak Bay and Saanich Fire Departments will be conducting their confined spaces training at the sewage lift station in parking lot 10, on May 15, 17, 19, and 30. FGMT will provide assistance as needed.

*Meeting adjourned at 3:35pm. Next meeting on Tuesday, May 30, 2017 in BEC 402.*