1. Approval of the Agenda
   Motion: to approve the agenda with one addition to Other Business (item 8c). Carried.

2. Approval of the Minutes – December 20, 2016
   Motion: to approve the minutes. Carried.

3. Business Arising
   a. University’s inclement weather webpage
      Rob reviewed the newly developed Snow/extreme weather webpage hosted on the Emergency Planning website. The site consolidates instructions for campus in the event of extreme weather, including campus closure, snow clearing plans, safety precautions and communication plans.

   b. Spill in Biochemistry December 2, 2016
      Kara reviewed a spill that occurred where the bin a student was using to carry autoclaved bacterial waste broke and the flasks smashed on the floor. During the clean-up a CUPE 951 member cut their hand while trying to assist. She noted some confusion about the role of other staff during the spill response as the worker was expecting to be assisted by the janitor who was nearby. Jaclyn reviewed the general spill protocols, which require lab personnel to clean/contain spills and to call-out CSEC/OHSE if assistance is required. Janitorial staff are instructed not to clean lab spills, but rather to contact their supervisor. Andy advised that spill protocols are noted in various training provided by OHSE, including WHMIS, which has been recently updated and will be relaunched as both new and refresher training for staff and lab personnel.
4. **New Business**
   a. **Consultation calendar for 2017**
      Andy reviewed the list of topics reviewed at the USC throughout the year. Kane noted that when the new sexualized violence policy has been approved and launched, the committee may want to add this topic to the bullying and harassment consultation.

   b. **Consultation: Exposure Control Plans**
      Jaclyn reviewed the plan and noted specific departments on campus also have their own plans that are reviewed annually. Kara enquired as to whether Child Care Services should have a plan. Jaclyn noted that as they have a mandatory vaccination policy, therefore risk to workers is lower. Jaclyn will follow-up with Childcare to encourage an exposure plan be developed. Jaclyn confirmed that Animal Care Services workers utilize researchers’ exposure control plans as the researchers are the “owners” of the pathogens. Darryl confirmed that asbestos exposure control is included as part of FGMT’s comprehensive Asbestos Management Program.

   c. **Local Safety Committee Review**
      Gavin reviewed the number of meetings and common-area inspections that the 26 joint local safety committees across campus have completed in 2016. The committees are comprised of 218 members across all employee groups. Overall, there were 278 meetings held and 22 of 26 annual common-area inspections completed.

      Gavin and Andy also brought to the committees’ attention a bulletin from the Employers’ Adviser Office about upcoming new regulations for joint safety committees, to take effect as of April 2017. OHSE will await resources that are in development with WorkSafeBC and then evaluate options for implementation on campus. The new regulations include:
      - mandatory 8 hours training for new (after April 2017) joint safety committee members,
      - annual evaluations measuring the effectiveness of the joint safety committees.

   d. **WSBC Inspection Report Summary for 2016**
      Andy reviewed that overall there were 3 reports for 2016. WSBC has advised that all orders have been complied with.

5. **Emergency Planning Update**
   Rob noted that an active-threat exercise is in development for early March. The BEC & FEC February training session is full; the date of the next session is to be determined. Emergency preparedness workshops and training sessions are available to the campus community.

6. **Personal Safety Coordinator Update**
   Fiona noted that the police were able to apprehend a suspect for break & enters on campus in early December. Because employees left the scene “as is”, police were able to fingerprint and make an arrest. Campus Security (CSEC) officers have been undergoing training sessions with the Victoria Sexual Assault Centre. Fiona is assisting with three incidents of students in emotional distress. Clearihue/Humanities is undergoing a security audit. These security audits can be arranged upon request. Orientation talks for ESL instructors are continuing at Continuing Studies. Childcare will be participating in an emergency procedures walk-through. Fiona is coordinating with ICBC to run a distracted-driver awareness campaign.
7. **WorkSafeBC**
   a. **December Accident/Incident Report**
      Elizabeth reviewed the report wherein there were 7 time-loss claims (4 currently accepted) and 6 health care claims. Of the time-loss claims, 3 employees have fully returned to work and one employee is starting a graduated return to work plan. All incidents in December have had the joint incident investigations completed.

   b. **Monthly Inspection Reports**
      No new inspection reports for December. Follow-up on recent IR’s was reviewed in item 4.d.

8. **Other Business**
   a. **USC Terms of Reference**
      Andy noted that the new regulations for joint safety committees will also pertain to the University Safety Committee. As a result, the USC will require an updated terms of reference to reflect the duties and specific responsibilities of this committee. Andy will prepare a draft document for review.

      Congratulations were extended to Darryl Huculak and Leigh Anderson for being featured in the magazine about UVic’s innovative use of broadband reversing alarms.

   c. **Gas Leak**
      On January 26 at 1:30pm, a major gas leak occurred in parking lot 6 near the Fine Arts building due to the contractor striking a 4” natural gas main. UVic departments including Campus Security, Facilities Management, Emergency Planning, OHSE and UCAM participated in site response alongside Saanich & Oak Bay Fire departments and Fortis BC. Four buildings were evacuated, parking lot 6 and E were closed, BC transit was re-routed, boilers at ELW switched to diesel, and HVAC was shut-down in the four buildings. The leak was disruptive but there were no injuries and the evacuated buildings and parking lots reopened by 4:10pm. Rob noted that a multi-agency debrief was done the next day and that overall, the situation was handled exceptionally well.

*Meeting adjourned at 3:45pm. Next meeting on Tuesday, February 28, 2017 in BEC 402.*