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

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

3. Business Arising
   a. USC Terms of Reference
      Andy reviewed the proposed updates to the draft document. This document would be a consolidated terms of reference (TOR) for all local safety committees (LSC) as well as the USC. The key updates reflect new WSBC regulations as of April 3 with (1) developing a mandatory training plan for new LSC/USC members and (2) developing a process for annual evaluations of LSCs and the USC. A motion to accept the updated TOR was approved. OHSE will share the updated TOR LSC’s and work to implement the documents during upcoming meetings.

4. New Business
   a. Consultation: Respiratory Protection
      Graham reviewed the consultation report for the respiratory protection program in 2016. Four departments have been added to the list that receives fit-testing. Overall, Graham completed 51 fit-tests for employees in various units.

   b. Beryllium testing
      Andy reviewed that legislation has changed with respect to acceptable exposure limits to beryllium. A campus-wide risk assessment was done and baseline testing undertaken in 3 areas: Physics electronics shop, Physics machine shop, Visual Arts pottery/glaze area. A minute amount
of surface-level beryllium dust above the WorkSafe standard was detected in the Physics machine shop in one location near the ceiling. In order to reduce the amount below the standard, the shop will be closed the week of April 10 for cleaning. OHSE is also working with the shop on an exposure control plan as beryllium is a designated substance.

5. Emergency Planning Update
Rob noted that on March 7, a multi-agency active threat exercise was held to review areas of responsibilities and roles and build a plan for UVic. Emergency Preparedness week is May 7–13. EOC staff training sessions will be held soon and call centre staff have begun training.

6. Personal Safety Coordinator (PSC) Update
Fiona distributed copies of the 2016 annual report from Campus Security Services.

7. WorkSafeBC
   a. February Accident/Incident Report
      Elizabeth reviewed the report wherein there were 11 claims for February with 7 of them involving time loss. The incident investigations for all 11 claims have all been completed.

   b. Monthly Inspection Reports
      No new inspection reports for February.

8. Other Business
   a. Facilities Management (FMGT) 2016 annual report
      Darryl shared FMGT’s incident rates for WorkSafeBC claims and the severity rate from 2012-2016. Overall, severity rates for 2016 are similar to 2015 however total claims costs are the lowest in the same 5 year period. Darryl and Leigh noted the university’s claims management program has contributed to positive results in FMGT.

   b. Tile remediation project
      Andy updated the committee that the tile replacement project is underway at Village Greens and should be completed the first week of April. The tile at University Centre will be next for the remediation project.

Meeting adjourned at 3:30pm. Next meeting on Tuesday, April 25, 2017 in BEC 402.