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

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

3. Business Arising
   Motion: to approve the minutes from September 26, 2017. Carried.

4. New Business
   a. Consultation: Bullying & Harassment Prevention
      Andy reviewed the consultation document and the resources available on the OHSE webpage for workplace bullying and harassment prevention. The two online training courses have been available for the past year and promoted to all employees (new and current). Reminders have been sent over the year via campus-wide email, the Campus Checklist, and through UVic Careers onboarding system. All new employees also receive a notification to complete the courses. The committee discussed how to enhance notification to current employees so they complete the training. Andy noted that OHSE is working with TIL and Systems on developing a notification and tracking system for all OHSE courses. A reminder about completing the training will be sent out in 2018.

5. Emergency Planning Update
   Rob noted that new training sessions are open for registration in 2018. The link to these sessions will also be advertised on the LSC Training webpage. The emergency planning group recently held a training session with UCAM. Active threat training also continues to be available in a small group setting. The FAQs for winter weather planning are currently under review with VPAC. Information is
available on the snow or extreme weather website. In the event of extreme weather that may affect campus, an advisory alert will also be displayed on the UVic homepage.

6. Personal Safety Coordinator (PSC) Update
Allison reminded the committee that November and December is a stressful time of year for students and that the PSCs respond to many calls for assistance. Allison and Keith attended a threat assessment conference at the end of November. The PSCs held training sessions for many front-line departments recently. Allison relayed that PSCs should be contacted early-on if an individual is displaying any signs (verbally, written) of threatening behaviour. The new CSEC brochure is now available and was circulated among the committee.

7. WorkSafeBC
   a. November Accident/Incident Report
      Elizabeth reviewed the report wherein there were 12 claims submitted to WSBC; two included time-loss, 5 were health care claims, and 5 were reports to WSBC.
   
   b. Monthly Inspection Reports
      Andy updated the committee that a site inspection by WSBC was conducted on November 28 at the ISC ice rink. Due to the Fernie ice-rink incident, WSBC is inspecting all ammonia refrigeration systems in public occupancies. Darryl presented an overview of the scope of the safety order under Technical Safety BC as well as a schematic of the rink refrigeration system at the ISC. Darryl will present the full report from WSBC at the meeting in January. Overall, there are three main items that UVic will oversee: (1) conduct an initial test of the secondary coolant (brine) of each system for detection of the presence of ammonia; (2) continue to perform testing on the secondary coolant no less than twice a year; and (3) investigate any other indications that a leak to the secondary coolant could occur.

8. Other Business - none

Meeting adjourned at 3:28pm. Next meeting on Tuesday, January 30, 2018 in BEC 402.