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

2. Approval of the Minutes – December 19, 2017  
   **Motion:** to approve the minutes. **Carried.**

3. Business Arising  
   a. **WSBC ammonia plant inspection**  
      Darryl reviewed the follow-up for the November 28, 2017 inspection report and seven orders.  
      Order 1 has been complied, order 2 is due June 1 and will be worked on during the shut-down in May, orders 3 – 5 will be completed early February (due to unfavourable weather conditions), and a Notice of Compliance will be submitted for orders 6 – 7.

4. New Business  
   a. **Review of 2018 consultation calendar**  
      Andy reviewed the standing consultation topics for the year. Of note, the LSC review will be in March this year in order for all LSCs to complete the new annual evaluations for 2017. The calendar is available for review on the OHSE website.

   b. **Consultation: Exposure Control Plans (ECP)**  
      Jaclyn reviewed the consultation document and the groups affected. Childcare Services is completing their draft for review by their LSC in February. Residence Services ECP is under review. Kane noted that the Board of Governors recently approved the updated communicable diseases policy (SS9300). Jaclyn will reference this policy in the ECP review for 2018.
c. **draft USC annual evaluation**

Kane and Fran reviewed the new annual evaluation form that all LSC’s and the USC must complete as per WSBC regulations. In summary: Part 1 - the USC is meeting the legal obligations outlined by WSBC and reflected in the Terms of Reference; minutes are posted on the [OHSE website](#) (most LSCs will post their minutes as hard copies in a central area); no work refusals were reported to the USC in 2017; and that members of the USC have reviewed new training and educational leave procedures throughout the year. Part 2 - the rating of 4 out of 5 was given for most questions on effectiveness of the USC. Part 3 - Kane will ensure a copy of the signed annual evaluation be sent to Gayle Gorrill. A copy of the completed report is attached to these minutes. Copies of the LSC evaluations will also be made available to USC members.

d. **WSBC inspection report 2017 summary**

Andy confirmed there was one inspection report in 2017, as reviewed in detail by Darryl (see item 3a).

5. **Emergency Planning Update**

Rob updated the committee that the FAQs for the [extreme weather website](#) have been approved and should be posted shortly. Rob also defined the three types of tsunamis of note for Victoria and reviewed information that is available from UVic about emergency notification systems for things like tsunami warnings. UVic is not in a tsunami hazard zone as the campus is above the tsunami inundation zone. Emergency Alerts at UVic is not used to notify the community at large. There is a [website](#) for signing up to receive tsunami notification emails.

6. **Personal Safety Coordinator (PSC) Update**

Allison noted that training opportunities are in progress and currently available to the campus community. The Annual 2017 CSEC report should be available by the end of February. Allison and Fiona will be attending a fire extinguisher training session for RESS that Gavin St. Michael is conducting as Emergency Planning will be taking on this role. Allison reviewed the statistics from the speed reader survey done November – December 2017 by Saanich Police. The speed reader at Ring & McGill recorded 162,000 vehicles passing, 5238 each day, at an average speed of 29km/hr. 50% of vehicles were travelling less than 31km/hr with 85% travelling less than 42km/hr. This area is therefore not considered a speed zone problem. A similar project was conducted in 2014 and results were similar. A request to conduct a speed reader survey at Ring & Parking Lot 1 has been submitted.

7. **WorkSafeBC**

a. **December Accident/Incident Report**

Elizabeth reviewed the report wherein there were 4 claims submitted to WSBC; one included time-loss, 2 were health care claims, and 1 was a report to WSBC.

b. **Monthly Inspection Reports**

Andy reiterated that Darryl is continuing to work on the one inspection report from 2017 and that there was a follow-up report in January on that same issue.

8. **Other Business - none**

*Meeting adjourned at 3:40pm. Next meeting on Tuesday, February 27, 2018 in BEC 402.*