1. Approval of the Agenda  
   **Motion:** to approve the agenda, with the addition of committee membership update with Other Business.  **Carried.**

2. Approval of the Minutes – May 29, 2018  
   **Motion:** to approve the minutes.  **Carried.**

3. Business Arising  
   a. Ammonia inspection update  
      Darryl reported that all repairs and upgrades will be completed this week with the final report sent to WSBC. Darryl and Rob have received written confirmation that the Saanich Fire Department (SFD) will notify the general public/residents if a leak occurs. Darryl is completing the emergency response plan for the ammonia plant and will include this document from the SFD as an appendix.

   b. Inspection reports update  
      Andy confirmed that both bullying and harassment complaint investigations have been completed. The outstanding investigation report for one of the complaints was completed and sent to the WSBC Officer. The report was deemed to be compliance and no further action is required. The committee also discussed other inspection reports which could be reviewed at the USC (e.g. CRD inspections). Andy noted that OHSE prepares a due diligence report for the Board of Governors which includes all regulatory activities, and will share this with the USC annually.

4. New Business  
   a. Consultation: Confined Spaces  
      Darryl reviewed the consultation report. FGMT has an inventory of confined spaces on campus and a list of associated risks with each space. FGMT workers will complete training this fall, as
they do every 3 years. The Saanich Fire Department, in conjunction with Oak Bay, will be conducting an emergency egress drill in July at the sewage lift station in parking lot 10.

b. **OHSE course update**
Andy presented the new online course that is now available on the OHSE Training webpage: [Lab Safety for Non-Lab Workers](#). This course is intended for staff that do not perform research work in labs but may have to enter labs as part of their job, for example FMGT, CSEC or Administrative Officers in the Science Departments. The course has 3 different streams available depending on the type of work you may be doing in the lab.

Andy updated the committee about part 2 of the required training for new joint local safety committee members. OHSE has adopted materials from WSBC and the EAO and are customizing the information to include UVic processes. The course will be accessible online via the [OHSE Training webpage](#). This course is anticipated to be launched in July. Communication will be sent out to joint LSC co-chairs to inform their new members to complete part 2 (and part 1 if not already completed) as well as encourage all existing members to complete the training as well.

5. **Emergency Planning Update**
Rob noted that EP is planning for the Great BC Shake-Out in the fall as well as continuing BEC & FEC training. The Vancouver Island Emergency Preparedness Conference took place at UVic June 8-10. The EOC participated in a new exercise 3 weeks ago. Rob also attended the FGMT emergency operations centre exercise that Darryl has been preparing. Rob attended a “Disaster Day” held at BCIT. He may host a lunch and learn to share information.

6. **PSC Update**
Fiona noted that PSCs have been busy conducting information sessions for new international students and French Program residences students. She has a warm weather reminder for all to ensure windows and doors in offices are locked at the end of the day and especially before weekends. Suspicious activity was reported in the Clearihue Building over the weekend.

7. **WorkSafeBC**
a. **May Accident/Incident Report**
Elizabeth reviewed the report wherein there were 9 claims submitted to WSBC; 6 included time-loss, 2 were health care claims, and 1 was a report-only to WSBC.

b. **New Monthly Inspection Reports**
There were no new inspections reports for May.

8. **Other Business**
Joel Lynn has stepped down from the USC. Jim Forbes, Director at Campus Services, will be joining the committee as a management representative.

*Meeting adjourned at 3:30pm. Next meeting on Tuesday, July 31, 2018 in BEC 402.*