MINUTES

Date: Tuesday, May 29, 2018                  Time: 2:30p.m.                            Place: BEC 402

1. Approval of the Agenda
   Motion: to approve the agenda, with the addition of an update on the ammonia inspection to Other Business. Carried.

2. Approval of the Minutes – April 24, 2018
   Motion: to approve the minutes. Carried.

3. Business Arising
   a. Inspection reports update
      Andy updated the committee on the 3 inspection reports related to 2 separate bullying and harassment complaints. A copy of the incident investigation for one complaint was recently completed and submitted to the WSBC officer, who advised that the report was compliant with no further action required.

      The second complaint required OHSE to provide the investigation report, as well as documentation outlining the university’s bullying and harassment policy, procedures, and training programs. The policy and training information was submitted to the WSBC Officer and was deemed to be in compliance with no further action required. The investigation report is still in-progress and will be provided prior to the deadline near the end of June.

   b. Ammonia inspection update
      Darryl noted the physical alterations to the Ian Stewart Complex rink have been started and are due to be completed for the end of June. The other outstanding order is in regards to the notification to the general public if a leak occurs. Rob is continuing to work with the Saanich Fire Department on this notification system.
4. **New Business**
   a. **Consultation: Ergonomics**
      Andy reviewed the updated consultation report provided by Cathy Boraston. A number of resources and links to new online courses on ergonomics are available on the [HR Ergonomics webpage](#). Employees can now enroll and complete the [Office Ergonomics](#) course in CourseSpaces. Classroom sessions will continue to be offered ~8 times a year. Other online courses include [Manual Handling for UNFS](#) and [Laboratory Ergonomics](#). Darryl expressed interest in working with Cathy to develop a manual handling course for FMGT. A job demands project in UNFS and FMJA was completed with Kinesiology students and Cathy will be following up with those units to share the results.

5. **Emergency Planning Update**
   Rob noted the following recent and upcoming EP activities/initiatives: annual building fire drills are continuing to be held across campus; the Emergency Call Centre recently participated in a functional exercise; during Emergency Preparedness Week, “UVic alerts” was tested; the Vancouver Island Emergency Preparedness Conference will be held at UVic June 8-10; and the EOC will be participating in a new exercise next week.

6. **PSC Update**
   Tom advised that the PSC’s are continuing with their regular services and will be returning to full staffing levels soon, and preparing for the upcoming student intakes.

7. **WorkSafeBC**
   a. **April Accident/Incident Report**
      Elizabeth reviewed the report wherein there were 8 claims submitted to WSBC; 1 included time-loss, 6 were health care claims, and 1 was a report-only to WSBC.

      Darryl also noted an electrician was recently involved in an incident that resulted in an electrical shock during maintenance of a high voltage panel. The incident was investigated, and Darryl notified and provided copies of the report to WSBC.

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

8. **Other Business** - none

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*Meeting adjourned at 3:05pm. Next meeting on Tuesday, June 26, 2018 in BEC 402.*