MINUTES
Date: Tuesday, November 28, 2017       Time: 2:30p.m.       Place: BEC 402

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

2. Approval of the Minutes – October 31, 2017
   Motion: to approve the minutes with the correction of the third sentence in item #5 to “Rob has worked with FGMT...”. Carried.

3. Business Arising
   a. Local Safety Committee (LSC) Training
      Andy updated the committee that the university will move forward with the WSBC requirements for new LSC member training and the annual evaluations of LSCs. OHSE will email the Co-chairs of LSCs next week with information about these initiatives. The OHSE LSC training webpage will have links to the first online module that was developed by WSBC and the Employers Advisers Office (EAO). The page is a work in progress, as additional modules will be added as WSBC releases them. Certificates of completion will be generated by OHSE until this feature is available within the WSBC training modules. Andy also presented a draft guidelines document on the education leave entitlement process for all members of LSCs, which will also be included on the new LSC training page. On-campus course offerings may be advertised on this webpage as they become available from CSEC and OHSE, in addition to the BCFED and EAO courses. The committee reviewed the guidelines and suggested the bullet noting that LSC members could use their individual pro-d funds for reimbursement should be removed as not all union members have this resource.

   b. WHMIS
      Andy noted that if the university receives products with non-compliant labels (labels without the GHS), after December 2018, the receiver (Purchasing, Science Stores) should inform the supplier and identify which product doesn’t have the new label and/or SDS. OHSE can be contacted for support, as needed.
4. **New Business**
   a. **Consultation: Emergency Preparedness and Response**
      Rob reviewed the consultation document. Items number 1 – 6 are within FGMT’s scope and were updated by Darryl. Items number 7 – 11 are within the Emergency Planning department and there were only minor updates for this year. Of particular note is that Ammonia Release Emergency Procedures is currently being reviewed (details to follow in the next section).

5. **Emergency Planning Update**
   Rob updated the committee about the Emergency Operations Centre (EOC) exercise that was held this fall. It ran three times and was a discussion based training scenario. As of October, all fire drills (94) were completed on campus. Rob is working with Darryl on updating the Ammonia Release Procedures for the ammonia plant at Ian Stewart Complex ice rink to ensure the plan reflects current industry practices and WorkSafeBC requirements. A table top exercise is scheduled for November 29 which includes key departments such as CSEC, FMGT, Risk Management, OHSE, and Emergency Planning to review the plan. In future, an exercise may be implemented to involve municipalities. An FAQ is in progress for winter weather planning and it will be posted mid-December on the EP website. The FAQs are divided into information for students and information for staff. Rob will review these FAQs at the next USC meeting on December 19.

6. **Personal Safety Coordinator (PSC) Update**
   Fiona and Allison have been participating in EOC training, building inspections, as well as offering training sessions for front-line departments who may deal with difficult people. Fiona reminded the committee that the Walk to End Gender Based Violence is happening on Friday, December 1 at 11:30am at the SUB.

7. **WorkSafeBC**
   a. **October Accident/Incident Report**
      Elizabeth reviewed the report wherein there were 13 claims submitted to WSBC; ten included time-loss, 2 were medical only, and 1 was report-only.

   b. **Monthly Inspection Reports**
      There were no new inspection reports for October.

8. **Other Business** - none

*Meeting adjourned at 3:20pm. Next meeting on Tuesday, December 19, 2017 in BEC 402.*