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

2. Approval of the Minutes
   
   **Motion:** to approve the minutes from March 28, 2023.  **Carried**

3. Emergency Planning & COVID-19
   
   Rob advised that as of April 6, wearing masks in most health-care settings is no longer required by public health. Health Services in the Health & Wellness Building will be making this change for May 1. Changes to COVID-19 door signage and the website are under consideration for campus.

   Rob noted there are no significant updates in Emergency Planning at this time. He continues to hold frequent training sessions and exercises. In May, rapid damage assessment training will occur, as well as many fire drills. Sessions in June will include active threat training with various response agencies.

4. New Business
   a. Consultation topic: Respiratory Protection
      
      Andy reviewed the respiratory protection program on campus. OHSE continues to support the groups who require annual fit-testing with the majority being for N95 respirators. The Train-the-Trainer Fit Testing course continues to be offered to units to fit-test their own staff. Fit-testing for 63 employees was completed in 2022 by OHSE; with 10 employees in FGMT fit-tested by Darryl Huculak.

   b. Consultation topic: Hearing Conservation Program
      
      Andy provided an overview of the hearing conservation program in which OHSE consults with departments on hearing protection and occupational noise issues, and arranges noise surveys. A noise exposure assessment was conducted for UNFS in the “cold kitchen” in the Cove. Noise levels in the cold kitchen were below regulated levels and no further action was required.

      A noise exposure assessment was requested by FMGT for new lithium-ion equipment used by FMGR (grounds employees). As the new equipment exceeds 85 dBA, hearing protection has been confirmed as required at all times when in operation. FGMT arranges for annual audiometric testing with an external contractor. Results are retained in the department and provided to WorkSafeBC. Tom enquired about hearing protection training and is considering
audiometric testing for CSEC Officers. Leigh advised that CSEC can join FMGT’s audiometric testing as it is scheduled regularly. Tom will follow-up with Andy to discuss further.

c. Educational leave guidelines
Andy presented draft revisions to the educational leave entitlement guidelines for joint safety committee members. As members are entitled to annual educational leave, the word “optional” has been removed from the document. Some procedural edits to assist members in making the request to their supervisor have also been added. Procedures for requesting approval to attend training are generally in alignment with WorkSafeBC policy item P2-41-1, with some variations. These procedures include the step that members should seek agreement from their Local Safety Committee (LSC) or the University Safety Committee (USC) to attend a course and then submit the request in writing to their department/unit supervisor for approval. Terri and Ori raised concerns that seeking agreement from the committee could delay the ability to attend a course, and that the current request/funding process may create barriers for employees. Terri proposed that the request in writing should be sent to the VPFO as the employer rather than a departmental/unit supervisor. Kane advised that it is the responsibility of departments/units to support and fund this training for employees who are members of joint safety committees.

Nicole suggested a document could be created for members to present to their committee for review and agreement before submitting to their supervisor for approval (with a copy of the guidelines). In reviewing the WSBC policy, Andy noted that although the member brings their training request to their committee, they can still bring the request forward to their supervisor even if their LSC does not agree.

As a next step, OHSE will draft an “educational leave review and approval” form for the USC’s review at an upcoming meeting, and continue discussions on revising the guidelines.

5. WorkSafeBC
   a. March claims reports
      Elizabeth reviewed the 10 claims submitted to WSBC in March which equated to six time loss and four health care claims.

   b. First quarter claims summary
      Elizabeth presented the data for claims approved by WSBC during the period of January to March 2023.

   c. New inspection reports – none

6. Other Business – none

Meeting adjourned at 3:22pm.

Next meeting will be:

2:30pm
Monday, May 29, 2023
Location: TBC