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

2. **Approval of the Minutes**
   
   **Motion:** to approve the minutes from July 30, 2019. *Carried.*

3. **Business Arising - none**

4. **New Business**
   
   a. **Consultation: Ergonomics**
      
      Cathy reviewed the updated consultation report wherein seven classroom ergonomics training sessions were offered within a 12 month period with 46 participants. Seventy seven participants completed the online *Office Ergonomics* course. Additional online courses are also available via the [Ergonomics website](https://ergonomics.uvic.ca) such as *Manual Handling Ergonomics for UNFS* and *Laboratory Ergonomics*. Many resources and guidelines are also available on this website as well as information about the loaner program for height adjustable desks, chairs, and other accessories.

   b. **Municipal gas leak incident**
      
      Gavin reported that on July 31, contractors for the Municipality of Saanich struck a Fortis gas line on Finnerty Road (not at a university construction site) near Child Care Services (DAYC). The manager of DAYC was alerted by her staff members and she in turn contacted CSEC. Fortis gas attended to clamp the release and the Saanich Fire Department air tested in the area. The manager subsequently followed up with the municipality.

5. **Emergency Planning (EP) Update**
   
   Rob announced that the *ShakeZone* will be back on campus September 18 as part of the emergency preparedness fair. The Great BC ShakeOut will take place October 17 with a drill in Mystic Market,
testing of the UVic emergency alert system, and units/departments participating in drills in their respective areas. Resources on how to conduct drills are available on the EP website. The new UVic SafetyApp is available now for Android users and is pending for IPhone users. Staff, students (including international), parents, and community members will be able to download this app and receive instant notifications regarding emergency situations or safety alerts at UVic.

6. **PSC Update**

Allison and Keith updated the committee that there was an incident with a homeless person triggering an alarm in Phoenix on a Friday evening. CSEC attended and police escorted the individual to hospital. Keith recommends units have an alarm schedule set-up with CSEC wherein if an alarm isn’t set by a pre-determined scheduled, an alert will trigger at CSEC. CSEC can then call and/or investigate. Schedules for early-opening can also be set. The PSCs attended self-directed violence training in July. They will draft a document to share with LSCs. Allison will be taking advanced training on this topic in the fall. PSCs provided a talk on “indicators of future violence” with ~112 FMJA staff, have been conveying key control security via the LSCs, and are attending orientation events. Over the last 12 months, there have been 12 active threat sessions and 13 fire extinguisher training sessions held. Allison also shared an example of new material available from EQHR, Sexualized violence.

7. **WorkSafeBC**
   a. **July claims report**
      Elizabeth reviewed the report wherein there were 10 claims submitted to WSBC; 5 included time-loss and 5 were health care claims.
   b. **New Monthly Inspection Reports**
      There were no new inspection reports from WSBC to review.

8. **Other Business - none**

   *Meeting adjourned at 3:14 pm. Next meeting on Tuesday, September 24, 2019 in BEC 402.*