University Safety Committee

MINUTES

Date: Tuesday, December 17, 2019                  Time: 2:30p.m.                            Place: BEC 402

Present       Regrets

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

2. Approval of the Minutes
   Motion: to approve the minutes from November 26, 2019. Carried.

3. Business Arising - none

4. New Business
   Consultation: Bullying and Harassment Prevention
   Andy reviewed OHSE’s bullying and harassment website which includes resources on prevention, training, policy, and reporting procedures. New employees are prompted to complete the mandatory online training two ways: (1) via UVic Careers onboarding system; (2) via an automatic email sent from OHSE. These prompts are designed to capture all new faculty, staff, term, and casual employees. Policy GV0205 is up for review in 2020. Kane will invite the policy reviewers to present the new draft to the USC in 2020. Andy will also follow-up on a request for statistics from WSBC on the number of bullying and harassment claims, province-wide.

5. Emergency Planning (EP) Update
   Rob reports that all 93 buildings on campus have successfully completed fire drills for 2019 and he is working with UCAM to develop fun promotional videos for students about the new UVic SafetyApp. Rob and Ben participated in the VPFO Spotlight Forum with sessions on business continuity planning. Work is continuing on the university’s submission to the province’s call for participation on updating the Emergency Management Act. Rob is creating the training calendar for a variety of emergency planning sessions through January – June. He is also open to speaking to groups about emergency preparedness and welcomes invites to do so.

6. PSC Update
   Keith reminded the committee that before you leave for the holiday winter break, please turn office lights off, close blinds, lock windows and doors as well as securing your keys and laptops etc. CSEC will lock all buildings during the closure and continue to monitor all alarms.
7. **WorkSafeBC**
   a. **November claims report**
      Elizabeth reviewed the report wherein there were 10 claims submitted to WSBC; 6 included time-loss and 4 were for health care claims.
   
   b. **New Monthly Inspection Reports**
      There were no new inspection reports from WSBC. Andy shared with the committee that the CRD was on campus last week to inspect various operations as per the Sewer Use Bylaw and CRD Codes of Practice. Areas inspected included grease traps in UNFS, photochemical labs, research labs, vehicle washing area, garages, and the temporary holding area for waste storage in FMGT. Andy will advise if there are any reports provided by the Bylaw Officer.

8. **Other Business**
   Andy noted that a third cannabis bench has been installed near parking lot 1 and student housing, as per a request from RESS to have an additional area for adult students living on campus. Please refer to the map for locations of all 3 benches.

   Sasha enquired about support or training for faculty members who often find themselves helping to manage students in distress. Kane recommends the Office of Student Life be contacted as they offer various sessions with Dawn Schell, and will also enquire about an invitation to an upcoming USC meeting.

   *Meeting adjourned at 3:10pm. Next meeting on Tuesday, January 28, 2020 in BEC 402.*