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

2. Approval of the Minutes – November 27, 2018  
   **Motion:** to approve the minutes.  
   **Carried.**

3. Business Arising - none

4. New Business  
   a. **Consultation: Emergency Planning**  
      Darryl and Rob reviewed the consultation document. Items number 1 – 6 are within FGMT’s scope. The rescue contract with Saanich and the Oak Bay Fire departments will continue until 2021. Andy confirmed spill response kits are stocked in labs with additional supplies available in OHSE’s haz-mat room in the Petch basement. CSEC is called out for larger spills and will notify OHSE, if needed. Gavin St. Michael liaises with CSEC for after-hours spills. Items number 7 – 11 are within the Emergency Planning department. Rob noted mainly dates were updated this year.

   b. **ELW crystal growth lab**  
      Andy updated the committee about a remediation project in Engineering to test for and then clean trace quantities of cadmium. The project will be completed this week.

5. **Emergency Planning Update**  
   Rob and a planning committee comprised of many departments across campus have been working through a prioritized list for ensuring students living on campus, animals, plants, and heating infrastructure is kept warm. **Emergency Planning’s website** has information the natural gas disruption. The use of space heaters is strongly discouraged as they can impede heat regulation throughout areas as well as being potential fire hazards if systems are overloaded.
6. **PSC Update**
   Keith noted that the PSC’s are continuing to offer [BEC and FEC training](#) as well as active threat training and fire extinguisher training. Fiona will be backfilling the scheduling & alarms coordinator role for the time being.

7. **WorkSafeBC**
   a. **November Accident/Incident Report**
      Elizabeth reviewed the report wherein there were 7 claims submitted to WSBC; 5 included time-loss and 2 health care.
   
   b. **New Monthly Inspection Reports**
      There were no new inspection reports for November.

8. **Other Business** – none

   *Meeting adjourned at 3:10 pm. Next meeting on Tuesday, January 29, 2019 in BEC 402.*