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

2. Approval of the Minutes  
   **Motion:** to approve the minutes from January 28, 2020 with clarification in 5. New Business – Darryl noted that a risk assessment for exposure to biological hazards will be implemented for waste reduction staff this year. **Carried.**

3. Business Arising  
   a. Student mental health  
      Dawn Schell from Counselling Services shared information on the support and resources that are available to students. The new Student Health & Wellness Centre will be located in the former TEF building. Dawn and the counselling team are available for consultation, support and offer training sessions for faculty and staff. Resources are also available on the OSTL website. The UVSS also has a Peer Support Centre as well. Dawn noted that there is currently a proposal for a 24-7 student mental health line as part of the new Wellness Centre.

4. New Business  
   a. Consultation: Health & Safety Training  
      Andy provided an overview of the health and safety training provided by OHSE. These courses are available online via CourseSpaces and held in class with registration via Learning Central (LC). Elizabeth noted that “phase 2” of LC is in progress. Phase 2 includes adding certificate of completions, including online courses (registration and records), and automatic training reminders (e.g. WHMIS training to be completed every 3 years). Darryl reviewed the training provided to FMGT staff which resulted in 1267.25 hours of safety-related training in 2019.
b. **2019 WSBC annual claims summary**
   Andy shared the summary of 2019 WSBC claims and provided a presentation of comparison data from past years. The university’s claim durations and costs increased slightly in 2019 (mostly attributed to the snowfall in February 2019). The university’s insurance premiums are assessed over a 3-year period and there will be another decrease in our surcharge this year. This reflects a successful claims management program and an ongoing commitment between departments and the university with injury recovery and return/remain at work initiatives. More than half of all time loss claims participate in a modified duties plan. The remaining time loss claims have a short average claim duration. Andy also reviewed incident investigation stats, which showed that the majority of joint investigations continue to be completed within 30-days from injury date as required by WSBC.

5. **Emergency Planning Update**
   Rob noted the Response Coordination Team has been meeting once to three times a week in regards to coronavirus and impacts at UVic. The dedicated [website](#) and [FAQs](#) are a valuable source of information and resources. Rob shared two videos created with UCAM about getting the [UVic Safety App](#).

6. **PSC Update**
   Fiona reported that the CSEC 2019 annual report should be ready for next month’s meeting. She reminds committee members to please call CSEC if transient people are seen in and around buildings on campus. Emergency planning training sessions continue to be available for registration. Fiona recently attended addiction appeal hearings in RESS.

7. **WorkSafeBC**
   c. **January claims report**
      Elizabeth reviewed the report wherein there were 10 claims submitted to WSBC; 9 included time-loss claims and 1 was for health care.

   d. **New Monthly Inspection Reports** - none

8. **Other Business** – none

*Meeting adjourned at 4:00pm. Next meeting on Tuesday, March 31, 2020 in BEC 402.*