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

   Motion: to approve the minutes. Carried.

3. Business Arising - none

4. New Business
   a. Consultation – Health & Safety Training
      Elizabeth provided an overview of the various health and safety training courses offered by OHSE. These courses are available online via CourseSpaces and held in class. The new Learning Central system is in use for registration in classroom courses. Darryl reviewed the training provided to FGMT staff which resulted in 412 hours of safety-related training in 2018.

   b. 2018 WSBC annual claims summary
      Andy shared the summary of 2018 WSBC claims and provided a presentation of comparison data from past years. The university continues to see good progress with reductions in claims durations and costs. The university’s insurance premiums are assessed over a 3-year period and there will be another decrease in our surcharge, for the third year in a row. 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. 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.
c. **Snow days review**
   Rob reviewed the process around the campus closure on the afternoon of February 11 and full day on February 12. Notice was given to campus via the UVic website and UVic Emergency Alerts ~ 2 hours before classes were cancelled resulting in a gradual exit from campus. Notice was given at ~10pm Feb 11 that campus would be closed the next day. A debrief was later held with departments involved in the decision-making process regarding campus closures due to snow. The use of the website and alerts was a success as well as the FAQ page. Review will continue in regards to areas on campus in need of priority snow clearing as well as discussion on academic concessions. Colin noted that UNFS is developing their own operations FAQs. The USC thanks FGMT, CSEC, UNFS and Payroll staff who came to campus to ensure priority areas were cleared, food outlets available to students living on campus, and payroll processed on time.

5. **Emergency Planning Update**
   Rob advised that Fire Safety Plans for all buildings are progressing. He is also working on a report regarding the gas disruption to campus heating systems this winter. Rob has held EOC training sessions and noted that the new Saunders 3 workshop is being looked at as a potential EOC site as it is a post-seismic building.

6. **PSC Update**
   Allison is filling in for Keith as the Security Manager while he is on leave. She can be contacted at ajeddy@uvic.ca. Meetings with various departments on campus have been held regarding the new document about reporting concerning behaviours. Allison has also reached out to the unions groups and has started to meet with some. The 2018 CSEC Annual Report will be available soon.

7. **WorkSafeBC**
   a. **January Accident/Incident Report**
      Elizabeth reviewed the report wherein there were 8 claims submitted to WSBC; 4 included time-loss and 4 were health care only.

   b. **New Monthly Inspection Reports**
      There were no new inspection reports in January 2019.

8. **Other Business**
   Kane advised that Fran Gebhard has stepped down as the Faculty Association (FA) representative. The USC thanks Fran for her years of service. Kane will reach out to the FA for a recommendation on a new member. Sasha is currently the alternate FA rep. Union members on the USC will be asked to vote on a new co-Chair (as per section 7b of the [TOR](#)) once the FA rep is designated.

   *Meeting adjourned at 3:45 pm. Next meeting on Tuesday, March 26, 2019 in BEC 402.*