MINUTES
Date: Tuesday, January 29, 2019    Time: 2:30 p.m.    Place: BEC 402

Present
Sasha Kovacs, Faculty Association (alternate) (Chair)
Kara White, CUPE 951
Chris Barbin, CUPE 917
Eric Segec, CUPE 917
Mark Pomeroy, CUPE 4163
Joan Bowles, PEA (alternate)
Leigh Andersen, Director FGMT
Keith Cascon, Manager CSEC (alternate)
Ben McAllister, Manager Risk & Insurance
Rob Johns, Manager Emergency Planning
Allison Eddy, Personal Safety Coordinator
Darryl Huculak, FGMT Health & Safety Coordinator
Andy Mavretic, Director OHSE

Regrets
Ori Granot, PEA
Fran Gebhard, Co-Chair, Faculty Association
Kane Kilbey, Co-Chair, AVP Human Resources
Tom Downie, Director CSEC
Elizabeth Errington, Admin OHSE

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

2. **Approval of the Minutes** – December 18, 2018.
   Motion: to approve the minutes. *Carried.*

3. **Business Arising** - none

4. **New Business**
   a. **Consultation Calendar 2019**
      Andy shared the upcoming year’s monthly USC topics for consultation and invited members to contact OHSE if there were any other topics that they might want to have included. The topics are similar to last year and focus on regulatory health and safety programs and emergency management across campus.

   b. **Consultation – Exposure Controls Plans**
      Jaclyn provided an overview of the various departments and their ECP’s. All plans have been reviewed or are in the process of being updated for 2019. Cytotoxic ECP’s were added to the list this past year and Health Services’ plan is being updated to include patient communicable disease controls.

   c. **Off Campus Activity Risk Management Policy**
      Ben provided an overview of the new policy including resources, Travel Safety website and travel registry through International SOS. The travel registry is now available to all staff, students and faculty, and is intended to assist those who may need medical or other travel supports while they are out of country. There will be additional outreach sessions to key groups over the coming months to review the Policy and new resources.
d. **BWC Observatory**
   Roof-top crowd management and fall protection procedures were reviewed by CSEC, OHSE, FMGT and PHYS in response to a recent community viewing event hosted by the Astronomy department at their Dome Observatory located on the 5th floor of the BWC. The group confirmed that there are no issues with fall protection on the main roof-deck as the surrounding parapet is a compliant barrier under WSBC rules. There is however a secondary deck that provides access to the Dome which does not have any barriers. FMGT staff who access the Dome roof for maintenance utilize appropriate fall protection equipment, and future access will be limited to only FMGT staff or contractors who are trained in fall protection. It was also noted that there is a second egress point at the north end of the roof which can also be used in the event of a building evacuation.

5. **Emergency Planning Update**
   Rob advised that there will not likely be any further disruption to campus heating systems this winter based on information provided from Fortis, and that all buildings have been returned to their normal heating schedules. He also noted that training sessions (Fire Extinguisher/BEC & FEC/Active Threat/Emergency Planning) have been well attended and that the EP workshops can be tailored to departments upon request. Fire Safety Plans for all buildings are progressing with 36 completed and 23 more to go. Finally, the Shake-Zone trailer will be returning to campus in mid-September and departments are encouraged to contact Rob if they can contribute emergency/earthquake-themed information or activities to this event.

6. **PSC Update**
   Allison reported that there has been very good uptake of fire extinguisher training sessions with a variety of groups on campus; noted that there was a break-in/theft at the MacLaurin building over the holiday break which resulted in a security review and recommendations along with referrals for support to those who were impacted; Ben also noted that university insurance covers only UVic property and not personal property that individuals may have in their work areas; and CSEC recently developed draft guidelines for reporting concerning behaviour and are sharing the information with departments in smaller group sessions.

7. **WorkSafeBC**
   a. **November Accident/Incident Report**
      Andy reviewed the report wherein there were 7 claims submitted to WSBC; 2 included time-loss and 2 were health care only.

   b. **2018 WSBC Inspection Report Summary**
      Andy provided a summary of WSBC compliance activity on campus last year, which included 12 inspection reports (mostly related to the ammonia plant inspection follow-up) and one order, with no warning letters or penalties.

      Darryl also noted that the Ammonia Plant at the ISC arena will be undergoing modifications over the next several months to upgrade various components which will reduce the total amount of stored ammonia from 600 lbs to 150 lbs. This represents a significant risk reduction to the university and surrounding community in the event of an ammonia release.

   c. **New Monthly Inspection Reports**
      There were no new inspection reports in December 2018.
8. **Other Business**

Andy noted two membership updates to the committee. Colin Porter, Food Services, will be replacing Jim Forbes as a management representative starting next month. The committee also welcomed Eric Segec as the new CUPE 917 representative and thanked Chris Barbin for his service to the USC.

*Meeting adjourned at 3:45 pm. Next meeting on Tuesday, February 26, 2019 in SED B125.*