MINUTES

Date: Tuesday, January 31, 2023                  Time: 2:30 p.m.                            Place: BEC 402

Present        Guests            Regrets/absences

Robert Johns, Manager Emergency Planning

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

2. Approval of the Minutes
   Motion: to approve the minutes from November 29, 2022. **Carried**
   Motion: to approve the minutes from the special meeting of January 11, 2023. **Carried**

3. Emergency Planning & COVID-19
   Rob advised there are no further updates or changes at this time in regards to COVID-19. The university [website](#) is still active and [rapid test kits](#) are still available.

   Rob reviewed the various training/exercises of emergency planning scenarios have been taking place through December through to February for EOC staff, site response teams, and the three volunteer groups (ECC, first aid, amateur radio). CSEC has also participated in safety training about features in the new Building One and FGMT will be participating in table-top emergency training exercises for an incident at ISC ammonia plant. Rob reported the university was closed on December 20, 21 and 23 in 2022 with some exams being shifted to the 22nd. Table-top exercises with the Saanich Police on active threat training is upcoming for the EP team. Annual fire drills will be commencing for 2023 and buildings are now able to submit for preferred dates.

4. New Business
   a. Consultation topic: Exposure Control Plans (ECP)
      In her overview, Jaclyn noted that seven departments as well as research areas using risk group 2 pathogens and/or cytotoxic drugs are required to have an ECP as per [WSBC regulations](#). Requirements for when an ECP needs to be in place include air contaminants that are in excess of a 50% exposure limit, and other specific agents such as asbestos, lead, toxic process gas, biological agents and cytotoxic drugs.

      Elizabeth B. enquired whether nursing students and professors would need to follow an ECP for their skills labs. Jaclyn advised that practicums occurring off-campus would follow the ECP (if required) of the host site. Jaclyn will review whether nursing labs may require an ECP and notes that biosafety registration is always required if a group/class is working with pathogens.
Eric enquired whether an ECP would be required for outdoor workers power-washing contaminated areas (e.g. avian waste). Andy advised that a risk assessment for the activity should be conducted first to assess whether there is an elevated risk of exposure, including an assessment of PPE requirements and other control measures.

Jaclyn noted that review of the communicable disease safety plan (CD) has now been added to the ECP document with the link to WSBC guidelines on communicable disease prevention embedded. The CD plan was introduced to campus in July 2021 based on new requirements from WSBC when a shift was made from COVID-19 safe work plans. The CD plan has been reviewed regularly and updated to reflect any changes issued by the public health officer (PHO). Jaclyn noted there have been no further updates since November 2022 and the university continues to monitor public health information and will respond to any requirements that may be issued by the PHO. Ongoing core safety measures continue on campus to help ensure a healthy and safe work environment.

Leigh enquired whether adjustments would be made to the CD plan if a different disease arose, such as SARS. Jaclyn advised the plan would be updated to include other particular disease-specific measures if it was directed by public health or WorkSafeBC.

b. Consultation topic: Bullying & Harassment Prevention
   Andy provided an overview of the program that was introduced via new legislation between 2013-2015. Policy GV0205 continues to be under review and consultation for updates. EQHR and OHSE are partnering to refresh and update the OHSE online bullying and harassment training courses to incorporate in more detail elements of the Discrimination and Harassment policy and related programs, along with the existing WSBC requirements. Training continues to be required at the university for all staff and faculty. It is anticipated that the updated training course will be promoted for all current staff and faculty to complete as well as any new employees joining campus. Leigh noted that ways to help promote the supervisor course to employees who are new to the supervisory role would be beneficial.

c. Review of 2023 consultation topics
   Andy reviewed the calendar which includes topics recommended by WSBC as well as the inclusion of annual reports, evaluations and summaries. The committee can request OHSE to add topics that may be of interest regarding the health and safety of campus.

5. WorkSafeBC
   a. November & December claims reports
      Elizabeth E. reviewed the WSBC reports. In November, there was one time loss claim and in December, there were 2 time loss and 2 health care claims submitted.

   b. 2022 WSBC inspection report summary
      Andy reviewed the inspection reports from 2021 and confirmed all were completed in compliance with no orders issued. Leigh enquired about how bullying & harassment inspection reports are issued. Andy noted that if an individual files a complaint/concern with a Prevention Officer, then an inspection report is issued. Filing a WSBC claim does not generally initiate an inspection report.

c. New inspection reports - none

6. Other Business – none

Meeting adjourned at 3:23pm. Next meeting will be at 2:30pm on Tuesday, February 28, 2023