MINUTES

Date: Tuesday, July 31, 2018                  Time: 2:30p.m.                            Place: BEC 402

Present       Regrets

1. Approval of the Agenda
   Motion: to approve the agenda, with the addition of Ammonia inspection update in Business
   Arising. Carried.

2. Approval of the Minutes – June 26, 2018
   Motion: to approve the minutes. Carried.

3. Business Arising
   a. Ammonia inspection update
      Darryl reported that all repairs and upgrades have been completed and the WSBC Orders are
      now all satisfied, with a compliance report received from WSBC on July 23.

   b. Local Safety Committee Training – Part 2
      Andy provided an overview of this training which is ready to be launched in August. As noted
      previously, this training is available in CourseSpaces and is intended to meet the requirements for
      new LSC (and USC) member training in conjunction with Part 1, which is already available on the
      OHSE website. Members were encouraged to review the training and provide any feedback to
      Elizabeth.

4. New Business
   a. Consultation: First Aid
      Tom and Andy reviewed the consultation report for First Aid. It was noted that Epi-Pens are now
      included with CSEC’s first aid kits and response. Andy advised that an updated First Aid
      Assessment document will be completed and presented to USC in September for review.

   b. WorkSafe 2nd Quarter Claims Report
      Andy presented the report, and noted good performance in all key departments with respect to
      claims durations and costs.
5. **Emergency Planning Update**
   Tom advised that fire drills are being organized for this summer and that Rob will offering several EOC and Site Command sessions for the Fall.

6. **PSC Update**
   Fiona also noted that PSC’s are assisting with fire drill planning, making preparations for the upcoming student intake, and that fire extinguisher training sessions will be offered soon and be posted on the Emergency Planning website.

7. **WorkSafeBC**
   a. **June Accident/Incident Report**
      Andy reviewed the report wherein there were 6 claims submitted to WSBC; 5 included time-loss and 1 was health care only.

   b. **New Monthly Inspection Reports**
      There were no new inspections reports for June.

8. **Other Business**
   The committee welcomed Jim Forbes, Director of Campus Services, who has now joined the USC as a management representative.

   *Meeting adjourned at 3:10 pm. Next meeting on Tuesday, August 28, 2018 in BEC 402.*