



MINUTES

Date: Tuesday, June 25, 2019

Time: 2:30p.m.

Place: BEC 402

Present

Regrets

Kara White, CUPE 951	Colin Porter, Director UNFS
Ori Granot, PEA (Chair)	Tom Downie, Director CSEC
Eric Segec, CUPE 917	
Greg Melnechuk, CUPE 4163	
Sasha Kovacs, Faculty Association	
Joan Bowles, PEA (<i>alternate</i>)	
Sue Gaudet, Associate Director UNFS (<i>alternate</i>)	
Kane Kilbey, AVP Human Resources	
Leigh Andersen, Director FGMT	
Rob Johns, Manager Emergency Planning	
Ben McAllister, Manager Risk & Insurance	
Allison Eddy, Personal Safety Coordinator	
Darryl Huculak, FGMT Health & Safety Coordinator	
Andy Mavretic, Director OHSE	
Elizabeth Errington, Admin. Coordinator OHSE	

1. Approval of the Agenda

Motion: to approve the agenda with item 3a postponed until the August meeting. *Carried.*

2. Approval of the Minutes

Motion: to approve the minutes from May 28, 2019. *Carried.*

3. Business Arising

a. Consultation: Ergonomics – tabled until meeting in August.

b. BWC fire bell audibility

Leigh provided the committee with an update about the fire bells in the BWC. A consultant tested the building and identified areas where additional bells could be installed. FGMT electricians will start adding these new bells throughout August.

c. BWC gas leak

Rob provided the committee with an update on the gas leak that occurred at the BWC on the morning of May 17. A FGMT shift mechanic identified the suspected cause. Intermittently, a switch was sticking on a valve that allows air to flow into the chamber resulting in the gas not fully combusting and injecting into the system. All appropriate parts were replaced with no further issues.

4. New Business

a. Consultation – Confined Spaces

Darryl reviewed the criteria that defines a confined space. FGMT maintains a list of all confined spaces on campus and provides this to the Oak Bay and Saanich Fire Departments. Darryl is currently reassessing these spaces on campus (last done in 2015) and updating accordingly, as per

WSBC. The Department of Geography is creating a GIS map that will load all confined spaces. Andy noted that some areas Systems (SYST) works in could be considered confined spaces. OHSE will follow-up with Darryl about including SYST in the reassessment.

5. Emergency Planning Update

Rob reported that Emergency Planning (EP) recently hosted a mini-conference with the Municipality of Oak Bay. UCAM has also participated in a crisis communications exercise with EP. Rob reports that part one of a multi-part role-playing exercise with functional groups (UCAM, EOC, site response teams) was completed. The new safety app for campus is in the final acquisition process.

6. PSC Update

Allison advised that there have been three break and enters on campus in the last couple of weeks. Key control security is being reviewed. An audit of key control was last done in 2013-14 and 2016. Allison reminds the committee that keys should always be secure and not left out. Three speed readers have been installed on Ring Road near CST, HSD, and Parking Lot 1 (near ENGN). Data will be logged and statistics gathered. CSEC and the Response Coordination Team (RCT); comprised of Counselling, Health Services, Office of Student Life, and EQHR, have been receiving training sessions on “self-directed violence”. The training sessions for BECs/FECs, fire extinguisher, and active threat have been set for the fall and enrollment will be available through [Learning Central](#). PSCs have also been leading training sessions on “indicators of future violence” for various staff groups.

7. WorkSafeBC

a. May claims report

Elizabeth reviewed the report wherein there were 9 claims submitted to WSBC; 2 included time-loss and 7 were health care claims.

b. New Monthly Inspection Reports

Andy noted that OHSE consulted with WSBC to ask for clarification on oxygen therapy training for CSEC as first aid responders. When staff are recertifying they must incorporate this training as it is considered supplemental with recent changes to occupational first aid (Level 2) requirements by WSBC.

8. Other Business

Andy apprised the committee that the [Environmental Health and Safety \(EHS\) Policy](#) is due for renewal and is under review with the Office of the University Secretary. The draft will be shared with the USC at a later date.

Meeting adjourned at 3:10 pm. Next meeting on Tuesday, July 30, 2019 in BEC 402.

