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

2. **Approval of the Minutes**
   Motion: to approve the minutes from January 31, 2023. *Carried*

3. **Emergency Planning & COVID-19**
   Rob advised there are no further updates at this time in regards to COVID-19. He noted that at the end of this term, content on the [website](http://www.example.com) will be reviewed as well as door signage and digital signage.

   Rob has developed a training plan for the year to include all the various emergency teams. The emergency preparedness workshop offerings have been well attended by students, faculty and staff. Rob has now also scheduled the ~100 fire drills that will take place across campus this year. Development of the fire safety plan for the new Building Two is underway; as required for building occupancy. Rob notes a new BEC/FEC team will be established for this location. Rob is working with CSEC and the police (multi-agency) on active threat training. Training continues to be available for registration via Learning Central. Rob is also continuing work on communication planning for extreme heat and smoke situations. He has also been updating crisis planning documents and reviewing the roles of the site response teams and EOC. Ori enquired about earthquake plans on campus. Rob and Kane noted that the EOC model is an all-hazard plan, was further developed to respond to system-wide catastrophic events like an earthquake after the experience at the University of Canterbury, and has, over time, introduced systems to manage a response to an earthquake event. Rob is currently reviewing the campus assembly plan. Tom noted CSEC manages the impact of gas and water leaks. As noted in the November consultation topic on emergency preparedness and response, a [campus evacuation poster](http://www.example.com) and map has been created in the event of a [major damaging earthquake](http://www.example.com). OHSE also provides information on [earthquake safety in labs](http://www.example.com).

4. **New Business**
   a. **Consultation topic: Health & safety training**
      Elizabeth summarized [training provided by OHSE](http://www.example.com) in the areas of research safety, occupational health and general safety, and WorkSafeBC requirements. In-class training resumed in the fall of 2022 with online training continuously available. She also noted the training summary provided by Darryl Huculak for topics related specifically to FGMT.
b. **Workplace Violence Prevention Policy (VPP)**
   Andy advised that as per the University Secretary Office, OHSE and CSEC have reviewed and provided draft updates of the policy, which is now being shared with the USC and other stakeholders as part of the policy consultation. Overall, the key elements of the policy and purpose remain largely unchanged, as the WSBC violence prevention legislation has only undergone housekeeping changes since 2000. The VPP document and risk assessment tool have also both been updated. Andy confirmed that the legislation applies to employees (i.e. workers) under the Act but that the responsibility to not engage in violent behaviours applies to all university community members. He has shared the revised draft with staff union leaders and will also be sending it to the Faculty Association. Terri noted instances where the policy refers to both workers and employees, and suggested aligning as much as possible to avoid confusion. Andy invited the USC to please send him any further feedback by April 17.

c. **Summary of LSC annual evaluations**
   Andy reviewed the summary of 26 local safety committees across campus. Some LSCs noted they are working on refreshing their membership, filling vacancies and reviewing how meetings can be improved. Andy confirmed the role of LSCs is to review safety issues and concerns, follow-up on incident investigations, and make recommendations – similar to the USC but at a local/unit level and with some operational tasks (e.g. common area inspections)

d. **USC annual evaluation**
   Kane provided a review of the USC evaluation and the work done by the committee throughout 2022. For Part 1.2 (b), union members answered “yes” but it was also noted this question is somewhat challenging for faculty members due to the nature of their work. It was reported that for part 1.4(b), a member’s educational leave entitlement request was denied by their supervisor. OHSE will update the committee training webpage to remove the wording “optional” in regards to educational leave as it is an entitlement that members can exercise. Part 2 of the evaluation noted the updates and progress made to improving the Terms of Reference, committee composition, and recommendation and decision-making procedures.

   Outstanding areas of improvement (as at the end of 2022) include:
   - identification of alternate members who can attend USC meeting when needed
   - informing USC members of additional training opportunities
   - clarify for supervisors that members are entitled to additional training opportunities
   - fill employer vacancy and pending CUPE 4163 vacancy

   The co-Chairs provided OHSE a signed evaluation which will be sent to Kristi Simpson, VPFO, for her review and signature.

5. **WorkSafeBC**
   a. **WSBC 2022 annual claims summary**
      Andy presented an overview of the university’s WSBC insurance costs and injury rates in comparison to the industry. Overall, the total # of claims, claim durations and costs decreased in 2022. UVic’s injury rate equates to 8 time loss claims per 1000 employees. Of all the time loss claims reported to WSBC, 58% participated in modified duties planning (MDP). For claims that did not participate in MDP, the average time loss was 5.4 days. A total of 65 incident investigations took place throughout 2022 with 28 additional investigations for non-WSBC incidents.
b. **January & February claims reports**

Elizabeth reviewed the claims submitted to WSBC in January and February. There were four claims (3 time loss; 1 health care) in January and five claims (4 time loss; 1 health care) in February. Terri enquired about outcomes of claims submitted for injuries that can occur when an employee is enroute on campus to start their shift. Andy confirmed that it is the WSBC adjudicator who refers to their own policies to make a decision on whether the injury is deemed to have “arisen out of and in the course of employment”, based on the circumstances of each claim incident.

c. **New inspection reports** – none

6. **Other Business** – none

Meeting adjourned at 4:00pm. Next meeting will be at 2:30pm on Tuesday, April 25, 2023.