1. Approval of the Agenda  
   Motion: to approve the agenda with items 3a & 4a tabled until the June meeting and an update added to Other Business. **Carried.**

2. Approval of the Minutes – March 26 and April 30, 2019  
   Motion: to approve the minutes from the last two meetings. **Carried.**

3. Business Arising
   a. BWC fire bell audibility – tabled until meeting in June.

4. New Business

   b. Due Diligence Report
      Andy reviewed the 2018 due diligence report that is presented to the Risk Management Steering Committee and submitted annually to the Board of Governors. This compliance report outlines various federal, provincial and municipal legislative requirements that stem mainly from research areas across campus that are under OHSE’s purview to manage and report on.

5. Emergency Planning Update
   Rob reported that annual fire drills are underway with 19 buildings completed so far. Rob reminded the committee to encourage people to treat these drills as if the fire was real. Members of the Emergency Operations Centre (EOC) participated in an exercise during Emergency Preparedness Week. Rob also held a large training session for all building emergency coordinators (BECs). BECs can review their building’s fire safety plan via the BEC Connect site. The fire safety plans are designed for the use of fire departments and BECs. The emergency alert system was tested during Emergency Preparedness Week as well. A new safety app is also being considered for campus.
6. PSC Update
Fiona advised that PSC’s have been holding training sessions for BECs/FECs, fire extinguisher, and active threat. Campus Security is participating in Bike to Work Week by offering engraving at the Petch fountain celebration stations. PSCs have also been participating in international student orientations. Ben advised the committee that when there are thefts on campus, the university’s insurance covers UVic assets but personal items are not protected. Keith advised the committee that the Saanich and Oak Bay fire departments will no longer be monitoring fire alarms at UVic as of June 1. CSEC will monitor all fire alarms and call the fire department. This is in alignment with other institutions and large employers in Greater Victoria.

7. WorkSafeBC
   a. April claims report
      Elizabeth reviewed the report wherein there were 8 claims submitted to WSBC; 6 included time-loss and 2 were health care claims.

   b. New Monthly Inspection Reports
      There was one new inspection report regarding a bullying and harassment complaint. WSBC has requested a copy of the employer’s investigation report, which is being coordinated by OHSE.

8. Other Business
Rob provided the committee with a preliminary update on the gas leak that occurred at the BWC on the morning of May 17. The smell of natural gas was noticed at ~ 9:00am just outside the BWC and Elliot building. The BWC was evacuated and a UVic site-response team set-up to coordinate with the fire department. The BWC was reopened at 11:30am. A debriefing was held and FMGT continues to investigate with further information to be provided at June’s meeting.

Meeting adjourned at 3:15 pm. Next meeting on Tuesday, June 25, 2019 in BEC 402.