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

2. Approval of the Minutes  
   Motion: to approve the minutes from April 25, 2023. **Carried**

   Rob was unable to attend the meeting today but provided for the committee’s review a summary of fire drills, planning, training and exercises led by EP. Rob also noted that COVID main door signage (masks and core prevention measures) will be removed over the summer and the COVID website will be simplified to direct people to information on other webpages such as OHSE and the Registrar. In response to a question from Eric, Andy noted that Rob will likely submit a FMIS request for FGMT to remove the signage.

4. New Business  
   a. **Consultation topic: Ergonomics**  
      Cathy provided an overview of the university’s [ergonomics program](#) that she manages. The majority of resources are available on the HR website such as online courses for office ergonomics, manual handling, and laboratory ergonomics. The website also includes many guides and access to a robust loan program for employees to try out accessories, sit stand desks, and chairs before purchase by their department.

   b. **Heat events and summer planning**  
      Andy advised that planning for the summer season of heat events and wildfire smoke have been underway and to prepare various communications for campus. The university will monitor communication about heat warnings from Environment Canada as well as provincial notifications for extreme heat emergencies. General guidance on working in indoor environments will also be provided on the OHSE [summer heat safety](#) webpage, during periods when temperatures may become uncomfortably warm. Ori noted a concern regarding the rising temperature in some labs during extreme heat and the volatility/pressurization of certain chemicals. Andy recommended Ori bring this topic to the SCIE & MED local safety committee for review and discussion.
c. **Due Diligence Report**
   Andy reviewed the 2022 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 primarily for research related activities and some campus operations and services. OHSE reports there were no compliance issues in 2022.

d. **Canadian Nuclear Safety Commission (CNSC) inspection**
   Andy advised that the CNSC conducted an onsite inspection of our license on May 17. The inspection included touring licensed locations on campus in ELL, PCH and ELW. Andy summarized the CNSC’s preliminary inspection report which included the following non-compliance issues to address: update door signage to Canadian standards; ensure leak tests (for sealed sources) are performed annually (one leak test was not completed in 2021); and ensure survey meters currently in use are calibrated annually. Additional follow-up was to provide information for calculating efficiencies of the liquid scintillation counter, confirm activity levels for long-held wastes, and review survey meter types for each permitted area. The report was reviewed at the radiation safety committee meeting on May 26. OHSE will submit a response to the CNSC addressing these items before June 7.

5. **WorkSafeBC**
   a. **April claims reports**
      Elizabeth reviewed the 4 claims submitted to WSBC in April. Three claims were time loss and one was for health care.

6. **Other Business** — none

*Meeting adjourned at 3:00pm.*

Next meeting will be: Tuesday, June 27, 2023  
Location: BEC 402