1. Approval of the Agenda
   Motion: to approve the agenda with one addition to Other Business. Carried.

2. Approval of the Minutes
   Motion: to approve the minutes from September 24, 2019 with one addition to the attendance record. Carried.

3. Business Arising
   a. UVic SafetyApp demo
      The UVic SafetyApp is designed to quickly alert the campus community about emergencies and to keep people informed. Rob presented screen shots of the App’s homepage buttons and reviewed how to use the tool. The App can be downloaded from Apple or Google Play and once installed, the notifications need to be turned “on”. The notification history of the App shows past events.

4. New Business
   a. Consultation: WHMIS
      WHMIS training materials at the university are in compliance with the updated 2015 edition which incorporates the Global Harmonized System for workplace chemicals. Andy noted that WHMIS training numbers in 2017/2018 reflect that people were updating their training. Completions for 2019 reflect new people taking the training. Training is valid for three years.

   b. Third quarter WSBC claims
      Andy reviewed the trending for claims and durations for the third quarter of 2019. In comparison, 2019 is showing increases due primarily to a spike in incidents from the February snow/ice days, and a couple of challenging claims in each of RESS and UNFS. It was noted that FMGT claims performance continues to show good results across all categories. The nature of injury graphs for
time loss and health care claims were also reviewed with strains and sprains continuing to be the predominant type of injury.

5. **Emergency Planning (EP) Update**
   Rob and the EP team held a successful Emergency Preparation Fair with the ShakeZone in September. The Great BC Shake-Out took place on October 17 with earthquake drills and emergency alerts going on. Darryl and Rob recently met with ISC staff to review procedures in the event of an ammonia leak. An emergency first aid team has been formed to help provide first aid to campus in extreme events. Rob held an exercise with UCAM’s “2nd tier” team. EP now has a webpage with information on death cap mushrooms which was advertised in the most recent edition of the Campus Checklist. EP is working on messaging for specific areas on campus such as RESS and Family Housing. Eric noted that CUPE 917 groundskeepers have found, mapped and will continue to remove these mushrooms. Winter weather planning is underway. Fire drills are ongoing and registration for training is open in the [EP training calendar](#).

6. **PSC Update**
   Keith noted that there have been some break and enters on campus and/or people looking to sleep in buildings to stay dry so please report any suspicious activity to CSEC. The speed-reader location on campus will be moved near the CST building and Gabriola Road. Data from the previous locations showed most vehicles are traveling within limits on campus with 85% under 50 km/hr (note: 50km/hr is the speed that Saanich/Oak Bay Police would normally enforce on Ring Road).

7. **WorkSafeBC**
   a. **September claims report**
      Elizabeth reviewed the report wherein there were 13 claims submitted to WSBC; 10 included time-loss and 3 were health care claims.

   b. **New Monthly Inspection Reports**
      There were no new inspection reports from WSBC to review.

8. **Other Business**
   a. **Snow removal**
      Pat requested that for this coming winter season, snow not be cleared into disabled parking stalls or next to fire hydrants.

*Meeting adjourned at 3:20 pm. Next meeting on Tuesday, November 26, 2019 in BEC 402.*