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 August 27, 2019. *Carried.*

3. **Business Arising**  
   a. **UVic SafetyApp demo** – bring forward to October meeting.

4. **New Business**  
   a. **Consultation: Working Alone**  
      Andy reviewed the working alone plan that affects six specific groups on campus. These groups have various plans where employees working alone may check in with Campus Security, check in via radio with supervisors, follow SOPs, and have a check-out procedure when finishing their shift. Resources on working alone are available on the [OHSE website](https://www.uvic.ca/safety/ohse/). The new UVicSafetyApp is also a great new resource as it includes a [Campus Alone](https://www.uvic.ca/safety/ohse/office-health-safety/campus-alone) segment.

   b. **Petch ventilation**  
      Andy apprised the committee that there were nuisance odour complaints earlier this year in the Petch Building. It was identified that parts of Petch recirculate general building air with fresh air which accounted for the complaints. Going forward, a project will be initiated to review the air handling systems so that labs are operating with no recirculation. The building has been turned to 100% fresh air throughout until a design solution is made. Andy and Gary Bridgens (FGMT) attended the Science & Medicine local safety committee to update the members and advise that there is a potential issue of building temperatures feeling cooler this fall and winter.

5. **Emergency Planning (EP) Update** – no report this month

6. **PSC Update**  
   Allison and Fiona provided an update via email. In summary, there have been several recent break and enters on campus so please keep keys and other valuable locked as securely as possible. Please
also report any suspicious people as soon as possible. The speed-reader location on campus is now near lot 1. Data from the previous two reader locations showed most vehicles are traveling within limits on campus (with 85% under 50 km/hr). As previously discussed, the PSCs will be doing a key control audit on campus with all departments in the coming months. The ShakeZone earthquake simulator was on campus on Wednesday, September 18th and was well attended. The new UVicSafetyApp is available for download.

7. WorkSafeBC
   a. August claims report
      Elizabeth reviewed the report wherein there were 5 claims submitted to WSBC; 3 included time-loss and 2 were health care claims.

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

8. Other Business
   a. Bamfield
      Andy reported there are two response coordination teams addressing issues arising from the Bamfield bus accident; one being led by Student Affairs focusing on student and family supports, the other for operational-related issues with input from risk management, general counsel, CSEC, UCAM and OHSE.

Meeting adjourned at 3:12 pm. Next meeting on Tuesday, October 29, 2019 in BEC 402.