MINUTES

Date: Tuesday, September 25, 2018                  Time: 2:30p.m.                            Place: BEC 402

Present       Regrets

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

2. Approval of the Minutes – August 28, 2018
   Motion: to approve the minutes. **Carried.**

3. Business Arising
   a. **First aid program review update**
      Andy reviewed how data was gathered and calculated for the WSBC First Aid Assessment worksheet. Based on factors including job risk profiles, numbers of employees and proximity to a hospital, the UVic campus has a low hazard rating. The campus requires one OFA level 2 attendant as well as a level 2 first aid kit and room. This requirement is well satisfied as Tom confirmed there are multiple OFAAs on duty throughout all shifts. This assessment will be reviewed annually to confirm our program requirements, and will also be completed for off-campus locations, such as Queenswood and MTC, where UVic employees also work.

   b. **Cannabis legalization update**
      Kane and Andy noted that site selection is ongoing for the locations of the two designated cannabis smoking areas for adults living on campus. Maps will be updated accordingly as well as the various sandwich boards around campus, and signage on the existing smoking benches. The “red stripe” smoking benches will display a “no cannabis use” symbol. Websites with information for employees and students are also in progress, and will be ready ahead of the October 17th legalization date.
4. **New Business**
   a. **Consultation: Working Alone**
      Andy reviewed the working alone plans that affect five specific groups on campus. Three groups have procedures in place; one group is finalizing their SOP and another has a review in progress. The committee noted that ISC staff and possibly stadium/field attendants may also need a plan. OHSE will follow up with ATRS.

5. **Emergency Planning Update**
   Rob’s group has completed 92 fire drills with 3 more to take place. Rob noted that fire safety plan boxes will be added to all non-resident buildings on campus. The Great BC Shake-Out will take place on October 18 so get ready to **Drop, Cover & Hold On**! The UVic emergency notification system will be deployed and a public drill will also take place at Mystic Market. The next Emergency Operations Centre (EOC) training session takes place on October 15.

6. **PSC Update**
   Allison noted that PSC’s are continuing to offer **BEC and FEC training** as well as active threat training and emergency preparedness workshops. The PSCs have also completed fire extinguisher training for RESS and CHEM staff and will be training the CUPE 951 safety committee shortly. Thefts on campus increased the first week of classes (primarily CARSA unlocked lockers and bike thefts on campus). The PSCs also took part in a session with Campus Security and the Saanich Police Street Crime Unit about street drugs.

7. **WorkSafeBC**
   a. **August Accident/Incident Report**
      Elizabeth reviewed the report wherein there were 11 claims submitted to WSBC; 6 included time-loss, 4 health care, and 1 report only.

   b. **New Monthly Inspection Reports**
      There were no new inspections reports for August.

8. **Other Business** - none

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*Meeting adjourned at 3:28 pm. Next meeting on Tuesday, October 30, 2018 in BEC 402.*