



MINUTES

Date: Tuesday, January 30, 2024

Time: 2:30p.m.

Place: BEC 402

<u>Present</u>		<u>Regrets/absences</u>
Eric Segec, CUPE 917	Andy Mavretic, Director OHSE	Terri Lacourse, Faculty Association
Kaitlyn Diederichs, CUPE 4163	Leigh Andersen, FMGT Director, Customer Service & Program Integration	Nykita Downie, CUPE 951
Valerie Kerr, PEA (<i>alternate</i>)	Kane Kilbey, AVP Human Resources (Chair)	Elizabeth Borycki, Faculty Association (<i>alternate</i>)
Susie Dancer, CUPE 951 (<i>alternate</i>)	Jess Maclean, Director CSEC	Ori Granot, PEA
Rob Johns, EP Manager (<i>guest</i>)	Nicole Greengoe, Acting Senior Director, Wellness, Recreation & Athletics	
Jaclyn Davidson, OHSE Associate Director (<i>guest</i>)		

1. Approval of the Agenda

Motion: to approve the agenda. *Carried.*

2. Approval of the Minutes

Motion: to approve the minutes from December 19, 2023. *Carried.*

3. Emergency Planning (EP) & COVID 19

Rob advised that all COVID signage has now all been removed by FGMT. He requests that if anyone sees COVID-specific signage on campus to please let him know. Test kits have now expired and are in the process of being recycled, as much as possible. Rob noted there are no updates from the provincial health officer at this time.

Rob advised that the [building evacuation assembly area](#) for Engineering and Computer Science buildings is currently under review due to the construction.

January has been an eventful month for Emergency Planning and CSEC with three issues arising from the extreme, cold weather in the region. The weekend of January 5 brought the [loss of heat and ventilation in the DSB](#). Thank you to FGMT and OREG for working very quickly to get the repairs completed and building opened for occupancy; as well as rescheduling classes. With the drop in temperature, FGMT has taken proactive steps to try and prevent freezing and damage in buildings by maintaining heat at a constant temperature overnight.

A power outage in ISC (and Family Housing) on January 11 may have contributed to the [ammonia leak at ISC on January 13](#). Thank you to FMGT, CSEC and other groups who assisted with the response and for keeping everyone safe.

Campus closures due to [challenging weather conditions](#) were communicated out on January 17 and January 18. Rob reviewed the criteria that is considered before a [campus closure](#) occurs. Emergency Planning's website also contains a FAQ page as well as information for students, faculty and staff. Thank you to FGMT for their hard work with [snow and ice clearing](#). Rob noted that debriefs on all three of these events will be occurring this week.

4. Business Arising

Lab working alone and supervisor resources

In follow-up to the USC meeting of September 2023 regarding working alone in labs, Andy reviewed the [new resources for laboratory supervisors](#) that have been developed by OHSE. These resources are designed to assist supervisors and ensure compliance with WorkSafeBC. OHSE also worked with departments in SCIE and ENGN in gathering information about internal policies on working alone in labs. There are two new documents; “Guidelines” and a “Risk Assessment” for lab supervisors now available, plus a “Checklist” for new supervisors (and for referring to as a refresher). These resources were reviewed and approved at the November 2023 Laboratory Safety Committee meeting. Jaclyn advised leaders in SCIE and ENGN via email on January 23 about the new resources. She noted that the initial reaction has been positive with some units under the impression that a working alone plan was a new requirement. She is continuing to work with units and will also develop a simplified version for documenting working alone. Andy noted the Checklist in particular may be integrated into the general [Health and Safety Orientation](#) as well as the new faculty orientation

5. New Business

a. ISC ammonia release

Rob reviewed the events that led to the ammonia release in the compressor room at ISC and resulting closure of the ice rink. When alarms sounded at 9:30am on January 13, the FMGT shift mechanic radioed the emergency and made himself safe. CSEC and FGMT have done training/practice exercises for such an emergency and activated the site response team. Saanich and Oak Bay fire departments were also on scene. Preliminary investigations believe an oil filter head froze and cracked, resulting in ~ 2lbs of ammonia to be released (the facility holds ~200lbs). Repairs are being planned out so the rink can safely re-open and ice restored. WorkSafeBC and Technical Safety BC were contacted immediately, as required when a release of hazardous material with a potential to cause serious injuries occurs. Andy reviewed the inspection report issued by WSBC which contains one order. A written procedure for switching between compressors is required as well as a full incident investigation.

b. Consultation topic: Exposure Control Plans (ECP)

Jaclyn summarized that ECPs are required, as per WorkSafeBC, when an employee may be exposed to air contamination above 50% of its exposure limit, a biological agent or other hazardous substances. Seven departments as well as researchers using risk group 2 pathogens and/or cytotoxic drugs maintain their own ECPs in consultation and annual review with OHSE. Jaclyn noted that WSBC recently changed “cytotoxic” drugs to “hazardous” drugs and OHSE is reviewing this change. Jaclyn also confirmed that an ECP for labs held in Nursing is not required. A review of the university’s communicable disease (CD) prevention plan is also included with the annual ECP review. The [CD prevention plan](#) was updated in November 2023 to align with WSBC and the BC CDC public health guidance for post-secondary institutions.

c. Transport Canada (TC) inspection (Science Stores)

Andy advised that Transport Canada periodically inspects campus to review the shipping and receiving of dangerous goods. An inspection and meeting was coordinated with TC, the manager of Science Stores and OHSE resulting in confirmation that we are in compliance with no deficiencies noted. Science Stores employees and most OHSE Consultants have Transportation of Dangerous Goods ([TDG](#)) training; with some individuals also trained in specialized classes for handling biosafety and radiation.

6. WorkSafeBC

- a. Elizabeth confirmed there were no reported claims for December 2023.
- b. 2023 WSBC inspection report summary
Andy reviewed the inspection reports from a bullying and harassment complaint in 2023. No orders were issued by WSBC as the policies, procedures and training were confirmed to be in compliance.

7. Other Business

2024 training opportunities for USC and LSC members

Andy shared that training provided by the [EAO](#) and [BCFED](#) can fulfil the [annual educational leave](#) entitlement of up to 8 hours for LSC and USC members. These providers have both virtual and in-person education available.

Meeting adjourned at 3:33pm

Next meeting will be: Tuesday, February January 27, 2024

Location: BEC 402

