

MINUTES

Date: Tuesday, April 29, 2025

Time: 2:30 – 4:00 p.m.

Place: BEC 263

Present	Present	Regrets/absences
Terri Lacourse, Faculty Association	Kane Kilbey, AVP Human Resources (Chair)	Nicole Greengoe, Executive Director Wellness, Recreation and Athletics
Ted Grosson, CUPE 4163	Leigh Andersen, FMGT Director, Customer Service & Program Integration	Jess Maclean, Director CSEC
Ori Granot, PEA	Michelle Peterson, Director, Finance & Operations Wellness, Recreation & Athletics (<i>alternate</i>)	Nykita Downie, CUPE 951
Lynne Johnson, CUPE 917	Andy Mavretic, Director OHSE	
Kara White, CUPE 951 (<i>alternate</i>)	Rob Johns, Manager Emergency Planning (<i>alternate</i>)	

1. Approval of the Agenda –

Motion: to approve the agenda, with the addition of *Bob Rich Report* to Other Business as requested by Ori. **Carried.**

2. Approval of the Minutes

Motion: to approve the minutes from March 25, 2025. **Carried.**

3. Emergency Planning

Rob advised that he is facilitating EOC training sessions, hosting an emergency planning fair on May 4th, 11am – 3pm in Lot 4 (Stadium) which will include the quake cottage and 30+ displays/kiosks, and continuing work with emergency response agencies regarding campus wayfinding and other response coordination plans, some of which are related to the recommendations in the Bob Rich Report.

Terri asked if there were any updates to campus wayfinding for emergency responders (ER), which was referenced in the Rich Report. Rob advised that there are five muster locations on campus and that ER are guided from those by Campus Security. Discussions with police, fire and ambulance are ongoing. He indicated that all RESS buildings now have signage indicating the building number which occupants can communicate to 911 during an emergency call. Also, that the AED project includes signage identifying the building number in areas where they have been installed. He also explained that creating and posting a civic address to buildings (which ambulance is requesting) is a complicated matter that may not provide a solution to wayfinding in that occupants may still use the building name(s), in which case ER will need to cross-reference that information with the building number and/or civic address. Rob further advised that UVic has provided all the information to ER agencies that they have requested to date. Some decisions are on pause (e.g. building exterior signage) awaiting the outcomes of the Coroner’s Inquest.

Terri also asked if there is a policy to notify emergency contacts or family members, for employees. Kane advised that an employee emergency contact protocol is in the final stages of

review and expects it to be finalized soon. The protocol will provide step-by-step procedures for notification during an emergency or a compelling circumstance, and has been developed in consideration of Privacy Legislation. Employees and students will be asked to provide two emergency contacts moving forward. Terri also asked if there are any WorkSafeBC requirements for employers to have and/or to notify emergency contacts. Andy indicated he would look into this.

Terri asked if there was a policy about the release of information or documents/reports (post-incident) to an employee's family or emergency contact. Rob suggested that disclosure of such information would follow existing FOI processes but is not otherwise involved in this regard. Kane thought that Recommendations from the Rich Report and Inquest will likely provide guidance for the university.

Ted asked if there were any differences between employee and student processes related to emergency notifications. Kane responded that there are separate protocols and policies for students, and student employees will be covered by student procedures.

4. Business Arising

Andy provided an update to last month's WSBC Inspection Report, wherein the WSBC Officer requested various documents related to Campus Security violence prevention procedures and training. Documentation was provided and the Officer issued another inspection report accepting the information and also issuing one order. The order was regarding timely completion and reporting of incident investigation corrective actions, with a recent example from CSEC noted in their report. The order was deemed complied with, as changes have already been put into place to ensure corrective actions are noted in CSEC safety committee minutes and brought forward with the next agenda for progress updates. In addition, OHSE is assisting CSEC to conduct an updated, comprehensive violence prevention risk assessment which will be shared with the Officer once completed.

5. New Business

a. Consultation topic: Respiratory Protection

Andy reviewed the university respiratory protection program and provided updates on fit-testing activities completed in the prior year. Kara inquired about Science Stores not listed on the "scope" section of the document as she advised there can be situations during shipping/receiving of packages where staff may be using a respirator. Andy advised that OHSE will follow-up with Stores to review their SOPs and assess respirator type and fit-testing requirements.

b. Consultation topic: Outdoor Air Quality

Andy and Rob reviewed the university's plans and resources related to summer heat safety and outdoor air quality. All information is available on the OHSE and EP websites. As in previous years, Rob is working with UCAM to review communications for the campus community including timing and distribution of pre-season notifications for planning. Michelle mentioned that the targeted communications to notify units (particularly those with outdoor activities) of forecasted hot weather or smoky conditions is helpful for Athletics as they have developed a Teams channel to share with their program leads.

c. Ministry of Environment spill report

Andy advised that the university recently submitted 2 spill reports to the Ministry of Environment. Both reports were related to releases (to atmosphere) of refrigerants: one was from an accidental release during the decommissioning of the roof-top Petch chiller unit by a contractor; the other was from a leak found in an air-conditioning unit in the Clearihue computer server room. Both releases exceeded the reporting threshold of 10kg of a non-toxic, non-flammable compressed gas, per the BC Spill Reporting Regulations. As a result, Facilities Management will be taking steps to review and update refrigerant inventories on campus as part of a broader halocarbon management plan.

6. WorkSafeBC

a. March claims report

Andy presented the claims report for March which had 4 time-loss, 6 report-only, and no health care claim submissions.

b. WSBC first quarter claims summary

Andy also reviewed the Q1 claims summary. Overall, claim costs and durations are lower than Q1 in 2024, which is a positive early indicator.

7. Other Business

a. Bob Rich Report

Ori raised discussion about the Rich Report and recommendations in the context of how it may affect employees, including 911 call procedures, building signage, emergency contacts, naloxone and first aid. During Rob's EP update, there was discussion on these topics as noted above. Kane advised there are ongoing processes (i.e. Coroner's Inquest and Overdose Prevention and Response Committee led by Jennifer White) that will likely result in recommendations to address, along with the Rich Report. Terri suggested the USC could have this topic as a standing item for discussion when updates or new information becomes available, and asked about emergency responses and employee responsibilities for incidents that occur off-campus e.g., on a course field trip. Kane will also explore opportunities for someone to attend USC who may be better positioned to share updates.

Meeting adjourned at 4:00 pm.

*Next meeting is scheduled for: **Tuesday, May 27, 2025***

Location: BEC room 402