

MINUTES

Date: Tuesday, August 25, 2026

Time: 2:30 – 3:11 p.m.

Place: BEC 402

Present	Present	Regrets/absences
Terri Lacourse, Faculty Association	Jess Maclean, Director CSEC	Nykita Downie, CUPE 951
Ted Grosson, CUPE 4163	Kane Kilbey, AVP Human Resources (Chair)	Ron Granados, FMGT Director, Maintenance & Operations
Lynne Johnson, CUPE 917	Lori Zehr, ATRS Director, Operations & Infrastructure Development	Lawrence Lu, FMGT Associate Director, Operations & Facilities Services (<i>alternate</i>)
Ori Granot, PEA	Rob Johns, Manager Emergency Planning (<i>alternate</i>)	Andy Mavretic, Director OHSE
Darian Sernoski, CUPE 951 (<i>alternate</i>)	Jaclyn Davidson, Associate Director OHSE (<i>alternate</i>)	

1. Approval of the Agenda –

Motion: to approve with the agenda. **Carried.**

2. Approval of the Minutes

Motion: to approve the minutes from July 28, 2026. **Carried.**

3. Emergency Planning (EP) –

Fire extinguisher training as well as BEC & FEC training is available for enrollment on [Learning Central](#). CSEC and FGMT continue to participate in training sessions for responding to leaks at the ammonia plant at the ISC and active threat training. Rob is also continuing the debrief on the unplanned power outage event that happened in July. Fire drill season starts tomorrow!

Rob reported two notable responses occurred on campus within the last month. One was an unplanned power outage due to a small animal and the other occurred in CLE due to a failed UPS battery system. Rob and CSEC have also been very engaged with the soon to open ECS Expansion building with safety tours and development of a fire safety plan. Ori noted that communications about the planned power outages on campus earlier this month seemed incomplete as not everybody was alerted. Rob advised project notices were sent out to effected units/departments, an alert notice was posted on [uvic.ca](#) on July 28 and posts were made to social media platforms. Rob later advised email was sent to leaders in RESS and signage was posted in buildings that would be impacted. Ori suggested that all administration officers should also be included in emails.

CSEC has been working with stakeholders and reviewing risk assessments in preparation for the new school year, move-in day at RESS, Thunderfest and Halloween. Ori noted that he has had feedback that not all concerns were addressed from Halloween of last year. Jess and Rob relayed meetings have been ongoing and robust plans are in motion for CSEC, UCAM and RESS. Jess also noted that [Joel Lynn](#) has co-hosted meetings with CSEC in review of high impact activities typically seen on campus and to help employees with any concerning activities they may see.

4. Business Arising

a. Field Safety First Aid update

Ted brought forward the discussion regarding the implementation of new requirements for first aid attendants to be present during off campus activities. On behalf of CUPE 4163, Ted advised that it is the union's perspective that it is not appropriate for TAs to be required to

serve as First Aid Attendants or to have first aid certification as part of their job descriptions and job duty requirements. He would like confirmation on how First Aid Attendants will be assigned, who will provide them, and how the employer will meet these WSBC requirements. Ted suggested the university have a pool of First Aid Attendants that academic units can draw from.

Kane confirmed with Ted that CUPE 4163 has been in touch with Labour Relations. Kane will continue to follow up with HR/LR about this. He noted the soft launch of this program was made with good intentions and training made possible for those who would like to take it. Kane advised that conversations will continue through the fall.

Terri advised that in general, units do not have clear plans for this requirement by WSBC for the provision of First Aid Attendants during off campus activities. Terri noted that consultation with the USC and with all units should have been sought before this new requirement was rolled out to campus. She noted that the time and training costs for first aid certification will need to be covered by the university. She agrees that there should be a pool of trained First Aid Attendants that can be utilized if the unit/department does not have one or if the assigned First Aid Attendant is not available. Kane and Jaclyn will also further review with Andy in September.

5. New Business

a. Consultation topic: WHMIS

Jaclyn reviewed the WHMIS program where individuals who work with or in proximity to hazardous products complete training every 3 years. WHMIS training is provided by OHSE and offered both online and in-class. Jaclyn shared that new activities (for lab workers and non-lab workers to choose from) have been added to the online WHMIS course. Auto-reminder emails are sent to individuals when they are due to renew their training. [Safety Data Sheets \(SDS\)](#) are available to all faculty, staff and students through the CCOHS database link provided by the OHSE website with FMGT staff also having access to *MySDS*. During regular lab inspections, OHSE will review compliance with WHMIS to ensure storage and labeling requirements. Ted enquired how supervisors let their staff and students know this training is to be completed. Jaclyn mentioned that it is included as part of the lab safety training course all lab personnel complete and that some departments make it a requirement prior to issuing keys to students.

6. WorkSafeBC

a. July 2026 claims report

Elizabeth reviewed the 5 time-loss claims that were submitted to WSBC. Terri enquired about the chemical storage room in the BWC. Jaclyn shared information about the area and reviewed the follow up corrective actions that are in progress.

7. Other Business – none

Meeting adjourned at 3:11pm.

Next meeting on Tuesday, September 26, 2026 in BEC 402.