



University Safety Committee

MINUTES

Date: Tuesday, August 26, 2025

Time: 2:30 – 3:09 p.m.

Place: BEC 402

| Present | Present | Regrets/absences |
|---------------------------------------|--|--|
| Terri Lacourse, Faculty Association | Leigh Andersen, FMGT Director, Customer Service & Program Integration | Nicole Greengoe, Executive Director Wellness, Recreation and Athletics |
| Nykita Downie, CUPE 951 | Kane Kilbey, AVP Human Resources (Chair) | Andy Mavretic, Director OHSE |
| Greg Melnechuk, CUPE 4163 (alternate) | Michele Peterson, Director, Finance & Operations Wellness, Recreation & Abilities (<i>alternate</i>) | Jess Maclean, Director CSEC |
| Ori Granot, PEA | Jaclyn Davidson, Associate Director OHSE (<i>alternate</i>) | Ted Grosson, CUPE 4163 |
| Lynne Johnson, CUPE 917 | Chandra Beaveridge, Director Strategic Initiatives & Projects (<i>guest</i>) | Rob Johns, Manager Emergency Planning (<i>guest</i>) |

1. Approval of the Agenda –

Motion: to approve the agenda with the addition of Business Arising. **Carried.**

2. Approval of the Minutes

Motion: to approve the minutes from July 29, 2025. **Carried.**

3. Emergency Planning (EP) – Rob sends regrets.

4. New Business

a. AED program update

Chandra summarized the progression of the AED and naloxone program. There are approximately 46 kits now installed on campus with some final installations occurring off-site (e.g. Marine Technology Centre (MTC)). The installation of 9-1-1 emergency signage is ongoing. Chandra noted emergency signage is in English and Ləkʷəŋən. Additional languages are unlikely to be added at this time however the use of technology such as [Google Lens](#) can be a great resource for reading and understanding the signage in other languages. Kane suggested the addition of a QR code for people to use to read the sign in other languages.

Chandra shared that a “how to” video has been recorded to show what is inside the box that houses the AED & naloxone (nasal spray) kits as well as how to call for help. The video is in final editing stages and will be posted near the end of September/early October.

FGMT is working on the operational maintenance program with an external service technician to assess and test the equipment on a regularly scheduled basis. CSEC continues to provide ongoing visual checks on the equipment to ensure tampering has not taken place. The box that houses the AED is alarmed and also has a seal (paper tape) that is removed if the box is opened. Chandra advised that any concern with the equipment should be reported to CSEC. A reminder to all that in the event that an AED or naloxone kit is used, please call 911 and then CSEC. Ori noted that in the Elliot lecture wing, some of the boxes that house AEDs appear to have been opened. Terri noted this has also occurred in the



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Cunningham building. Chandra will inform CSEC and ask these locations are inspected immediately.

The [AED and opioid emergency kits website](#) includes a list of all locations (building name, building number, actual location on where you can find these items). The [interactive GIS UVic campus map](#) also show locations. Terri noted the link to this map should also be added to the AED & opioid website and that locations should also be added to Google maps.

b. **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. [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. Labs may be asked to provide SDS hardcopies or show where they have bookmarked the online SDS on their computer. Hardcopies must be no older than 3 years. Terri noted that some labs use their computers off-line from UVic. Jaclyn noted users must be logged into UVic with VPN to access the SDS.

5. WorkSafeBC

a. July claims report

Elizabeth presented the claims report for June which included four time-loss submissions.

6. Business Arising

Leigh addressed the concern about odours from mulch that has been spread near air intakes of some buildings by FMGT Grounds (FMGR). The mulch is comprised of 2 types of material: leaf compost and cedar wood chips. Leigh advised that FMGR and the mechanical shop (FMME) will work together to identify air intakes where the mulch smell could be pulled into the building ventilation system. FMGR will avoid those locations, going forward.

7. Other Business - none

Meeting adjourned at 3:10 pm. Next meeting is scheduled for:

Tuesday, September 23, 2025 in BEC 402