



MINUTES

Date: Tuesday, August 27, 2024

Start Time: 2:40p.m.

Place: BEC 402

Present

Regrets/absences

Nykita Downie, CUPE 951	Kane Kilbey (Chair), AVP Human Resources	Terri Lacourse, Faculty Association (FA)
Lynne Johnson, CUPE 917	Leigh Andersen, FMGT Director, Customer Service & Program Integration	Greg Melnechuk, CUPE 4163
Rob Johns, Manager Emergency Planning (<i>guest</i>)	Nicole Greengoe, Executive Director Wellness, Recreation and Athletics	Ori Granot, PEA
	Jaclyn Davidson, Associate Director OHSE (<i>alternate</i>)	Jess Maclean, Director CSEC
	Allison Eddy, Manager Personal Safety CSEC (<i>alternate</i>)	Andy Mavretic, Director OHSE

1. Approval of the Agenda –

Motion: to approve the agenda. *Carried.*

2. Approval of the Minutes

Motion: to approve the minutes from July 30, 2024. *Carried.*

3. Emergency Planning (EP)

Rob reviewed the EP [training sessions](#) that are in development for the fall registration. He has also been providing training to RESS community leaders working in the Sngequ House and Cheko'nien House, in particular. Rob has been working with various emergency services to update and improve their databases with regards to campus information such as building name changes. A review with emergency services will take place every six months going forward.

EP is involved with the [harm reduction](#) plan for campus. New signage will be posted with the naloxone kits. This signage will indicate where you are in the building, if a call to emergency services is made, to help them find your location. New outdoor signage is also being installed on all RESS buildings, including family housing. This signage is larger, reflective red and white lettering indicating the building number. Emergency service agencies have reviewed the signage at night and confirmed it is effective. Rob thanks everyone at FMGT involved with prioritizing this project for campus safety.

Lastly, fire drill season is upon us - stay tuned to hear the bells ring in your building!

Business Arising

a. AED project update

Jaclyn reported that the project, led by Chandra from VPFO, is moving forward to establish AED locations across campus. AEDs will be co-located with naloxone kits. The working group has selected a supplier and FMGT will be completing the installations. Supply is limited at this time with more AEDs on order for further installation across campus. There is anticipated being ~40 AED locations, although this number is not confirmed yet. Installation of AEDs will be prioritized in buildings with higher populations and/or longer hours. Jaclyn noted consultation with LSCs on placement of AEDs in their respective buildings will also take place. The working group is also reviewing maintenance, signage and training for the AEDs as well

as options to prevent vandalism. The University will communicate broader information out about the AEDs once the project has been implemented.

4. New Business

a. First aid review update

Jaclyn advised that OHSE and CSEC continue to review the new first aid regulations that will come into effect for November, as per WorkSafeBC. The new requirements include an enhanced risk assessment, review of first aid training and kits with an increase in CSEC officers per shift, identification of a first aid room, and a review of hazards and injuries most likely to occur on campus. CSEC is also reviewing and updating their standard operating procedures (SOPs) and communication procedures. OHSE is ensuring all WSBC requirements will be met. Jaclyn confirmed first aid kits in each department is not a requirement as CSEC is the first aid provider for campus. Departments would be responsible to purchase and maintain first aid kits if they choose to provide them.

5. WorkSafeBC

a. July 2024 claims summary

Elizabeth reported there were three time loss claims that occurred in July. One incident investigation is pending due to holidays but is now scheduled for completion.

6. Other Business - none

Meeting adjourned at 3:03pm.

*Next meeting is scheduled for Tuesday, September 24, 2024, **in BEC 263.***

