

**MINUTES**

*Date: Tuesday, February 25, 2025*

*Time: 2:30 – 3:16 p.m.*

*Location: BEC 402*

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

**1. Approval of the Agenda –**

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

**2. Approval of the Minutes**

**Motion:** to approve the minutes from January 28, 2025. **Carried.**

**3. Emergency Planning (EP)**

Allison reported there was no damage on campus from the earthquake that was felt last week. During the snowfall that occurred the first week of February, EP received feedback that the communications about conditions and campus closure went smoothly. Committee members also expressed appreciation for the FGMT staff who did a great job responding and keeping the paths clear. Leigh noted they will coordinate with RESS on specific snow removal in housing areas so accessibility can be maintained. Reminder that the new website about [AED and opioid emergency kits](#) and locations is live and the [UVic SafetyApp](#) has two new buttons available for each (AEDs, opioid kits).

**4. Business Arising**

Leigh advised that FGMT has approval to purchase the new equipment that was discussed at the meeting in January. He notes this purchase is a result of the USC’s support and review of a FMGT business case with Kristi Simpson. This new equipment will assist with cleaning the aggregate concrete that sometimes becomes mossy and can lead to slip and falls. The equipment is like a small street sweeper and will also be used in the bike lanes and roadways. Michelle enquired whether it could also be used to clean the track at Centennial Stadium and will follow-up with Leigh to discuss further.

**5. New Business**

a. Consultation topic: Health & Safety Training

Elizabeth summarized [training provided by OHSE](#) in the areas of research safety, occupational health and general safety and WorkSafeBC requirements. In-class training for research safety courses is available at the beginning of each term with multiple sessions offered. The 20 online training courses are available year-round. As per Darryl Huculak, FMGT provided 550 hours of safety-related in 2024. Michelle enquired about first aid training

for ATRS facility attendants. Andy noted that this job-specific training requirement remains the responsibility of the department to coordinate at this time. However, Campus Security may have future training offerings to the campus community for naloxone administration and AED use. Training to learn about how to use [naloxone](#) is available online.

**6. WorkSafeBC**

a. 2024 WSBC annual claims summary

Andy presented an overview of the university's WSBC insurance costs and injury rates in comparison to peers in our classification unit (CU) of Advanced Education. 2024 represented a small increase in total number of claims from the previous year. Overall, the university's experience rating has been greatly reduced since the inception of the claims management program (CMP). This proactive program has resulted in a discounted insurance surcharge. Andy expressed his thanks to the campus community for engaging in the CMP and practicing good safety culture.

Further statistics illustrate UVic's injury rate equates to 6 time loss claims per 1000 employees in 2024. Of all the accepted time loss claims, 51% participated in modified duties planning (MDP). For claims that did not participate in MDP, the median days lost was 4 days.

A total of 75 incident investigations took place throughout t 2024, with 36 additional investigations for non-WSBC claims, and 36 incident reports submitted pertaining to students (typically from laboratory or field activities).

b. January claims summary

Elizabeth reviewed the 2 claims submitted to WSBC; one claim for health care and one claim for time loss.

**7. Other Business – none**

*Meeting adjourned at 3:16pm.*

*Next meeting is scheduled for: **Tuesday, March 25, 2025***

*Location: BEC room 402*