

MINUTES

Date: Tuesday, July 28, 2026

Time: 2:30 – 3:37 p.m.

Place: BEC 402

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

1. Approval of the Agenda –

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

2. Approval of the Minutes

Motion: to approve the minutes from June 30, 2026. **Carried.**

3. Emergency Planning (EP) –

Rob noted that the new poster on harm reduction has now been added to the plexiglass holders across campus. 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 ICS.

Rob reported that FGMT has also been working on a power outage plan over 3 zones across campus. Power outages have been scheduled and departments that may be impacted have been notified. An actual power outage event did recently occur earlier in July in a specific zone with the EOC then being activated. Rob will report back to the USC about this event when he has completed the debrief.

4. Business Arising

a. DTB inspection update

Andy reported that the two action items noted in the [June minutes](#) are underway. FGMT will be cleaning air intakes and ductwork and the installations on the roof (weather station and wall-clocks transmitter system) have been tested by an external consultant. Radiofrequency emissions were tested for compliance with Health Canada standards on the roof as well as the 4th and 5th floors of DTB. The completed report shows all measurements well within safe limits and no exposure concerns for occupants. OHSE is continuing to communicate with WSBC and Health Canada for guidance. Andy will be meeting with the Chair of Math, Deans (Science, Social Sciences) and co-chairs of the DTB-COR LSC to review the report, gather feedback and discuss next steps.

Terri enquired whether radon, carcinogens, VOCs or other air quality parameters have been tested. Andy advised that these specialized tests were not done as part of the initial building

assessment. He indicated that any further testing would be based on guidance and direction from WSBC and Public Health. Additional testing would also be done if there was evidence or complaints of a specific building issue, which has not been found or reported.

b. First aid inspection update

Andy noted WSBC has received the report that the Officer requested, and OHSE is awaiting further response.

5. New Business

a. Consultation topic: Confined Spaces

Andy reviewed the confined spaces program on behalf of Darryl Huculak. The program is managed by FMGT and includes areas on campus that are part of the inventory (e.g. crawl spaces, tanks, vessels, vaults), training provided to staff and risk assessment processes. Andy noted that the contract with local Fire Departments (Oak Bay & Saanich) is being renewed with updates made only to how service costs will be charged back to the university.

b. Field safety first aid/updates

Andy reviewed the [First Aid Risk Assessment table](#) for UVic Field Activities developed in response to new WSBC first aid regulations and to provide guidance for [Field activities](#) including research, teaching, athletics travel and student clubs. The table includes all risk levels from “low”, “moderate”, “high” and “very high” and illustrates requirement levels for each. The table is designed to assist trip leaders assess minimum first aid requirements (i.e. attendant training and kits). First aid kits for remote and wilderness have been purchased and distributed to ~ 12 departments and the program leads in OHSE and Risk Management have been communicating with clients and gathering feedback as part of the roll-out of information and ongoing support.

Terri provided comments and raised some questions for follow-up, including having guidance from OHSE for units about First Aid Attendant (FAA) roles, responsibilities and expectations, as defined by [WSBC](#). Terri noted that most employees are generally not hired to be a FAA as part of their job duties. Further to this, she inquired if an employee is required to be a FAA, if that duty could be assigned to them by a supervisor, or could the employee decline that role? This also raised questions about job duties, potential changes to job descriptions, and if first aid responsibilities might limit/change an employee’s ability to perform their regular duties. She also noted concerns about undergraduate students being the designated FAA on a field trip for a course the student is also enrolled in, which was suggested as a possibility by OHSE i.e., have a student participating in a field trip as a course requirement also serve as the trip’s FAA. Andy acknowledged that it’s possible for students to be an FAA, but would need to give more thought to undergraduate trips versus graduate students conducting field research.

WSBC requires that the employer fill FAA positions and have a plan in place should a FAA be absent or unavailable for whatever reason. Terri suggested that it would be best for employees to have on-campus access to the first aid training that is required to be a FAA including basic and intermediate first aid. Terri also suggested that the employer could have a pool of first aid attendants that are able to join a field trip, if the designated attendant was

absent and there was no alternate immediately available within the academic unit. That would help the employer fulfill their requirement of providing attendants and having a procedure for dealing with absences.

Andy acknowledged that the requirements and training for the “low” and “moderate” risk levels will require more support and discussion to implement compared to those groups who are engaged in trips and research in remote or wilderness locations, where the safety planning and first aid requirements are well-established.

Terri also enquired about the guidance for [naloxone kits](#) and training and whether it was required or optional for trips. Andy will follow-up on all questions and feedback, and report back at an upcoming meeting, likely the September USC.

6. WorkSafeBC

a. June 2026 claims report

Elizabeth reviewed the 1 time-loss claim and 2 health care claims from June that were submitted to WSBC.

b. 2nd quarter WSBC claims summary

Andy reviewed the Q2 claims with most costs associated with Q1.

7. Other Business

Ted enquired about follow-up with WSBC regarding how worker representatives on WSBC Inspection Reports are often listed as “not available”. Terri advised she spoke with a WSBC inspector and learned that the template they use has the choice of only 2 drop-down items of “not available” or “not appropriate”, and that they must choose one. The former is generally chosen as WSBC is not required to speak with an employee during an inspection. Terri asked the WSBC inspector to clarify on future reports (in the free-form section of the report) whether a worker representative was actually not available or whether no attempt was made to include a worker during the inspection.

*Meeting adjourned at 3:37pm. Next meeting is scheduled for:
Tuesday, August 25, 2026 in BEC 402*