



University Safety Committee

MINUTES

Date: Tuesday, March 25, 2025

Time: 2:30 – 3:20 p.m.

Location: BEC 402

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

1. Approval of the Agenda –

Motion: to approve the agenda with the addition of item 5b – Inspection report. **Carried.**

2. Approval of the Minutes

Motion: to approve the minutes from February 25, 2025. **Carried.**

3. Emergency Planning (EP)

Rob reviewed [earthquake preparedness](#) in light of the recent small earthquakes that were felt in the region. Enrollment is open for [emergency preparedness workshops](#). Volunteers interested in joining the Emergency Call Centre are asked to contact Rob or [Dorothy](#). On May 4, UVic is partnering with local authorities (e.g. police & fire departments) to host an emergency planning fair in parking lot 4. Rob noted that updates will be made in the business emergency plan (BEP) and shared soon to LSCs.

4. New Business

a. Annual USC Evaluation

Kane and Terri provided a review of the USC evaluation and the work done by the committee throughout 2024. Part 1, section 1.2 (b) was answered “no” as the committee is awaiting confirmation on whether the Faculty Association representative (current committee co-Chair) course release is being paid by the union or employer. In section 1.4 (a), not all members were able to complete the required training, however new members from CUPE 4163 and 917 were successful in completing; and for section 1.4 (b) not all members utilized the [optional educational leave entitlement](#), however members from CUPE 951 and 917 did so. In section 1.5, an informal recommendation was made in December 2024 and brought to the attention of the Risk Manager, Faculty of Graduate Studies, Student Affairs, VPAC Faculty Relations, HR Labour Relations, and OHSE.

In Part 2, section 2.2, it was noted the committee is awaiting response from VPAC to determine if the USC is fully in compliance with [section 40](#) of the Workers Compensation Act. In section 2.4, the committee has been working effectively to address health and safety issues at UVic, making important contributions on various topics including AEDs, Summer Heat and Outdoor Air Quality, and ensuring compliance with the Act, among others. The Committee co-Chairs will forward this report to the VPFO, who oversees the committee, to



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finalize discussions on clarifying compliance with section 40 of the Workers Compensation Act. Once finalized, the Committee will amend Section 7 of the Committee's Terms of Reference to clarify compliance with section 40 of the Act.

b. Local Safety Committee (LSC) Review

Andy reviewed the summary report of the 26 joint local safety committees across campus. Most committees met 10 or more times with 2 committees meeting less. A few LSCs identified some membership vacancies that need to be filled and common area inspections to be completed. Andy also advised that some LCS restructuring will occur as the Faculty of Human & Social Development transitions to the new Faculty of Health.

c. Department Incident & Investigation Report (DIIR) form update

Andy summarized the “refreshed” formatting updates on the DIIR. He advised the content has not been changed but the form has been redesigned to follow best practices for accessibility as well as the new UVic branding. Page 3 of the DIIR now provides additional space, if needed, for information about the preliminary, full investigation and corrective actions. It is recommended to use a digital signature to electronically sign PDFs rather than adding an image of a signature.

5. WorkSafeBC

a. February claims report

Elizabeth reviewed the 4 time loss claims that occurred in February. All employees have returned to full duties.

b. Inspection report

On March 21, the WSBC prevention officer conducted a workplace inspection of the university's violence prevention program with a focus on Campus Security. Andy will work with CSEC leaders to respond to the Officer's request for documentation related to risk assessments, internal procedures and training.

6. Other Business – none

Meeting adjourned at 3:16pm.

*Next meeting is scheduled for: **Tuesday, April 29, 2025***

Location: BEC room 402