

MINUTES

Date: Tuesday, March 31, 2026

Time: 2:30 – 3:15 p.m.

Place: BEC 402

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

1. Approval of the Agenda –

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

2. Approval of the Minutes

Motion: to approve the minutes from February 24, 2026. **Carried.**

3. Emergency Planning (EP) –

Rob advised there are 12 public sessions for Active Threat training running between now and June facilitated by Dorothy Eggenberger. Registration is available from UVic [Learning Central](#). Units can also request a group session if they would like to do the training as a team by contacting Dorothy or Rob. Rob also noted that there are emergency first aid teams that EP coordinates. There is both a student and staff team who support planning and response activities in the event of major earthquake on campus. He also shared there is ongoing work in CSEC and EP with reviews and updates of Standard Operation Procedures.

4. New Business

a. Annual USC Evaluation

Terri and Kane reviewed the draft evaluation with the committee. Overall, the committee had a successful year meeting its requirements and contributing to health and safety initiatives, with one outstanding item from 2025 (i.e. paid time off work) now resolved. OHSE will make final edits to the document and distribute to the co-Chairs and VPFO for signatures.

b. Local Safety Committee review

Andy shared the summary of LSC activities from 2025. Overall, the performance was very positive, including monthly meetings and common area inspections. Andy confirmed that the meeting data are based on minutes recorded and distributed, not if quorum was met.

c. Terms of Reference update

Terri and Kane presented the amendments to section 7 of the Committee’s Terms of Reference regarding paid time off to attend and prepare for meetings in accordance with the Workers Compensation Act (s.40). The amendments clarify how the Committee is now in compliance with the Act. The motion and vote were as follows:

MOTION: That the USC adopt the amendments as presented in section 7.d of the Terms of Reference.

Moved by: Terri; seconded by Ted

Discussion: none

Vote: in favour (8), opposed (0), abstentions (0)

Motion approved unanimously.

With the motion approved OHSE will update the ToR and document date, and publish on the USC website.

5. WorkSafeBC

a. Inspection Report

OHSE received an inspection report (no orders) from WSBC, requesting a summary of the employer's investigation related to a bullying/harassment complaint. WSBC was advised the investigation is in-progress and summary report will be shared when completed.

b. February 2026 claims report

The February claims were reviewed, which included 2 time-loss and 2 health care only claims. Andy will follow-up to confirm if the faculty member incident description is correct (i.e. falling "up" vs. "down" the stairs). *Note: following the meeting it was confirmed the report should read faculty member fell "down" the stairs, and will be amended accordingly.*

6. Other Business

None

Meeting adjourned at 3:15pm. Next meeting is scheduled for:

Tuesday, April 28, 2026 in BEC 402