

MINUTES

Date: Tuesday, May 27, 2025

Time: 2:30 – 2:55 p.m.

Place: BEC 402

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

1. Approval of the Agenda –

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

2. Approval of the Minutes

Motion: to approve the minutes from April 29, 2025. **Carried.**

3. Emergency Planning (EP)

The [Bob Rich Report](#) (published April 3) was in addition to the BC Coroner's inquest. Rob noted the [inquest jury](#) has made a series of recommendations, including two specifically for the university (items #3 & #4). Rob advised there is a lot of work in progress with more to come. Rob has been continuing to meet with emergency response agencies over the last year regarding campus wayfinding and muster locations. Although the police and fire departments access the radio frequency used by CSEC and can speak with them directly, BC Ambulance has not had this ability. This will be changing starting next week. BC Ambulance will be able to connect with CSEC directly on the radio frequency.

Rob also provided a general update that spring fire drills are commencing next week. He is continuing to facilitate EOC training sessions as well as Emergency Call Centre training. The UVic Alerts system testing that usually occurs at the beginning of May, has been rescheduled to May 29. EP is working on updating their posters, courses and website.

4. Business Arising

Andy provided updates to last month's USC meeting. In follow-up to Kara's inquiry about the use of respirators in Science Stores, OHSE has since met with the staff and manager. It was discussed there are no routine operations requiring a respirator or which present occupational exposure issues for staff, recognizing that incidental odours may occur in this type of setting. OHSE will continue to support Science Stores if further assessments, respirator selection or fit testing is required.

In follow-up to Terri's inquiry regarding if there are any WorkSafeBC requirements for employers to have and/or to notify emergency contacts in the Emergency Planning regulations. Andy

confirmed there is no requirement in the legislation, which primarily focuses on evacuation and rescue processes as well as notification to workers when it is safe to re-enter a building or work area.

5. New Business

a. Consultation topic: Hearing Conservation Program

Andy provided an overview of the [hearing conservation program](#) in which OHSE consults with departments on hearing protection and occupational noise issues, provides training and arranges noise surveys. To date in 2025, noise exposure assessments have been conducted in 3 areas with all measurements below the applicable WorkSafeBC (WSBC) actions levels or with appropriate noise controls in place. An annual assessment of EDC2 is scheduled in June. FGMT continues to arrange annual audiometric testing with an external contractor with results retained in the department and provided to WSBC. Leigh noted this is routine for tradespeople working in various shops.

b. Due Diligence Report

Andy reviewed the 2024 report that is presented to the Risk Management Steering Committee and submitted annually to the Board of Governors. This compliance report outlines various federal, provincial and municipal legislative requirements primarily for research related activities and some campus operations and services. Andy noted Transport Canada (TC) inspected Science Stores in January 2024 with no issues of non-compliance identified. On behalf of the university, OHSE registered with TC's Client Identification Database in October 2024. This is a new requirement for organizations that import, offer for transport, handle or transport dangerous goods.

Kane enquired about the frequency of asbestos dumping on campus. Leigh advised that although dumping still occurs, it has been less frequent likely due to increased security measures that have been put in place. Michelle enquired on whether the ammonia plant would be included in the due diligence report. Andy advised that if there was a spill/release, then this would be reported out under the Environmental Management Act, Hazardous Waste Regulation and WSBC. Andy noted that the two spill reports submitted to the Ministry of Environment (halocarbon release discussed at the April meeting) will be included in next year's due diligence report for 2025.

6. WorkSafeBC

a. April claims report

Elizabeth presented the claims report for April which had 3 time-loss and one health care claim submission.

7. Other Business

OHSE is pleased to announce their refreshed [website](#) has just been launched. This project was a significant commitment of time and effort to redesign the site and update content to the new web standards, with a focus on accessibility and client needs. Please send any feedback or comments to Andy and Elizabeth.

*Meeting adjourned at 2:55 pm. Next meeting is scheduled for: **Tuesday, June 24, 2025 BEC 402***