

MINUTES

Date: Tuesday, November 25, 2025

Time: 2:30 – 3:20 p.m.

Place: BEC 402

Present	Present	Regrets/absences
Terri Lacourse, Faculty Association (Chair)	Ron Granados, FMGT Director, Maintenance & Operations	Nykita Downie, CUPE 951
Lynne Johnson, CUPE 917	Andy Mavretic, Director OHSE	Kane Kilbey, AVP Human Resources
Ted Grosson, CUPE 4163	Jess Maclean, Director CSEC	Michele Peterson, Director, Finance & Operations Wellness, Recreation & Abilities
Ori Granot, PEA	Jaclyn Davidson, Associate Director OHSE (<i>alternate</i>)	
Rob Johns, Manager Emergency Planning (<i>guest</i>)		

1. Approval of the Agenda –

Motion: to approve with the addition to Other Business. **Carried.**

2. Approval of the Minutes

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

3. Business Arising – follow up regarding ECS construction site

Leigh provided a response to Andy, after following up with the Director, FMGT Projects, that there were no further actions required by the university as a result of the WorkSafeBC investigation. FGMT continues to work with the prime contractor on this project, including review of safety topics during regular check-in meetings.

4. Emergency Planning (EP) –

Rob has only one more fire drill to hold this year! The Rapid Damage Assessment Team recently completed training. The Emergency Operations Centre (EOC) will be participating in an exercise scenario on active threat on campus. Rob will also be holding training for the Emergency Call Centre. [Volunteers](#) to join various emergency response teams are welcome! A planned power outage occurred on November 15. The outage went well with planning and response and was also a good opportunity to review what happens. A cross-department debrief is in progress to review Halloween gatherings on campus this year. The debrief will include what went well and what was challenging. The updated [EP website](#) is live! Please provide your feedback to Rob or Dorothy.

Ori enquired about campus safety during the upcoming winter closure. Jess advised inspections and patrols of buildings increases by CSEC. Rob advised that emergency call-out lists are on file and ready to use when needed. Ron advised FGMT monitors systems 24-7.

5. New Business

a. [Consultation topic: Emergency Preparedness & Response](#)

The consultation document provides an overview of regulatory requirements that employers must conduct [as per WorkSafeBC](#) for specific emergency response hazards, in addition to our campuswide planning and response procedures.

Andy noted that Darryl Huculak in FMGT maintains procedures on high angle work and confined spaces/underground work at the university. Andy advised that WSBC has introduced revised risk assessment documentation for hazardous substances emergency plans related to spills, fires or natural disaster events. OHSE will be completing these assessments working with EP, and is also updating campus hazmat response plans, maps and contacts in consultation with local fire departments. Location maps are provided to the fire department with printed copies held in the fire boxes for buildings containing hazmat. Floor plan maps are generated using FMIS, with departments colour-coded for their locations. Building signage for the fire department is also being updated. Window signs note the room number face the exterior of the building. Interior door signs include a red diamond located in the bottom third of the door, to denote a hazmat room.

Rob reviewed emergency procedures, fire safety and [campus evacuation](#). He continues to engage with the many of [building emergency teams](#) (~600 people) across campus in training sessions and fire drills. In summary, there are 7 emergency teams at the university which include the Emergency Operations Centre (EOC), Site Response Team, Executive Policy Group, UC&M Emergency Communications, FMGT Operations Centre, Emergency Call Centre and Rapid Damage Assessment Team.

6. WorkSafeBC

a. [October claims report](#)

Elizabeth presented the claims report for October which included five time-loss submissions and two health care claims.

7. Other Business

Andy summarized an inspection report by WSBC for a refusal of unsafe work. The [three step process](#) was followed. Upon reviewing the concern with the WSBC Officer, the employee withdrew their refusal, which concluded the process.

Meeting adjourned at 3:20pm. Next meeting is scheduled for:

Tuesday, December 16, 2025 in BEC 402