

MINUTES

Date: Tuesday, October 28, 2025

Time: 2:30 – 3:40 p.m.

Place: BEC 402

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

1. Approval of the Agenda –

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

2. Approval of the Minutes

Motion: to approve the minutes from September 23, 2025. **Carried.**

3. Emergency Planning (EP) –

Rob provided an update about the many activities that have been taking place with various units on campus. Training for RESS community leaders (CLs) on what to do in various emergency events was completed; fire extinguisher training was also provided to many CLs. Campus-wide fire drills are almost complete for this year with a total of over 100 overall. Terri advised that during the fire drill for Cunningham, a class was in session in CUN 146 but they did not think the fire alarm applied to them as the fire bell volume was low. Rob noted that if the bell sound is too low, FGMT can be contacted to adjust.

Training for building and floor emergency coordinators (BECs/FECs) continues to be provided. Rob also noted the building emergency plan (BEP) template has been updated. Dorothy Eggenberger, EP Coordinator, is working on updating the EP website. New emergency procedures posters are being rolled out to campus now.

The UVic SafetyApp has also been updated to include a link to the [AED and naloxone kits on campus](#). Terri suggested the map should be included in the UVic SafetyApp rather than the list of locations. Rob noted accessibility requirements are being considered when toggling the layers of the map.

Rob thanked OHSE for updating the hazard materials locations on campus and their participation in reviewing with the fire department. The [new wing in the Fraser building](#) is open and has a fire safety plan in place and training has been provided to security officers. Security officers have also participated in training related to the ammonia plant at ISC. Training for ATRS facility attendant staff will also be scheduled as well as for the alumni house staff. This is part of

an ongoing training cycle related to this facility. Rob thanked FGMT for their recent training on their departmental operations centre. [Winter weather](#) planning is underway. The Great BC Shake-Out took place on October 16 with testing of the [UVic Alerts system](#).

4. Business Arising: Emergency safety update

a. Building identification

Andy provided an update on enhancements to building identification for emergency responders (ER). The list of building names is reviewed every 6 months with ERs. Red emergency placards (signage) have been installed throughout the interior of all buildings. This signage includes the building name, building ID number, and which level/area you are in.

External signage for the building ID numbers continues to be installed to the exterior of each building. This signage is reflective red and white. Buildings in RESS all have the exterior ID numbers on them. The recommendation for civic addresses for each building is a complicated matter and awaits further clarification from the Coroner to the Minister, before the Ministry can develop guidelines for all post-secondary institutions. Jess noted that further support to determine civic addresses would likely be required from the local municipalities that campus resides in. Rob advised he has worked with [ECOM](#) (who provides maps to ERs) on updated campus maps.

b. 911 procedures

Andy reiterated that for any emergency, call 911 first, and then call Campus Security (CSEC) at 250-721-7599. This information is included on all the new red emergency interior signage throughout the buildings, included in the UVic SafetyApp, and training provided to CLs in RESS. Emergency 911 call handling procedures have been reviewed in CSEC as part of their SOPs for dispatch.

c. Emergency contact notification

Andy advised new [emergency contact procedures](#) for students, faculty and staff has been introduced. The university will now ask for two emergency contacts to be identified in [Online tools](#).

Ori enquired whether the university would be further investigating the rebar tower collapse that occurred at the ECS Extension building construction site. Andy advised that WorkSafeBC investigated and fines were levied against several of the contractors. The university would comply with any directives if provided through the WSBC investigation process. Leigh confirmed the prime contractor is responsible for safety on a construction site. Leigh will follow-up with FGMT on whether any further information is available.

5. New Business

a. Consultation topic: First Aid

Andy noted a thorough first aid risk assessment was completed last year as per WSBC's amended regulations that come into effect November 1, 2024. First aid is provided by CSEC and is available 24 hours a day by calling 250-721-7599.

Currently, security officers are trained to WSBC Occupational First Aid Level 2/Intermediate. Updated training for CSEC is in progress with all security officers scheduled to receive First Responder (FR) training/certification in combination with WSBC Intermediate (5 day course).

WSBC Advanced Training is planned for CSEC officers in lead roles (10 day course). The first aid room on the UVic main campus will be ready for January 2026 at CARSA. Jess confirmed David Elder, community safety & training specialist, will connect with Michelle on this project.

Andy also summarized the 2025 first aid assessment. UVic is part of the Advanced Education classification unit (CU) and the hazard rating assigned to this CU is low. Due to the nature of some work activities at UVic and unique hazards identified, the rating has been adjusted to moderate. An appendix was provided for review by the committee which detailed additional factors including the completion of the project to install publicly available [AED units in co-location with naloxone kits](#).

Campus Security is in the process of implementing the new training plan and updating job descriptions. Jess noted one group has completed the Intermediate/FR training with the majority anticipated to be completed by early January 2026.

Terri asked if departments are required to have/update first aid kits. Andy confirmed departments may have them at their discretion (i.e. basic kits in office areas).

6. WorkSafeBC

a. September claims report

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

b. WorkSafeBC third quarter claims report

Andy reviewed the third quarter trends for 2025 which reflected overall reduced claim costs compared to last year, and noted there are a few complex claims in 2025 that are contributing to higher total days lost this year.

7. Other Business

Kane announced Leigh is retiring. Thank you to Leigh for his many years service on the USC! Ron Granados will be joining as the employer representative from FGMT.

Kane also announced that Michele is retiring at the end of the year. Thank you to Michele for her participation on the USC!

*Meeting adjourned at 3:40pm. Next meeting is scheduled for:
Tuesday, November 25, 2025 in BEC 402*