



## MINUTES

**Date: Tuesday, October 29, 2024**

**Time: 2:30p.m.**

**Place: BEC 402**

<u>Present</u>		<u>Regrets/absences</u>
Terri Lacourse (Chair), Faculty Association (FA)	Kane Kilbey, AVP Human Resources	Greg Melnechuk, CUPE 4163
Nykita Downie, CUPE 951	Leigh Andersen, FMGT Director, Customer Service & Program Integration	Lynne Johnson, CUPE 917
Ori Granot, PEA	Nicole Greengoe, Executive Director Wellness, Recreation and Athletics	
Shane Randall, CUPE 917 ( <i>alternate</i> )	Andy Mavretic, Director OHSE	
Rob Johns, Manager Emergency Planning ( <i>guest</i> )	Jess Maclean, Director CSEC	

**1. Approval of the Agenda –**

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

**2. Approval of the Minutes**

**Motion:** to approve the minutes from September 24, 2024. *Carried.*

**3. Emergency Planning (EP)**

Rob reviewed the training sessions that have been taking place this fall. The rapid damage assessment team took part in two training sessions, UCAM also recently attended a ½ day training session and ATRS participated in training on the campus assembly area. He continues to work closely with emergency services on updating and improving their mapping data for locations on campus; with a commitment to review and update every six months.

Rob summarized the two recent events that took place on campus. On September 27, a suspicious package was reported in Cornett and police elected to evacuate the building. On October 18, there was a small fire at student housing (in the Wallace Building) and the emergency site response team was activated.

Rob notes the UVic alerts system was tested successfully on October 17. He is also working with UCAM on redeveloping templates and refining messaging to continue to make improvements to EP with partners across campus.

**4. Business Arising**

a. AED project update

Andy reported that the working group and FMGT are continuing to work on mapping out the locations for the first phase of AEDs for installation. Further review and planning for co-locating naloxone kits continues as well. The first three AEDs will be installed at the Craigdarroch Office (main office of RESS), McPherson Library and Cheko’nien House (The Cove). Email from Andy and Chandra was sent to the LSC co-chairs of these areas to consult and share proposed locations as well as provide an opportunity for questions. Andy confirmed 10-15 AEDs have been purchased with a target to have 48-50 in phase one. Chandra will continue to coordinate with FGMT on the timeline for installing more AEDs.

b. District Energy Plant (DEP) follow-up

Leigh reported that the enquiry about shift engineer availability and the supervision of pressure vessels on campus was reviewed at the FMGT LSC. Further information was

requested by the LSC and was provided by Ron Granados, Director of Maintenance & Operations. Ron reported that an inspector from Technical Safety BC (TSBC) met with FMGT management in the spring to clarify the definition of “continuous supervision”. The inspector was going to do some further investigation and report back to FMGT. FMGT management followed up again with TSBC this month seeking clarification to ensure UVic remains in compliance within the guidelines of its operating permit. FMGT highlighted several resources shift engineers currently have access to. The TSBC inspector has instructed UVic to submit a variance application to the permit. Instruction from TSBC also includes updating standard operating procedures and the provision of tablets to shift engineers; with the ability for them to implement remote shutdown capability via the tablets. Leigh advises that FGMT is actively working on submitting the variance application and follow-up items and that he will forward Ron’s summary report to CUPE 917.

## 5. New Business

### a. Consultation topic: WHMIS

Andy reviewed the WHMIS program where individuals working with chemicals and other hazardous materials complete training every 3 years. WHMIS training is provided by OHSE and is available both online and in-class. Training completion numbers have exceeded pre-pandemic numbers (2019 total = 645; 2024 to date = 774). Safety Data Sheets (SDS) are available to all faculty, staff and students through the CCOHS database link provided by the [OHSE website](#) with FMGT staff also having access to *MySDS*. Andy summarized two inspections that took place with WSBC this year where WHMIS was referenced. In May 2024, the shop inspection form was updated to ensure WHMIS training, labelling and SDS requirements were reviewed. In July 2024, a biosafety laboratory inspection found compliance with WHMIS training, labelling and SDS requirements.

### b. Consultation topic: First Aid

Andy reviewed the changes to first aid requirements as per WSBC’s recently amended regulations that come into effect November 1, 2024. Changes include the requirement for advanced certification by some Campus Security (CSEC) first aid attendants, in addition to existing intermediate certifications. CSEC will be reviewing and establishing first aid staffing levels (both the number of first aid attendants and the complement of attendants who are either trained to the Intermediate or Advanced level, per shift), identifying a first aid room on the main campus, and arranging for any additional training courses, kits or equipment needed. Jess and Nicole report the first aid room is likely to be near the entrance of CARSA. Terri enquired if the first aid room will be staffed where employees and students could attend to receive first aid. It was clarified that the room is not staffed (or required to be), but rather is available to CSEC if a dedicated space is needed to provide supplemental treatment as part of a first aid call-out.

Andy also summarized the first aid assessment worksheet provided by WSBC. 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 current project to install publicly available AED units in co-location with naloxone kits. Andy will follow-up on the Aquatics Unit to confirm whether their tanks represent a drowning hazard in the assessment category of “working on or over water”. A compliance plan for transitioning to the new requirements is being developed by CSEC. They will also be updating their First Aid Standard Operating Procedures and developing plans for annual drills.

## 6. WorkSafeBC

### a. September claims summary

Elizabeth reviewed the 8 claims submitted to WSBC in September; six claims were time loss and two claims were for health care.

### b. WorkSafeBC third quarter claims summary

Andy reviewed the third quarter trends for 2024 which reflected an increase in claim costs from last year due to several longer duration claims. The number of injuries (injury rate) has not increased and is similar to previous years.

## 7. Other Business

Andy proposed a change to the [consultation topic calendar](#) for 2025 with moving the review of WHMIS to August, and then subsequently, moving First Aid to October. The committee is in agreement.

*Meeting adjourned at 3:30pm.*

*Next meeting is scheduled for Tuesday, November 26, 2024*

**location:**

**CARSA**

**Room A241**

**"Vikes Room"**

