

MINUTES

Date: Tuesday, September 23, 2025

Time: 2:30 – 2:49 p.m.

Place: BEC 402

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

Welcome to Michele Peterson as the new employer representative from ATRS.

1. Approval of the Agenda –

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

2. Approval of the Minutes

Motion: to approve the minutes from August 26, 2025. **Carried.**

3. Emergency Planning (EP) – Rob sends regrets.

4. New Business

a. Consultation topic: Working Alone

Andy reviewed the [working alone or in isolation](#) requirements. He summarized the various procedures implemented by departments who are required to undertake working alone risk assessments and establish check-in protocols. Consultation between OHSE, EP, CSEC and SYST continues regarding adding a working alone module to the UVicSafety App. A meeting with the vendor took place to review technical requirements and privacy issues. Further discussion on the logistics of how a working alone module might be used for working on campus or off-campus (in the field) is ongoing with discussion also including how the role of CSEC and “Dispatch” would also be utilized.

Ori enquired whether CSEC supports ONCS at the Queenswood campus or groups working in CFAR (Sidney). Jess confirmed CSEC supports Queenswood for first aid, and Andy noted that any groups working off-campus would require their own working alone assessments and check-in procedures. Jess also noted CSEC is assisting with a security review for the CFAR group in Sidney.

5. WorkSafeBC

a. August claims report

Elizabeth presented the claims report for August which included four time-loss submissions and one health care claim.

6. Other Business - none

*Meeting adjourned at 2:49 pm. Next meeting is scheduled for:
Tuesday, October 28, 2025 in BEC 402*