



## MINUTES

**Date: Tuesday, February 22, 2022**

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

**Place: online**

Present	Present	Regrets
Ori Granot, PEA	Leigh Andersen, Director FMGT	Tom Downie, Director CSEC
Amy Issel, CUPE 951	Fiona Puszka, PSC & Acting Manager Security	Cliff Haman, PEA <i>alternate</i>
Greg Melnechuk, CUPE 4163	Darryl Huculak, FGMT Health & Safety Coordinator	Ben McAllister, Manager Risk & Insurance
Eric Segec, CUPE 917	Rob Johns, Manager Emergency Planning	
Terri Lacourse, Faculty Association	Andy Mavretic, Director OHSE	
Kane Kilbey, (Chair) AVP Human Resources	Elizabeth Errington, OHSE Administration Manager	

### 1. Approval of the Agenda

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

### 2. Approval of the Minutes

**Motion:** to approve the minutes from January 18, 2022. *Approved.*

### 3. Business Arising

#### a. Employer response to recommendations

In reviewing the response document, the committee requested it be adopted as part of the minutes of this meeting, with the management representative(s) noted on the document who prepared the response. The following feedback was discussed:

- *Recommendation #1 & #2* – Terri noted that the communication plan is not working in some units as the leaders are either not forwarding the COVID-19 e-mails at all or the e-mails are not forwarded in a timely fashion. Leigh commented it would be helpful to know which leaders are copied on email messages so a plan can be put in place on how to further distribute messages. Kane advised that the leader e-mails are sent to the president’s leadership council (PLC) with a request to share with their teams. All e-mails are copied to administrative directors and their assistants as these are normally the people who manage the distribution of PLC communication. Recent COVID-19 messages have been broadcast e-mails.
- *Recommendation #3* – Terri noted that instructors are still not clear on their role in the enforcement of masking rules and that some instructors have difficulty enforcing the rule. As faculty members get varying degrees of communication from their chairs or administration, Terri conveyed that communication should go directly to instructors rather via solely chairs/deans. Faculty have been relying on communication from the Faculty Association rather than administration. Kane noted that he will provide this feedback to the VPAC team along with the feedback noted above.
- *Question #1* – Terri expressed that any recommendations that come from the USC must actually “leave” the committee and be brought forward by the co-chairs. Kane advised that he will reflect on this as some employer responses may be the responsibility of a USC management representative (i.e. wearing two hats). Eric noted he would like to see

recommendations consistently included in the minutes. OHSE will ensure the minutes reflect recommendations; Andy also indicated that recommendations could be made by individuals or jointly by the entire USC depending on the issue. Ori agreed recommendations may need to be separated from the whole committee versus an individual. Andy advised that a recommendations procedure could be developed for the USC, and suggested the USC consider this when providing feedback on the upcoming annual evaluation. The joint LSCs do have a process for recommendations to deans/directors, or the employer, and if the issue(s) remains unresolved that recommendations can go forward the USC for assistance.

- *Question #2* – Terri reiterated that the USC has not been consulted on COVID issues in advance of decisions. Kane advised it is the employer’s responsibility to provide a safe workplace and that extensive consultation has taken place with public health throughout the pandemic response. He further suggested that he and Terri may simply have a fundamentally different perspective on this matter, and that the employer is not co-managing the response to the pandemic with the USC. The employer has provided a complete update of where the university has been at with the COVID-19 response at every USC meeting and ensured that the committee had a full opportunity to ask questions or provide feedback. Darryl noted WorkSafeBC has been more direct in terms of procedures the employer is required to follow with regards to the pandemic and that there has not been as much ability to provide consultation. Terri agreed that there is a difference of perspective, but also noted the FA view that the response to the pandemic is not expected to be co-managed but rather consulted on. She cited, for example, that some PHO restrictions have minimum and maximum points and the implementation of such restrictions should be consulted on. Kane reaffirmed that the university relies on BC’s top doctors for their advice based on their assessment of the pandemic and epidemiological evidence, and that health and safety measures have been tailored, with their guidance, to our environment by a sector-wide steering committee and process.
- *Question #3* – Andy confirmed the ventilation through Elliott was investigated and is operating properly. He also noted that many other concerns raised were about spaces that did not have windows, and advised that the absence of a window does not affect the air quality of a space or operation of the HVAC system.

b. COVID-19

Kane noted the recording of the [post-secondary town hall](#) on February 9 with the PHO is available.

i. New employee vaccination policy

Proof of vaccination will be required for new, non-student employees prior to starting employment with the university after February 21. This temporary [policy](#) will help maintain the high level of vaccination so far achieved on campus. Terri inquired why this policy does not apply to new employees who also happen to be students. Kane responded that the university is following the PHO directive that any employer vaccination policies should not be a barrier to student access to educational and related programs, and acknowledged that many students rely on supplemental employment in order to pursue their studies.

ii. Rapid test kits

The university has recently received 30K test kits for all employees and students (1 kit of 5 tests each). Logistic planning for distribution and/or pick up of the kits is underway and aiming for Feb 24/25 to start. Some units may have kits boxed up and sent directly to them (e.g. FMGT, RESS); others may be able to order kits and receive them for their employees, and employees and students will be able to register via the [Thrive app](#) to pick-up a kit. The Stadium will be used to distribute kits for pick-up – at least initially to manage line-ups or potential crowding. Further details are anticipated to be shared later this week.

iii. PHO Orders and easing of restrictions

Kane reviewed the [changes to provincial health orders and restrictions](#) since the PHO update of February 16. The [gathering and events order](#) has the biggest change wherein capacity limits for most events have been lifted, and certain restrictions eased for restaurants and athletic facilities. Proof of vaccination and masking, however, remain in place for events and these activities. OHSE will continue to work on guidance for social activities and events on campus. Kane noted the temporary order to require remote working from home has been lifted with public sector workers returning to the office for March 1. The university will provide direction to units in the near future about the effect of these changes on some of the temporary measures that were put in place for Omicron last month, including the additional flexibility on remote working. UVic will likely be able to return to its [remote working framework](#) that was put in place last year.

The student housing order has also been extended to the end of June where proof of vaccination is required, and masks must be worn at all times in student housing and its common areas. Andy confirmed that [masks](#) still are required to be worn in all indoor public settings, including classrooms. More changes to these orders and restrictions are expected to be announced by the PHO in March and April. Terri noted that if current conditions persist, faculty would like the mask mandate to continue into summer classes.

c. N95 masks for custodial staff

Terri stated that prior discussions have taken place regarding custodial staff in student housing who clean washrooms, which is considered a high risk setting. Terri and Eric made the recommendation that N95 masks be made available to all custodial staff whose duties include cleaning washrooms. Kane asked if this recommendation points to any public health advice. Terri replied it did not, but that the PHO has said bathrooms are high risk settings. Kane also noted that the university continues to provide 3-layered, KN95 reusable masks free of charge to all employees. Terri suggested a vote be made on this recommendation. Kane noted the USC does not have voting procedures in place. Andy advised, as before, that voting and/or recommendation procedures could be developed, and the USC could consider this when completing the upcoming annual evaluation. Leigh noted custodial staff in RESS do not report to management in FMGT. He further noted that this issue has not been brought forward to FGMT management nor the FMGT LSC. Darryl reviewed the differences between a fit-tested N95 respirator and a general use mask.

*Recommendation: that N95 masks be made available to all custodial staff whose duties include cleaning washrooms. Action: Andy will coordinate an employer response and consult with the appropriate management on this issue.*

- d. Air quality & environmental conditions during outside-work  
Terri requested this topic be revisited before the return of extreme heat in summer and smokey skies. She would like further information on the university's policy and noted consultation with outside-workers is needed. Eric asked about clear thresholds to guide actions . Andy noted that updates were completed on the OHSE webpages [outdoor air quality](#) and [summer heat safety](#) after discussions at the committee last year, and committed to reviewing that information at an upcoming USC meeting. Darryl noted he will also review FGMT policies. Leigh conveyed he would be in favour of a campus-wide program/guidelines rather than FMGT only.

#### 4. New Business

- a. Health & safety training program review  
Elizabeth summarized the training program provided by OHSE in the areas of research safety, occupational health and safety, and new employee orientation. The majority of training was completed online in 2021. Research safety training sessions that are usually also offered in the classroom will resume in class this year. Employees and students can enroll in training provided by OHSE a number of ways including via the [OHSE website](#), [Learning Central](#), as well as directly in [Brightspace](#). Terri noted the high demand for training in wilderness first aid. OHSE was able to offer 2 sessions this month (24 students total). Andy will check with the OHSE program lead about the possibility of additional sessions as the course was not able to be offered last year due to the pandemic. Ori would like fire extinguisher training to be offered again. Fiona confirmed this training is offered by [Emergency Planning](#) and is expected to resume again outdoors this spring.
- b. WSBC annual claims summary  
Andy briefly summarized the 2021 report in that overall claim numbers were relatively low and similar to 2019. This topic will be brought back to the committee next month for further review.
- c. Department Incident Investigation Report (DIIR) revised draft  
Elizabeth reviewed the revised form and solicited feedback, which members can also provide by email as the meeting was running late. Ori noted the electronic signature field may need reviewing as the current form seems to "lock" when the first signature is added and then the form no longer can be filled in. Eric noted appreciation for the LSC review and signature section on the form. This revised draft will be brought back to the committee next month for additional review before implementation. Leigh will use the form for upcoming investigations to see how it works and provide any feedback.
- d. USC annual evaluation  
Each local safety committee (LSC) and USC is required by WorkSafeBC to complete an annual evaluation. OHSE will send out the evaluation form to all USC members to review and provide any comments to Elizabeth before the next meeting. Comments received will be consolidated for review by the USC co-chairs, and discussed with the committee at the March meeting. Terri asked if there has ever been an external review of the USC. Andy indicated there has not been such a review, to his knowledge.

**5. Emergency Planning Update (EP)**

Rob reported EP has been busy with BEC & FEC training sessions as well as the ever-popular emergency preparedness workshops. Refresher training was also recently provided for the UVic Alert Systems team. The fire drill schedule for 2022 has been booked for almost all buildings on campus. Rob is also working with the new student housing project as this building will require a unique-to-campus fire safety plan to comply with its status as a “high” building.

**6. PSC Update**

Fiona is acting Manager of CSEC while Keith is on leave the next 3 months. Fiona will also be continuing to work with students-in-need and Student Life.

**7. WorkSafeBC**

a. January claims reports

Elizabeth reviewed the report that reflected eight claims submitted to WSBC; 6 time loss and 2 health care. She also updated the committee regarding the frequency of aquatics water truck inspections. The truck is owned by the motor pool and is on an annual maintenance schedule. It was confirmed the truck was checked and serviced immediately after the incident on December 20. The regular service was missed in 2021 but the frequency will be increasing to every 6 months going forward.

b. New inspection reports

There were no new inspection reports received from WSBC.

Andy did apprise the committee about a recent incident in UNFS where a worker was assaulted by a person who declined to wear a mask. A full incident investigation was completed which has resulted in a risk assessment, a review of procedures, and implementation of training for staff. The incident is now a police matter with CSEC.

**8. Other Business - none**

*Meeting adjourned 4:24pm. Next meeting Tuesday March 29, 2022.*

