



## MINUTES

**Date: Tuesday, December 15, 2020**

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

**Place: online**

Present	Regrets
Cliff Haman, PEA ( <i>alternate</i> ) Chair	Pat Shade, CUPE 951
Eric Segec, CUPE 917	Ori Granot, PEA
Kara White, CUPE 951 ( <i>alternate</i> )	Sasha Kovacs, Faculty Association
Terri Lacourse, Faculty Association	Greg Melnychuk, CUPE 4163
Leigh Andersen, FGMT Director	Kane Kilbey, AVP Human Resources
Keith Cascon, CSEC Manager	Tom Downie, CSEC Director
Rob Johns, Emergency Planning Manager	
Allison Eddy, Personal Safety Coordinator	
Darryl Huculak, FGMT Health & Safety Coordinator	
Ben McAllister, Manager Risk & Insurance	
Andy Mavretic, OHSE Director	
Elizabeth Errington, OHSE Administrative Coordinator	

### 1. Approval of the Agenda

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

### 2. Approval of the Minutes

**Motion:** to approve the minutes from November 24. *Carried.*

### 3. Business Arising

#### a. COVID-19 campus updates

Andy reviewed the most recent [provincial health officer \(PHO\) update](#). Masks are required to be worn by everyone in public indoor spaces and the main building entrances on campus now have [signage](#) posted. Employees must confirm with their supervisor that they have completed their daily health check before attending campus. OHSE has provided [resources](#) with suggestions on how this can be done. Andy notes that health self-assessments are likely to continue well into the new year and the daily health check confirmation is also required until further notice with the next PHO update on January 8, 2021. All SWPs must also be reviewed and updated accordingly. OHSE has provided a [SWP addendum](#) that can be posted with current, approved plans. The Transition Team is continuing to plan for the upcoming term that will start January 11 and the summer terms.

Rob noted that the flu vaccine clinic held by Island Health ended on December 5. Rob has advised them that the university would be interested in also hosting COVID vaccination clinics. Rob also confirmed with Island Health that they do provide detailed information to members of the public coming to campus for the COVID testing site in parking lot 10. The site is intended to be drive-thru with access via vehicle. Rob is working on additional signage to be posted around campus for people walking or taking a bus to the site.

#### 4. New Business

a. Consultation: [Bullying and Harassment Prevention](#)

Andy gave an overview of the training course completions. Course content may be refreshed in 2021 as online training is moving from CourseSpaces to Brightspace. He noted that the Discrimination and Harassment [Policy GV0205](#) will be reviewed in the new year.

b. Environmental Health and Safety (EHS) Policy update

Andy requests this topic be tabled for the next meeting on January 26, 2021. Committee members are asked to review the edited and new draft versions of the policy that were attached with the agenda package and provide any comments or feedback for the next meeting. The policy has undergone extensive consultation including with the faculty association, PEA and CUPE union groups.

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

Rob recently hosted the new president at an EP review session. UVic's emergency alert system is undergoing enhancements to make it faster and more reliable and testing of this will occur later in January. He plans to also introduce for campus, various short asynchronous training courses on a variety of topics. Rob continues to work on the Bamfield report recommendations.

#### 6. PSC Update

Allison reminded the committee about the winter closure [crime prevention tips](#) that are available; as well as [campus alone](#) resources. PSCs continue to support the Office of Student Life (OTLS) with various concerns with students. CSEC also continues to assist with students gathering or not wearing masks. There will be ~70 students staying in housing over the break with housekeeping still being provided and one UNFS outlet staying open. As many students are not traveling home this year, some will continue to access building on campus for their work/projects. Keith confirmed that CSEC will be on campus and checking inside buildings.

#### 7. WorkSafeBC

a. November claims report

Elizabeth reviewed the report which showed 3 time-loss claims submitted to WSBC.

b. New Monthly Inspection Reports

An inspection was conducted by a WSBC Officer in regards to the posting of COVID-19 SWPs in the library. Andy provided a list of SWPs and posted locations. The officer confirmed the library is in compliance. Andy reminded the committee that all SWPs must be posted and visible.

As part of the sustained compliance initiative for ammonia plants, ISC was inspected by WSBC. Darryl will work with Rob to coordinate a virtual emergency procedures training session and provide a plan to the officer by January 8.

#### 8. Other Business - none

*Meeting adjourned at 3:11pm. Next meeting on Tuesday, January 26, 2021 via Zoom.*