

MINUTES

Date: Tuesday, January 28, 2025

Time: 2:30 – 3:00 p.m.

Location: BEC 402

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

1. Approval of the Agenda –

Motion: to approve the agenda with a minor change of topic order (moving New Business before Business Arising). **Carried.**

2. Approval of the Minutes

Motion: to approve the minutes from December 17, 2024; with a minor edit to one sentence under Emergency Planning. **Carried.**

3. Emergency Planning (EP)

Rob provided the link to the new website with information about [AED and opioid emergency kits](#). Information on this site will be updated as more kits are provisioned in buildings across campus. Rob also advised that location maps are in development. He noted the [UVic SafetyApp](#) now has two new buttons available for each (AEDs, opioid kits). EP is preparing for a variety of training and exercises this year.

4. New Business

a. Consultation topic: Exposure Control Plans (ECP)

Jaclyn summarized that ECPs are required, as per WorkSafeBC, when an employee may be exposed to air contamination above 50% of its exposure limit, a biological agent or other hazardous substances. Seven departments as well as researchers using risk group 2 pathogens and/or hazardous drugs (previously called cytotoxic drugs) maintain their own ECPs in consultation and annual review with OHSE. The university's [communicable disease \(CD\) prevention plan](#) is also included in the annual ECP review. Jaclyn reports it is current and aligns with WSBC and the BC CDC public health guidance for post-secondary institutions.

5. Business Arising

a. Inspection Report update

Andy reported that WSBC has advised that a variance would be required for the proposed research procedure, as it is not exempt from the regulations (section 30.17(4)). The researcher has decided to try a different technique for their procedure and as such the university will not pursue a variance request at this time.

6. WorkSafeBC

a. December claims summary

Elizabeth reviewed the 5 claims submitted to WSBC with one claim for health care and four claims for time loss. Discussion arose regarding slippery sidewalks on campus due to the build-up of moss in some areas. Terri enquired whether FGMT has a schedule for removing moss from aggregate concrete and shady areas with less foot-traffic, on a preventative basis. Leigh advised FGMT does their best to identify mossy areas and initiate cleaning, and will also attend to issues upon request; however it's a challenge given the size of campus. He will bring this issue to the attention of FMGR and will also await further information stemming from a recent incident investigation. He noted that FGMT is currently looking at buying new equipment that would be more effective to address this type of issue, however, this equipment is very expensive. Terri offered the support of the USC to Leigh, and Kane advised he will review this issue with Kristi Simpson as well.

b. 2024 WSBC Inspection Report Summary

Andy summarized the 13 inspection reports (in relation to seven areas) that were issued in 2024. One prevention order was regarding the ammonia leak at the ISC and three were issued to the ELL machine shop. All orders were addressed and the university is in compliance, with no warning letters or penalties issued in 2024.

7. Other Business – none

Meeting adjourned at 3:00pm.

*Next meeting is scheduled for: **Tuesday, February 25, 2025***

Location: BEC room 402