## MINUTES

**Date:** Tuesday, July 28, 2020  
**Time:** 2:30 p.m.  
**Place:** online

### Present
- Pat Shade, CUPE 951
- Ori Grinatis, PEA (Chair)
- Eric Segec, CUPE 917
- Sasha Kovacs, Faculty Association
- Cliff Haman, PEA (alternate)
- Leigh Andersen, FGMT Director
- Rob Johns, Emergency Planning Manager
- Fiona Puszka, Personal Safety Coordinator
- Darryl Huculak, FGMT Health & Safety Coordinator
- Andy Mavretic, OHSE Director
- Elizabeth Errington, OHSE Administrative Coordinator

### Regrets
- Greg Melnechuk, CUPE 4163
- Tom Downie, CSEC Director
- Kane Kilbey, AVP Human Resources
- Keith Cascon, CSEC Manager
- Ben McAllister, Manager Risk & Insurance

### 1. Approval of the Agenda
**Motion:** to approve the agenda. **Carried.**

### 2. Approval of the Minutes
**Motion:** to approve the minutes from June 30. **Carried.**

### 3. Business Arising
a. **COVID-19 general campus updates**
   Andy noted that we are awaiting the guidelines for post-secondary institutions to be published, likely within the week. The Transition Team continues to meet regularly as campus continues to navigate the pandemic fall term plans well-underway. OHSE is continuing to work with many groups on a variety of SWPs (offices, specialized unit/services, research phase 3 resumption opening August 4). Andy is working with the Registrar on the time table for classroom locations that are centrally booked. There are ~6-7 buildings with 2-3 large classrooms where students can be physically distanced that Jaclyn and Andy have assessed. The time table with classroom locations has been sent to instructors and departments for feedback. Andy is also working with VPAC on drafting general guidance for face-to-face classrooms such as enter/exit procedures, roles and responsibilities of instructors, use of masks etc. OHSE is also assisting units and instructors to draft SWPs for f2f courses in specialized facilities such as labs and studios in Sciences and Fine Arts. Sasha suggests a sample completed SWP be shared with instructors to follow as they develop their own SWPs for their courses.

   The building safety team (BST) of Rob, Darryl, and Fiona, continue to review common areas building-by-building. Rob notes the BST has inspected 16 buildings to date with another 16 scheduled. He thanks Darryl and Fiona, the FGMT sign shop, and Printing Services for their excellent work on this project.

b. **New Business**
   a. **Consultation: First Aid**
      Andy noted that the number of first aid calls increased slightly in 2019 by 47. Campus Security has adopted COVID-19 first aid protocols as per WSBC guidelines.
b. **Second quarter WSBC claims**
   Andy reviewed the report that reflected a decrease in claims for the second quarter compared to the last 3 years. This is due largely to many employees continuing to working remotely and a reduced campus occupancy since March.

   Rob and the BST are focusing on the common area inspections for buildings across campus. The UVicSafetyApp communicated out about a cougar roaming on campus recently.

6. **PSC Update**
   Fiona is working on the BST project and continues to attend campus joint LSC meetings virtually. She notes transient people continue to visit campus and if there are any concerns to please contact CSEC.

7. **WorkSafeBC**
   b. **June claims report**
      No WSBC claims reported for June.
   c. **New Monthly Inspection Reports**
      Andy noted the university received an inspection report about a bullying and harassment complaint made by a former employee. There is no requirement to do an investigation, but the WSBC Officer has requested training records from the Division of Medical Sciences. He is also discussing with the Officer the regulatory requirements for training and annual reviews.

8. **Other Business**
   Pat would like to share an article on *Zoom Meeting Fatigue with* the committee, via Elizabeth. Eric noted a contractor was smoking marijuana on campus recently. Leigh recommends this concern can be reported to FMGT front desk (local 7616) so a supervisor or project manager can follow up.

*Meeting adjourned at 3:15pm. Next meeting on Tuesday, August 25, 2020 via Zoom.*