



## MINUTES

**Date: Tuesday, June 28, 2022**

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

**Place: online**

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

**1. Approval of the Agenda**

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

**2. Approval of the Minutes**

**Motion:** to approve the minutes from May 31, 2022. *Approved*

**3. New Business**

a. Consultation topic: ergonomics

Cathy provided an overview of the university's [ergonomics program](#). The program focusses on the prevention of injuries and education with many self-serve resources available. There is an [online office ergonomics course](#) with 13 different video modules. An [online manual handling course](#) is available for employees whose duties may include lifting/lowering/holding, pushing/pulling, and carrying. Cathy confirmed for Eric that although this course has specific examples for UNFS, the fundamentals would be the same for employees working in FMGR.

An [online laboratory ergonomics course](#) is also available. The ergonomics program also includes items available for loan such as computer accessories, [sit & stand desks](#), and chairs for employees working on campus. Terri enquired how employees would be able to demo a sit & stand desk if their current office location on campus was comprised of millwork (or other built-in furniture not easily removed). Cathy confirmed the department is responsible for determining how furniture may fit in a space, and would need to review options available within their unit, which may also require consultation with FMGT via a FMIS request. Kane noted that if it is a medical accommodation, HR will work with the unit manager to help plan how/where to install the desk or modify the office space. The [central accommodation fund](#) may be accessed to assist a department with costs when the university has a duty to medically accommodate an employee.

Ori enquired whether pro-d funds can be used for setting up work space for home use. Kane noted the use of pro-d funds to support the purchase of home office furniture expired on March 31, 2022. He will also follow-up as part of the [remote-work-arrangement](#) pilot review process. Leigh inquired about assistance with ergonomics when [new employees](#) join the office environment at FGMT. Cathy noted the new employee orientation checklist as a resource that managers can use as part of their orientation process, and Andy confirmed the online health and safety orientation training also includes information on ergonomics for all new employees.

b. Consultation topic: confined spaces – this topic has been deferred to the July meeting.

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

a. Police incident off-campus

Rob has been monitoring the incident at the BMO near Shelbourne Street this afternoon involving police and emergency response. UVic Alerts notified the campus community and a shelter in place advisory had been issued by the Saanich Police (for the area of North Dairy Rd. to Cedar Hill X Rd. & Richmond Rd. to Cedar Hill Rd.). Cathy shared that our [EFAP provider](#) has been alerted of the situation and they are available to assist UVic staff and faculty in need of support.

b. COVID-19 update

Rob continues to monitor international updates and trends on the variants. [Updated signage](#) is now installed on all main building doors on campus. Following review and consultation, Rob will be recommending to executive removal of the requirement for all new employees to be vaccinated as the benefits are limited compared to when the Delta variant was the dominant strain. Rob also reported that the university has a very large number of rapid test kits available for everyone on campus, and that RESS was exploring distributing kits to each student in residence. Terri suggested they could be included as part of the welcome kit for incoming students to campus. Rob will also follow-up on new information advising to swab both nose and throat for more accurate test results.

c. Other EP updates

Rob will have a slide-pack available for leaders and chairs this fall and is currently with VPAC for review. The “EP5” slides will be a resource for key messaging about COVID, earthquake preparedness, evacuation on campus, and active threat situations. Terri recommends the EP5 slides (or a link to them) be sent directly to instructors.

Rob and Andy continue to review [planning for heat events](#). The province has identified two types of public health heat advisories: 1) heat warning; and 2) extreme heat emergency. Heat warnings pose a moderate public health risk and are triggered at specific temperatures and time-period. An extreme heat emergency poses a high risk to the public, with escalating temperatures beyond a heat warning, like the heat dome last year. Andy and Rob are working to identify and plan for communications to campus when such notifications occur. The [OHSE website](#) is a resource, and new digital signage through UCAM has also been published to remind the community about summer heat safety. Ori enquired whether the university has any plans to introduce cooling technologies in existing buildings. Kane will follow-up on this.

#### 5. PSC Update – no report

#### 6. WorkSafeBC

a. May claims

Elizabeth reviewed the report which reflected 3 time loss claims and 1 health care claim submitted to WSBC.

b. New inspection reports - none

#### 7. Other Business

Ori enquired about when the first aid review, including AEDs, was scheduled. Andy confirmed that this will be brought forward for the July meeting. Ori reported that the new West Campus Gateway for pedestrians and cyclists appears incomplete and he noted some safety concerns. Leigh confirmed a new contractor will be completing the work and he

recommends Ori send an email outlining his concerns to [facman@uvic.ca](mailto:facman@uvic.ca) so they can be forwarded on to the project manager.

*Meeting adjourned 3:36pm. Next meeting Tuesday July 26, 2022 in MWB 120*

