



MINUTES

Date: Tuesday, May 25, 2021

Time: 2:30p.m.

Place: online

Present	Present	Regrets
Ori Granot, PEA (<i>Chair</i>)	Keith Cascon, CSEC Manager	
Cliff Haman, PEA (<i>alternate</i>)	Rob Johns, Emergency Planning Manager	
Eric Segec, CUPE 917	Fiona Puszka, Personal Safety Coordinator	
Pat Shade, CUPE 951	Darryl Huculak, FGMT Health & Safety Coordinator	
Terri Lacourse, Faculty Association	Ben McAllister, Manager Risk & Insurance	
Greg Melnechuk, CUPE 4163	Andy Mavretic, OHSE Director	
Kane Kilbey, AVP Human Resources	Elizabeth Errington, OHSE Admin. Coordinator	
Leigh Andersen, FGMT Director	Cathy Boraston, Work Life Consultant (<i>guest</i>)	

1. Approval of the Agenda

Motion: to approve the agenda. *Carried.*

2. Approval of the Minutes

Motion: to approve the minutes from April 27, 2021 with a correction for the Office of Student Life acronym as OSL. *Carried.*

3. Business Arising

a. COVID-19 campus updates

Andy summarized the [PHO update](#) that had just occurred before the meeting. Some restrictions have been updated and [BC's 4 Step Restart plan](#) was introduced. UVic leaders will review the plan and continue to prepare for the return to campus and face-to-face teaching this fall. Andy noted Facilities Management is reviewing HVAC building [ventilation](#) on campus to ensure it meets WSBC requirements, and also taking additional steps to upgrade filters and increase air flow. Terri raised some questions about the status of filter upgrades, mask requirements in classrooms, and notification to faculty if there are student COVID cases. OHSE will do some follow-up on these items and provide more information at the next meeting.

4. New Business

a. Consultation: Ergonomics

Cathy provided an overview of the university's [ergonomics program](#). She has developed a new course in [Brightspace](#) based on the traditional classroom training. Employees can view the course in its entirety, or pick and choose any of the 13 different modules (e.g. ergonomics risk factors, workstation setup (keyboard, mouse, desk, monitor, and lighting), mobile computing, working from home, sit-stand desk, and stretches. Accessories, height-adjustable desks and chairs continue to be available for loan when working on campus.

a. Due Diligence report

Andy reviewed the 2020 due diligence report that is presented to the Risk Management Steering Committee and submitted annually to the Board of Governors. This compliance report outlines various federal, provincial and municipal legislative requirements that stem mainly from research areas across campus that are under OHSE's purview to manage and report on.

5. Emergency Planning Update (EP)

Rob noted that the test of UVic's emergency alerts took place on May 7 and that the speed of the new system was exceptional. In-person fire drills have been scheduled to start in the fall across campus.

6. PSC Update

Fiona has conducted two more safety training sessions for classroom ambassadors. She also completed a safe work plan for teaching in-person fire extinguisher training this fall. Fiona reminds everyone to please check and close all windows and doors before leaving offices. Keith shared that there were break-ins to various locations of Elliott, BWC, and Petch in the early morning of May 24. Damage was found to door handles, an elevator and a washroom. A break-in also occurred in the Craigdarroch office of student housing.

7. WorkSafeBC

a. April claims report

Elizabeth reviewed the report which reflected 3 claims submitted to WSBC; 2 time loss and 1 health care.

b. New inspection reports - none

8. Other Business – none

Meeting adjourned 3:25pm. Next meeting Tuesday June 29, 2021.

