



MINUTES

Date: Tuesday, May 31, 2022

Time: 2:30p.m.

Place: online

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

1. Approval of the Agenda

Motion: to approve the agenda. *Carried.*

2. Approval of the Minutes

Motion: to approve the minutes from April 26, 2022. *Approved*

3. Business Arising

a. Indoor air quality: scents & fragrances

Andy noted the [scents and fragrances webpage](#) is now easier to locate on the OHSE website and provides a summary with a link to the guidelines and signage. Digital signage about avoiding the use of scented products can be added to the central content feed that goes out to all digital screens on campus. As slides within central content are scheduled for 30 days, Andy called for a recommendation from the committee on which months might be best to request this signage be displayed. The committee agreed the signage should be included in the central content feed in September and January – OHSE will make this request to UC&M. Units with digicasters can also choose to include this sign as part their departmental-managed digital signage. Information about scents and fragrances will also be included in the health and safety orientation for new employees. This is in progress as well as working with a contact in the Office of Student Life to include similar information with student orientation materials.

b. COVID-19 update

Rob noted that the main [COVID-19 information website](#) has been reviewed and updated with current information. [New signage](#) is being installed on all main building doors on campus. Rob is working on updating some language in the [Self-Assessment and Sick Leave protocol](#) which is included in the communicable disease safety plan. He anticipates this update will be completed next week.

4. New Business

a. Consultation topic: ergonomics – this topic has been deferred to June.

b. Due diligence report

Andy reviewed the 2021 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 primarily for research related

activities, as well as some campus operations and services, that are under OHSE's purview to manage and report on.

5. Emergency Planning Update (EP)

Rob noted that [Emergency Preparedness Week was May 1-7](#) with ~20 fire drills completed across campus as well as a test of the [UVic Alerts system](#). Training opportunities [are available](#) for building and floor emergency coordinators. Rob reported that the national alert system will now also be utilized for wildfire and flooding events; along with tsunami warnings. A provincial committee was formed early this year to create guidelines around heat planning. A pilot for a [provincial heat alert response system \(HARS\)](#) is in progress for release in June. Rob will have more information about this 2-tier system at the next meeting. Kane enquired whether this system may be integrated into the provincial emergency notification system. Rob advised that HARS will have easy to understand trigger points and actions. Andy noted that the university will review and incorporate the guidance from the province on public health heat advisories and notifications.

6. PSC Update

Allison reported that CSEC has hired 4 new patrol manager positions and 4 additional security officers with one current officer being promoted to team leader. Fiona is conducting fire extinguisher training again; starting with CHEM and RESS with enrollment then open to the campus community. A key control audit will be commenced in June to promote key security. This was last done in 2014. It's [Go By Bike Week](#) and a good time to register your bike via the anti-theft [project 529](#). CSEC members have been training with EQHR on the sexualized violence policy and have started training about gender diversity on campus with [Kingsley Strudwick](#).

7. WorkSafeBC

a. April claims

Elizabeth reviewed the report which reflected 8 time loss claims and 1 health care claim submitted to WSBC.

b. New inspection report

Andy summarized a flood incident that occurred during the holiday closure in late December 2021 in FRA 158. Remediation and restoration activities were commenced to stop the flood and fix damage to drywall and carpet. FGMT, Risk Management, and contractors were involved and it was ascertained that asbestos containing materials may have potentially become airborne. A full incident investigation was conducted and involved Darryl, Eric, and Ori. WorkSafeBC was consulted and it was determined the risk was low but a number of recommendations were identified. Workers who may have been exposed can choose to register with the WSBC exposure registry program. No orders from WSBC have been issued and the investigation has been completed.

8. Other Business

Terri reminded the committee that the Terms of Reference (ToR) is in review and anticipated to be revised this summer. Please send your input to Terri or Kane. The revised draft will be brought back to the committee for review and comments.

Eric suggested committee meetings resume in-person rather than continuing online. Kane noted a hybrid meeting could be an option as well. The committee meeting for July will be scheduled as an in-person meeting providing a suitable room can be booked.

Meeting adjourned 3:14pm. Next meeting Tuesday June 28, 2022.