## MINUTES

**Date:** Tuesday, October 27, 2020  
**Time:** 2:30p.m.  
**Place:** online

### Present
- Ori Granot, PEA
- Eric Segec, CUPE 917
- Sasha Kovacs, Faculty Association
- Greg Melnechuk, CUPE 4163
- Cliff Haman, PEA (alternate)
- Kane Kilbey, AVP Human Resources (Chair)
- Keith Cascon, CSEC Manager
- Rob Johns, Emergency Planning Manager
- Allison Eddy, Personal Safety Coordinator
- Darryl Huculak, FGMT Health & Safety Coordinator
- Ben McAllister, Manager Risk & Insurance
- Andy Mavretic, OHSE Director
- Elizabeth Errington, OHSE Administrative Coordinator

### Regrets
- Pat Shade, CUPE 951
- Leigh Andersen, FGMT Director
- Tom Downie, CSEC Director

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1. **Approval of the Agenda**  
   **Motion:** to approve the agenda with an addition to Other Business. *Carried.*

2. **Approval of the Minutes**  
   **Motion:** to approve the minutes from September 29. *Carried.*

3. **Business Arising**
   a. **COVID-19 campus updates**
      Kane noted that face-to-face teaching proposals and TA support are starting to be reviewed for spring term 2021. The university is also assessing summer term and beyond for creating a longer term plan. Safe work plans for campus continue to be created and reviewed with a total of ~552 implemented to date. Study spaces continue to be made available across campus with the safety ambassador program going well. Case management protocols have been created and shared with leaders and instructors. Kane referenced the PHO’s recent update that it is now an expectation for masks to be worn indoors in public spaces. Island Health has set-up a COVID testing facility, available by appointment, on the west-side of campus in parking lot 10. The annual flu vaccine campaign is also underway in McKinnon gym.

      Rob noted that he has received reports of three possible cases of COVID-19. Each are UVic students who are not living on campus or in the region. They are receiving access for support from health services as well as academic support.

      Andy noted the university is continuing to follow the PHO and WSBC direction on how to manage activities relevant to campus. A process for events and gatherings has been posted on the OHSE website with guidance and principles that focus on educational activities and benefits to students. Kane noted that the PHO has stated social functions are linked to increased risk of COVID transmission in the workplace and to defer social activities and events until further notice.
4. New Business
   a. Consultation: WHMIS
      WHMIS training materials at the university are in compliance with the updated 2015 edition which incorporates the Global Harmonized System for workplace chemicals. Andy noted there may be fewer completion numbers this year as some labs closed due to COVID-19. OHSE will be resuming lab inspections and will be checking WHMIS compliance.
   
   b. Third quarter WSBC claims
      Andy reviewed the trending for claims and durations for the third quarter of 2020. This year, claims have decreased overall as there have been fewer injuries with many employees not working on campus but remotely.

5. Emergency Planning Update (EP)
   Rob noted that the virtual fire drills via Zoom are ongoing. The Great BC Shake-Out on October 15 was also held virtually. Darryl noted that FGMT participated in the Shake-Out with a communication exercise where staff contacted their supervisors who in turn checked-in with managers. Rob is continuing to work on the Bamfield report with addressing the emergency planning sections.

6. PSC Update
   Allison noted that PSCs continue to be involved in virtual training sessions for fire extinguisher training. Five sessions for classroom ambassador training were also held covering topics such as personal safety, dealing with escalating behaviours, and reporting incidents. PSCs also continue to work with the OSTL on various files. OSTL is following up on conduct processes with students that violated COVID safety and were issued tickets by police. Keith advised that police presence on campus is not a routine procedure but requested for safety or complaint-based reasons.

7. WorkSafeBC
   a. September claims report
      Elizabeth reviewed the September report which showed 5 claims submitted to WSBC; 3 included time-loss claims and 2 were for health care.
   
   b. New Monthly Inspection Reports
      Darryl reviewed the inspection report that was issued due to natural gas odours in the SUB that impacted a FGMT employee. The case was discussed in full with the WSBC officer and has been deemed in compliance.

8. Other Business - none

Meeting adjourned at 3:25pm. Next meeting on Tuesday, November 24, 2020 via Zoom.