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**MINUTES****Date: Tuesday, September 24, 2024****Start Time: 2:46p.m.****Place: BEC 263**PresentRegrets/absences

Kara White, CUPE 951 ( <i>alternate</i> )	Kane Kilbey (Chair), AVP Human Resources	Terri Lacourse, Faculty Association (FA)
Lynne Johnson, CUPE 917	Leigh Andersen, FMGT Director, Customer Service & Program Integration	Greg Melnechuk, CUPE 4163
Ori Granot, PEA	Nicole Greengoe, Executive Director Wellness, Recreation and Athletics	Nykita Downie, CUPE 951
Rob Johns, Manager Emergency Planning ( <i>guest</i> )	Andy Mavretic, Director OHSE	
	Jess Maclean, Director CSEC	

**1. Approval of the Agenda –****Motion:** to approve the agenda. *Carried.***2. Approval of the Minutes****Motion:** to approve the minutes from August 27, 2024. *Carried.***3. Emergency Planning (EP)**

Rob is in the process of interviewing for the EP coordinator position. Rob reported that approximately 75% of fire drills have been completed on campus this year. These drills continue to offer valuable insight for the EP team. They can evaluate responses to the drills and then use the learnings to educate people as some individuals may be new to campus and/or fire drills. The annual BC Shake-Out will take place on October 17. Rob encouraged all units and departments to [participate in an earthquake drill](#) in their respective areas on that day.

**4. Business Arising****a. AED project update**

Andy reported that FMGT is working on mapping out the specific locations for the first phase of AEDs for installation, including signage and co-located naloxone kits, in about 10-12 buildings around campus. Local safety committees of these buildings (and their responsible Dean or Directors) will be consulted to address any questions or feedback about the intended placement prior to installation. Jess noted that once AEDs are in place, David Elder will be the CSEC lead overseeing them. Lynne enquired if there will be a campus map showing the locations of all AEDs on campus and if there would be signage at the entrance of each building to clearly state that an AED is present. Ori shared that there is an app called “Pulsepoint” that may also be effective for campus. Andy will bring forward the question of entrance signage to the AED working group, and advised that Chandra will continue to work with FMGT, SYST, CSEC and UCAM on maintenance and inspection schedules, communication and an interactive map on the UVic website.

**5. New Business****a. Consultation topic: working alone**

Andy reviewed the working alone requirements and summary of departments that have implemented working alone and check-in protocols. OHSE continues to review procedures

with the departments that utilize working alone protocols. In January 2024, OHSE published new [working alone guidelines and templates for laboratories](#) to assess risks and document procedures. OHSE in consultation with EP, CSEC, SYST continues to explore a working alone “module” for the UVic SafetyApp as another option for establishing a check-in system.

## 6. WorkSafeBC

### a. August claims summary

Elizabeth reviewed the 6 claims submitted to WSBC in August; three claims were time loss and three claims were for health care.

## 7. Other Business

Lynne enquired about procedures for the shift engineer at the Energy Plant to be on-site at all times given that they may also be called out to the ISC ice rink or McKinnon pool. Leigh conveyed that under Technical Safety BC, an engineer is required to be on-site where pressure vessels are in use. On-site has been interpreted as present on-campus and available to attend those facilities. Leigh will bring this topic forward to the FMGT LSC to discuss and confirm compliance with the safety standards. He will report back to the USC in October and he will also respond directly to the CUPE 917 president.

There was related discussion about limited or no wifi/cell coverage in certain areas of campus for staff who may be working alone or in isolation. Leigh noted that FGMT staff use VHF radios in those circumstances and have worked with SYST to increase the number of wifi routers. Andy also advised that if staff are working alone/isolation, then the check-in procedures must consider the manner in which the communication occurs (i.e. phone, in-person, etc.) in order to be effective.

*Meeting adjourned at 3:30pm.*

*Next meeting is scheduled for Tuesday, October 29, 2024, **in BEC 402.***

