Risk Management Steering Committee

MINUTES OF THE MEETING of April 25, 2013
3:00 – 4:30 pm, ASB Boardroom 120

Attendees: Gayle Gorrill (Chair), Andrew Coward, Tom Downie, Behram Dadachanji, Don Barnhardt, Rachael Scarth, Paul Stokes, Carrie Andersen, Melanie Groves, Murray Griffith, Glenn Brenan. Ben McAllister, Daphne Donaldson, Peter Keller, Andy Mavretic, Rhonda Ljunggren (recorder)

Regrets: Kristi Simpson, Katy Mateer, Kane Kilbey

1. Approval of Agenda

The meeting agenda was approved as circulated.

2. Chair’s Remarks

Ms. Gorrill welcomed new committee member, Glenn Brenan representing Facilities Management.

3. Adoption of minutes of the meeting held April 25, 2012

The minutes of the meeting held April 25, 2012 were approved as circulated, with an amendment to item 5.4 (D. Donaldson, NOT D. Donald).

4. Business Arising:

   Practicum Insurance Update (B. McAllister)

It was previously reported that UVic was looking into a WorkSafeBC program for its practicum students, as well as WSIB in Ontario.

Since this was last reported, there have been two significant changes:

1) The BC government has recently agreed to place students completing practicum placements in BC under the crown WorkSafeBC program, which means that students completing a practicum placement in BC are covered by WorkSafeBC similar to the employees they work beside. Since these students will now be considered “workers of the crown,” any costs incurred will be absorbed by the province and will not impact the UVic WorkSafeBC account if claims arise.
2) The recent decision to purchase a WSIB account in Ontario and provide WSIB coverage to all students completing a practicum in this province.

These changes will result in process changes which will require discussion with a wide variety of stakeholders. These areas include:

- General Counsel
- OHSE
- Faculty and departments, including Nursing (HSD), Child & Youth Care (HSD), Social Work (HSD), Psychology (Social Sciences), Education, Continuing Studies, Educational Psychology & Leadership, School of Public Health & Social Policy (HSD)

Discussion from the committee included a question around which students would be included in the coverage.

Ms. Gorrill congratulated Mr. Coward and Mr. McAllister on their great work for identifying the issue and bringing it to fruition, and noted that other large institutions will benefit from this decision as well.

4.2 Privacy Breach Update (A. Coward)

Mr. Coward gave the committee a brief update on last year’s privacy breach.

5. New Business

5.1. Risk Register Review – Medium Risks (A. Coward)

Mr. Coward thanked risk holders for the timely submission of any changes to the risk register.

The High and Very High risks were reviewed by the Mr. Coward, with new and removed risks highlighted. Sixteen medium risks were reviewed by the committee.

5.2 Insurance Asset Inventory Project (B. McAllister)

Mr. McAllister updated the committee on a recurring Risk Management project. Every four years, visits are arranged to each teaching and research lab on campus, to track unique, specialized or high value assets for insurance purposes. A co-op student will be starting at the beginning of May to assist with this project, and administrative officers will be contacted to help facilitate the various lab visits.

5.3 WorkSafeBC Compliance (A. Mavretic)

Mr. Mavretic gave the committee an update on compliance issues over the last 6 – 8 months. Sedgwick compliance issues were wrapped up last year, and the local safety committee structure is now in compliance. There is currently a compliance order in Science Stores around emergency eyewash stations/showers/chemical cabinets.
5.4 Active Threat Brochure (T. Downie)

Mr. Downie circulated a draft brochure developed in conjunction with the Saanich and Oak Bay police departments.

5.5 Update on recent Executive Policy Group emergency exercise & campus evacuations plan (D. Donaldson)

Ms. Donaldson updated the committee on recent emergency exercises. Four small exercises per year are scheduled. She also highlighted the importance of the UVic website for communications issues.

Ms. Donaldson updated the committee reported on work on campus evacuation procedures.

6. Due Diligence Reports

Due diligence reports from Finance, Student Affairs and OHSE were received, for information.

There being no further discussion, the meeting was adjourned at 4:30 p.m.

Next meeting: October 31st, 2013 - ASB Boardroom 120, 3:30 – 5:00 pm