Risk Management Steering Committee

MINUTES OF THE MEETING of October 31, 2013
3:30 – 5:00 pm, ASB Boardroom 120

Attendees: Gayle Gorrill (Chair), Kristi Simpson, Katy Mateer, Kane Kilbey, Andrew Coward, Tom Downie, Behram Dadachanji, Don Barnhardt, Rachael Scarth, Bill Trott, Paul Stokes, Melanie Groves, Murray Griffith, Ron Proulx, Ben McAllister, Daphne Donaldson, Peter Keller, Andy Mavretic, Rhonda Ljunggren (recorder)

Regrets: Julia Eastman, Bruce Kilpatrick, Adrian Round

1. Approval of Agenda

The meeting agenda was approved as circulated.

2. Chair’s Remarks

Ms. Gorrill welcomed new committee member, Ron Proulx, representing Facilities Management.

3. Adoption of minutes of the meeting held April 25, 2013

The minutes of the meeting held April 25, 2013 were approved as circulated.

4. Business Arising:

   4.1 Practicum Insurance Update (B. McAllister)

Changes around practicum insurance were discussed at the April 2013 RMSC meeting. Students completing a practicum placement in BC are now 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.

   Discussions have been held with various groups on campus and this initiative has been very well received.

   4.2 Asset Inventory Project (B. McAllister)

Every four years the university conducts an inventory of high value equipment for insurance purposes. High value equipment is defined as a single asset worth $20K or more, or a collection of lower value assets worth at least $20K. This inventory also includes one-of-a-kind
and unique items on campus, such as the Anthropology bone lab. A summer co-op student was hired and did an excellent job completing the inventory.

5. New Business

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

Mr. Coward gave a brief background on the risk register and reviewed the process for updating the university strategic risk register. The High and Very High Risks were summarized for the committee, and followed by a review of the medium risk register.

5.2 Emergency Protocol for Senate Operations (Carrie Andersen)

Ms. Andersen reviewed the mechanism for dealing with academic governance between Senate meetings, and sought feedback from the committee on the protocol developed by the Senate Committee on Agenda and Governance in 2012. This protocol is intended for use in case of emergencies and significant disruptions to academic program delivery, and aims to ensure that the university is able to:

- Make timely decisions and communicate with students;
- Ensure academic continuity where possible; and
- Make necessary adjustments to academic policy and regulations.

The protocol was going to Senate in November for discussion, and should be in place for the end of December 2013.

The committee commended Ms. Andersen for her work in identifying the issue and moving it forward.

5.3 Bill 14 - Bullying/Harassment Policy (A. Mavretic)

Mr. Mavretic updated the committee on WorkSafeBC’s new policy on workplace bullying and harassment taking effect November 1, 2013. These policies set out requirements for employers, employees and supervisors to prevent and address workplace bullying and harassment. The Workers’ Compensation Act has also been amended to allow employees who have experienced a significant workplace stressor (including bullying and harassment) to make a claim for compensation when the workplace stressor is the main cause of a mental disorder.

UVic already has a policy on discrimination and harassment (GV0205) which prohibits discrimination and harassment. WorkSafeBC has implemented policies to address bullying and harassment from a workplace health and safety perspective. Changes to Policy GV0205 are being made to ensure it is consistent with WorkSafeBC legislation and policies. For more information, please visit:

http://ohs.uvic.ca/bullyingandharassment.php
5.4 Emergency Planning Update (D. Donaldson)

Ms. Donaldson updated the committee on developments in emergency planning since last April:

- Major upgrades to the emergency notification system
- Digital signage incorporated into the emergency notification system
- Campus evacuation information circulated
- Awarding contract to structural engineers who would assist after an earthquake
- Shipping containers arriving on campus to hold tents, supplies, medical supplies, etc.
- Student emergency procedures being updated
- Backup EOC in CSEC
- 66 UVic student disaster ambassadors have been appointed
- Increased presence on the student app

6. Reports

6.1 Due Diligence Reports

The due diligence report from Facilities Management was received for information. Mr. Proulx was advised to check with Mr. Connelly regarding the status of the heritage certificate for the water tower.

There being no further discussion, the meeting was adjourned at 4:50 pm.

Next meeting: April 25, 2014 - ASB Boardroom 120, 3:00 – 4:30 pm