



## MINUTES

**Date: Tuesday, August 29, 2023**

**Time: 2:30p.m.**

**Place: BEC 402**

Present

Regrets/absences

Ori Granot, PEA	Nicole Greengoe, Acting Senior Director, Wellness, Recreation & Athletics	Andy Mavretic, Director OHSE
Nykita Downie, CUPE 951	Jaclyn Davidson, Associate Director OHSE <i>(alternate)</i>	Kaitlyn Diedrichs, CUPE 4163
Terri Lacourse, Faculty Association (Chair)	Vanessa Cartwright, Director, Labour Relations & HR Consulting Services <i>(alternate)</i>	Kane Kilbey, AVP Human Resources
	Rob Johns, EP Manager <i>(guest)</i>	Eric Segec, CUPE 917
		Leigh Andersen, FMGT Director, Customer Service & Program Integration
		Sue Gaudet, FMGT Director, Finance & Admin Services <i>(alternate)</i>

**1. Approval of the Agenda**

**Motion:** to approve the agenda. *Carried.*

**2. Approval of the Minutes**

**Motion:** to approve the minutes from July 25, 2023. *Carried.*

**3. Emergency Planning (EP) & COVID 19**

Rob noted the COVID-19 signage on main doors has now largely been removed by FMGT. Digital signage will continue to include slides on disease prevention and wellness-related information; with the use of social media anticipated for additional communication during flu season. Rapid test kits are still available but have an expiry date of the end of the year. The kits will continue to be distributed and made available across campus and at new student orientations during the week of welcome. Terri requested test kits should also be provided to students moving into campus housing. Rob will follow-up with RESS as he recalled they were provided as such last year. Rob continues to monitor COVID-related information and he advises it is being managed like other diseases through prevention and health care.

Sngequ House opens next month and EP has been doing their final walk-throughs for safety planning and fire drills. Rob noted that today, the first fire drill with staff who work in Sngequ House was conducted. This new building includes 4 types of spaces. It will be home to ~300 residents (RESS), includes two large conference rooms (Degrees Catering), two lecture halls (academic), and an Indigenous lounge. Students will be moving into all campus housing this weekend and EP will be on site.

The Safety First Fair is approaching on Thursday, September 14. Highlights will include the earthquake simulator, Oak Bay fire department with their ladder truck, and various information booths from across campus. Rob will be sending out more details and information will be included in an upcoming Campus Checklist newsletter. Fire drill season is starting up again with busy weeks scheduled for the 3<sup>rd</sup> week in September and the 1<sup>st</sup> week in October.

Terri enquired if the digital signage will convey information about COVID boosters this fall. Rob confirmed that the “encourage vaccination” signage will be in rotation again. Nykita enquired if vaccinations will be offered on campus this year. Rob noted pharmacies will offer vaccines again.



**4. Business Arising – none**

**5. New Business - none**

**6. WorkSafeBC**

a. July claims report

Elizabeth reviewed 3 claims submitted to WSBC in July; two claims were time loss and one was for health care.

b. WSBC inspection reports

Jaclyn advised there are no new inspection reports.

In follow-up to the two inspection reports previously received in July, Jaclyn confirmed the first inspection report (request to provide policies and procedures specific to bullying and harassment) was found to be compliant and was closed in July. The second report (summary report of follow-up on reported bullying and harassment) has been accepted by WSBC and found to be compliant and now also closed. No outstanding orders are remaining.

**7. Other Business - none**

Meeting adjourned at 2:50pm  
Next meeting will be: Tuesday, September 26, 2023  
Location: BEC 402

