



## MINUTES

**Date: Tuesday, June 27, 2023**

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

**Place: BEC 402**

Present		Regrets/absences
Ori Granot, PEA	Kane Kilbey, AVP Human Resources (Chair)	Terri Lacourse, Faculty Association
Nykita Downie, CUPE 951	Leigh Andersen, FGMT Director, Customer Service & Program Integration	Kaitlyn Diederichs, CUPE 4163
Eric Segec, CUPE 917	Tom Downie, Director CSEC	
Darryl Huculak, FGMT EHS Coordinator ( <i>guest</i> )	Nicole Greengoe, Acting Senior Director, Wellness, Recreation & Athletics	
	Andy Mavretic, Director OHSE	

### 1. Approval of the Agenda

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

### 2. Approval of the Minutes

**Motion:** to approve the minutes from May 29, 2023. *Carried*

### 3. Emergency Planning (EP) & COVID-19

Rob was unable to attend the meeting today but provided for the committee’s review a summary of upcoming planning, training and exercises led by EP (see attached). Andy advised OHSE will be updating their current COVID webpage this summer and that UCAM recently [posted a notice](#) for the campus community about safety planning for summer heat and wildfire smoke. Tom noted that Campus Security (CSEC) continues to remind people to please close windows at the end of the day, particularly with warmer weather, to help mitigate break-ins and theft.

Leigh noted that Darryl held a rapid damage training session with FGMT project managers and carpentry (FMCA) staff; and that they are partnering with Department of Geography on a GIS app for rapid damage team members to use for “tagging” (indicating in real-time) the status of buildings. Eric inquired about damage assessment of trees and other non-building structures on campus. Darryl confirmed FGMT initiates what is called a “windshield” assessment for non-buildings, including fallen or at-risk trees, lamp standards, etc.

### 4. New Business

#### a. Consultation topic: Confined Spaces

Darryl provided an overview of the program for confined spaces across campus. Confined spaces are identified as areas not intended for continued human occupancy but areas that may require entry by an employee. A written confined space entry plan is required before an employee is permitted to enter a confined space. The university is also required to maintain an inventory of confined spaces. Darryl provided some photographs demonstrating the Oak Bay and Saanich fire departments completing their annual rescue training at UVic for confined spaces (in parking lot 10) this month. Refresher training for FGMT staff (FMPL, FMEL, FMME) last occurred in spring 2022 and is conducted every three years.



## 5. Business Arising

### a. Revised educational leave guidelines

Andy presented the revised guidelines document as per discussion at the [April USC](#) meeting, including a new form which was suggested at the last meeting. The new form may be used at the discretion of a committee member to support a training request to their supervisor, but it is not required. It was suggested that the date in section B of the form be edited to include that the training request was discussed with the committee and “recorded in the minutes”. A further suggested edit was to remove the word “Approved by” in the document footer as this could cause confusion that the USC is the approver.

**Motion:** to approve the updated document: *UVic Joint Safety Committees Guidelines for Educational Leave Entitlement* and new request form, incorporating the two edits to the form as described above.

*Moved by: Andy, seconded by Ori*

*Vote: in-favour (8), opposed (0), abstentions (0) – **approved unanimously***

The approved version of the guidelines and request form are attached to these minutes. The USC would review how the form etc is working during the annual committee review process and make adjustments as necessary.

## 6. WorkSafeBC

### a. May claims reports

Elizabeth reviewed the 7 claims submitted to WSBC in May. Six claims were time loss and one was for health care.

## 7. Other Business

Tom advised that today is his last meeting with the USC as he will be moving to the position of acting associate director as a transition to retirement, while the newly hired CSEC Director begins her new role in mid-July. The vacant employer membership spot will be filled soon. Kane and the committee thanked Tom for his years of service on the USC and wished him all the best!

*Meeting adjourned at 3:23pm.*

Next meeting will be: Tuesday, July 25, 2023

Location: BEC 402

