



## MINUTES

**Date: Tuesday, March 26, 2024**

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

**Place: BEC 402**

Present		Regrets/absences
Eric Segec, CUPE 917	Andy Mavretic, Director OHSE	Ori Granot, PEA
Nykita Downie, CUPE 951	Leigh Andersen, FMGT Director, Customer Service & Program Integration	
Terri Lacourse, Faculty Association	Kane Kilbey, AVP Human Resources (Chair)	
Kaitlyn Diederichs, CUPE 4163	Nicole Greengoe, Acting Senior Director, Wellness, Recreation & Athletics	
Darryl Huculak, FMGT Health & Safety Coordinator (guest)	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 February 27, 2024. *Carried.*

**3. Emergency Planning (EP)**

Jess noted that all external response agencies will be attending the table top exercise Rob Johns has scheduled in May. He is awaiting confirmation from two internal partners.

**4. Business Arising**

a. ISC ammonia plant inspection report

Darryl reviewed the status of the WSBC inspection reports regarding the ammonia release that occurred in January. The university is in compliance as draft written procedures for switching between ammonia compressors have been developed and shared with FGMT staff. Technical Safety BC also conducted their own investigation and will provide a report to the university. Upon receipt of this report, the draft written procedures will be reviewed and finalized. Darryl also noted the university’s full incident investigation report was accepted by WSBC.

b. Automated External Defibrillators (AEDs)

Andy provided an overview of AEDs including WorkSafeBC regulations that provide [guidance](#) regarding their use and information on standards, costs and comparisons to other universities.

Jess confirmed CSEC interest in leading a feasibility assessment for a campus-wide AED program working with OHSE and other campus partners. The timing would be to present a project/funding proposal as part of the fall Service Planning and Integrated Planning cycle. The committee was supportive of this project moving forward.

Jess noted that AEDs do not require training for use by the general community – however there would still be communication plans and instructions provided should the program reach the implementation stage. Terri inquired how the regulations relate to the AED guidelines. Andy noted that any first aid equipment, supplies, etc. that are required is informed by a risk assessment, with the understanding that AEDs are not mandatory per se.



The university's next first aid assessment will be in time for the November 2024 implementation of the new WSBC regulations.

## 5. New Business

### a. Annual USC Evaluation

Kane and Terri provided a review of the USC evaluation and the work done by the committee throughout 2023. Part 1, section 1.2 (a & b) was answered "no" as the representative from CUPE 4163 has not received paid time off work, and the Faculty Association representative is paid by their union in the form of course release. In section 1.4 (a & b), not all members were able to complete the required training or utilize the optional educational leave entitlement, however several members did engage in optional training including workshops provided through Emergency Planning and fire extinguisher training. In section 1.5, the committee is pleased to have a more effective terms of reference that includes provisions for recommendation procedures (both informal and formal).

In Part 2, section 2.2, the evaluation noted the committee is not fully in compliance with [section 40](#) of the Workers Compensation Act. As such, section 2.4 notes the outstanding area of improvement for 2024 as follows:

*The committee is not fully in compliance with section 40 of the Workers Compensation Act ("Time from work for meetings and other committee functions"), for two of the five employee representatives. Committee co-Chairs will forward this report to the VPFO, who oversees the committee, to initiate discussions on bringing the committee into compliance. The committee will consider amending Section 7 of the Committee's Terms of Reference to clarify compliance with section 40 of the Act.*

**Motion:** to approve the 2023 annual USC evaluation and provide a copy signed by the co-Chairs to Kristi Simpson, VPFO, for her review and signature. *Vote: approved unanimously*

### b. Local Safety Committee Review

Andy reviewed the summary report of the 26 [joint local safety committees](#) across campus. It was noted that a few committees had less meetings than usual throughout the year. Andy advised that monthly meetings should be booked and scheduled as per WSBC as there is a commitment to have all 12 meetings and not pre-cancel them. If quorum is not met or attendance insufficient, minutes stating that the meeting did not go ahead can still be generated and agenda items would carry over to the next meeting. Some committees did not hold meetings due to staff turnover or weather issues in February. Overall, the majority of committees meet regularly and discuss issues relevant to their units.

## 6. WorkSafeBC

### a. February 2024 claims summary

Elizabeth reviewed the 5 time loss and 2 health care claims from February. All incident investigations have been completed.

## 7. Other Business - none

Meeting adjourned at 3:24pm

**Next meeting will be: Tuesday, April 30, 2024**

Location: BEC 402