



MINUTES

Date: Tuesday, May 28, 2024

Time: 2:30p.m.

Place: BEC 402

Present	Regrets/absences	
Terri Lacourse, Faculty Association	Andy Mavretic, Director OHSE	Jess Maclean, Director CSEC
Ori Granot, PEA	Leigh Andersen, FMGT Director, Customer Service & Program Integration	Nicole Greengoe, Executive Director Wellness, Recreation and Athletics
Nykita Downie, CUPE 951	Kane Kilbey (Chair), AVP Human Resources	Greg Melnechuk, CUPE 4163
Lynne Johnson, CUPE 917	Robert Johns, EP Manager (<i>alternate</i>)	
	Melissa Keil, Director, Recreation, Marketing & Engagement (<i>alternate</i>)	

1. Approval of the Agenda – with addition of item 5b.

Motion: to approve the agenda. *Carried.*

2. Approval of the Minutes

Motion: to approve the minutes from April 30, 2024. *Carried.*

3. Emergency Planning (EP)

Rob reported that the university hosted a meeting of regional emergency managers which included representatives from local and provincial government, as well as post-secondary, school districts, and the harbour and airport authorities. The last meeting with this group took place in 2017 but going forward, these meetings will now resume being held quarterly. EP also held an active threat exercise on campus with various authorities participating to work through roles in an active shooter scenario.

Rob noted the testing of the [UVic Alerts](#) system this month is on hold, however, the [public emergency alert](#) did broadcast on May 8. Terri enquired as to how a situation is decided to be communicated as an alert or not. Two recent example situations that were discussed included the incident at First Peoples House and a cougar sighting on campus, both which had information provided on the UVic website rather than as alerts. Rob relayed that the UVic Alerts app is generally deployed when an action or instruction is required for the campus community to follow. It will also depend on assessment of the particular issue, how the event unfolds and guidance from other authorities.

4. New Business

a. CSEC update

i. First aid – naloxone

Rob advised that all CSEC officers have occupational first aid (OFA) level 2 training and are recertified in this training every 3 years. First aid kits, which include naloxone, are in all CSEC vehicles as well as the emergency container in field 4. Officers also always carry a tourniquet and 2 doses of naloxone (nasal administration). Rob noted that [Student Affairs](#) is reviewing their areas. Terri enquired on whether training and awareness of naloxone can be offered to students on campus; especially those coming into RESS. Melissa noted the Harm Reduction Centre offers [training](#) via the UVSS. Terri enquired whether the use of naloxone would be included in the university’s first aid review with the upcoming amendments to the occupational first aid regulations this fall. Andy noted that the review would

include naloxone as part of the overall risk assessment, and if provincial requirements are set for post-secondary institutions, the university will ensure both objectives are met (i.e. WSBC and post-secondary sector).

ii. Campus wayfinding for first responders

Rob reviewed how fire departments, police and ambulance services navigate their way around campus when called to an emergency. Fire departments have computers on board their trucks with detailed maps of buildings and are very familiar with our building names and locations. The police have good general knowledge and will often switch to the [CREST](#) frequency used by CSEC for communicating; with CSEC guiding to locations as needed. Ambulance services refers to a map of campus with 5 muster locations on campus (the main entries to campus denoted as “alpha” to “echo” on this map). The ambulance dispatch will call CSEC to determine the appropriate muster location for them to meet at for guiding to a specific location.

iii. Encampment update

Rob noted safety for everyone on campus is the focus and that the [FAQ site](#), which includes updates from the Executive, is a good resource for information. Rob reported that in addition to the incident in First Peoples House discussed above, there has been an unfortunate increase in vandalism. The campus community is advised to contact CSEC if they have any safety or security concerns so they can be assessed and responded to appropriately. Rob notes some additional planning for convocation is taking place. The committee thanks CSEC and appreciates the work Jess and her team are doing for our campus.

b. Consultation topic: Hearing Protection

Andy provided an overview of the [hearing conservation program](#) in which OHSE consults with departments on hearing protection and occupational noise issues, provides training and arranges noise surveys. Noise exposure assessments to date in 2024 have been conducted in 4 areas with all measurements below the applicable WorkSafeBC (WSBC) actions levels or appropriate noise controls in place. FGMT continues to arrange annual audiometric testing with an external contractor with results retained in the department and provided to WSBC.

c. Due Diligence Report

Andy reviewed the 2023 report that is presented to the Risk Management Steering Committee and submitted annually to the Board of Governors. (Andy noted that the biosafety section of the due diligence report was mistakenly omitted. The appended report will be included with these minutes when they are circulated to the committee for their review). This compliance report outlines various federal, provincial and municipal legislative requirements primarily for research related activities and some campus operations and services.

5. WorkSafeBC

a. April 2024 claims summary

Elizabeth reviewed the five time loss claims. One joint incident investigation is pending completion and anticipated to be scheduled for next week.

b. Inspection report

Andy reviewed the report received from WSBC in regards to the SCIE Machine Shop in ELL 029. The orders are as follows: (1) [SDS](#) must be replaced and up to date within the past 3 years; (2)

employees must receive training in [WHMIS](#) every 3 years; (3) a written lockout procedure is to be developed. OHSE will follow-up with the shop for any assistance required, and also send out a reminder to other shops on campus to review and ensure compliance with these safety items.

6. Other Business – none.

*Meeting adjourned at 3:36pm.
Next meeting is scheduled for Tuesday, June 25, 2024, in BEC 402.*

