



## MINUTES

**Date: Tuesday, October 31, 2023**

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

**Place: MWB 120**

Present

Regrets/absences

Terri Lacourse, Faculty Association (Chair)	Kane Kilbey, AVP Human Resources	Nykita Downie, CUPE 951
Amy Issel, CUPE 951 ( <i>alternate</i> )	Andy Mavretic, Director OHSE	Ori Granot, PEA
Kaitlyn Diederichs, CUPE 4163	Leigh Andersen, FMGT Director, Customer Service & Program Integration	
Eric Segec, CUPE 917	Jess Maclean, Director CSEC	
	Nicole Greengoe, Acting Senior Director, Wellness, Recreation & Athletics	

### 1. Approval of the Agenda

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

### 2. Approval of the Minutes

**Motion:** to approve the minutes from September 26, 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 events that have occurred on campus recently, fire drills, winter readiness planning, and training led by EP. Rob also reported that new emergency management legislation is being introduced in BC. Andy noted this is known as the *Emergency and Disaster Management Act*, under the Ministry of Emergency Management & Climate Readiness. Vaccinations are now also available for most age categories in BC with the Heart Pharmacy on campus one of many pharmacies across the region taking [registrations](#) for both COVID and influenza vaccinations.

### 4. Business Arising

a. Review of consultation calendar

Terri reviewed the revisions to the calendar which include 3 category headings, the addition of outdoor air quality to April (in preparation for summer heat safety/wildfire smoke planning) and moving first aid to August as currently there is not a topic assigned for that month.

**Motion:** to adopt the revised calendar for 2024.

*Moved by: Eric*

*Vote: all in-favour (9) – passed unanimously.*

### 5. New Business

a. Consultation topic: WHMIS

Andy reviewed the program where individuals working with chemicals and other hazardous materials complete training every 3 years. [WHMIS training](#) is provided by OHSE and is available both online and in-class. Terri enquired about the difference in training completion numbers year-to-year and requested 2019 be included to compare pre & post pandemic. Upon successful completion of the course, a certificate of completion is available via [Learning Central, My Courses](#). Learners will receive an auto-email when their certificate has expired. Reminders were sent in February to key groups about updating training. An in-class session was held for a group of staff from RESS. [Safety Data Sheets \(SDS\)](#), through a subscription service, continue to be available to the campus community.

b. Updates to the UVic Communicable Disease Prevention Plan & Self-Assessment and Sick Leave protocol

Andy reviewed the revisions made to the two documents. The UVic CD Plan has been updated to reflect current legislation (WSBC) and public health guidance (BC CDC). The CD Plan recognizes various illnesses as communicable diseases, including COVID-19. The five main prevention measures outlined in the CD Plan include:

1. Staying home when sick
2. Promoting hand washing and hygiene practices
3. Routine cleaning
4. Building ventilation
5. Supporting vaccination

There are no changes to enhanced ventilation measures on campus but there is updated content regarding non-medical masks and face coverings. Kane noted guidance from the [BC CDC on communicable diseases in post-secondary institutions](#) was updated on September 28, 2023 and that the UVic CD Plan reflects these updates. Terri and Amy made suggestions for revising some sentences under “Scope” and “Non-Medical Masks and Face Coverings”. Andy confirmed that UVic will still be maintaining a COVID-19 website while OHSE will maintain a [Communicable Disease Prevention webpage](#).

Some minor updates were made to the Self-Assessment and Sick Leave protocol to ensure alignment with public health guidance and current practices. Changes include the removal of referencing RESS’s COVID plan as well as noting sick leave provisions. At UVic, sick leave provisions via collective agreements or applicable terms and conditions of employment would be followed. Kaitlyn noted that many TA/RAs may not be supported in taking sick leave and suggested a wider distribution of this protocol. Terri suggested an edit to item 5 in regard to fever versus symptoms.

**6. WorkSafeBC**

a. September claims report

Elizabeth reviewed the 1 time loss claim submitted to WSBC in September.

b. Third quarter claims summary

Andy reviewed the third quarter trends for 2023. Overall, the number of claims is similar to previous years, however durations and costs are significantly higher this year due to a few complex claims which disproportionally contribute to increased overall costs.

**7. Other Business - none**

Meeting adjourned at 3:14pm  
Next meeting will be: Tuesday, November 28, 2023  
Location: BEC 402

