



## MINUTES

**Date: Tuesday, September 26, 2023**

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

**Place: BEC 402**

Present

Regrets/absences

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

**1. Approval of the Agenda**

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

**2. Approval of the Minutes**

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

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

Rob received positive feedback on the Safety First Fair that took place September 14 which included the popular “quake cottage” as well as many info booths/displays. Rob encourages the campus community to participate in the [Great BC Shake-Out](#) on October 19. He is reaching out to Building Emergency Coordinators (BECs) to promote the event. Kane suggests Local Safety Committees also be encouraged to promote participation. EP conducted 52 fire drills last month, which included four drills done at night at RESS. Another 14 drills will occur next week with another 14 in November.

Rob advised the [BCCDC](#) continues to monitor COVID-19 case counts and they are slightly on the rise at this time of year. The BCCDC advises to stay home if you develop a fever or cough. UVic digital signage will also convey this information throughout the fall. Rob confirmed that RESS has an abundance of rapid test kits available; as does the university, with kits stocked for distribution at 4 locations across campus. Andy advised that the OHSE COVID-19 webpage will be getting updated this fall. The communicable disease safety plan is currently being revised as well as the Self-Assessment and Sick Leave protocol that is embedded within. OHSE is consulting with RESS on their protocols for illness and with FGMT about the status of ventilation and proposed changes. Information and edits to the documents will be brought back to the USC for review and discussion. Andy also noted the BCCDC is updating the Public Health Guidance for Post-Secondary Institutions.

Ori enquired if the university knows how the provincial vaccine program will be rolled-out this fall. Rob advised this will likely be done through pharmacies and medical offices. Ori also enquired whether the test kits can detect new strains of the virus and noted the efficacy of test kits is not precise. Rob does not have specific information on how effective kits are at “catching” strains but notes the kit is used as one of the tools for keeping ourselves safe and healthy.

**4. Business Arising – none**



## 5. New Business

### a. Consultation topic: Working alone

Andy reviewed that safe work procedures are required for checking the well-being of an employee who has been assigned or directed to work alone or in isolation. OHSE has reviewed procedures with the departments noted with working alone protocols and confirmed they are up to date. OHSE is continuing to assess research lab settings which currently have a variety of approaches, depending on the unit or lab supervisor, to managing working alone for employees and students in those settings. Guidelines for research labs are in the process of being drafted and will be brought forward for review at the [laboratory safety committee](#) meeting this fall. Kaitlyn enquired whether working alone procedures apply to people working in the field off-campus. Andy noted they do apply.

Tom encourages the campus community to contact CSEC for the [Campus Alone and SafeWalk](#) programs. Ori suggested a working alone feature be added to the [UVic SafetyApp](#) that would have the app check on you and if you don't click a "you're ok response", CSEC would contact you. Tom can bring this forward to Rob.

### b. Review of consultation calendar scheduling

Terri suggested the committee consider topics be rearranged as some months are content-heavy while other months quorum may not be achieved due to vacations or inclement weather, and currently there is no August topic. The committee discussed that the topic for March be shifted to April, with the other topics also shifting by one month. March will be dedicated to reviewing the annual evaluations for the USC/LSCs. In April, an additional topic on outdoor air quality could also be added to complement the topic on respirators. OHSE will bring forward a proposed updated calendar for the committee to review, and to take effect for 2024.

## 6. WorkSafeBC

### a. August claims report

Elizabeth reviewed 5 claims submitted to WSBC in August; three claims were time loss and two were for health care.

### b. WSBC inspection reports - none

## 7. Other Business

Ori discussed a recent incident involving electric shock to an employee, and inquired about follow-up processes on corrective actions in the investigation report and also noted that the individual did not contact Campus Security or attend/receive medical treatment. As part of that discussion, Terri and Kaitlyn raised concerns about oversight in laboratory settings and reporting, including supervisor/P.I. awareness and training on their responsibilities as supervisors. Andy will follow-up on the incident and also review orientation/training related to laboratory supervision, and report back to the committee at a future meeting.

Meeting adjourned at 3:33pm

Next meeting will be: Tuesday, October 31, 2023

Location: MWB 120