Minutes of the Joint CUPE 951/University Occupational Health and Safety Committee meeting held in Sedgewick B125 at 2:00 p.m. on Tuesday August 1, 2017.

Present:
Worker Representatives: Employer Representatives: Committee Resources:
Kara White* Lynn Meyers Gavin St. Michael
Christine Currie Chris Smith
Neil Wedin Fiona Puszka *Chair of meeting

Regrets: Sara Kissinger, Pat Shade

1 Welcome and Introductions

2 Approval of the Minutes and Agenda

2.1 The minutes of the July 4, 2017 meeting were reviewed and approved.

2.2 The agenda was approved.

3 Business Arising

3.1 Local Safety Committees – Gavin advised that the two new employee representatives on the FMGT joint committee are: Dave Ratcliff and Rob Barton. The new 951 employee representative on the Campus Services joint committee is Amanda Caddy. An employee co-Chair will be determined at their next meeting. Kara added that there were no site visits to report.

3.2 Campus Security Update – Fiona highlighted the new parking changes that come into effect for September. There are no longer yellow permits; now license plate recognition is used. It’s been undergoing tests for the past few months and everything is going smoothly. She also reminded staff to ensure their windows are closed at the end of the workday since most are open with the warm weather. Fiona noted that bicycle thefts are lower with four in July and three in June. She also promoted the BEC/FEC (Building and Floor Emergency Coordinator) training available in the fall after ShakeOut. Fiona also noted that the PSC’s are very busy with orientation events with the school year starting up. Christine asked if bicycle bells will be available from the Sustainability Office. Fiona replied that she would not be surprised. Kara noted that bicycle bells are required by law (interesting fact). In a follow up to Kara’s question last month, Fiona confirmed that the parking enforcement vehicle is using an LED light for the license plate recognition, rather than any sort of laser.

3.3 University Safety Committee Update – Kara reviewed the USC meeting highlights. The annual review of first aid took place, with a review of the statistics for the year and discussions of first aid training and the availability of naloxone in CSEC Patrol vehicles. Kara also reviewed the second quarter claims summary that Andy presented at USC, which was similar to last year’s results. She reported that the Emergency Planning update included discussion of fire drill scheduling, new emergency procedures posters and workshops in the fall.
4 Incident Reports

4.1 Incident Reports - There were no new CUPE 951 incident to report.

5 New Business

5.1 Departmental Accident Book – Chris asked if they are still used on campus. Gavin noted that they are indeed useful for documenting small incidents such as minor cuts and abrasions but that more significant incidents should be documented using the Departmental Incident and Hazard Report form available from OHSE. Gavin added that there is a pdf template of the departmental accident book on the website (http://www.uvic.ca/ohse/assets/docs/accrecordbook.pdf). Kara added that these records are helpful to track minor incident trends and to identify potential hazards. She noted that this record is also beneficial if a “minor” injury worsens and becomes a WorkSafeBC claim.

5.2 Heat and Air Quality Alerts – Kara noted that Rob Johns forwarded the Environment Canada heat and air quality special weather statements today. She may post these on the CUPE 951 website.

Adjournment

The meeting adjourned at 2:18 p.m. The next meeting was re-scheduled to 2:00 pm on September 12th, 2017 in Sedgewick C179 (Global Studies) due to everyone’s availability during the first week of September. Chris noted that he will be away. The meeting room location is TBA.