



Present: A Tura (Employer Co-Chair), J. Verhelst (Employee Co-Chair), A. Garrett, C. Papadopoulos, P. Lagaditis, M. Shakourisalim, R. Ulk, E. Nobbs (Recorder)
Regrets: C. Lawrence (on leave), E. Robinson, A. Rowe, L. Stefanova, R. Fichtner, D. Mai, R. Katz, D. Jackson.

1. Approval of Agenda

Approved.

2. Approval of Minutes

Approved.

3. Business Arising

3.1 Ventilation Issue

Chris Papadopoulos brought up the ongoing ventilation capacity issue he was having in ELW with the “after hours” button for ventilation.

ACTION: A proper evaluation of the ventilation system must occur. A FMIS request to be completed by Chris Papadopoulos.

3.2 Laser Safety Update

The radiation safety committee has asked for two more weeks of time for the final review.

ACTION: OHSE to send out an email regarding the final review, including the updated policies.

4. OHSE Updates

4.1 Common Area Inspection

The committee is responsible for completing the inspections of each building and meeting to discuss common issues. The co-chairs are responsible for reviewing the questions, the completion of the inspections, and evaluating and reviewing the inspections for the year. The co- employer and co-employee must sign for inspections.

Annual Inspections: <https://www.uvic.ca/ohse/safety-committees/joint-local-safety-committees/index.php#ipn-annual-inspections>

ACTION: Common area inspections to be completed by February. Office of the Dean (Emma Nobbs) to provide a list of inspection coverage for each building.

4.2 Hazardous Waste

Chelsea Cutler has emailed the faculty regarding the last hazardous waste pick-up. The last hazardous waste pick up for 2025 will be Thursday, December 18th. The Hazardous waste pick-ups will resume on Thursday, January 8th, 2026.

4.3 Lab/Office After Hours Protocol

The committee discussed protocols for the use of labs after hours. There was clarification of the distinction between a hazardous lab and a computational lab, noting that while one provides higher risk, both should have an established “after-hours” safety and emergency response plan.

There was consensus that when office work is being done in a lab, there must be a faculty-wide safety protocol implemented for staff members or students using the lab/office space. The committee agreed that students or staff working in labs after hours must check in/out with a PI or supervisor to ensure the safety of the individual working after-hours. Each PI or supervisor can adjust this process accordingly, however, this protocol must be implemented and communicated for users to be informed.

ACTION: Committee to remind PI’s/supervisors to implement after-hours safety protocols.

5. Accident/Incident, Near-Miss or Hazard Report Review

5.1 Potential Weather Hazards

This time of the year brings slipping hazards due to icy grounds. Last year there were slipping incidents on ice in the parking lot due to only one side of the lot being cleared. Facilities Management has a snow clearing priorities map accessible to the public on their website: <https://www.uvic.ca/emergency-planning/emergency-procedures/winter-weather/index.php>

6. Other Business

6.1 Membership

A discussion arose regarding the membership of the safety committee. There are members who are not present at meetings and/or who have not received training. Each department should have two members, at least one representative can cover each meeting. Members who have not been present for multiple meetings over an extended period could be asked if they would still like to participate as a member.

ACTION: Membership evaluation to occur during Annual Evaluation. Office of the Dean (Emma Nobbs) to access an attendance list of membership participation.

Annual Evaluations: <https://www.uvic.ca/ohse/safety-committees/joint-local-safety-committees/index.php#ipn-annual-evaluations>