

**JOINT CUPE 951/UNIVERSITY  
OCCUPATIONAL HEALTH & SAFETY COMMITTEE MEETING**

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**Minutes of the meeting held Thursday, April 10, 2025 at 11:30 a.m. (via Zoom)**

<b>Worker Representatives</b>	<b>Employer Representatives</b>	<b>Ex-Officio</b>
<b><i>Present:</i></b> Nykita Downie Co-Chair ** Heidi Neeves	Laurelle Inouye Co-Chair *  Allison Eddy	Andy Mavretic, Director, OHSE (or <b>Jaclyn Davidson</b> , AD, OHSE)
<b><i>Regrets:</i></b> Susie Dancer Amy Issel	Trish Atchison	
<i>* Chair of Meeting (2025) ** Minutes (2025)</i>		

**1. Welcome**

**2. Approval of Agenda and Minutes**

**2.1 Approval of Agenda**

- The agenda was approved check

**2.2 Approval of Minutes – February 13, 2025 meeting**

- The minutes were approved as circulated check

**3. Business Arising**

**3.1 Local Safety Committee (LSC) Update**

Jaclyn provided the following update:

- Refreshed department investigation form:  
<https://www.uvic.ca/ohse/assets/docs/worksafe/dept.incident.investigation.report.pdf>
- Content still the same
- Encourages digital signatures – big change is the third page, more information page
- Documents that were requested from inspection:  
<https://www.uvic.ca/ohse/assets/docs/worksafe/ir202521072035a.pdf>

**3.2 Personal Safety Coordinator/CSEC update**



Allison provided the following update:

- There is a new position within our department posted, please check the UVic website for details
- There are training sessions available on Learning Central, still space available in this Thursday's Active Threat information session
- Please call our dispatch to report anything of concern, the issue can be triaged from there and the appropriate response provided
- As we head into exam time, please keep an eye out for any students who are in distress who may need assistance, and call CSEC so we can offer support
- A reminder that information on location of AED and naloxone is now available on the UVic Safety App

### **3.3 University Safety Committee (USC) Update**

Nykita provided the following update:

#### **Emergency Planning (EP)**

Rob reviewed earthquake preparedness in light of the recent small earthquakes that were felt in the region. Enrollment is open for emergency preparedness workshops. Volunteers interested in joining the Emergency Call Centre are asked to contact Rob or Dorothy. On May 4, UVic is partnering with local authorities (e.g. police & fire departments) to host an emergency planning fair in parking lot 4. Rob noted that updates will be made in the business emergency plan (BEP) and shared soon to LSCs.

#### **Annual USC Evaluation**

Kane and Terri provided a review of the USC evaluation and the work done by the committee throughout 2024. In section 1.4 (a), not all members were able to complete the required training, however new members from CUPE 4163 and 917 were successful in completing; and for section 1.4 (b) not all members utilized the optional educational leave entitlement, however members from CUPE 951 and 917 did so.

#### **Local Safety Committee (LSC) Review**

Andy reviewed the summary report of the 26 joint local safety committees across campus. Most committees met 10 or more times with 2 committees meeting less. A few LSCs identified some membership vacancies that need to be filled and common area inspections to be completed. Andy also advised that some LSC restructuring will occur as the Faculty of Human & Social Development transitions to the new Faculty of Health.

#### **Department Incident & Investigation Report (DIIR) form update**



Andy summarized the “refreshed” formatting updates on the DIIR. He advised the content has not been changed but the form has been redesigned to follow best practices for accessibility as well as the new UVic branding.

### **Inspection report**

On March 21, the WSBC prevention officer conducted a workplace inspection of the university’s violence prevention program with a focus on Campus Security. Andy will work with CSEC leaders to respond to the Officer’s request for documentation related to risk assessments, internal procedures and training.

## **4. Incident Reports**

### **4.1 Monthly CUPE 951 WorkSafeBC accidents/incidents – February and March Report**

- February – One
- March - Two

## **5. New Business**

### **5.1 None**

## **6. Adjournment**

The meeting adjourned at 11:45am

**Next meeting:** Thursday, May 08<sup>th</sup> 2025 at 11:30 a.m. (*via Zoom*)

