

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

---

**Minutes of the meeting held Thursday, January 09, 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 * Trish Atchison	Andy Mavretic, Director, OHSE (or <b>Jaclyn Davidson</b> , AD, OHSE)
<b><i>Regrets:</i></b> Susie Dancer Amy Issel	Allison Eddy	
<i>* Chair of Meeting (2024)</i> <i>** Minutes (2024)</i>		

**1. Welcome**

**2. Approval of Agenda and Minutes**

**2.1 Approval of Agenda**

- The agenda was approved as amended

**2.2 Approval of Minutes – November 14, 2024 meeting**

- The minutes were approved as amended

**3. Business Arising**

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

Jaclyn provided the following update:

- Doing the summary for LSC's – all minutes and inspections
  - Action: Annual Evaluation to be done in January – Nykita and Laurelle to discuss and complete
- AED roll out has begun

**3.2 Personal Safety Coordinator/CSEC update**

Allison provided the following update:



University  
of Victoria



- There are training sessions available on learning Central for both Emergency Preparedness and Active Threat
- A reminder that if you note anything out of place upon your return to your campus office after the break, to report immediately to CSEC

### 3.3 University Safety Committee (USC) Update

Nykita and Jaclyn provided the following update:

#### AED project update

The first three AEDs & naloxone kits have been installed at the Craigdarroch Office (main office of RESS), McPherson Library and Cheko'nien House (The Cove). LSC co-chairs have now also been contacted about proposed locations for installations in the ELW, First People's House, HSD, JCC, McKinnon and the Phoenix Theatre

District Energy Plant

An inspector from Technical Safety BC (TSBC) met with FMGT management in the spring to clarify the definition of "continuous supervision". FMGT management followed up again with TSBC this month seeking clarification to ensure UVic remains in compliance within the guidelines of its operating permit.

#### Emergency Planning (EP)

CRD HazMat Response Team has been on campus yesterday and today to participate in training and tours with FGMT, CSEC and OHSE. Rob reported that all fire drills (a total of 104!) have been completed for 2024.

## 4. Incident Reports

### 4.1 Monthly CUPE 951 WorkSafeBC accidents/incidents – December Report

- One - DAYC – time loss/approved

## 5. New Business

5.1 none

## 6. Adjournment –

The meeting adjourned at 11:44am

**Next meeting:** Thursday, February 13th 2025 at 11:30 a.m. (*via Zoom*)

