JOINT CUPE 951/UNIVERSITY
OCCUPATIONAL HEALTH & SAFETY COMMITTEE MEETING

Thursday, August 11, 2022, 11:30am, via Zoom

Present:

<table>
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<tr>
<th>Worker Representatives:</th>
<th>Employer Representatives:</th>
<th>Ex-Officio:</th>
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<tr>
<td>Amy Issel, Co-Chair, Recording Secretary</td>
<td>Lynn Meyers, Co-Chair</td>
<td>Jaclyn Davidson, Associate Director, OHSE</td>
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<td>Janice Closson</td>
<td>Fiona Puszka</td>
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<td>Nykita Downie, Alternate</td>
<td>Chris Smith</td>
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<td>Penny Waterman</td>
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Regrets:

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<tr>
<td>Heidi Neeves</td>
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<td>Andy Mavretic, Director, OHSE</td>
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<td>Colin Newell</td>
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1. Welcome

2. Approval of Agenda and Minutes
   2.1. Approval of Agenda
   The agenda was approved as circulated with the revision to next meeting date; September 8, 2022

   2.2. Approval of the minutes of the June 9, 2022 meeting
   The minutes were approved as circulated

3. Business Arising
   3.1. COVID-19 update
   Jaclyn reported the following:
   - The Provincial Post-Secondary Steering Committee is continuing to meet regularly and no changes are anticipated for guidance into September.
   - UVic's communicable disease safety plan is still in effect and will likely remain the same unless changes are announced
   - The Signage on main doors has been updated to change the “back together” language to “stay health and safe”; the basic core measures in the circles remained the same.
   - The temporary program requiring all new employees to be vaccinated is no longer in place.

   3.2. COVID-19 update remaining as an agenda item
   The committee discussed keeping COVID-19 as an agenda item and has decided to keep on the agenda for at least the September 2022 & October 2022 meetings and revisit then.

   3.3. Local Safety Committee update
   Jaclyn reported the following:
   - Not a lot going on right now, committees have continued to meet quorum at their meetings through summer.
   - Continue to provide reminders to complete inspections, especially as some were missed while working remotely, due to COVID-19.
3.4. **Personal Safety Coordinator/CSEC update**
Fiona reported the following:
- Have began the key audits in general offices; having formal discussions focusing on keys, are they labeled, alarmed etc. Currently about half way through.
- Patrol have noticed an increase in insecure windows and doors. A reminder to make sure everything is closed properly.
- We continue to have a lot of training in our area with the new staff, for patrol and security managers.
- Busy with presentations and booths in August, it is a busy time.

3.5. **University Safety Committee update**
Nykita provided the following from the June 2022 USC meeting:
- **Ergonomics**: There is an online office ergonomics course which is self serve
  - There are thirteen modules online; you can take the ones that are applicable to you. Departments can team up and take modules together. All are encouraged to look at the checklists and stretches.
  - There are a number of accessories available to sign out through HR, such as sit/stand desks, chairs, etc. You do not require a medical note to request a loaner. If you require for a medical reason, you will need to work with a Work Life Consultant.
- **Heat Guidelines**: We are following provincial guidelines. Still developing communication strategy.
- West campus gateway: There has been feedback of no lights in certain places and no bike signage. There is a new contractor please send any concerns to facman@uvic.ca.

Amy reported the following from the July 2022 USC meeting:
- **Building ventilation** work will continue into the fall to ensure they are in accordance with WorkSafeBC requirements.
- There was a discussion in regards to seeing if it would be possible to do a ‘large’ first aid training on campus for employees. Current practice remains to call campus security if you require first aid.
- First aid kit purchases and maintenance are the responsibility of departments/units.
- A discussion in regards to the heat and high temperatures in buildings. The committee was advised that a chiller in the BWC is being replaced and this would not be the result of the high temperatures in the workspaces, it was likely due to the high heat temperatures. Supervisors are encouraged to work with their staff/students on a solution, such as remote work or working in a different location.

4. **Incident Reports**
4.1. Monthly CUPE 951 WorkSafeBC accidents/incidents for June 2022 (none)

_Nykita Downie left at 11:50am_

4.2. Monthly CUPE 951 WorkSafeBC accidents/incidents for July 2022 (one)
Jaclyn advised this was an incident, which involved moving hazardous chemicals and the employee is fine.

5. **New Business**
None
Adjournment
The meeting adjourned at 11:52am

Next meeting: Thursday, September 8, 2022 at 11:30am, via Zoom