

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

Minutes of the meeting held Thursday, December 14, 2023 at 11:30 a.m. (via Zoom)

Worker Representatives	Employer Representatives	Ex-Officio
Present:		
Nykita Downie, Co-Chair *	Trish Atchison	Andy Mavretic, Director OHS&E
Amy Issel	Lynn Meyers, Co-Chair **	
	Fiona Puszka	
	(vacant Rep spot - TBC)	* Chair of Meeting (2023)
		** Minutes (2023)
Regrets:		
Heidi Neeves		
Colin Newell (retiring)		

1. Welcome

2. Approval of Agenda and Minutes

2.1 Approval of Agenda

- Approved as circulated.

2.2 Approval of Minutes – November 9, 2023 meeting

- Andy noted some corrections needed on page 2 regarding investigation procedures.
- Minutes approved with the corrections.

3. Business Arising

3.1 Local Safety Committee (LSC) Update

Andy reported that there are no new updates on the LSC since last month's update.

3.2 University Safety Committee (USC) Update (November 28, 2023 meeting)

Nykita provided the following update:

- Emergency Planning (EP) – Rob Johns, EP Manager provided a summary of the [tuberculosis \(TB\) case](#) on campus, and Student Wellness continues to lead UVic's response working closing with Island Health. Emergency Planning continues to work on winter weather communication planning for response to now and ice. Fire drills have been completed for 2023. EP also participated in a province-wide emergency exercise on November 15th. Rob noted that there have been ongoing demonstrations on campus in regards to the conflict in the Middle East. Campus Security has been on-hand to assist



and offer a sense of safety for the campus community. Rob is looking for new volunteers to join emergency teams at UVic.

- Andy Mavretic advised on the 'Emergency Preparedness & Response' consultation document that provides an overview of regulatory requirements that employers must conduct as per WorkSafeBC for specific emergency response hazards, in addition to UVic's campus-wide planning and response procedures.
- Rob Johns reviewed emergency procedures, fire safety and campus evacuation. EP will be reviewing [campus evacuation plans](#) as well as increasing awareness on what to do in the event of a major emergency. Topics on [emergency preparedness training](#) continue to be available by the EP team.

3.3 Personal Safety Coordinator/CSEC update

Fiona provided the following update:

- It's that time of year again where CSEC posts winter closure crime prevention tips on their [website](#) and the digi-casters. Here are those reminders for your workplace when you leave:
 - All office and exterior doors should be closed and locked.
 - All alarm systems should be armed.
 - Close and secure all windows. An unlocked window can provide easy access to the rest of the building. This includes upper floor windows not just ground floor, as we have had break ins through high windows.
 - Office lights and electronic equipment should be turned off.
 - Illumination can create increased visibility from outside.
 - All blinds or curtains should be closed, especially when computer equipment is visible from ground level windows.
 - All portable equipment, tools, and computers should be secured or locked away.
 - All valuable personal items should be taken home or securely locked away. Do not leave building or office keys at work unless stored in a locked safe in an alarmed area. If stolen, this puts the department at greater risk.
 - Employees working during the holidays should be aware of their personal safety. Let someone know where you are and when you are expected to return - take advantage of Campus Security's Campus Alone program.
 - If you are popping in on campus and see something suspicious, please let dispatch know immediately.
- Student demonstrations kept CSEC quite busy this Fall. When these are occurring, CSEC might get a little bit of information about it and a day's notice.
- Students in residence – this time next week CSEC will get an update on the number of students remaining in residence over the Holiday closure. Last year there were around 100 students and its expected that number will be similar this year.



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- Workplace training – refresher discussions on what to do on what to do if faced with someone disgruntled. Call CSEC right away.
- Lots on the calendar for training – see [Learning Central](#).

4. Incident Reports

4.1 Monthly CUPE 951 WorkSafeBC accidents/incidents – November 2023 Report

Nykita provided the following update:

- There was 1 incident in IACE involving a trip and fall over a brick sticking up out of the walkway, covered by leaves, near the Pharmacy at the SUB. Nykita attended the investigation, which was very straight forward. Time Loss claim approved.

Andy provided an update, on behalf of Jaclyn Davidson, on the Child Care incident from the October 2023 report. New procedures have been developed for removing the tarp over the sand box – this will now be performed by 2 people (previously removed by 1 person), and staff are reminded to be mindful of trip-and-fall items in the sand box that need to remain there because those items are needed to hold down the tarp.

5. New Business - *none*

6. Adjournment

The meeting adjourned at 11:45 am.

Next meeting: Thursday, January 11, 2023 at 11:30 a.m. (*via Zoom*)



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