

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

Minutes of the meeting held Thursday, July 13, 2023 at 11:30 a.m. (via Zoom)

Worker Representatives	Employer Representatives	Ex-Officio
Present:		
Nykita Downie Co-Chair * Heidi Neeves	Lynn Meyers, Co-Chair ** Chris Smith Allison Eddy (for Fiona Puszka) [vacant TBC]	Andy Mavretic, Director, OHSE
Regrets:		
Amy Issel Colin Newell	Fiona Puszka	
		* Chair of Meeting (2023) ** Minutes (2023)

1. Welcome (11:33 am)

- Chris Smith is retiring in September so this might be his last meeting (he might be able to attend the August meeting). Our thanks to Chris for his dedicated support to this Committee.

2. Approval of Agenda and Minutes

2.1 Approval of Agenda

- The agenda was approved as circulated.

2.2 Approval of Minutes – June 8, 2023 meeting

- The minutes were approved as circulated.

3. Business Arising

3.1 Local Safety Committee (LSC) Update

Andy provided the following update:

- Nothing new to report other than an excerpt from USC related to LSC. USC conducted a review and update of the [Educational Leave Guidelines](#) for Local Safety Committee Members. This is for training and education leave opportunities that joint H&S committee members and local safety committee members are eligible to exercise through WorkSafeBC for up to 8 hours of training per year (this is not the mandatory WSBC training). The update was a bit of a “tune up” on the process for requesting the leave and the approval process. The larger component of the update was to create and provide a request form so that committee reps can submit a request in writing to their



supervisor with all the details; intended to facilitate an easier approval process, and to provide a more background on the training and its structure. The form has been approved by USC; it will be posted in early August after it is referenced in the USC minutes. An email will go out in September notifying Committee Chairs/Co-Chairs.

3.2 University Safety Committee (USC) Update

Nykita provided the following update:

- Education Leave Guidelines (see above in 3.1) were discussed at length at USC.
- Rob John provided an update on [Emergency Planning](#). The [COVID 19 website](#) continues to be thinned out on the UVic main website; the [Communicable Disease Safety Plan](#) page will be updated for September to align with all current processes.
- An overview was provided on the Confined Spaces Program.

3.3 Personal Safety Coordinator/CSEC update

Allison provided the following update:

- Patrol controls to find open doors and window. There was a break-and-enter last month where a window was closed but not locked. Reminder to ensure everything is locked up.
- The new Director, Jessica MacLean, starts on Monday, July 17th. Tom will stay on a few months for transition.
- Rob has been conducting [fire drills](#), but these have been paused for the Summer; the drills will recommence in September. Rob has sessions listed on [Learning Central](#).
- Fiona will be delivering fire extinguisher training and active threat training.
- There have been a fair number of encampments on campus, along the trails, etc. Patrol found someone with a few stolen items, which were returned to the school principal. Advise CSEC if you see bags, tents, or anything that does not belong in the area.

4. Incident Reports

4.1 Monthly CUPE 951 WorkSafeBC accidents/incidents – June 2023 Report (2)

- i. Technician in CIVE – cut to top of knuckles when demonstrating the use of an air compressor. Time loss claim was approved. Amy attended the investigation.
- ii. Technician in BIOC – injury to the right hand when removing a crate from newly received equipment. Health Care claim was approved. Nykita attended the investigation.

5. New Business – *nothing added*

6. Adjournment

The meeting adjourned at 11:41 am

Next meeting: Thursday, August 10, 2023 at 11:30 a.m. (*via Zoom*)



University
of Victoria

