

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

Minutes of the meeting held Thursday, June 8, 2023 at 11:30 a.m. (via Zoom)

Worker Representatives	Employer Representatives	Ex-Officio
Present:		
Nykita Downie Co-Chair *	Lynn Meyers, Co-Chair **	Jaclyn Davidson, AD, OHSE
Amy Issel	Chris Smith	(attending for Andy)
Heidi Neeves	Fiona Puszka	
Regrets:		
Colin Newell		Andy Mavretic, Director, OHSE
		* Chair of Meeting (2023) ** Minutes (2023)

1. Welcome (11:34 am)

2. Approval of Agenda and Minutes

2.1 Approval of Agenda

- The agenda was approved, with the change to permanently move the Personal Safety Coordinator Update to follow after the LSC and USC updates.

2.2 Approval of Minutes – May 11, 2023 meeting

- The minutes were approved as circulated.

3. Business Arising

3.1 Local Safety Committee (LSC) Update

Jaclyn provided the following update:

- Nothing new to report. The committees continue to meet monthly with most still online, which helps with attendance. Committees are encouraged to meet monthly through the summer months while people are on vacation.

3.2 University Safety Committee (USC) Update

Nykita provided the following update:

- Colin went in Nykita's absence; however, Nykita did not get the update from Colin in time for this meeting so it will be reported out next month.



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Jaclyn added the following:

- [Summer Heat Safety](#) planning is underway for extreme heat events – communications and resources are being readied for such events.
 - OHSE website has updated its website with this link, which includes a new section that expands/accordion's out with information should employee have any concerns with the conditions in their work environment, including:
 - things that supervisors can consider as well, including options for remote work;
 - added a [UVic Summer Heat Safety pdf](#)
- Another update from Rob Johns was on the main COVID-19 door signage - these will be slowly removed, including removing masks signs. Also looking at streamlining the [COVID-19 website](#) as well – its been there for so long so we want to ensure its updated and signage is relevant.

3.3 Personal Safety Coordinator/CSEC update

Fiona provided the following update:

- The new CSEC Director, Jessica MacLean, will be starting the week of July 17th (with Tom Downie's retirement). Jessica comes from the mainland with an RCMP background.
- There was a Break and Entry (B&E) in the David Turpin Building, 2nd floor – a Mac Book was stolen. This serves as a reminder to close and lock all doors and windows. This is a very vulnerable area – easy to get to the 2nd floor of the building.
- Another reminder that air flow can be quite different on different floors, so make sure the door latch locks behind you.
- Reminder again to check out the training offerings on [Learning Central](#).
- Go-By-Bike Week was very successful.

4. Incident Reports

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

- ONCS Admin Assistant was bending to retrieve an item; stood up and struck their head on an open cupboard door.
 - Time loss claim – still pending.
 - Incident investigation occurred on May 25th – Nykita attended the investigation.
 - The employee took proper precautions; everything straightforward.

5. New Business – *nothing added*

6. Adjournment

The meeting adjourned at 11:43 am

Next meeting: Thursday, July 13, 2023 at 11:30 a.m. (*via Zoom*)



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