

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

Minutes of the meeting held Thursday, November 9, 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, Assoc. Director
Amy Issel * (for this meeting only)	Trish Atchison	OHS&E
	Fiona Puszka	
	(vacant Rep spot - TBC)	* Chair of Meeting (2023)
		** Minutes (2023)
Regrets:		
Heidi Neeves		
Colin Newell		

1. Welcome (meeting commenced at 11:37 am)

- Lynn welcomed Trish Atchison, Administrative Manager, Division of Continuing Studies (who is replacing Penny Waterman who retired in June 2023). The Employer still another vacant representative spot to fill (with the retirement of Chris Smith); it is hoped it will be filled for the January 2024 meeting.
- *Note* - Amy chaired this meeting on behalf of Nykita.

2. Approval of Agenda and Minutes

2.1 Approval of Agenda

- Approved as circulated.

2.2 Approval of Minutes – July 13, 2023 meeting & September 14, 2023 meeting

(Note: August 10th cancelled, September 14th lack of quorum, October 12th cancelled)

- Minutes from both meetings were approved as circulated.
- Lynn provided the following clarification/correction to the September minutes:
 - Andy Mavretic, Director, Occupational Health, Safety and Environment confirmed that Fiona Puszka (PSC) is, in fact, a voting member of the committee for the purpose of achieving quorum; it is only the ex-officio representative from OHS&E who is a non-voting member of the committee.

3. Business Arising

3.1 Local Safety Committee (LSC) Update

Jaclyn provided the following update:



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- An email went around to all LSC co-chairs on the updated [UVic communicable disease prevention plan](#). There were no significant changes to the plan - mainly updating existing language, and a reminder of measures in place.
 - Update from the September meeting to respond to questions posed by the committee on the incident investigation procedures:
 - When a claim comes into OHSE, Elizabeth Errington, OHSE Administration Manager coordinates with Nykita to determine which CUPE 951 representative is available to attend the incident investigation. The only time an OHSE Consultant will book an incident investigation is when Elizabeth is away. As well, OHSE may occasionally set up an investigation when there is no WorkSafe claim but there has been a [report](#) of a serious risk of hazard or health and safety concern.
 - Newly added into the procedures - when participants are sent a meeting invite to attend an incident investigation, they are to confirm if they are available to ensure that time slot works in everyone's schedule. If the CUPE 951 representative is not available, the investigation will be rescheduled for when they can attend to ensure everyone has a voice in the investigation.
 - If the meeting invite is declined, it is really helpful to have a conversation with Elizabeth who is available to help replace them and/or reschedule.
 - For the actual meeting, OHSE will ensure documents, such as any preliminary documents from the supervisor, are shared with the union ahead of the investigation.
 - OHSE will also ensure that investigations can be in person whenever required. The Union will let OHSE know when that is the case.
 - The Supervisor and the Union Representative typically write the investigation report. If OHSE is facilitating the report writing, they will ensure it goes to the Supervisor and the Union Representative for edits before the report is finalized.
- Amy thanked Jaclyn for the update on the process.

3.2 University Safety Committee (USC) Update (October 31, 2023 meeting)

Amy provided the following update:

- Rob Johns provided information on where he is at with Emergency Program Act in regards to events and climate.
- The consultation calendar for 2024 was presented and approved.
- There was an interesting discussion on WHMIS and training; USC will look at numbers for attending (including attending virtually) from previous years to see if we are on track for those required to take the training, and that they do in fact take it.
- UVic communicable disease prevention plan was discussed and revisions were made. There is a sick leave protocol that was also updated. There is a [link](#) in the plan.



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3.3 Personal Safety Coordinator/CSEC update

Fiona provided the following update:

- November is [Pedestrian Awareness Month](#). ICBC and Saanich police were on campus spreading awareness of distracting driving and walking. Campus Security has some reflectors available to hand out.
- With the new Campus Security Director on board, it is working out really well. Keith Bell (from Office of Student Life) is the new Associate Director, and he starts in this role on Monday, November 14th. Campus Security is very excited for him to join the team.
- Campus Security has a brand new process for hiring more Security Officers and everyone is encouraged to go on line to review this [career opportunity](#).
- There were 2 small fires in mid October, both at the Jamie Cassels Centre, in the washrooms where paper towel dispensers were involved. These are still under investigation by the Saanich Fire Department, but we have learned they were human-caused and suspicious in nature. A fire watch was in place for 24 hours after each event.
- Encouraging everyone to look at [Learning Central](#) for training offerings.

4. Incident Reports

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

(*none* for the month *September*)

Jaclyn provided the following update:

- There was 1 incident involving an Early Childhood Educator (ECE) at the Child Care Centre – Time Loss. The event happened late in the month so the incident investigation has been scheduled for next week. Child Care had their Local Safety Committee meeting yesterday (November 8th) so OHSE was able to get an overview of the incident and provide some preliminary recommendations/discussions. The injury involved sand boxes outside of Child Care that are covered with tarps. The ECE tripped over a rock, hidden under the tarp, when removing the tarp causing them to twist as they fell, straining their mid-back. One of the strategies discussed is to put a bucket over the hazards. More will be reported out at the next meeting after the investigation has occurred.

5. New Business - *none*

6. Adjournment

The meeting adjourned at 11:57 am.

Next meeting: Thursday, December 14, 2023 at 11:30 a.m. (*via Zoom*)

