

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

**Minutes of the meeting held Thursday, April 11, 2024 at 11:30 a.m. (via Zoom)**

<b>Worker Representatives</b>	<b>Employer Representatives</b>	<b>Ex-Officio</b>
<b>Present:</b>		
Susie Dancer	Trish Atchison <i>chaired meeting</i>	Jaclyn Davidson, AD, OHSE
Nykita Downie, Co-Chair **	Fiona Puszkka	
Amy Issel <i>recorded minutes</i>		
Heidi Neeves <i>joined at 11:34am</i>		
<b>Regrets:</b>		* <i>Chair of Meeting (2024)</i>
	Lynn Meyers, Co-Chair *	** <i>Minutes (2024)</i>

**1. Welcome**

**2. Approval of Agenda and Minutes**

**2.1 Approval of Agenda**

- The agenda was approved as circulated.

**2.2 Approval of Minutes – March 14, 2024 meeting**

- The minutes were approved with the following amendment.
- Item 2.2 Change February 8, 2024 to December 14, 2023.  
“Approval of the minutes – December 14, 2023.”

**3. Business Arising**

**3.1 Local Safety Committee (LSC) Update**

Jaclyn provided the following update:

- The Legacy Art Gallery will be joining the Library.
- The LSC will be reaching out to ask for a representative to join the LSC from the Library.
- The committee has continued to meet routinely.

*Heidi Neeves joined at 11:34am*

**3.2 Personal Safety Coordinator/CSEC update**

Fiona provided the following update:

- The Personal Safety Coordinator [psc@uvic.ca](mailto:psc@uvic.ca) will no longer be used.
- At this time, there is no Personal Safety Coordinator to fill the position; Allison Eddy will attend the safety meetings or send email updates.
- Anything that you would normally contact the PSC for, safety presentations, consultation, keys, etc., email Allison [psmanager@uvic.ca](mailto:psmanager@uvic.ca) and copy a Patrol Manager [patrolmgr@uvic.ca](mailto:patrolmgr@uvic.ca).
- If handling an urgent matter, call 7599 do not email.
- Learning central: Rob Johns will be providing the training.
- Hopefully in the future fire extinguisher will still exist.



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

---

- Reminder to close windows with the warmer weather approaching.
- Fiona wished everyone well

### **3.3 University Safety Committee (USC) Update**

Nykita provided the following update:

Emergency Planning (EP)

- There is a table top exercise in May put on by Rob Johns - all external response agencies will be attending

ISC ammonia plant inspection report

- We reviewed the status of the WSBC inspection reports regarding the ammonia release that occurred in January.
- Technical Safety BC also conducted their own investigation and will provide a report to the university.
- University's full incident investigation report was accepted by WSBC.

Automated External Defibrillators (AEDs)

- There has been a lot of conversation as to if we can get more AEDs on campus.
- Jess confirmed Campus Security's interest in leading a feasibility assessment for a campus-wide AED program working with OHSE and other campus partners. The USC committee was supportive of this project moving forward.

Annual USC Evaluation

- We have completed the evaluation. Kane and Terri provided a review of the USC evaluation and the work done by the committee throughout 2023.
- There was a Motion: to approve the 2023 annual USC evaluation and provide a copy signed by the co-Chairs to Kristi Simpson, VPFO, for her review and signature. Vote: approved unanimously

Local Safety Committee Review

- Andy reviewed the summary report of the 26 joint local safety committees across campus. It was noted that a few committees had less meetings than usual throughout the year.
- Overall, many committees meet regularly and discuss issues relevant to their units.

## **4. Incident Reports**

### **4.1 Monthly CUPE 951 WorkSafeBC accidents/incidents – March 2024 Report**

- In Childcare at the Willow Branch Centre a staff was hit in the face by a tree branch when trying to move it out of the way. The claim was for time loss and was approved. The corrective action is reviewing how the childcare centre accesses the forest; hoping to not result in less time in the forest. A guideline will be developed around accessing the forest.

## **5. New Business**

None



University  
of Victoria



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

---

**6. Adjournment**

The meeting adjourned at 11:40am

**Next meeting:** Thursday, May 9, 2024 at 11:30 a.m. (*via Zoom*)

