

Health and Safety Report

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1. Introduction

This report provides an overview of recent health and safety activities, incident management, training, and orientation participation. The purpose of this report is to document actions taken to improve safety awareness, ensure compliance with health and safety requirements, and strengthen prevention and response measures.

2. Activities Undertaken

2.1 Incident Report Guidelines

- Currently under review by the President, Vice President, and staff (Mary Ellen and Brad).

2.2 Health and Safety Educational Materials

- Currently under review by the President, Vice President, and staff (Mary Ellen and Brad).

2.3 Orientation Participation (on behalf of CUPE)

- Attended **three orientation sessions** to represent CUPE and promote health and safety awareness:
 - Psychology, Neuroscience, and Behaviour orientation
 - Two Engineering Department orientations
- Shared information on health and safety procedures, reporting mechanisms, and the role of CUPE in advocating for a safe working and learning environment.
- Engaged with students and staff, answered questions about Cupe dental plan, incident reporting and safety protocols.

3. Key Achievements

- Standardized the incident reporting process through clear documentation.
- Supported the orientation program and represented CUPE at three faculty sessions.

4. Next Steps

- Finalize and distribute the Incident Report Guideline to all students and staff.
- Print and display posters and pamphlets in labs, classrooms, and offices.