

CUPE 3906 – Health & Safety Officer AGM Report (2026)

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Position: Health & Safety Officer

Reporting Period: 2025-2026

1. Introduction

As the Health & Safety Officer for CUPE 3906, my role has been to support and advocate for the occupational health, safety, and wellbeing of our members across all units. This includes incident management, participation in Joint Health & Safety Committees (JHSCs), development of safety resources, and promotion of both physical and mental health initiatives.

This report summarizes my activities, contributions, and key achievements over the past year, building on my initial AGM report and subsequent monthly reports .

2. Committee Engagement & Representation

Throughout my term, I actively participated in:

- **Central Joint Health & Safety Committee (CJHSC)** meetings
- Departmental **JHSC meetings**
- Collaboration with university health & safety offices and external partners

Key contributions include:

- Advocating for CUPE representation across committees
- Reviewing workplace inspections, hazard reports, and corrective actions
- Providing input on:
 - Emergency response protocols
 - Laboratory safety practices
 - Ergonomic awareness and training
- Supporting improved communication between CUPE and university safety bodies

Additionally, I worked to strengthen interdepartmental collaboration, including outreach to Engineering and hospital-based workplaces to improve support for CUPE members .

3. Incident Reporting & Workplace Safety

A major focus of my role has been improving **incident reporting systems and follow-up procedures**.

Key Achievements:

- Developed **step-by-step incident reporting guidelines**
- Standardized documentation processes
- Ensured proper closure of incident cases after corrective actions

Incident Management:

- Regularly reviewed and documented incident reports (monthly basis)
- Followed up on unresolved cases to ensure accountability
- Supported members in navigating reporting gaps and employer responsibilities

For example:

- Followed up on multiple incident reports and ensured corrective actions were implemented and cases closed
 - Managed communication and documentation related to Ministry of Labour investigations, including a critical injury investigation in December 2025
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4. Workplace Inspections & Hazard Identification

I contributed to workplace inspections and hazard identification efforts, including:

- Identification of:
 - Blocked emergency exits
 - Unsafe electrical wiring
 - Improperly secured shelving
- Advocating for:
 - Improved signage
 - Safer lab environments
 - Better access to emergency resources

I also supported follow-up actions from Ministry inspections, ensuring compliance and safer working conditions for students and staff .

5. Education, Training & Awareness

A significant part of my work focused on **building a culture of safety through education.**

Initiatives:

- Developed:
 - Health & safety **pamphlets and posters**
 - Incident reporting **guidelines**
- Participated in:
 - First Aid & CPR training
 - JHSC certification preparation
- Contributed to:
 - Student and staff **orientation sessions**
 - Safety awareness campaigns

These efforts improved accessibility to safety information and increased awareness among members .

6. Member Support, Advocacy & Equity Work

Beyond traditional safety roles, I contributed to **member wellbeing and advocacy**, particularly:

Support for International Students:

- Raised concerns about:
 - Mental health stress
 - Financial challenges
- Advocated for:
 - Culturally sensitive mental health resources
 - Academic accommodations

Equity & Human Rights Work:

- Participated in:
 - Women’s Committee initiatives
 - Solidarity actions supporting Iranian students
 - Contributed to internal discussions on human rights motions and safe event planning
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7. Wellness & Mental Health Initiatives

Recognizing that **health and safety includes mental health**, I worked on wellness programming:

Zumba for Mental Health Initiative:

- Developed and proposed a wellness workshop
- Coordinated with:
 - Mindfulness Centre
 - External instructors
- Managed logistics, registration, and promotion

Although the February session was postponed due to low registration, the initiative:

- Established a framework for future wellness programming
- Highlighted the importance of accessible mental health activities

This initiative was formally approved at the executive level .

8. Organizational Contributions

In addition to my core responsibilities, I:

- Participated in **executive meetings and strategic planning**
- Contributed to:
 - Policy discussions
 - Safety-related recommendations
- Supported:
 - Orientation sessions

- Member communication
- Event safety planning

I also held **regular office hours** to ensure accessibility to members and address concerns directly .

9. Key Challenges

Some challenges encountered during this term include:

- Limited engagement in some wellness initiatives (e.g., event attendance)
- Delays in incident reporting from the employer
- Need for stronger awareness of safety procedures among members
- Balancing workload alongside academic commitments

Despite these challenges, progress was made in improving systems and visibility of health and safety within CUPE.

10. Recommendations & Future Directions

To further strengthen health and safety within CUPE 3906, I recommend:

1. Expanding member engagement in wellness programs
2. Strengthening incident reporting accountability with the employer
3. Increasing recruitment and participation in JHSCs
4. Enhancing mental health supports for international students
5. Developing anonymous reporting systems
6. Continuing education and training initiatives
7. Improving communication and visibility of safety resources
8. Conducting regular workplace inspections and follow-ups
9. Building stronger collaboration with university and hospital partners

These recommendations build on earlier strategic directions identified in previous reports .

11. Conclusion

It has been an honor to serve as Health & Safety Officer for CUPE 3906. Over this term, I have worked to strengthen safety systems, improve member support, and expand the scope of health and safety to include mental health and equity considerations.

I remain committed to continuing this work and supporting a safer, healthier, and more inclusive environment for all CUPE members.

In solidarity,
Mahnaz Tajik
Health & Safety Officer
CUPE 3906