**Attendance September 2012 – August 2013** 

	Attendand		1	1	1		1						
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	Meeting dates 2012 – 13	10	1	ļ	ļ	14							
Affiliation	Representative												
Core Group for Quor													
Student Services	Duane Seibel, (ER) Cochair	Х	X	Х	A	Х	A	X	X	X	X	X	X
Trades	Pat Barringer, (WR) Co-chair	Х	Х	Х	Х	Х	Х	х	х	A	X	X	х
Adventure Studies	Dave Freeze (WR)	Х	Α	X	X	X	X	Α	Х	Α	Х	X	Α
Tavellare Stadies	Waldemar												
APA/Admin	Misazkurka (ER)	Х	A	A	X	X	X	X	A	A	X	A	A
Culinary Arts	Ed Walker (WR)	-	-	-	X	A	A	A	Α	A	Α	Α	A
CUPE 4879	Wilma DeJong (WR)	Х	A	X	Х	X	X	X	X	-	X	A	Α
- alternate	Ann Scott (WR)	-	-	-	-	X	X	A	X	X	X	Α	A
Facilities	Lincoln Chua (ER)	Х	A	X	X	X	X	X	A	X	X	Α	A
- alternate	Warren Asuchak (ER)	-	Х	-	-	-	-	-	A	Α	Α	Α	X
Health & Safety	Stacey Jyrkkanen (ER)	Х	Х	Х	A	Α	X	Α	Х	Α	Х	Х	Х
•	Gordon Maurits (WR)	Х	X	X	Х	X	X	Χ	Χ	X	Х	Α	Х
McGill Residence	Tammy Desrocher (c)	Α	X	A	Α	Α	Α	A	A	Α	Α	Α	Α
Science	Susan Purdy (WR)	Х	Х	X	Х	X	X	Х	Х	Α	Α	Х	Х
Security	Ken Tessier (c)	Х	Х	X	Х	X	X	A	Х	Х	Х	Α	Х
TRU Residence	Joel Ingram (c)	Х	Х	Х	Х	X	X	P	A	Α	Α	Α	A
TRUFA	Joanna Urban (WR)	Α	Α	A	Α	Α	Α	A	A	Α	Α	Α	Α
VPA	Lloyd Bennett (WR)	Х	Х	Х	A	X	X	X	Х	Х	Х	Α	Х
Warehouse/Purchasi	Julie Gemin (ER)	-	-	х	A	A	A	х	Х	х	X	A	A
ng Human Resources	TBD	_	_	_	_	_	_	_	_	<del>  _</del>	_	_	_
		X	X	X		X	X		X		X		
Wellness	Chelsea Corsi (WR)	Λ	Α	Α	Α	Λ	Λ	A	Α .	Α	Α	A	Α
Auxiliary Members	Construction of the constr												
Moderate Risk Buildi	ing sub-committees												
CAC	C I/I (II/D)	-	-	-	-	- D	-	-	-	-	-	- D	-
Clock Tower	S. Klassen (WR)	A	A	X	A	P	A	X	A	X	X	P	X
Gym	ACI CI II (IATO)	-	-	-	-	-	-	-	-	-	-	-	-
Williams Lake	Mike Shields (WR)	A	A	A	Α	A	A	A	A	A	A	A	Α
Low Risk Building sub-committees									-				
Arts & Education		-	-	-	-	-	-	-	-	-	-	-	-
BCOUFA	C D II (III)	-	-	-	-	-	-	-	-	-	-	-	-
International (Temp)	Gaye Dunkley (WR)	X	A	X	X	X	X	X	X	A	X	X	Α
Library	A C (1 (TATE)	-	-	-	-	-	-	-	-	-	-	-	-
Open Learning	Ann Scott (WR)	-	-	-	-	X	X	A	X	X	X	A	Α
TRUSU		-	-	-	-	-	-	-	-	-	-	-	-
Other Members		-											
Recording Secretary	Debbie McNichol	X	X	X	X	X	X	X	X	X	X	X	X

X=Present P= Proxy received A=Absent

	Call meeting to order – Duane Siebel			
	Adopt minutes from last meeting - Stacey Jyrkkanen/Susan Purdy			
	Adopt agenda – Lloyd Bennett/Ken Tessier			
Item	Description Responsible	Status		
Old Busin		T		
1	Medical form  April 8, 2013 – The following is a procedure that Finning initiated:  Their employees fill out a medical form and it is sealed in an envelope and stored. If there is a medical situation the form is given to the first aid attendant which is particularly helpful if the person is unconscious or unresponsive.  Do we have anything like this in place and is this something we should look into? This is for staff. The completed form can then be given to first aid/ambulance attendant so they are aware of medical needs. Forms could be kept in first aid room or with Assistant in each area. Another idea is having a "red" envelope near each person's desk (under keyboard, etc). There are some barriers to this – if you have a medical incident in a different area this could cause problems in getting form quickly, you may not be recognized, etc.  Suggestion was to have people wear a lanyard with any medical information attached. People need to be aware that this is a preventative measure. Can put it out to staff that if you have a medical problem this card can be filled out and given to emergency personnel. Take to safety subcommittees and get their feedback on idea, whether or not they would be willing to help move forward.	Open		
	May 6, 2013 – Stephanie Westendrop mentioned that this would be useful as a first aid attendant as this information could then be passed along to the ambulance attendants. Gord offered to check with Fire Department to see what they do and will bring back this information back to the committee. We can then decide if we want to move forward. <i>Action – Gordon Maurits to contact Fire Department to gather information as to what they do regarding medial information from staff members.</i>	Open		
	June 3, 2013 – Gord hasn't had chance to contact Fire Department yet. Fire Department will be on site tomorrow and Gord will ask questions at that time and will report back next month. Stacey had meeting with HR. If employees want to do this that's fine, however, can't make employees do this. If employee wants to do this they can write on envelope and give to secretary to hold onto in case of an emergency. How to administer could be interesting. HR concerned about possible confidentiality issues. If JOHSC wants to create subcommittee to look into further they can do so – will consider for next meeting.	Open		
	August 26, 2013 – Amount of work required to maintain and privacy issues	Hold		

	Meeting Minutes	
	could also be an issue. See if there is any interest at next meeting to form subcommittee.	
2	WorkSafe Bullying and Harassment Policies Gordon Maurits June 3, 2013 – WorkSafe hasn't come out with the guidelines yet. They have come out with a Prevention Manual. Hopefully in July the guidelines will come out. Action: Stacey to email Prevention Manual to Debbie to distribute to committee. As soon as Stacey gets the guidelines from WorkSafe she will send to Debbie to distribute to the committee.	Hold (all material archived)
3	TRUFA Survey – will JOHSC support? Stacey Jyrkkanen June 3, 2010 - Stacey with TRUFA President – TRUFA wants to send out survey to membership and would like JOHSC committee to support survey. <i>Action: Stacey to send survey to Debbie to distribute to Committee.</i> Stacey wants to know what they are planning to do with the results. At this point TRUFA hasn't said what they are planning on doing with the results of the survey. There are questions on the survey about conflict and discrimination – this kind of information would be good to have especially with looking at new WorkSafe policies. Some of the questions are interesting but not sure what JOHSC can do with results. There are also some general/vague questions and not sure what you can do with results of these questions. Before can be sent out to Faculty the survey must go to their ethics committee – this survey was originally used in Ontario. Will discuss further at next JOHSC meeting and Stacey can give JOHSC's comments regarding their support for the survey. Denis Powers has also been shown the survey.	Open
	August 26, 2013 – Stacey was asking if the Committee will support this survey. Stephanie checked and it wasn't the same survey that TRUFA had distributed before. <i>Action: Debbie to resend survey to Committee one more time for feedback at the next JOHSC meeting.</i>	Open
4	A&E particulates – (From Derek Cook, Faculty Member) Concern regarding work on 2 <sup>nd</sup> floor in A&E Building. Derek said that the dust is very bad and that the plastic sheeting is not containing the dust. Facilities had been notified and they will try to contain this further. Gord has sent message to Norm Logan to get idea of how long construction is going to take, completion date. May need to notify people that there is construction going on. Norm felt that work should be done this week. Some flooring was replaced which may have caused the chemical smell – no requirement that people need to evacuate when using this product. Will try to get notice out prior to using more glue going forward. Feel that correct procedure has been followed. Faculty members should be working through their Chair so that proper channels have been followed. There have been no violations of WorkSafe BC practices.	Update
5	Update on Old Main Stacey Jyrkkanen  Looking more like January 2014 until 3rd floor Old Main construction is	Update

	Meeting Minutes	T
	completed. Construction workers will be around until this time. Some error	
	was made and they have to use jack hammer to correct on 2 <sup>nd</sup> , 3 <sup>rd</sup> and 4 <sup>th</sup> floors.	
	Construction company has agreed to move all of materials out of parking lot so	
	it can be used. At times we will still have to make areas secure and be taped off	
	when cranes, etc are present. Meetings are held every 2 weeks with PM, trades	
	and sub trades. Will do our best to work around this project one more semester.	
	Trying to keep dust down where Starbucks will be going in on first floor.	
	Redesign of 2 <sup>nd</sup> floor where new food court is to be located is due to be	
	completed around September 2014.	
6	Health and Safety – Policy ADM 05-0 Stacey Jyrkkanen	Closed
	Original policy was written back when we were Cariboo College – should be	
	reviewed every 4 years. Added some other H&S policies from other	
	universities with their permission. Biggest thing is responsibilities and	
	expectations. Idea is that everyone is responsible for safety and the policy	
	should give everyone more of an idea of what things apply to them. Health &	
	Safety is building an online training and safety program. Right now they just go	
	to new employee orientations and there is too much material to cover in this	
	short amount of time. Too hard to reach everyone. This new online system will	
	reach everyone and can be tracked as to who has completed this training session	
	and when it was done. Right now the Policy goes to Denis Powers, legal,	
	Presidents and Vice-President's group and once they support it then goes to	
	board for final approval. Motion: Ken Tessier and Susan Purdy – all in favour -	
-	carried	Cl. 1
7	Smoking – Policy ADM 05-2 Stacey Jyrkkanen	Closed
	Currently there is a smoking policy in place. This updated policy brings in our	
	new designated smoking areas. This had already gone out for review and	
	input. Also put forward to TRUSU and they have reviewed the policy and	
	provided a letter of their support as well. Discussion around exceptions to	
	restrictions for ceremonial and traditional events. Services for Aboriginal	
	Services can grant permission and Facilities puts up a notice 24 hours in	
	advance of use of tobacco that is to be used in ceremonial and traditional events	
	(part of smudging guidelines as per TRU smudging protocol). We have design	
	for gazebo and have gone through structural engineering review. Moving along	
	with this. Policy not in effect until September 2014 so word can get out	
	regarding the designated smoking areas:. Gazebos to be located: outside OM	
	by sculpture gardens, between A&E and IB buildings, behind HOL, old bus	
	shelter in loop between CAC and Trades building, behind HR, between gym	
	and science building, near culinary arts/library. Policy is the first big step.	
	Provost asked if there were any smokers on committee – yes there are. Motion:	
	Lloyd Bennett and Pat Barringer – all in favour - carried	
8	Emergency Management policy Stacey Jyrkkanen	Closed
	Stacy started creating policy in February and it went nowhere. This is the	
	newest revision of the policy and outlines for Administration what is involved	

in creating a proper emergency management program. Stacey went with Matt Milovick and RCMP to help him understand why we need this program. Needs JOHSC support to help get this going. This is the 3<sup>rd</sup> draft, first time to JOHSC committee. This policy is for large situations – interface fires, active shooter, earthquake/flood/tornado, we are on hazardous materials route and airport flight path. Every department will need their own recovery plan on how they will keep their area running in case of emergency. In late May 2015 there will be a large training session to run through the plan – extending beyond just TRU. Small drills to be held in November and Spring 2014. At the student orientation there will be a discussion about the TRU alert system. When audit was done it was found that TRU was lacking in many areas regarding emergency management. This policy will help get things done. Motion: Ken Tessier/Warren Asuchak – all in favour - carried

#### **Health & Safety Report**

#### <u>June Summary</u>:

- Reportable 1 (MVA)
- First aid 1 (cut to index finger)
- Recordable 1 (back strain)
- Environmental 0
- Near miss 1 (fire alarm)

WorkSafe Claims - 1

Incident investigations – 3

Days of work lost – 0 days

First Aid for staff - 1

#### First Aid breakdown for students in June:

- Trades 5
- Adventure Tourism 0
- Culinary Arts 0
- Nursing 0
- Respiratory Therapy 0
- VPA − 0
- Human Services 0
- International 0
- Other 1
- Contractor 1

WorkSafe Claims from students – 0

#### <u>July Summary:</u>

- Reportable 0
- First aid 0
- Recordable 1 (rolled ankle)
- Environmental 0

	Meeting Minutes	
	• Near miss – 0	
	WorkSafe Claims – 0	
	Incident investigations – 1	
	Days of work lost – 0 days	
	First Aid for staff – 0	
	First Aid breakdown for students in July:	
	• Trades – 7	
	• Adventure Tourism – 0	
	• Culinary Arts – 0	
	• Nursing – 0	
	Respiratory Therapy - 0	
	• VPA – 0	
	• Human Services - 0	
	• International – 0	
	Other – 1 (student went to first aid)	
	• Contractor - 0	
	WorkSafe Claims from students – 0	
	Anything reportable with regards to a student should go through Student	
	Development office. TRU World wants information regarding international	
	students.	
	Accident Investigations	
1	Trip and Fall Audit Stacey Jyrkkanen and Gordon Maurits	Open
	April 8, 2013 - Need to go through some of the reports from last year and see	1
	what areas have been fixed around campus and what hasn't been fixed – trips	
	and falls caused from uneven ground. Check to see what has been fixed and	
	then send note back to Facilities noting the deficiencies. When reports are	
	pulled from last year, other members of the committee can also go and check	
	out these areas.	
		Open
	May 6, 2013 – Gord will bring some information regarding these to the next	o p est
	meeting.	
	The state of the s	
	June 3, 2013 –	Open
	2011 had 17 injuries from slips trips and falls	- F
	2012 – 18 injuries from slips and falls	
	2013 – 7 injuries from slips and falls so far this year	
	Majority come in December, January and February due to weather conditions.	
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	Surprisingly a lot come in March – just basic trips and falls, tripping going up	
	Surprisingly a lot come in March – just basic trips and falls, tripping going up stairs and on walkways. Levels off until October when start to increase again.	
	stairs and on walkways. Levels off until October when start to increase again.	
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	and problem areas – uneven, broken walkways. They have a person working	
	for facilities and he did drive around campus and identified a number of places	
	(found 45 different areas that can use some attention). Warren has put in a call	
	to get these different areas fixed. Hopefully this will help reduce the numbers	
	of slips and falls in the future.	
2	BCCOL – Deep tissue injury to left forearm	
	Worker was working on the folding machine. This machine kept jamming up creating	
	frustration with the worker. Worker continuously became more frustrated and slammed	
	the lid closed and in doing so hit her left forearm on the machine.	
	Machine wasn't working properly, old and defective. Recommendation to get	
	machine maintained. If machine is that bad they will get rid of machine.	
	Corrective action: Blow out machine prior to putting the machine into use,	
	monitor the machine during operation, if machine begins to jam turn off	
	machine and blow out with puffer or compressed air, when closing lid ensure	
	that hands and arms are clear. Personal factors – rushing, emotional state due	
	to continual jamming.	
3	Trades & Technology – Small puncture wound to inside of middle finger –	
	left hand	
	Worker was walking with a fellow worker along University Blvd West in front of the	
	Trades building when they came upon an AHT student taking one of the dogs for a	
	walk. As workers passed, the dog jumped up onto the worker and grabbed her hand	
	producing a small puncture in her middle finger of her left hand. At the time of the	
	incident the dog was on a leash and controlled by the student.	
	Direct causes - failure to follow procedures, failure to control dog. Corrective	
	actions: while walking on campus be aware of dog walkers and the	
	unpredictable nature of the animal, students prior to taking out dogs for a walk	
	to know their nature and temperament, student to give way or make dog sit as	
	walker approaches, dogs that are easily aroused by distractions are walked in	
	the trails behind the campus.	
4	Sciences and Health Sciences – Cuts to middle and forefinger of left hand	
	Was inserting a glass pipet into a hose and the pipet broke. The tube had hardened with	
	use making the insertion difficult. Added force to the pipet caused it to break. Carry	
	through with hand brought broken glass over fingers causing laceration to forefinger	
	and middle finger of left hand. Forefinger required four stitches.	
	Unsafe work practices, rushing. Corrective actions: glass pipets will be only	
	used with soft rubber hoses, plastic pipets will be substituted when applicable.	
5	Trades & Technology – Contusion to head, bleeding and possible concussion	
	Student was using a 7" angle grinder in the grinding booth. Grinder got caught in	
	student's hair and was pulled up and struck her head – right side. Student was knocked	
	to the ground and found awake and crying. Student who found her called the Instructor	
	who called first aid. They attended and administered treatment. An ambulance was	
	called and student was brought to Royal Inland Hospital for treatment. Substantial	
	amount of blood was found in hair and scalp and floor. Student arrived late to class and	
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	did not let her Instructor know that she was in the booth working. Upon return to class, Instructor and Chairperson sat down with her and explained the seriousness of her
	actions.
	Failure to follow procedures, unsafe work practices, failure to use PPE. Student
	had received 2 day orientation on safety procedures. Case where she came in
	late and went straight to welding shop and didn't put her hair up.
	Corrective actions: review investigation and safety procedures with all welding
	classes; talk to students about ensuring instructors know of their presence if
	they arrive late to class; review the importance of the use of personal protective
	equipment.
	Duane Siebel has asked in future to be notified of serious injuries in order for
	him to communicate with those in need of the information at TRU.
New Busi	ness
1	New procedures in Trades – Stacey Jyrkkanen
2	Chemistry prep room and chemical bunker safety –Stacey Jyrkkanen
3	Fire drill report – Gord Maurits

Next meeting at 2:30 pm on Monday, October 7, 2013 in TRUSU Boardroom

We will be skipping the September JOHSC meeting and will reconvene on October 7, 2013. Motion: Pat Barringer/Susan Purdy – all in favour - carried