

Attendance September 2012 – August 2013

Meeting dates 2012 – 13		9. 10	10. 1	11.5	12.3	1. 14	2.4	3.4	4.8	5.6	6.3	7.8	8.26
Affiliation	Representative												
Core Group for Quorum													
Student Services	Duane Seibel, (ER) Co-chair	X	X	X	A	X	A	X	X	X	X	X	X
Trades	Pat Barringer, (WR) Co-chair	X	X	X	X	X	X	X	X	A	X	X	X
Adventure Studies	Dave Freeze (WR)	X	A	X	X	X	X	A	X	A	X	X	A
APA/Admin	Waldemar Misazkurka (ER)	X	A	A	X	X	X	X	A	A	X	A	A
Culinary Arts	Ed Walker (WR)	-	-	-	X	A	A	A	A	A	A	A	A
CUPE 4879	Wilma DeJong (WR)	X	A	X	X	X	X	X	X	-	X	A	A
- alternate	Ann Scott (WR)	-	-	-	-	X	X	A	X	X	X	A	A
Facilities	Lincoln Chua (ER)	X	A	X	X	X	X	X	A	X	X	A	A
- alternate	Warren Asuchak (ER)	-	X	-	-	-	-	-	A	A	A	A	X
Health & Safety	Stacey Jyrkkanen (ER)	X	X	X	A	A	X	A	X	A	X	X	X
	Gordon Maurits (WR)	X	X	X	X	X	X	X	X	X	X	A	X
McGill Residence	Tammy Desrocher (c)	A	X	A	A	A	A	A	A	A	A	A	A
Science	Susan Purdy (WR)	X	X	X	X	X	X	X	X	A	A	X	X
Security	Ken Tessier (c)	X	X	X	X	X	X	A	X	X	X	A	X
TRU Residence	Joel Ingram (c)	X	X	X	X	X	X	P	A	A	A	A	A
TRUFA	Joanna Urban (WR)	A	A	A	A	A	A	A	A	A	A	A	A
VPA	Lloyd Bennett (WR)	X	X	X	A	X	X	X	X	X	X	A	X
Warehouse/Purchasing	Julie Gemin (ER)	-	-	X	A	A	A	X	X	X	X	A	A
Human Resources	TBD	-	-	-	-	-	-	-	-	-	-	-	-
Wellness	Chelsea Corsi (WR)	X	X	X	A	X	X	A	X	A	X	A	A
Auxiliary Members													
Moderate Risk Building sub-committees													
CAC		-	-	-	-	-	-	-	-	-	-	-	-
Clock Tower	S. Klassen (WR)	A	A	X	A	P	A	X	A	X	X	P	X
Gym		-	-	-	-	-	-	-	-	-	-	-	-
Williams Lake	Mike Shields (WR)	A	A	A	A	A	A	A	A	A	A	A	A
Low Risk Building sub-committees													
Arts & Education		-	-	-	-	-	-	-	-	-	-	-	-
BCOUFA		-	-	-	-	-	-	-	-	-	-	-	-
International (Temp)	Gaye Dunkley (WR)	X	A	X	X	X	X	X	X	A	X	X	A
Library		-	-	-	-	-	-	-	-	-	-	-	-
Open Learning	Ann Scott (WR)	-	-	-	-	X	X	A	X	X	X	A	A
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 Business			
1	<p>Medical form</p> <p>April 8, 2013 – The following is a procedure that Finning initiated: <i>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.</i></p> <p>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.</p> <p>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. Action – Gordon Maurits to contact Fire Department to gather information as to what they do regarding medial information from staff members.</p> <p>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.</p> <p>August 26, 2013 – Amount of work required to maintain and privacy issues</p>	Ann Scott	<p>Open</p> <p>Open</p> <p>Open</p> <p>Hold</p>

	<p>completed. Construction workers will be around until this time. Some error was made and they have to use jack hammer to correct on 2nd, 3rd and 4th 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 2nd floor where new food court is to be located is due to be completed around September 2014.</p>	
6	<p>Health and Safety – Policy ADM 05-0 Stacey Jyrkkanen 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</p>	Closed
7	<p>Smoking – Policy ADM 05-2 Stacey Jyrkkanen 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</p>	Closed
8	<p>Emergency Management policy Stacey Jyrkkanen 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</p>	Closed

	<p>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 3rd 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</p>	
Health & Safety Report		
	<p><u>June Summary:</u></p> <ul style="list-style-type: none"> • Reportable – 1 (MVA) • First aid – 1 (cut to index finger) • Recordable – 1 (back strain) • Environmental - 0 • Near miss – 1 (fire alarm) <p>WorkSafe Claims – 1 Incident investigations – 3 Days of work lost – 0 days First Aid for staff - 1</p> <p><u>First Aid breakdown for students in June:</u></p> <ul style="list-style-type: none"> • Trades – 5 • Adventure Tourism – 0 • Culinary Arts – 0 • Nursing – 0 • Respiratory Therapy - 0 • VPA – 0 • Human Services - 0 • International – 0 • Other – 1 • Contractor - 1 <p>WorkSafe Claims from students – 0</p> <p><u>July Summary:</u></p> <ul style="list-style-type: none"> • Reportable – 0 • First aid – 0 • Recordable – 1 (rolled ankle) • Environmental – 0 	

	<p>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.</p>	
2	<p>BCCOL – Deep tissue injury to left forearm <i>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.</i> 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.</p>	
3	<p>Trades & Technology – Small puncture wound to inside of middle finger – left hand <i>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.</i> 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.</p>	
4	<p>Sciences and Health Sciences – Cuts to middle and forefinger of left hand <i>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.</i> Unsafe work practices, rushing. Corrective actions: glass pipets will be only used with soft rubber hoses, plastic pipets will be substituted when applicable.</p>	
5	<p>Trades & Technology – Contusion to head, bleeding and possible concussion <i>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</i></p>	

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