

**TRU –WL OH&S Meeting Minutes
Dec 14, 2009**

1. Attendance:
Grace Simpson, Tom Hewett, Randy Underwood, Chris Montoya, Pat Biblow, Christina Nilsen, Karen Moberg
Absent: Mike Sheilds, Rob Higgins, Julie Bowser, Bruce Jenkins, John Salvador, Pat Biblow
2. Call to order: 3:00 pm
3. Minutes from Nov 9, 2009
Grace Simpson motioned to accept the minutes
Randy Underwood seconded the motion - carried
4. Additions/Adoption of Agenda:
 - a) Noise quality

Randy Underwood motioned to accept agenda,
Karen Moberg seconded motion - carried

Review of current items

1. Trades Areas Risk Assessment - update- Grace had an email from Les in Kamloops that Mike replied to – Pending for reply from Kamloops to Mike
 - a) **ACTION:** Mike to report on reply from Les
 - b) Tabled for next meeting
2. Air Quality Testing – Equipment ordered
3. Re-keying of Trades Shop Doors - **Completed**
4. H1N1 Staff Orientation - **Completed**
5. First Aid Room Use – Julie submitted Survey results via email; Survey says....
The recent First Aid survey results are as follows:
Number of people who responded: 22
 1. **Did you know TRU has a First Aid room for offering help to staff and faculty?**
22 did know we have a First Aid room
 2. **Have you ever accessed or used this First Aid room? If so, what was the purpose?**
10 people have accessed it - First Aid Attendant, computer work, to get a bandaid, student needed to lie down, past FA attendant, MSDS site (didn't work), Sprained Ankle
12 have not used the FA room
 3. **Do you or your department keep a separate First Aid kit in your area?**
10 people have FA kits in their area
12 do not

- a) **ACTION:** Pat Biblow moved to order two more sets of sheets for first aid room bed. Julie Bowser seconded motion - carried
 - b) **ACTION:** Pat Biblow to advise first aid attendant to change bed sheets, and to check supplies, at regular intervals
 - c) **ACTION:** Subcommittee (Rob Higgins, Julie Bowser, Grace Simpson, Christina Nilsen) struck to discuss issues related to the first aid room – who should have access, supplies order, maintenance, etc
 - d) **ACTION:** Julie Bowser to survey staff regarding first aid issues - **Completed**
 - e) **ACTION:** Christina Nilsen to contact Kamloops Library regarding first aid issues
7. Confined Spaces – Tom did not attend the Dec Confined Space course another is offered in Feb, 2010
8. Toolroom Shelving Hazard – **Completed**
9. Working next to a drug house
- a) **ACTION:** Rob Higgins to send a general email regarding his recent intrusion of a drug related transaction at/near TRU. Intention is to promote awareness and caution.
10. 'No Parking' Sites – Signs have been posted
11. MSDS website
- a) Rob Higgins indicated that there is still some difficulty in accessing the MSDS database.
 - b) **ACTION:** Rob Higgins to ask Catrina to bookmark correct MSDS website on computers in designated areas.

New Business:

1. Due Diligence Training – set for Feb 17, 2010
2. Food & Drink in Computer Labs – Randy Underwood motioned to have software signage placed on computers for no Food and Drink. Karen Moberg seconded, carried
- a) **ACTION** Tom to make sure all labs have garbage cans
 - b) **ACTION** Julie to make the changes to the computer ad
3. Noise Quality testing- Karen still hasn't had a reply from Stacey in Kamloops will follow up again.

Next meeting: Monday, Jan 11, 2010 Room: 1260

Adjournment: 3:33 pm Motion to adjourn by Tom Hewett, seconded by Randy Underwood