

Attendance September 2013 – August 2013

Meeting dates 2013 – 14		9.9 NOT HELD	10. 7	11.4 NOT HELD	12.2	1.6	2.3	3.3	4.7	5.5	6.2	7.7	8.11
Affiliation	Representative												
Core Group for Quorum													
Student Services	Duane Seibel, (ER) Co-chair		X		A								
Trades	Pat Barringer, (WR) Co-chair		A		X								
Adventure Studies	Dave Freeze (WR)		A		X								
APA/Admin	Waldemar Misazkurka (ER)		X		X								
Culinary Arts	Ed Walker (WR)		A		A								
CUPE 4879	Wilma DeJong (WR)		X		X								
- alternate	Ann Scott (WR)		X		A								
Facilities	Lincoln Chua (ER)		X		X								
- alternate	Warren Asuchak (ER)		A		A								
Health & Safety	Stacey Jyrkkanen (ER)		A		X								
	Gordon Maurits (WR)		X		X								
McGill Residence	Tammy Desrocher (c)		A		A								
Science	Susan Purdy (WR)		X		A								
Security	Ken Tessier (c)		X		A								
TRU Residence	Joel Ingram (c)		A		A								
TRUFA	Joanna Urban (WR)		A		A								
VPA	Lloyd Bennett (WR)		X		X								
Warehouse/Purchasing	Julie Gemin (ER)		X		X								
Human Resources			-		-								
Wellness	Chelsea Corsi (WR)		A		A								
Auxiliary Members													
Moderate Risk Building sub-committees													
CAC			-		-								
Clock Tower	S. Klassen (WR)		X		A								
Gym			-		-								
Williams Lake	Mike Shields (WR)		A		A								
Low Risk Building sub-committees													
Arts & Education			-		-								
BCOUFA			-		-								
International (Temp)	Gaye Dunkley (WR)		A		X								
Library			-		-								
Open Learning	Ann Scott (WR)		X		A								
TRUSU			-		-								
Other Members													
Recording Secretary	Debbie McNichol		X		X								

X=Present P= Proxy received A=Absent

	Call meeting to order – Pat Barringer	
	Adopt minutes from last meeting - Julie Gemin / Stacey Jyrkkanen	Carried
Item	Description	Status
Old Business		
1	<p>Medical form Ann Scott</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 could also be an issue. See if there is any interest at next meeting to form subcommittee.</p>	<p>Open</p> <p>Open</p> <p>Open</p> <p>Hold</p>

	<p>December 2, 2013 – Don’t feel that this procedure will work. First Aid attendants feel it would be too much work to get it implemented.</p>	<p>Closed - carried</p>
<p>2</p>	<p>WorkSafe Bullying and Harassment Policies Gordon Maurits At WorkSafe BC’s March 2013 meeting their Board of Directors approved 3 new OHS workplace bullying and harassment policies: employer duties, worker duties and supervisor duties. Each section sets out the general duties of employers, workers and supervisors. The new policies clarify the obligations of employers, workers and supervisors regarding preventing, where possible, or otherwise minimizing workplace bullying and harassment. These amendments become effective November 1, 2013. Once policies have come out and are in operation then we will look at all categories and see what we have to do to protect our workers/supervisors. We must adhere to the WorkSafe policies and guidelines. TRU has some policies in place, and CUPE and TRUFA also have guidelines in place in their Collective Agreements. Our guidelines must at minimum meet the WorkSafe guidelines but can be higher. Hugh MacInnes should be sent WorkSafe guidelines as well as CUPE President (Lois Rugg) and TRUFA President (Jason Brown). <i>Action: Gordon Maurits to send WorkSafe guidelines to Hugh MacInnes, Lois Rugg and Jason Brown.</i></p> <p>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. <i>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.</i></p> <p>December 2, 2013 – In late October WorkSafe came out with their toolbox resource kit – what policies and procedures look like. Stacey has met with Hugh MacInnes and our policy already covers everything in this. Corinn Bell has also been on campus putting on Bullying and Harassment workshops. Our lawyer gave our policy to an external lawyer and we were told that yes we meet the requirements – our policies and procedures are in place. Stacey tried to organize with Corinn about getting session for JOHSC and as soon as she gets a new date in March the members of JOHSC that haven’t been able to attend a workshop can sign up.</p>	<p>Open – I’ve added back in the archived information for everyone’s reference</p> <p>Closed</p>
<p>3</p>	<p>Update on Old Main Stacey Jyrkkanen Looking more like January 2014 until 3rd floor Old Main construction is 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.</p>	<p>Update</p>

	<p>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> <p>October 7, 2013 – They are a little behind schedule at this point. Looking at moving furniture the middle of December (around December 16th). Hoping for everything to be in place by beginning of January.</p> <p>December 2, 2013 – Gord went to last construction meeting. Moving along and are in final finishing stages now – putting in carpeting, etc. December 9th furniture being moved to 3rd and 4th floors. December 15th Facilities will start moving people into this space - will be a lot moving between December 15th and Christmas. Hoping to have up and running for the beginning of January. Stacey has requested that Gord and herself be trained on the new fire alarm panel so they understand what is happening and can then tailor their response appropriately.</p>	<p>Update</p> <p>Update</p>
4	<p>New procedures in Trades – Gord Maurits/Stacey Jyrkkanen</p> <p>October 7, 2013 - Upper management in Clock Tower are concerned about the number and frequency of incidents in trades. They suggested that Gord moves over to the Trades Building. Gord has more to do than just look after trades and even if he was in the Trades Building he can't prevent accidents occurring. At one time Trades were reporting everything (all scraps, cuts and burns). Now they are going to only be reporting the larger, more serious incidents. Gord will spend one day per week in Trades and will try and visit classes and observe what they do, how they do, and note if they are following procedures. Hopefully this will alleviate some of the worries in the Clock Tower. Will do upgrade in procedures for trades. Recording procedures and Gord's presence in the Trades Building will be weekly.</p> <p>December 2, 2013 – Gord goes over to the Trades building 2 ½ days per week and students are aware that someone is around. Seems to be making a difference in the frequency of incidents. Gord then writes a report and that goes to their safety committee and the Dean. Stacey then passes the report along to Denis. Right now Health and Safety will be staying where they are – they aren't required in the Trades building all the time, better for them to be centrally located.</p>	<p>Update</p> <p>Closed</p>
5	<p>Chemistry prep room and chemical bunker safety Stacey Jyrkkanen/Gord Maurits</p> <p>October 7, 2013 - Stacey went to UBCO to look at their chemical bunker – we were told they had a really good system and we should go look at it. Our problem at TRU is the chemical bunker location near Human Resources. When the bunker was originally built there wasn't a large campus. Part of problem is moving the chemicals from the bunker to the science building. Problem of</p>	<p>Open</p>

	<p>moving the chemicals across and up the street. Looking at a proposal where the bunker will be on the south side near the science building. The bunker unit will be self-contained, fire proof, and have heating, cooling and alarm systems. Foundation to contain any spills that may occur. Concern about location and cost of building – stability of slope. Currently instructors are trying to use better practices to access the chemicals. The current bunker has had problems with heating and cooling – at times chemicals have frozen or got too hot in the summer and they had to get rid of some chemicals. Location of new bunker a concern of being near student residence. Process for making decisions – Stacey meeting with Les Tabata, Warren Asuchak and Lincoln Chua to see what is a good idea and what isn't. Maybe bringing in outside consultant. Whatever decision that is being made Stacey will bring back to JOHSC for discussion.</p> <p>December 2, 2013 – Stacey took pictures of the UBCO bunker – all in one contained unit with a spill-proof bottom. This unit was \$80,000.00. Stacey to work with Facilities about logistics of building in relation to where bunker can go. Problems with the current storage bunker: distance from science building (transporting the chemicals), heating, cooling. Room where they are storing chemicals in science building was never meant as the main storage area. Have to find a solution – if they are all moved to the storage bunker the distance becomes a problem. Storage room in the Science building is small and doesn't hold the volumes of chemicals that are required, also a fire hazard issue - going against code. Need a properly designed bunker for the chemicals - bunker looks like a trailer. There is room next to chemistry labs for a bunker – if this space can be made to work. Could be better than fixing the internal room in science building and current bunker. Need to get an engineer to make sure that this bunker can go in this location – possibly need to reinforce slope. Concern was noted that the bunker will be on the McGill housing side. Stacey said that the bunker is explosion proof. If there is a spill inside the bunker there is a grate over the floor that will catch the spill. Completely self-contained. Have to look at access for trucks being able to reach bunker so they can remove the waste. Chemicals can be delivered to the Science building and wheeled straight out into bunker. UBCO will give us the information on this bunker – Julie Gemin worked with consultants in the purchasing of this bunker for UBCO. Julie will see if she can get any documents/specs on this bunker.</p>	<p>Open</p>
<p>6</p>	<p>Omega newspaper article Lloyd Bennett October 7, 2013 - Article in Omega newspaper about what is going to happen in the event of a large scale event – practice run with a mock shooter. This is TRU's way of ensuring we are prepared for any emergency. Won't happen until 2015. Lot of practices and table top exercises leading up to this event. This will involve TRU, RCMP, bomb squad, dog teams, fire department, ambulance. Allows all groups to practice. Won't be done when we have full capacity of students. This was requested from upper management – there is a worry about</p>	<p>Update</p>

	<p>this type of situation and our preparedness on these situations. This is part of our emergency planning – we have to plan for any type of scenario. Previous concern were doors not locking properly in Old Main – figuring out ways to lock/secure doors and actions people can take. Certain doors (4th floor BCCOL and HOL) have some doors that are programmed to unlock at specific times. BCIT did this procedure last year – other institutions have done same planning to test their emergency preparedness. Just making sure we are prepared – for everyone’s benefit.</p> <p>December 2, 2013 – Ken Tessier, Stacey and the RCMP went through all buildings on campus and looked at which buildings can be used for lock downs. RCMP agreed with the locations that they suggested. Stacey will write a report and give to Denis. Active threat training to begin this Wednesday, December 4th. Stacey will go to different staff meetings to give training to groups on campus.</p>	Update
7	<p>Handicap Parking – New Parking Meters Pat Barringer</p> <p>December 2, 2013 - Handicap student was trying to use parking meter and wasn’t able to do from a wheelchair – the new parking meters are too high. Facilities has stepped in and the student has been able to purchase a parking permit for him to use – they will also make sure that a clear path from the handicap space to the Trades building will be kept clear. Also no lights on the parking meter stations and can’t see what is on the screens to get a ticket when it is dark outside. Have policy online regarding awareness for handicap people in accessing parking. Send a note to Warren letting him know about height problems for people in wheelchairs and the back lighting when it’s dark outside.</p>	Open
8	<p>TRU Alert Test Stacey Jyrkkanen</p> <p>December 2, 2013 - Test of TRU Alert System will take place on on December 17th at 11:00 am – signs on all TVs around campus will have this information, also notice will go out on TRU Announcements letting everyone know. This will be a full test of the system. Will test whole protocol – similar as to a real time situation. Currently only 1300 people have signed up to the TRU Alert System. Registrar is working on online registration where students can’t complete registration without signing up for the TRU Alert System. Challenge is to get current employees signed up. TRU Announcement will also have the information on how to sign up to the TRU Alert System to make it easier.</p>	Update
9	<p>Emergency phones Stacey Jyrkkanen</p> <p>December 2, 2013 – Stacey and Ken Tessier tested all the emergency phones on campus and made a list as to which phones work and which ones don’t. Stacey will make note of which phones are redundant and not required anymore. Some factors include: how many people are in area during the day/evening, cell phone issues in particular buildings, activities in buildings, where buildings are located. Stacey made a report with phones that need to be fixed or replaced.</p>	Open

	<p>We are putting ourselves at a liability when we know the emergency phones don't work – this is a priority issue. Of the roughly 30 phones that Stacey looked at there are 3 dead phones, 8-10 phones won't be replaced as there are multiple phones in same general area or a blue light phone has been installed, along with some phones that have a noise/echo that work but are not reliable. One question was do we need an emergency phone in a parking lot – yes, they are needed, especially at night if someone feels they are being followed. These phones were deemed needed when originally place in these locations. JOHSC to put in a recommendation that the emergency phones be replaced right now – Stacey has spoken with Denis Powers and it is agreed that this is an important issue and the phones need to be replaced/fixed as soon as possible, at this time there is no need to prepare a letter. IT needs to be involved for connecting these phones into the system and has information on where to get phones and cost of the phones. New phones will all have the location of the phones listed so if it is a panic situation this can be accessed. Need to find out if someone picks up the phone and for reason they can't talk that security will know which phone they are at – for all the phones, emergency and pay phones.</p>	
Health & Safety Report		
	<p><u>October Summary:</u></p> <ul style="list-style-type: none"> • Reportable – 0 • First aid – 1 (cut to forehead) • Recordable – 0 • Environmental - 0 • Near miss – 0 <p>WorkSafe Claims – 0 Incident investigations – 0 Days of work lost – 0 days First Aid for staff – 1 (bruising to pinky finger – right hand, squashed)</p> <p><u>First Aid breakdown for students in October:</u></p> <ul style="list-style-type: none"> • Trades – 1 • Adventure Tourism – 0 • Culinary Arts – 0 • Nursing – 0 • Respiratory Therapy - 0 • VPA – 0 • Human Services - 0 • International – 0 • Other – 0 • Contractor - 0 <p>WorkSafe Claims from students – 0</p>	

	<p><u>November Summary:</u></p> <ul style="list-style-type: none"> • Reportable – 2 (1 MVA and 1 chest pain) • First aid – 0 • Recordable – 0 • Environmental – 0 • Near miss – 0 <p>WorkSafe Claims – 1 Incident investigations – 0 Days of work lost – 10 days (from October claim) First Aid for staff – 0</p> <p><u>First Aid breakdown for students in November:</u></p> <ul style="list-style-type: none"> • Trades – 0 • Adventure Tourism – 0 • Culinary Arts – 0 • Nursing – 2 (1 MVA going to Practicum, 1 going to RIH and struck in intersection) • Respiratory Therapy - 0 • VPA – 0 • Human Services - 0 • International – 0 • Other – 0 • Contractor - 0 <p>WorkSafe Claims from students – 2</p> <p>Anything reportable with regards to a student should go through Student Development office. TRU World wants information regarding international students.</p> <p>October 7, 2013 - Only going to start noting student incidents when they are more serious – require more than our first aid attendants, need to go to hospital</p>	
Accident Investigations		
1	<p>Trip and Fall Audit Stacey Jyrkkanen and Gordon Maurits April 8, 2013 - Need to go through some of the reports from last year and see 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.</p> <p>May 6, 2013 – Gord will bring some information regarding these to the next meeting.</p>	<p>Open</p> <p>Open</p>

	<p>June 3, 2013 – 2011 had 17 injuries from slips trips and falls 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. 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. Main causes: Improper footwear for conditions, and people not paying attention to what they are doing. Talked to Warren about walkways on campus 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> <p>October 7, 2013 – Warren has done lot of repairs on walkways. Extended sideways up to bus depot. At next meeting confirm that these have been checked.</p>	Open
New Business		
1		
2		
3		
Next meeting at 2:30 pm on Monday, January 6, 2014 in TRUSU Boardroom		