

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	X	A						
Trades	Pat Barringer, (WR) Co-chair		A		X	X	X						
Adventure Studies			A		X	-	-						
APA/Admin	Waldemar Misazkurka (ER)		X		X	A	X						
Culinary Arts	Ed Walker (WR)		A		A	A	A						
CUPE 4879	Wilma DeJong (WR)		X		X	A	X						
- alternate	Ann Scott (WR)		X		A	X	A						
Facilities	Lincoln Chua (ER)		X		X	X	X						
- alternate	Warren Asuchak (ER)		A		A	A	A						
Health & Safety	Stacey Jyrkkanen (ER)		A		X	X	A						
	Gordon Maurits (WR)		X		X	X	X						
Science	Susan Purdy (WR)		X		A	X	X						
Security	Ken Tessier (c)		X		A	X	A						
TRUFA	Joanna Urban (WR)		A		A	A	X						
VPA	Lloyd Bennett (WR)		X		X	X	X						
Warehouse/ Purchasing	Julie Gemin (ER)		X		X	X	A						
Human Resources	Bernie Mahoney (ER)		-		-	-	A						
Wellness	Chelsea Corsi (WR)		A		A	A	A						
Auxiliary Members													
Moderate Risk Building sub-committees													
CAC			-		-	-	-						
Clock Tower	S. Klassen (WR)		X		A	A	X						
McGill Residence	Tammy Desrocher (c)		A		A	A	X						
TRU Residence	Joel Ingram (c)		A		A	A	X						
Low Risk Building sub-committees													
Arts & Education			-		-	-	-						
Gym			-		-	-	-						
International (Temp)	Gaye Dunkley (WR)		A		X	A	X						
Library	Mark Hardy (WR)		-		-	-	X						
Open Learning	Ann Scott (WR)		X		A	X	A						
TRUOLFM			-		-	-	-						
TRUSU			-		-	-	-						
Other Members													
Recording Secretary	Debbie McNichol		X		X	X	X						

X=Present P= Proxy received A=Absent

	Call meeting to order – Pat Barringer		
	Adopt minutes from last meeting		
Item	Description	Responsible	Status
Old Business			
1	<p>Update on Old Main Stacey Jyrkkanen</p> <p>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. 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>January 6, 2014 – Construction is still not done but people are now in there. Elevator was going only to the 3rd floor but not to the 4th floor – problem for people with disabilities. The elevator is tied into fire system so until everything is working properly we are not in a safe situation. Some detectors are still covered. Spiral stairwell is not close to being done – people can walk into area where the construction is right now – this needs to be addressed. Lincoln said to contact Warren regarding deficiencies. Stacey will send info to Warren highlighting these deficiencies. Law library still empty at this point.</p> <p>February 3, 2014 – Old Main is pretty much completed. All elevators are working properly. Some baseboards need to be completed. Everyone is moved in and space is being used.</p>		<p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p> <p>Closed</p>

	<p>January 6, 2014 – Julie Gemin sent Stacey information from UBCO on their bunker. Stacey contacted the company and they are going to send her further information. Gord and Stacey sent in some measurements in area behind the Science building to the company and are waiting for ballpark numbers back from them – looking at roughly 12 by 32. If we do decide to get a new bunker we will need to send out for bids. Lincoln working with science to see how much it would cost to bring our current bunker up to code. Then Stacy can give report outlining the costs of upgrading our current bunker and the cost of a new bunker to the Executive. Ideal new bunker location would be near round-about between science and gym. Very convenient for chemistry people. This could help reduce risk of moving chemicals from current bunker to building. A pad would have to be put down – floating concrete pad would be sufficient. Alternate spot is next to car parking area by science – not as good because would still need to transport the chemicals across parking lot. The new bunker could actually be put right up against building. Will update next meeting with costs.</p> <p>February 3, 2014 – The new bunker that is being looked into will be able to hold all the chemicals currently in the Chemistry lab and from the current storage bunker – there won't be any need for additional storage. New bunker will have an eye wash station and shower as well. Stacey is currently confirming pricing. Looking at other options as well at this time. One suggestion is to build bunker right into hillside behind science building. Looking into what is most economical for TRU at this point - cost of bunker compared to cost of renovating current Chemistry lab and storage bunker now.</p>	<p>Open</p> <p>Open</p>
<p>3</p>	<p>Omega newspaper article – Active Threat Training 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 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</p>	<p>Update</p> <p>Update</p>

	<p>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> <p>January 6, 2014 – First set-up of clock tower safety committee went very well. This is Active Threat Training on how to recognize someone in crisis and how to get them the resources they need. Also looked at if a shooter was on campus. Feel this should be mandatory for all employees. Stacey will talk to Denis and Matt and see if they agree about making this mandatory for all employees. Training would be tailored to different areas/buildings on campus. Hopefully going to start training sessions within the next 3-4 weeks.</p> <p>February 3, 2014 – Have procedure in place and will be starting table top exercises for procedures regarding emergencies on campus. Table top exercises will be held every 2 months with the EOC (Emergency Operations Centre). In May 2015 there will be a full-scale drill on campus – police, fire, ambulance.</p>	<p>Update</p> <p>Closed</p>
<p>4</p>	<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. 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>	<p>Open</p>

	<p>January 6, 2014 – Right now it is up to capital funding to move forward with the purchase of new phones. All recommendations have been sent in. Phones that are not working should either be removed or have bags put over them so if there is an emergency people won't be trying to use them – safety issue. Stacey will talk to Facilities about covering up the phones that aren't working. No timeline for phones being replaced has been given at this point.</p> <p>February 3, 2014 – Bags have been placed over phones that aren't working at this point. Not all phones will be replaced – if two phones are in a similar area they will be condensed to just one. Still no timeline for replacing these phones.</p>	<p>Open</p> <p>Open</p>
Health & Safety Report		
	<p><u>January Summary:</u></p> <ul style="list-style-type: none"> • Reportable – 1 (trip and fall stairs) • First aid – 2 (trip and fall, slip and fall) • Recordable – 0 • Environmental – 0 • Near miss – 3 (false fire alarms) <p>WorkSafe Claims – 1 Incident investigations – 1 Days of work lost – unknown at this point First Aid for staff – 2</p> <p><u>First Aid breakdown for students in January:</u></p> <ul style="list-style-type: none"> • Trades – 4 • Adventure Tourism – 0 • Culinary Arts – 2 • Nursing – 1 • Respiratory Therapy – 0 • Sciences - 4 • VPA – 0 • Human Services - 0 • International – 0 • Other – 3 • Contractor - 0 <p>WorkSafe Claims from students – 0</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		

<p>1</p>	<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>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 sideway up to bus depot. At next meeting confirm that these have been checked.</p>	<p>Open</p> <p>Open</p> <p>Open</p> <p>Open</p>
<p>New Business</p>		
<p>1</p>		
<p>2</p>		
<p>3</p>		
<p>Next meeting at 2:30 pm on Monday, March 3, 2014 in TRUSU Boardroom</p>		