

**Attendance September 2015 – August 2016**

Name	Area	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
<b>Worker representatives</b>													
Pat Barringer (Co-Chair)	Trades	X	X	A	X	X	X						
Chris Montoya	Arts	-	-	X	X	X	X						
Lloyd Bennett	Arts	A	A	A	A	X	X						
Susan Purdy	Science (TRUFA)	X	X	X	A	A	X						
Iain Stewart-Patterson	FACT	X	X	X	X	A	X						
Mark Hardy	Library	X	A	A	A	X	X						
Bart Cummins	MarCom (CUPE)	X	A	A	A	A	A						
Sherry Bennett	Registrar's Office	-	-	-	-	-	-						
<b>Employee representatives</b>													
Julie Gemin (Co-Chair)	Supply Chain Management	A	X	X	X	X	X						
Waldemar Miskurka	Finance	A	A	A	A	X	A						
Warren Asuchak	Facilities	A	X	X	A	X	X						
Theron Reed	Human Resources	A	X	X	X	X	X						
Megan Gerow	Student Services	A	-	-	-	A	X						
Christi McAuley	Law	-	-	-	-	X	X						
Cindy Piwowar	FoHSED	-	-	-	-	X	A						
<b>Resource members</b>													
Jacquetta Goy	Risk Management Services	X	X	X	X	X	X						
Stacey Jyrkkanen	Safety & Emergency Management	X	A	A	A	X	X						
Gordon Maurits	Safety	A	X	X	A	X	A						
Debra McNichol	Recording Secretary	X	X	X	X	X	X						
<b>Community members</b>													
Ken Tessier	Concord Security	A	X	X	X	X	X						
Tammy Desrocher	On Campus Housing	X	X	A	A	A	A						
Joel Ingram	TRU residence	X	X	X	A	A	A						

X=Present

P=Proxy received

A=Absent

	<b>Call meeting to order – Julie Gemin</b>	
	<b>Adopt minutes from last meeting – Jacquetta Goy / Pat Barringer</b>	
	<b>Adopt agenda –</b>	
<b>Item</b>	<b>Description</b>	<b>Responsible</b>
<b>Minutes</b>		
1	<b>Chemistry prep room and chemical bunker project</b> Waiting for RFP to be posted – Julie will check to see if it has gone out	<b>Stacey Jyrkkanen</b> Continued Open
2	<b>TRU Safety Awareness Week</b> Seems to be going well – just began this morning. Lot of work to put together. Christopher Seguin has offered to give a prize for Safety Awareness Week – a good way to bring more awareness to the week. Thoughts on the criteria for this prize – around someone who has promoted safety, created some safety initiative, given a good story around safety. Would be nice to give to someone who is outside of the committee. Some suggestions were: Janine Chan from Respiratory Therapy, someone from sub committees. Janine Chan was nominated and approved to receive the prize by the Committee.	<b>Gordon Maurits</b> Update  Action: Gordon & committee reps
3	<b>Restructuring</b> One more person from Registrar’s office should be joining the group soon. Still waiting for someone from TRUSU. On the whole going very well.	<b>Stacey Jyrkkanen &amp; Jacquetta Goy</b> Open
4	<b>Terms of reference (TOR)</b> Wording is good and the TOR will be placed on the website. For subcommittees – just complete form and bring back to meeting.	<b>Stacey Jyrkkanen</b> Closed
<b>Updates on Safety Committees</b>		
	Joel Ingram – TRU Residence – Residence has elected their sub-committee members last week and have started monthly meetings (Joel was absent from meeting but emailed his updated to Debbie for the minutes)	
	Jacquetta Goy – Risk Management – Was over in Old Main this morning and was pleased with the presence over there for safety week. Great to have some of the committee members helping out. Snow clearing has been done well this year – very impressed with how quickly the roadways are being cleared.	
	Mark Hardy – Library – Little incident in the library – a while back the toilet dispensers were changed and the new dispensers that were put in are smaller. There was a jagged edge and someone cut their hand. Facilities came in and smoothed out the edge.	
	Iain Stewart-Patterson – FACT – Students are out in the fields right now and all is going well.	
	Susan Purdy – Science (TRUFA) - FPSE meeting coming up – if there is anything you want Susan to take to the meeting to discuss please let her know. Great place to ask questions and share information. Representatives	

	from all different colleges and universities attend. Will ask about the 3D printers and see what other campuses do regarding space and ventilation.	
	Megan Gerow – Student Services – Nothing to report	
	Stacey Jyrkkanen – Safety & Emergency Management – Looking at getting biosafety license – close to getting this. Also creation of a biosafety manual and safe operator (standard operations procedures) – all being written now and hopefully will be finished by end of the week.	
	Warren Asuchak – Facilities – Nothing to report	
	Christi McAuley – Law – Nothing to report	
	Theron Reed – Human Resources – Nothing to report	
	Ken Tessier – Security – Nothing to report	
	Chris Montoya – Faculty of Arts - Dean gave AE 204 for the lunch room – have to share for meetings but it is open for lunch. The slippery floors are greatly improved. A little colder on the weekends in the building – brought in space heaters to warm it up over the weekends. No rules on space heaters.	
	Lloyd – VPA - No issues to report. Hasn't started the usual walk-throughs and completing forms since he has been back – will begin these shortly.	
	Julie Gemin – Supply Chain Management - Safety meeting this week – will have more info next month. Jacquetta mentioned that maybe IT can join in their subcommittee.	
	Pat Barringer – Trades – Organized the anti-slip on the floors – Facilities was over doing that. Looking for mannequins for skills competition to have them placed on ladders, etc – see if the kids can “spot the safety hazard”. Would prefer not to use real people. Suggest contacting the fire department to see if they have any we can borrow – Stacey will check with them. Another suggestion was to contact The Bay/Sears and see if they have any that can be borrowed. Maybe one over in Adventure Department – Iain will check. Also may have some over in the TCC – Stacey will look check	
	<b>Health &amp; Safety Report - Gordon</b>	
	<p><u>January Summary:</u></p> <ul style="list-style-type: none"> <li>• Reportable – 1 (over exertion)</li> <li>• First aid – 3 (struck by, crush, slip and fall)</li> <li>• Environmental – 0</li> <li>• Near miss – 6 (false fire alarms) <ul style="list-style-type: none"> <li>○ It is worth putting in contractor contracts that if there is a false fire alarm that they will be responsible for the costs. Making sure contractors know if they are doing something that creates smoke or dust they need to be more careful – put bypass on the alarms. Needs a little more investigation.</li> </ul> </li> </ul> <p>Work Safe Claims in January – 1 Incident investigations completed in January – 1</p>	

	<p><u>First Aid breakdown for students in January:</u></p> <ul style="list-style-type: none"> <li>• Trades – 8</li> <li>• Trades WL – 0</li> <li>• Adventure Tourism – 0</li> <li>• Culinary Arts – 1</li> <li>• Nursing – 1</li> <li>• Nursing WL - 0</li> <li>• Respiratory Therapy – 0</li> <li>• Sciences – 0</li> <li>• VPA – 0</li> <li>• Animal Health Technology – 0</li> <li>• Lab Tech – 0</li> <li>• ESTR - 0</li> <li>• International – 0</li> <li>• General Study - 0</li> <li>• Contractor – 0</li> <li>• TRU World – 0</li> <li>• Wolfpack – 0</li> <li>• Continuing Studies – 0</li> <li>• Early Childhood Education - 0</li> </ul> <p>Student WorkSafe Claims through Ministry of Advance Education – 1                  Contractor Work Safe Claim – 0</p>	
	<p>Training scheduled for February 16<sup>th</sup> in <b>OM 2651</b>                  Bring people from your subcommittee if they are interested in the training –                  let Gordon know how many from your area will be attending.</p>	
	<p>WorkSafe cost claims – at end of each month Stacey gets a cost claim summary. Stacey has put together a Cost Claims Summary for 2015. We have an experience rating – total amount and averaged over 3 years and depending on your claims you either get a discount or you owe more. This year we had a 15.8% surcharge. Paying an additional \$82,000 to WorkSafe in 2015. WorkSafe premium for last year was \$163,000. Premium for this year will be the \$163,000 plus the additional \$82,000. A lot of claims can be prevented. We are significantly higher than other universities in our group. We are now in the university group – we used to be in the college/ university college group. We need to keep safety in the forefront.</p>	
<b>Accident Investigations</b>		
1	1.	

Adjourned at 3:30 pm – Chris Montoya is adjourned