**TRU - Williams Lake Campus**

**Joint Occupational Health &Safety Meeting - Williams Lake Campus**

**Minutes**

**Date:** Feb 16, 2012 **Time:** 3:30 pm **Place:** Room 1318

1. **Attendance** (Y, N or R=Regrets)

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| **Admin.** | **Y/N/R** | **Cupe** | **Y/N/R** | **Faculty** | **Y/N/R** | **Faculty** | **Y/N/R** |
| Bowser, Julie | Y | Hewett, Tom | Y | Bentham, Donna | Y | Poulsen, Ken | Y |
| Sanders, Ray | Y |  |  | Jenkins, Bruce | Y | Salvatore, John | R |
| Simpson, Grace | Y |  |  | Moberg, Karen | Y | Shields, Mike (Co-chair) | R |
| Turatus, Betty  (Co-chair) | Y |  |  | Montoya, Chris | R | Underwood, Randy | Y |
|  |  |  |  | Neifer, Shane | R |  |  |

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| **Item** | **Discussion** | **Action** |
| 2. **Call to order** | 3:34 |  |
| 3, **Minutes from last meeting** | Approved with one amendment. Moved by K. Poulsen; seconded K. Moberg |  |
| 4. **Additions/Adoption of Agenda** | Agenda adopted with additions. Moved by K. Poulsen; seconded K. Moberg |  |
| 5. **Ongoing Items:**   1. TRU’s Policy of practicum students and worksafe to be distribute to committee members – Confirm about contract courses (Julie) | Information compiled (see attachment circulated for the meeting). Any future questions to be directed to Laura Wale in Kamloops. | completed |
| 2. Monthly Building Inspections | Tom is doing the inspections independently, no outstanding issues arising, just general maintenance items. | Tom |
| 3. |  |  |
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| 6. **Current Review:**     1. Dust in Offices | Betty will follow-up with Chelsey Corsie for current scent free policy and a general email regarding the policy as well as reporting to OH & S if dust is a health issue for an individual due to allergies. | B. Turatus |
| 1. Trade Student hearing tests | Tabled as Mike not present at the meeting. | M. Shields |
| 3. Smoking areas on campus | The construction class will build a wood gazebo for the designated smoking area by the Gathering Place. Size ~ 8 x 12, rectangle structure, cost will be absorbed by the construction program. Estimated time of completion, early April. Once the gazebo is built, the ashtray from the front of the building will be relocated to the smoking area by the overflow parking and smoking in the front of the building will no longer be permitted. In addition, security will be requested to open the doors by the gathering place on the weekends so that there is easy access to the designated smoking area/gazebo. |  |
| 1. Computer tower locations (Betty) | Katrina has requested that computer towers be placed on top of desks rather than under desks for ergonomic reasons. As computers are replace with the smaller towers, they are being placed on the desks. |  |
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| 7. **New**:   1. AED Training | As of January 30th we have six employees trained for the AED device: Julie Bowser, Grace Simpson, Amelia Chauvette, Randy Underwood, Tom Hewitt and John Brown.  Approved that the AED will be located in the cafeteria and signs indicating location of the AED will be placed in strategic locations such as student street, gym and trades area. Moved J. Bowser; seconded K. Poulsen. |  |
| 1. OHSC Training (Betty) | As a committee we are required to have completed 8 hours of training/orientation. Tim Amburse from Kamloops is available at no cost to provide the education sessions. Most committee members can be available for a Friday session.  Action: Grace will follow up with Tim and a date/time will be scheduled. | Grace |
| 1. Overflow Parking Lot (Betty) | Two issues with using the overflow parking in the evenings: lighting is not working and the side door is locked by 5:45pm and there are classes that start at 6pm. The lighting is still under warrantee and the problem is with underground wiring.  Action: Grace will ask security to lock the side door at a later time to accommodate classes starting at 6pm. |  |
| 1. Emergency Lock Down system (Grace/Ray) | The software has been tested so another test run needs to be schedule. Will consider scheduling a test run for March 7th when Gord Mauritz is here from Kamloops. |  |
| 1. Committee Meeting Times | January’s meeting was cancelled due to lack of attendance. Some members are in conflict with the current time due to teaching obligations. Decision to leave the meeting time and dates. |  |
| 1. Chalk Dust | The issue of the chalk brushes not being cleaned regularly was raised.  Action: Grace will check with the janitors regarding this concern. |  |
| 1. Cylinder Accident | Bruce reported on pre-emptive measures that the welding department has implemented in regards to safe handling of cylinders. There is a cylinder handling cart that is working well in addition there is a safety bulletin that is reviewed and signed by students and there is continuous reinforcement of the safety rules with the students. Bruce is impressed with the safety consciousness of the current class. |  |
| 7. **Adjournment** | Adjourned at 4:25. **Next meeting March 6th 3:30pm conference room.** |  |