

**Attendance September 2016 – August 2017**

Name	Area	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Worker representatives							No Mtg						
Pat Barringer (Co-Chair)	Trades	X	A	X	X	A		X					
Chris Montoya	Arts	A	A	A	X	X		A					
Lloyd Bennett	Visual and Performing Arts	A	A	X	A	X		X					
Susan Purdy	Science (TRUFA)	X	X	X	A	A		A					
Iain Stewart-Patterson	FACT	X	A	A	A	A		X					
Mark Hardy	Library	X	X	X	X	A		X					
Linda Huntington	CUPE	-	-	-	-	-		X					
Sherry Bennett	Registrar's Office	A	X	A	X	A		X					
Nancy Beppele (on leave until May 2017)	Student Development	X	A	A	X	-		-					
Katrina Harding	Law	-	-	-	-	-		A					
Employer representatives													
Jolanta Belliveau (Co-Chair)	Finance	X	X	A	A	X		X					
Warren Asuchak	Facilities	X	X	X	X	X		X					
Jenny Gomes	Human Resources	X	X	X	A	X		X					
Jane Hewes	FESW	-	-	-	-	-		A					
Resource members													
Jacquetta Goy	Risk Mgmt Services / Clock Tower	X	X	X	X	X		X					
Stacey Jyrkkanen	Safety & Emergency Management	X	A	A	X	X		X					
Gordon Maurits	Safety & Emergency Management	A	X	X	X	X		X					
Peter Fairman	Safety & Emergency Management	X	X	X	X	X		X					
Debra McNichol	Recording Secretary	X	X	X	X	X		X					
Community members													
Ken Tessier Kevin Larsen	Paladin Security	X	X	A	X	X		A					
Brandon de Krieger Raina Shortreed	TRU Residences	X	A	X	X	X		X					

X=Present

P=Proxy received

A=Absent

	<b>Call meeting to order – Pat Barringer</b>	
	<b>Adopt minutes from last meeting – Adopted</b>	
<b>Item</b>	<b>Description Responsible</b>	<b>Status</b>
<b>Minutes</b>		
1	<b>Chemistry prep room and chemical bunker project</b> <b>Stacey Jyrkkanen</b> Still waiting for drawings from engineer of company providing structure so we can begin on ground preparation	Open
2	<b>Traffic Management</b> <b>Gordon Maurits</b> Warren said can put up signs pretty quick, just need to figure out best location – outside of Science building.	Open
3	<b>Safety and Awareness week</b> <b>Gordon Maurits</b> Went really well – good turnout in Student Street (several hundred people came through), lots of people signed up for the TRU Safe App. Science was a little slower but still got 15 people to sign up to the TRU Safe App. Trades also went really well, 200-300 people came through and 54 students signed up to the TRU Safe App. Prizes were given out for people who signed up to the TRU Safe App at each location – each winner received a \$50 Aramark food card. Thank you to the people who did help with the TRU Safe week but it would be nice to have more support from the JOHSC committee – 3 people from JOHSC helped out, 1 person from Science and Trades also helped out. Will try to restructure next year to hopefully get more involvement from the committee. Any ideas of how we can increase participation in this week? More participation from JOHSC would make the week more visible to everyone on campus. We as a group represent Safety on campus and we need to come up with more ideas for next year – we need the support of all the committee members to get behind Safety and Awareness week. <i>Ideas: bring sign-up sheet to a meeting (November or December) and send around to committee for them to sign up for a time slot. Don't cancel the February JOHSC meeting if we don't have a good participation for the day.</i>	Closed
4	<b>Fire drills</b> <b>Stacey Jyrkkanen</b> Work orders have been done to fix the fire alarm bells, etc. Biggest surprise is the number of people who are refusing to leave building during the fire drills – had one class that didn't leave, students knew they should leave but professor wasn't prepared to participate in the fire drill. This seems to be becoming more common. Stacey then contacts their supervisor – Jacquetta suggested that this needs to go up to the top of their department or higher as this is for the safety of everyone on campus and not to be taken lightly. If there is a legitimate reason as to why they didn't leave (didn't hear the fire alarm bell) we can test to make sure everything is working properly.	Open

	Question was asked about the actual number of Fire Marshalls? <i>Action: Stacey will send out what the best practice numbers are for each building.</i>	
5	<b>New Co-chair – Management Representative</b> Jolanta Belliveau has volunteered – all in favour	Information
<b>Updates on Safety Committees</b>		
	Brandon de Krieger – TRU Residence – there was an electrical fire in the old residence building – incorrect light installed. BC Safety Authority is working with them – light not installed correctly. Luckily student wasn't in the room and there was minimal damage. Employee who went in with a fire extinguisher is okay, did inhale black smoke.	
	Gordon Maurits – Safety & Emergency Management – Skills Canada completion in Trades and for all school age kids - not 1 injury in entire 6 hour day. Very well attended and event went really well. Kids loved the tire changing event. Great work from Trades to put on.	
	Iain Stewart-Patterson – FACT – Transitioning from winter to spring courses. One student injury in the winter but they seem to be doing much better.	
	Jacquetta Goy – Risk Management – Nothing to report	
	Jenny Gomes – Human Resources – Nothing to report	
	Jolanta Belliveau – Finance – Nothing to report	
	Linda Huntington- CUPE – Nothing to report	
	Lloyd Bennett – Visual and Performing Arts –Hoping that smell problem has been corrected as there have been no complaints lately.	
	Mark Hardy - Library – Nothing to report	
	Pat Barringer - Trades – Had asked that the non-slip compound that was put on stairs by the cafeteria to be put on rest of stairs and were told it couldn't be done until March – wanted it applied for the winter months when most slippery. If there are any problems addressed at the subcommittee, these need to come to this committee. JOHSC can then draft a letter for any recommendation. Contractors – continue getting contractors in with no identification and they are not following safety protocol (safety glasses, etc) – what do we do? They have been approached regarding following the safety protocols - mixed messages given to students. If contractors are in their own area we can't do much about this but when they come into the student area they must follow TRU safety protocol. Gordon, Stacey and Peter have the authority to tell them to follow the safety protocols and can shut them down if they are not following them. Warren said they would call all the contractors once again and educate them on getting proper identification when they come onto TRU.	

TRUSU Boardroom

Meeting Minutes

	<p>Grinding shed/gouging room – needs to find out what has happened to the work order that was put in regarding getting some clean air into this area and some dust out of building.</p> <p>They want the dust cleaned out of carpentry area as it is becoming a safety hazard. Dust in general – only half the shop has dust collection and the entire shop is used. This has been an issue for quite a while and the safety committee has asked for this issue to be looked at. Should do a particulate level test so we know what we are working with against what the standards are – ground measurement. Need an outside contractor to do an 8 hour test and we can then look at regulations - what are the extraction systems like, when were the filters last changes (should be every 6 months). Place to start. Can also put an extraction vent on roof.</p> <p><b>Action: Gordon Maurits, Warren Asuchak and Tim Kasten to put together a plan.</b></p> <p>Alcohol/drugs – instructor wanted to test a student for alcohol/drugs who told them that they weren't allowed to test students. How do we deal with this? Fear of student hurting themselves or others. If this was an employee TRU would be able to test but can't require a student to do testing.</p> <p>Suggestion is to create a student code of conduct (through Student Services which will also involve Legal) – needs a proper process – should be followed up by Dean and safety committee. Deans of some other departments are looking at this right now. If someone should happen to overdose in a building in the evening and there is no first aid attendant have to rely on security which could take 10 minutes. Some faculty who work in evenings have asked to have training on how to help - we need to be really careful on letting a large number of people access to the naloxone kits as they are very expensive. Valid concern and we need a proper procedure. In the Faculty of Adventure, Culinary Arts and Tourism if student shows up drunk/high they are not allowed to attend the day.</p>	
	<p>Peter Fairman – Safety &amp; Emergency Management – Biosafety and Biosecurity administrative policy has been approved by TRU. First committee meeting was in January and the next meeting will be in March. All emergency signage has been put up. Their work study student has been accepted into a Masters Health &amp; Safety program.</p> <p>WHMIS course – 147 people completed since September – saved roughly \$12,000 by having this course at TRU – gives us competitive edge for students. Any safety related courses that they can help with let them know and they will see if they can get it produced. More advantages we can give our students the better.</p> <p>Hoping to begin the renovations in the Science building this summer.</p>	
	<p>Sherry Bennett – Registrar's Office – Nothing to report</p>	
	<p>Stacey Jyrkkanen – Safety &amp; Emergency Management – Protocols for naloxone first aid, how/when to be administered – procedures have been</p>	

	<p>updated and posted on website (and also placed the First Aid Protocols on the JOHSC oneTRU site). The naloxone kits are stored in a couple of locations on campus – both residences, clinic, trades first aid room, science main office and nursing main office.</p> <p>Lock down rooms – phase 2 of project will start tomorrow night – have purchased all the locks and they will be installed Tuesday, Wednesday and Thursday - in A&amp;E, IB, OM, Science, Trades and CAC. These are the “green triangle” rooms. Next phase is to get the window frostings put on the windows. This should be the last phase. As new trades building is being built will put the locks in as it is constructed.</p> <p>OM 1219 - door is labelled as a 24-hour study room and this will need to be removed - make sure security knows this.</p> <p>Active threat training – filming has been done. Will be able to put onto Moodle for people to get the training. This will be for those who have missed the initial training and for all new employees.</p> <p>Working on getting addresses done for all buildings on campus – won’t have just one address for all of campus. Main address will be the warehouse which is where the mail goes. TRU Announcement will go out with all this information. Will also incorporate the new branding.</p> <p>Emergency management plan – Revisions should be complete by March 31. Once approved by senior management will be put on website.</p> <p>Email from ICBC – March is distracted driving campaign month – asked if they can come on campus and have the same people who do Speedwatch come and monitor distracted driving – texting, applying makeup, etc. Stacey is waiting to hear back from them as to when they will come on campus.</p> <p>People not reporting incidents when they happen - need to educate from top down, don’t need unnecessary delays.</p> <p>Would like to post minutes from meetings onto website so TRU staff is aware of what Committee is doing. Paper copy is posted on bulletin board in Old Main.</p>	
	<p>Warren Asuchak – Facilities – Nothing to report</p>	
<p><b>Health &amp; Safety Report – Gordon Maurits</b></p>		
	<p><u>January Summary:</u></p> <ul style="list-style-type: none"> <li>• Reportable – 1 (slip and fall)</li> <li>• First aid – 1 (trip and fall)</li> <li>• Environmental – 0</li> <li>• Near miss – 9 (false fire alarms)</li> <li>• Report only – 2 (slip and fall)</li> </ul> <p>Work Safe Claims in January – 1</p> <p>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 – 3</li> <li>• Nursing – 1</li> <li>• Culinary Arts – 2</li> <li>• Student general – 3 (not stated on form which area)</li> </ul> <p>Student WorkSafe Claims through Ministry of Advance Education – 0</p> <p><u>February Summary:</u></p> <ul style="list-style-type: none"> <li>• Reportable – 1 (slip and fall)</li> <li>• First aid – 1 (asthma attack)</li> <li>• Environmental – 0</li> <li>• Near miss – 1 (false fire drill)</li> <li>• Report only – 2 (slip and fall)</li> </ul> <p>Work Safe Claims in February – 1</p> <p>Incident investigations completed in February - 0</p> <p><u>First Aid breakdown for students in February:</u></p> <ul style="list-style-type: none"> <li>• Trades – 6</li> <li>• Trades WL - 3</li> <li>• Nursing – 1</li> </ul> <p>Student WorkSafe Claims through Ministry of Advance Education – 0</p>	
<b>Accident Investigations</b>		
1		

Meeting adjourned at 3:56 pm