

Attendance September 2012 – August 2013

Meeting dates 2012 – 13		9. 10	10. 1	11.5	12.3	1. 14	2.4	3.4	4.8	5.6	6.3	7.8	8.12
Affiliation	Representative												
Core Group for Quorum													
Student Services	Duane Seibel, (ER) Co-chair	X	X	X	A	X	A	X	X	X			
Trades	Pat Barringer, (WR) Co-chair	X	X	X	X	X	X	X	X	A			
Adventure Studies	Dave Freeze (WR)	X	A	X	X	X	X	A	X	A			
APA/Admin	Waldemar Misazkurka (ER)	X	A	A	X	X	X	X	A	A			
Culinary Arts	Ed Walker (WR)	-	-	-	X	A	A	A	A	A			
CUPE 4879	Vacant (WR)	X	A	X	X	X	X	X	X	-			
- alternate	Ann Scott (WR)	-	-	-	-	X	X	A	X	X			
Facilities	Lincoln Chua (ER)	X	A	X	X	X	X	X	A	X			
- alternate	Warren Asuchak (ER)	-	X	-	-	-	-	-	A	A			
Health & Safety	Stacey Jyrkkanen (ER)	X	X	X	A	A	X	A	X	A			
	Gordon Maurits (WR)	X	X	X	X	X	X	X	X	X			
McGill Residence	Tammy Desrocher (c)	A	X	A	A	A	A	A	A	A			
Science	Susan Purdy (WR)	X	X	X	X	X	X	X	X	A			
Security	Ken Tessier (c)	X	X	X	X	X	X	A	X	X			
TRU Residence	Jordan Piper (c)	X	X	X	X	X	X	P	A	A			
TRUFA	Joanna Urban (WR)	A	A	A	A	A	A	A	A	A			
VPA	Lloyd Bennett (WR)	X	X	X	A	X	X	X	X	X			
Warehouse/Purchasing	Julie Gemin (ER)	-	-	X	A	A	A	X	X	X			
Human Resources	TBD	-	-	-	-	-	-	-	-	-			
Wellness	Karen Ross (WR)	X	X	X	A	X	X	A	X	A			
Auxiliary Members													
Moderate Risk Building sub-committees													
CAC		-	-	-	-	-	-	-	-	-			
Clock Tower	S. Westendorp (WR)	A	A	X	A	P	A	X	A	X			
Gym		-	-	-	-	-	-	-	-	-			
Williams Lake	Mike Shields (WR)	A	A	A	A	A	A	A	A	A			
Low Risk Building sub-committees													
Arts & Education		-	-	-	-	-	-	-	-	-			
BCOUFA		-	-	-	-	-	-	-	-	-			
International (Temp)	Gaye Dunkley (WR)	X	A	X	X	X	X	X	X	A			
Library		-	-	-	-	-	-	-	-	-			
Open Learning	Ann Scott (WR)	-	-	-	-	X	X	A	X	X			
TRUSU		-	-	-	-	-	-	-	-	-			
Other Members													
Recording Secretary	Debbie McNichol	X	X	X	X	X	X	X	X	X			

X=Present P= Proxy received A=Absent

	<p>surveys they have been doing along with other data. Kevin Scollon and Lisa Nielsen have also been invited regarding the placement of the gazebos. Will report next month on results from this sub-committee meeting. Denis Powers would like a completed report on smoking/smoking on campus and how we want to move forward. If Pat Barringer can get some information regarding costs/sizes of gazebos. <i>Action: Gord Maurits to send out appointment.</i></p> <p>April 8, 2013 - Smoking subcommittee met on March 14th – co chairs were appointed (Janine Chan and Chelsea Corsi). Question posed was whether to move to designated smoking areas or go smoke free – will go with designated smoking areas. Discussed clean air initiatives – smoking, scents, idling. There was a lot of data from Chelsea and the respiratory therapists. Discussed where to put the gazebos – who enforces, what size should each gazebo be? Stacey has given a letter to Denis Powers outlining the data review of other post-secondary institutions. She found that 49% have designated smoking areas and 22% are smoke free. Respiratory therapists did a survey and 71% of our student population support a change in smoking guidelines – 51% liked the gazebo idea and 18% would like to go smoke free. Denis would like to see gazebos ready for this September but this seems too soon to make them happen. Need to work with Facilities as to where the gazebos can be located as they know where the air intakes are, etc. In September we will aim to have information out talking about the initiatives and it would be great to have one gazebo done for everyone to see. Looking at making a new smoking policy – can use best practices from other institutions that have a policy. We would have a two month consultation process with town hall meetings so people can give their feedback and understand why we are doing this. Nursing, respiratory therapist and social work students are going to work on a presentation to students. Hopefully by September 2014 a new policy will be in place, people will be educated and the gazebos will be in place. Denis suggested 3 gazebos with a maximum of 6. Gazebos could be different sizes depending on feedback from town hall meetings and the number of people wanting a gazebo in a particular area. If we get all the funding we require we are hoping to have the gazebos made on site. Possibility of working together with the students and trades to help design the gazebos.</p> <p>May 6, 2013 – No update at this point. Stacey has written new smoking policy which will be going to the Board of Governors for review.</p>	<p>Open</p> <p>Hold</p>
<p>2</p>	<p>Health & Safety Subcommittee Update Stacey Jyrkkanen, Gordon Maurits January 14, 2013 - Health & Safety was audited. A wide range of things are being looked at - threat assessment, how security manages things, emergency situations. TRU senior management requested this audit by an outside company. Should have the results of this audit by October. Working on questionnaires to distribute to staff & students. A team of 6 people will be gathering data and will give recommendations to senior management.</p>	<p>Open</p>

	<p>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. <i>Action – Gordon Maurits to contact Fire Department to gather information as to what they do regarding medial information from staff members.</i></p>	<p>Open</p>
<p>5</p>	<p>TRU Alert System Stacey Jyrkkanen</p> <p>April 8, 2013 - Update on emergency warning system – TRU Alert. Stacey has been working with IT to have the alert system installed on all campus computers – aiming for end of April. Protocol is almost finalized. Within next 2 weeks, incident commanders and Administration will review. Students and their parents can also opt into system. Want to have a campus wide test by the end of May. There is a lot of work going on with a lot of groups to see that this happens. Sukh Matonovich is working on leaflet to send to students over the summer. RCMP met 2 weeks ago – interested on how they would deal with shooting on campus (safety and security). We need to be practicing a lock down/shooter drill – problem in Old Main as doors can’t be locked on the inside in 48% of the doors on first floor and 60% of the doors on second floor. People need to be able to get into room and either lock or barricade the door - if door opens outwards this won’t work. Stacey met with Denis Powers and she mentioned that we have no way of securely sheltering our people. Stacey gave Denis recommendations - thumb lock release handles on doors with key lock on outside, designate certain rooms as lock down areas. Other institutions are following this procedure with the thumb lock release handles. Can cause problems for security if doors don’t lock on the outside for having to check all the rooms to make sure they are clear. IB, A&E and Old Main are the doors that would need to be locked and unlocked to check rooms. Should bring forward in report – need thumb lock release handles on all doors and also increase in funding for security. RCMP have offered to come to campus in summer to practice a lock down/shooter drill procedure. Health & Safety would educate everyone as to what is happening, how it works, etc.</p>	<p>Update</p>

	<p>Moving indirection to having lock down procedures – we are way behind other institutions.</p> <p>May 6, 2013 – Over 700 people have signed up for the TRU Alert so far. Initial testing was done on May 2nd and worked quite well. Health and Safety went through different scenarios and procedures. They now have to go back through all the feedback from this test. TRU Alert will be growing as we move forward. An unlimited number of people can sign up to the system. Students will be encouraged to sign up as well as their parents. TRU Alert system directs everyone to website where there is further information. Will continue to have more tests.</p>	Update
6	<p>Student Development Office concerns Ann Scott</p> <p>May 6, 2013 -Some issues have been raised from the Student Development office about unhealthy work conditions. Several employees feel that the conditions that they are currently working in are unsafe and unhealthy. i.e. toxic fumes, dust and excessive noise. Several are experiencing nausea, headaches, brain fog, gritty eyes and sore throats from being exposed to whatever is currently in their environment. Can this please be looked into ASAP. If this construction activity continues TRU should be looking into another location for these offices as soon as possible. Some of the employees may need to go home if they are not feeling well in the meantime.</p> <p>Christine Adam, Dean of Students has been working with Warren Asuchak on these concerns. One issue is concerning welding as they were working around the fresh air intakes. The cooling system has been shut down - nothing else can be done at this point. Air purifiers have been put in place to help with air quality. Another issue is the diesel trucks that were running non-stop from 8:30 am to around 10:30 am lifting gyprock up to the 4th floor last week. Doors have been left open to help with the air quality from the welding and this was allowing the diesel fumes in. Gord closed the doors which has helped somewhat. The HVAC system will be running starting May 10th at this point. Only other option is to move people out of the building. Constructions workers were told that as of May 1st they can work as they want which is why there is so much noise right now. Noise will continue until at least August 10th. Construction is supposed to be completed by August 15th to allow everything to be moved into the new law space. Majority of parking Lot A has also been taken over for construction.</p>	
7	<p>WorkSafe Bullying and Harassment Policies Gordon Maurits</p> <p>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</p>	Open

	<p>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>8</p>	<p>Emergency Marshall Training Gordon Maurits On Tuesday April 30th Gord held Emergency Marshall training sessions. There was a good turnout for these sessions. All emergency marshalls have been given new radios. There is a designated channel on the new radios exclusively for emergency marshalls. Ken Tessier said the security radios should also be programmed to this channel.</p>	<p>Update</p>
<p>Health & Safety Report</p>		
	<p><u>April Summary:</u></p> <ul style="list-style-type: none"> • Reportable – 0 • First aid – 1 (cut to index finger in Visual Arts) • Recordable – 2 (bruising to foot, bump on head) • Environmental - 0 • Near miss – 1 (false fire alarm in Old Main) <p>WorkSafe Claims – 0</p> <p>Incident investigations – 3 investigations were done in March and Gord doesn't have information back yet. Once back Gord will bring to meeting for review and discussion</p> <p>Days of work lost - unknown</p> <p><u>First Aid breakdown for students in April:</u></p> <ul style="list-style-type: none"> • Trades – 14 • Adventure Tourism – 0 • Culinary Arts – 1 • Nursing – 0 • Respiratory Therapy - 0 • VPA – 0 • International – 1 • Other – 2 <p>WorkSafe Claims from students – 2 (1 Mechanics practicum, 1 Respiratory Therapy)</p> <p>Anything reportable with regards to a student should go through Student Development office. TRU World wants information regarding international students.</p>	

