

TRU - Williams Lake Campus

Occupational Health & Safety Meeting

Minutes

Date: January 11, 2010 Time: 3:00 p.m. Place: Room 1260

1. Attendance: Tom Hewett, John Salvatore, Karen Moberg, Grace Simpson, Chris Montoya, Mike Shields, Pat Biblow, Christina Nilsen, Rob Higgins, Bruce Jenkins. Regrets sent by Randy Underwood and Julie Bowser

2. Call to order: 3:03 pm

3. Minutes from last meeting: Correction to minutes:

- Spelling of John Salvadore's name
- Grace did a report on the OH&S sub committee
- Pat Biblow was not in attendance

T. Hewett motioned to accept the minutes with the corrections. J. Salvatore seconded. Voted and carried.

4. Additions/Adoption of Agenda:

M. Shields motioned to accept the addenda as presented. B. Jenkins seconded. Voted and carried.

Review of Current Items:

1. Trades Areas Risk Assessments-follow up (Bruce)

- M. Shields reported that the Trades Assessment done in the Kamloops Trades department will include the Williams Lake campus. **Trades Assessment completed**

2. Air Quality testing – follow-up (Grace)

- Equipment has been received but not tested as yet. It was suggested that M. Lettinga and T. Hewett conduct a base line test of the Welding and Mechanics shops, and the trades' hall, Admin and registration office area and the CS office.

M. Shields motioned that the base line testing be completed in the areas listed above. P. Biblow Seconded. Voted, carried with a majority vote, 1 member abstaining

ACTION: T. Hewett will set up the testing with M. Lettinga and invite him to the February meeting for a report.

4. Due Diligence Training - Action Mike, February 17, 2010.

- M. Shields reminded the committee members of the training. It was suggested another email be sent to the campus as a whole to remind others

ACTION: M. Shield to send out reminder email to wlstaff.

5. First Aid Station Discussion (Action: Grace and Betty) Stacy: I would suggest a level 1 first aid kit (these can be purchased from most safety/first aid supply stores), 3 safety blankets, and an eye wash station (or you can use the eye wash bottles-refillable). I have included from the WSBC website what a level 1 kit has in it. (Action: Pat) Order 2 more sets of Bed Sheets and Advise Attendants to change bed sheets after use. (Action: Rob) Re: First Aid Room Subcommittee comments? (Action: Christina) To contact TRU Library in Kamloops regarding First Aid Issues.

- First Aid Station will be housed with only Level 1 equipment as the First Aid attendants are not trained for higher. Discussion to increase attendants' training level to meet the level 2.

R. Higgin motioned to have the training level of the attendance remain at level 1 as this meets the WCB regulations for the size of staff at the Williams Lake campus. B. Jenkins seconded. Voted and carried.

ACTION: B. Turatus is to store the Level 2 equipment in the CS storage.

6. Defibrillator for TRU WL Campus (Action Mike)

- Discussion on the need and regulations of having a defibrillator on the TRU WL campus ensured. J. Salvador motioned that C. Nilsen research on AED uses in public buildings as well as the WCB regulations and do a presentation at the February meeting. R. Higgin seconded. Voted and carried

ACTION: C. Nilsen is to research on AED uses in public buildings as well as the WCB regulations and do a presentation at the February meeting

7. Trades Area Shops - Painted Lines for Visitors (Action Mike)

- Lines are required in the compound for visitor parking

M. Shields motioned that the Trades instructor form a committee to discuss the appropriate locations for the painted lines for visitor parking. R. Higgins seconded – voted and carried.

8. No Food and Drink Signs for Computer Labs - Health Issue (Action Mike)

- Signage on the computer screen are not working
- It was suggested that security ask student not to have food or drink in the computer labs
- A reminder to go out to all instructors that food and drinks are not allowed in the computer labs

ACTION: G. Simpson to email reminder to instructors, B. Turatus to reminder CS instructors

9. Garbage Bin Problems – Need for Locks/More Scheduling/etc – Health Issue (Action Mike)

- Lids on the grey garbage containers are being left open. This is a health issue for staff and students. Cariboo Disposal has not been dumping the bins on schedule. G. Simpson says they are being monitored.

ACTION: G. Simpson to follow up with Cariboo Disposal

10. Confined Spaces, Tom still requires Training

- A course is scheduled for Feb 6

M. Shields motioned that a TRU employee will not enter a confined space until training has been completed and a trained contract will be brought in the interim. B. Jenkins seconded. Voted and carried.

ACTION: B. Turatus to research WCB Regulations for description of a Confined Space and email to committee members.

11. Drug House e-mail (Action Rob) Comments?

ACTION: R. Higgins to email a caution to all staff to regards to parking on the street in the evenings as a safety precaution.

12. MSDS Website Bookmarked? (Action: Rob)

ACTION: R. Higgins to have IT (C. Ertel) to check MSDS websites are bookmarked on computer in all science, nursing labs as well as the computers in the trades' and the tool room computers.

New Business:

13. Train to level 2 First Aid Attendant

- Addressed in reviewed business #5

14. All Metal Shelves in Tool Crib

- Shelves are currently stabilized but will be placed on the Capital Funds request for industrial/warehouse shelving.

ACTION: To be placed on March agenda for the Capital Funds request as part of Facilities

15. Compliance “Labels on ALL Bottles Everywhere” Sticky Tabs? (Action: Chris)

ACTION: C. Montoya will email staff to ensure all unlabeled bottles and labeled. C. Montoya and T. Hewett will do a walk around to check as well.

16. February Agenda: Go over last year’s minutes to ensure due diligence (Action: Chris)

- G. Simpson reported that a WorkSafe BC representative visited on Dec 15, 2009 and it was a positive report.

17. Proactive OHSC ☺ Ideas: Spray Water Fountains? (Action: Chris)

- C.Montoya asked if the water fountains are being sprayed/cleaned daily. It is thought that the janitors are doing so.

Next meeting: Feb 8, 2010 3pm

Adjournment: 4:05 pm