

## Attendance September 2016 – August 2017

Name	Area	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Worker representatives													
Pat Barringer (Co-Chair)	Trades	X	A	X	X	A							
Chris Montoya	Arts	A	A	A	X	X							
Lloyd Bennett	Visual and Performing Arts	A	A	X	A	X							
Susan Purdy	Science (TRUFA)	X	X	X	A	A							
Iain Stewart-Patterson	FACT	X	A	A	A	A							
Mark Hardy	Library	X	X	X	X	A							
Linda Huntington	CUPE	-	-	-	-	-							
Sherry Bennett	Registrar's Office	A	X	A	X	A							
Nancy Bepple (on leave until May 2017)	Student Development	X	A	A	X	-							
Employer representatives													
Julie Gemin (Co-Chair)	Supply Chain Management	X	A	A	X	A							
Jolanta Belliveau	Finance	X	X	A	A	X							
Warren Asuchak	Facilities	X	X	X	X	X							
Jenny Gomes	Human Resources	X	X	X	A	X							
Christi McAuley	Law	A	A	X	A	A							
Cindy Piwowar	FESW	A	A	A	A	A							
Resource members													
Jacquetta Goy	Risk Mgmt Services / Clock Tower	X	X	X	X	X							
Stacey Jyrkkanen	Safety & Emergency Management	X	A	A	X	X							
Gordon Maurits	Safety & Emergency Management	A	X	X	X	X							
Peter Fairman	Safety & Emergency Management	X	X	X	X	X							
Paige Gallant	OSEM student				X								
Debra McNichol	Recording Secretary	X	X	X	X	X							
Community members													
Ken Tessier Kevin Larsen	Paladin Security	X	X	A	X	X							
Brandon de Krieger Raina Shortreed	TRU Residences	X	A	X	X	X							

X=Present

P=Proxy received

A=Absent

	<b>Call meeting to order – Stacey Jyrkkanen chaired the meeting</b>	
	<b>Adopt minutes from last meeting – Adopted Chris Montoya / Lloyd Bennett</b>	
<b>Item</b>	<b>Description</b>	<b>Responsible</b>
<b>Minutes</b>		
1	<b>Chemistry prep room and chemical bunker project</b> Everything is with fabricating company. Should see in about 12 weeks. Ground preparation is the second RFP and waiting for it to go out.	<b>Stacey Jyrkkanen</b>
2	<b>Traffic Management</b> Numbers were sent out to committee (located in one TRU December 2016). Next time Speedwatch will do some measuring on College Drive out front of the Science building. Warren has ordered speed sign and should be here soon and will then get installed in front of the Science building.	<b>Gordon Maurits</b>
3	<b>Safety and Awareness week</b> Rooms have been booked – still waiting to hear back regarding Student Street. Tuesday, February 7 <sup>th</sup> in Science building – second floor. Wednesday, February 8 <sup>th</sup> in TT219 in Trades building – some outside sources have been booked and WorkSafe. Tentative: Thursday, February 9 <sup>th</sup> in Student Street with display tables. Working on contents of what will be at the display tables. Will put together posters to put up advertising event. Always looking for additional help from JOHSC committee to help man the display tables and help in putting up the posters. Members of the JOHSC committee should help out in Student Street – running from 10:00 am until 2:00 pm. <i>Action: Gordon to confirm date in Student Street and then send sign-up sheet to Debbie to send to committee to sign up to help out.</i>	<b>Gordon Maurits</b>
4	<b>Fire drills</b> Announcement of 2017 drill dates have gone out. Went out in December and again last week. January 17 <sup>th</sup> and 18 <sup>th</sup> / September 20 <sup>th</sup> and 21 <sup>st</sup> Hopefully all issues from previous fire drills have been addressed. If not will continue to try and get them resolved. Having trouble getting Fire Marshalls – have had a number quit with nobody replacing them in certain areas.	<b>Stacey Jyrkkanen</b>
<b>Updates on Safety Committees</b>		
	Brandon de Krieger – TRU Residence - Residence has updated all its fire alarms. Did inspection and have dealt with minor things. Curious about ride share program and what happens if a student gets in an accident, etc.	

	Is there anything that he needs to be aware of to be proactive about any problems that any other universities may have had.	
	Chris Montoya – Arts – Quite slippery by the back door at the Arts and Education building. Multiple complaints about dirtiness in classrooms and hallways/stairs. Warren will talk to owners of company to try and get these issues dealt with.	
	Gordon Maurits – Safety & Emergency Management – WHMIS Moodle training – since September, 44 people have completed the training – 4 completed this past weekend.	
	Jacquetta Goy – Risk Management - Has been very cold in the Clock Tower. People were sent home on 1 <sup>st</sup> and 2 <sup>nd</sup> floors last week. Heating coil needed to be fixed. Doing safety quiz at the moment - safety challenge lead by Christopher Seguin. People seem pretty energized to do the challenge. If the safety challenge is successful will encourage other buildings to do the same.	
	Jenny Gomes – Human Resources – Nothing to report	
	Jolanta Belliveau – Finance - Nothing to report. Heat is better in her area.	
	Ken Tessier – Paladin Security - Quiet week while everyone was gone over the holiday break. One guard believes he saw footprints of a cougar while coming out of culinary arts – no sighting. Next time he/or anyone else sees any questionable footprints it would be good to take a picture to see if someone can confirm what animal they belong to. Gordon has seen footprints around the back of the Barber Centre - Security guards don't go in Barber Centre – never had an issue in past.	
	Lloyd Bennett – Visual and Performing Arts – There are mice at north end of Old Main. Warren will contact contractor to put down more traps. Lloyd teaches in 262 in the Arta & Education building and chairs in classroom right above make a lot of noise and is very disruptive. Will look into putting something on the bottom of the chairs to help reduce the noise.	
	Peter Fairman – Safety & Emergency Management – Busy in Science. Biosafety website is up – feedback welcome. Inspection went well – will have an inspection every 2 years. The Lab Technician was very helpful in getting everything cleaned up – need to keep in this shape to stay in compliance. The missing signs for emergency showers and eye washes are in the process of being fixed. CO2 lab – fob changed on door and some people can't get in (S365 is the room number) – concern regarding cleaning.	
	Stacey Jyrkkanen – Safety & Emergency Management – Stacey, 13 security guards and the first aid attendants went to a naloxone training session - have received certification and can now administer. Will work on protocols.	

	<p>Active threat face-to-face training for the Kamloops campus is now complete – there were 57 sessions. Next is to do a training session in Williams Lake. Working on finalizing the video to be used in orientation sessions. Will put together stats of how many attended in each departments. Statistically a good response rate. For those who didn't take the training they can take an online training course. All Deans will get the list of who in their areas did not attend the training.</p> <p>Put in SIF for more funding to put in more lock down rooms on campus, more locks and wave finding.</p> <p>All street signs are now up. Proposal in place to upgrade all the signage and put larger maps at beginning of campus. All buildings will have their own addresses. Aiming to have completed by end of 2017.</p> <p>New worker orientation is going through its first review.</p>	
	<p>Warren Asuchak – Facilities – Busy with calls right now about the heat/cold. New controls going in – quite a few in Old Main. Heating unit in Human Resources (side of building where Safety &amp; Emergency Management is located) to be replaced – quite cold in this part of building. Gas smell in trades building – Warren, Gordon and Gord Setka investigated and discovered that a drain trap had gone dry which was causing the smell. Service master came in to do reading and determined that everything was fine and that they could carry on.</p> <p>New plumber has been hired and are hoping they can address a number of outstanding issues.</p>	
<p><b>Health &amp; Safety Report – Gordon Maurits</b></p>		
	<p><u>December Summary:</u></p> <ul style="list-style-type: none"> <li>• Reportable – 1 (slip and fall)</li> <li>• First aid – 0</li> <li>• Environmental – 0</li> <li>• Near miss – 1 (struck by pallet jack)</li> <li>• Report only – 0</li> </ul> <p>Work Safe Claims in December – 1                  Incident investigations completed in December - 1</p> <p><u>First Aid breakdown for students in December:</u></p> <ul style="list-style-type: none"> <li>• Trades – 5</li> </ul> <p>Student WorkSafe Claims through Ministry of Advance Education – 0</p>	
	<p>WorkSafe cost claims - this past year didn't go too badly and we are at same percentage as previous year. Hoping with all initiatives that are being put in place that our numbers will go down.</p>	

<b>Accident Investigations</b>	
1	<p><i>Employee was walking down the south sidewalk on Wolf-Pack Way when she slipped and fell on the very icy conditions. People nearby attended to her condition and called 911. She was covered and made comfortable until the ambulance arrived and administered treatment.</i></p> <p>Incident date: December 20, 2016                      Investigation started: December 22, 2016</p> <p>Immediate/Direct Causes                      Substandard Conditions:</p> <ul style="list-style-type: none"> <li>• Uneven/slippery surfaces</li> <li>• Weather condition</li> </ul> <p>Summary of Root Cause:                      Sidewalk conditions were in poor condition with very icy areas. Contractor had not proceeded to apply ice melt prior to the incident time. These conditions were the main factor to the incident occurring.</p> <p>Corrective Action:                      Contractor to be contacted with regards to this incident and to ensure that sidewalks are spread with ice melt early enough to provide safe and secure sidewalks.                      Send a notice to staff and faculty warning them of icy conditions around campus and to be sure they take their time while traveling around campus and wear appropriate footwear for the conditions.</p>

Meeting adjourned at 3:34 pm