

**Attendance September 2015 – August 2016**

Name	Area	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
<b>Worker representatives</b>													
Pat Barringer (Co-Chair)	Trades	X	X	A	X	X	X	A					
Chris Montoya	Arts	-	-	X	X	X	X	X					
Lloyd Bennett	Arts	A	A	A	A	X	X	A					
Susan Purdy	Science (TRUFA)	X	X	X	A	A	X	X					
Iain Stewart-Patterson	FACT	X	X	X	X	A	X	X					
Mark Hardy	Library	X	A	A	A	X	X	X					
Bart Cummins	MarCom (CUPE)	X	A	A	A	A	A	A					
Sherry Bennett	Registrar's Office	-	-	-	-	-	-	X					
<b>Employee representatives</b>													
Julie Gemin (Co-Chair)	Supply Chain Management	A	X	X	X	X	X	X					
Waldemar Miskurka	Finance	A	A	A	A	X	A	X					
Warren Asuchak	Facilities	A	X	X	A	X	X	A					
Theron Reed	Human Resources	A	X	X	X	X	X	A					
Megan Gerow	Student Services	A	-	-	-	A	X	X					
Christi McAuley	Law	-	-	-	-	X	X	A					
Cindy Piwowar	FoHSED	-	-	-	-	X	A	A					
<b>Resource members</b>													
Jacquetta Goy	Risk Management Services	X	X	X	X	X	X	X					
Stacey Jyrkkanen	Safety & Emergency Management	X	A	A	A	X	X	A					
Gordon Maurits	Safety	A	X	X	A	X	A	X					
Debra McNichol	Recording Secretary	X	X	X	X	X	X	X					
<b>Community members</b>													
Ken Tessier	Concord Security	A	X	X	X	X	X	A					
Tammy Desrocher	On Campus Housing	X	X	A	A	A	A	X					
Joel Ingram	TRU residence	X	X	X	A	A	A	A					

X=Present

P=Proxy received

A=Absent

	<b>Call meeting to order – Chris Montoya chaired</b>	
	<b>Adopt minutes from last meeting – Jacquetta Goy / Susan Purdy</b>	
	<b>Adopt agenda – Megan Gerow / Jacquetta Goy</b>	
<b>Item</b>	<b>Description</b>	<b>Responsible</b>
<b>Minutes</b>		
1	<b>Chemistry prep room and chemical bunker project</b> RFP closes March 17, 2016. Funding source is TRU's capital reserve which does not expire from one year to the next.	<b>Stacey Jyrkkanen</b> Continued Open
2	<b>TRU Safety Awareness Week</b> Went over really well. Monday was in Student Street and was well attended. Tuesday was the ergonomics lunch and learn which was good - would have been nice to have a few more people show up. Wednesday was in the Trades building - had 4 outside resources and they brought in equipment and provided a lot of good information, students were able to ask questions – would need bigger room if we do this again in Trades. Thursday was the lunch and learn for incident reporting and unfortunately nobody showed up. Friday there was an exhibit in the Science building and there was a good turnout, if done again try not to do on a Friday as there are less people around. Looking for more volunteers to help out next year.	<b>Gordon Maurits</b> Closed
3	<b>Restructuring</b> An invitation has been sent to TRUSU – will follow up with Nathan.	<b>Stacey Jyrkkanen &amp; Jacquetta Goy</b> Open
<b>Updates on Safety Committees</b>		
	Sherry Bennett – Registrar’s Office, Academic Advising – New to committee, nothing to report	
	Jacquetta Goy – Risk Management – There is a new member on subcommittee from 3 <sup>rd</sup> floor in Clock Tower. Some good practices in Christopher Seguin’s area – questions given to new employees to orient themselves with the building.	
	Mark Hardy – Library – Elevator is old in their area (Main Library) and it doesn’t always sit flush with the floor – tripping hazard. Service fellow from Kone said there isn’t much they can do due to age and technology. Subcommittee have decided to put up a lot of signage and provide education. Need evaluation of all the elevators. Problems moving the carts in and out of the elevators – as well as wheel chairs.	
	Iain Stewart-Patterson – FACT – Tapering off the winter mountain activities. Moving to rivers and oceans next month.	
	Susan Purdy – Science (TRUFA) - meeting last week – few things came up. The 3D printers and the chemicals that are coming off them, a lot of the chemicals are carcinogenic. One printer is in the ARET area and it doesn’t have proper ventilation – have vent in door and air going into room but not vented out of room properly. This printer is in Old Main and is in a little room that is separated from people but not ventilated properly. Gordon	

	<p>did inspection last week in OM and talked with someone and he is going to go back this week to check the air movement in the room where the printer is located – air movement into the room and out of the room. Need to think about what we need in the room where these printers are installed.</p> <p>Elevator keeps breaking down in the Science building. Getting old and not reliable. Have people with disabilities who rely on the elevator. Takes several days each time it breaks down. There is another shaft when addition was put on the building but no elevator was ever installed.</p> <p><b>Action: Megan Gerow from Disability Services will email Warren Asuchak regarding this situation on behalf of the students.</b></p> <p>Went to FPSE conference in Vancouver a few weeks ago. Good discussions. One discussion was around the right to know about student violence in the workplace. <b>Action: Susan email information to Debbie who will distribute to committee for further discussion at next meeting.</b> There are certain areas where there is a higher incidence of confrontations – registrar’s office, parking. Discussion around what involvement the JOHSC should have around these types of topics.</p>	
	<p>Megan Gerow – Student Services – Nothing to report</p>	
	<p>Tammy Desrocher – On Campus Housing – Nothing to report</p>	
	<p>Waldemar Miskurka - Finance – asked about the Finance investigation. Gord will share the information with the committee – send to Debbie who will put in the minutes.</p>	
	<p>Chris Montoya – Faculty of Arts - Fire just outside of Arts building while working on a Saturday – someone threw cigarette out and one of the trees caught fire – luckily they were able to distinguish. Called security and they came over right away. Strong smell of smoke in building. Made report. Probably need to do a reminder of where the smoking areas are located. There is an issue on the backside of Old Main. Need to put up more signage in non-smoking areas – sandwich boards, etc.</p>	
	<p>Julie Gemin – Supply Chain Management - Subcommittee met and all is good. Repainted floor in warehouse.</p>	
	<p>Gordon Maurits – Safety – Update in Trades building - anti-slip floors have been ordered and as soon as it arrives the whole top and stairs will be painted. Hopefully sometime this week it will arrive.</p> <p>Skills Canada in Trades. 300 elementary and high school students were able to try out the different trades. Welding was quite popular. Only 1 incident occurred where there was a competition (competitions were gravity cars and spaghetti building bridge that had to hold 10 pounds) - scissors slipped and cut someone’s hand. Event went over great.</p>	

Health & Safety Report - Gordon	
	<p><u>February Summary:</u></p> <ul style="list-style-type: none"> <li>• Reportable – 1 trip and fall</li> <li>• First aid – 1 trip and fall, 1 sprain, 1 minor cut</li> <li>• Environmental – 0</li> <li>• Near miss – 3 false fire alarms, 1 suspicious behaviour</li> </ul> <p>Work Safe Claims in February – 1                      Incident investigations completed in February – 1</p> <p><u>First Aid breakdown for students in February:</u></p> <ul style="list-style-type: none"> <li>• Trades – 3</li> <li>• Trades WL – 4</li> <li>• Adventure Tourism – 0</li> <li>• Culinary Arts – 1</li> <li>• Nursing – 2</li> <li>• Nursing WL - 0</li> <li>• Respiratory Therapy – 0</li> <li>• Sciences – 0</li> <li>• VPA – 0</li> <li>• Animal Health Technology – 0</li> <li>• Lab Tech – 0</li> <li>• ESTR - 0</li> <li>• International – 0</li> <li>• General Study - 0</li> <li>• Contractor – 0</li> <li>• TRU World – 0</li> <li>• Wolfpack – 0</li> <li>• Continuing Studies – 0</li> <li>• Early Childhood Education - 0</li> </ul> <p>Student WorkSafe Claims through Ministry of Advance Education – 0                      Contractor Work Safe Claim – 0</p>
	<p>Discussion around Incident Forms – from training session on February 16<sup>th</sup>:                      Drop downs on form for:</p> <ul style="list-style-type: none"> <li>• Investigation Type</li> <li>• Investigation Status – would use open when doing preliminary investigation</li> <li>• Location – lists all places on campus</li> <li>• Did you get Witness Statements</li> <li>• Pictures/Diagrams attached</li> <li>• Was a First Aid Report Submitted</li> <li>• Injured Employees experience in present job – years of experience in their present position</li> </ul>

	<ul style="list-style-type: none"> <li>• Reports to (Position)</li> <li>• Severity of injury/illness</li> <li>• Will this employee be on modified duty</li> <li>• Were modified duties offered to the employee</li> </ul> <p>In Section B – put down student in “Employer Occupation” if incident involves a student</p> <p>Section C – Person doing investigation would type in the area “Summary of Root Cause” and then send to Safety office. The Safety office would then check off the items at the top that are relevant to your investigation.</p> <p>Forms can be completed on the computer and when you click on the “submit form” button on the top it will go to Gordon. Best to save the form or print the form prior to sending to Gordon. Gordon then reviews the forms.</p> <p>The link to the form will be sent out to the committee – any comments that you may have are welcome.</p> <p><b>Moving forward members of the JOHSC will be performing the investigations and then reporting to JOHSC</b></p>	
<b>Accident Investigations</b>		
1	<p><i>Worker was walking between two shelving units when it began to move. Shelving units are on a mechanized system and move back and forth by means of buttons located on the north side of the racks. Worker called out and another worker in the area hit the stop button but it failed to stop. Repeated punching of the stop button failed to stop the unit for moving. With the aid of the other worker they were able to hold the unit enough for worker to squeeze out.</i></p> <p>Investigation started: January 4, 2016</p> <p>Immediate/Direct Causes:              Substandard Acts:</p> <ul style="list-style-type: none"> <li>• Failure to warn</li> <li>• Failure to communicate</li> <li>• Using defective equipment</li> <li>• Inadequate training</li> </ul> <p>Substandard conditions:</p> <ul style="list-style-type: none"> <li>• Inadequate guards or barriers</li> <li>• Inadequate communications</li> <li>• Inadequate warning system</li> <li>• Inadequate procedures</li> </ul>	

	<p>Basic causes:</p> <ul style="list-style-type: none"> <li>• Inadequate engineering</li> <li>• Inadequate tools and equipment</li> </ul> <p>Summary of root cause:                  The shelving unit is an old system, approximately 15 years old. There are several stop and other buttons on the units that are broken and do not work properly. The shelving unit has photocell stop system however they are located at the very bottom of the unit against the shelving unit and very difficult to activate. There is no warning system in place for notifying persons that someone is walking through or that someone is about to move the units.</p> <p>Correct action:</p> <ol style="list-style-type: none"> <li>1. Installing two hooks and a cord or chain to indicate that someone is on the other side operating the shelving units</li> <li>2. Educate the employees of the safe operating procedures for the use of the shelving units and the awareness of the stop photocell</li> <li>3. Repair and testing of the buttons and controls on all of the shelving units</li> <li>4. Look into future capital budget for replacement of the present shelving unit which is outdated</li> </ol>	
<p>2</p>	<p><i>Worker and another employee were loading overloaded recycling bins and when worker went to remove the bin from the scale it became unstable and reached out to grab it and hurt their back. Worker never called for first aid nor notify supervisor. The next day worked for 2 hours then left to go to the chiropractors – a common practice for this worker – and never returned to work. On January 25<sup>th</sup> worker arrived for work and told supervisor that they wanted to file a WorkSafe claim – this was the first indication that there was any problem or that an incident had occurred. Worker was interviewed and stated that they were loading the bins when another employee joined to help around 3:00 pm. Worker would remove the bin from the scale by tilting it backward and allowing the wheels to drop the approximately 3 inches to the floor. However, for some reason the other employee hopped onto the scale and reached out to help the worker control the bin, however at no time were the bins unstable, according to the worker he had complete control and was unsure why the other employee leaned out to grab it. Worker stated that the only outward sign of injury was a small grimace from other employee but that was all. They continued to work another hour until their shift ended.</i></p> <p>Investigation started: January 25, 2016</p> <p>Type of occurrence:</p> <ul style="list-style-type: none"> <li>• Injury requiring medical treatment beyond first aid</li> </ul>	

	<p>Sequence of events that preceded the incident:</p> <ul style="list-style-type: none"> <li>• Uncertain</li> <li>• The worker reported an injury 5 days after it allegedly occurred</li> </ul> <p>Unsafe conditions, acts or procedures that significantly contributed to the incident:</p> <ul style="list-style-type: none"> <li>• The lifting of overweight recycling bins on and off a scale</li> <li>• Inadequate supervision</li> </ul> <p>Nature of the serious injury:</p> <ul style="list-style-type: none"> <li>• Pulled muscle in lower back – right side</li> </ul> <p>Brief description of the incident:              It is unclear if the employee actually injured himself at this time as the employee has a history of back issues and is constantly missing work, whether aggravated a pre-existing condition and whether or not this occurred elsewhere. Announcement of retirement and asking about a WorkSafe disability claim at the same time is also suspect</p> <p>Corrective actions identified and taken to prevent recurrence of similar incidents:</p> <ol style="list-style-type: none"> <li>1. Cease present action of lifting overweight recycling bins onto the weight scale – place item on scale and fill then lower using pivot action</li> <li>2. Work with the City of Kamloops for an alternate procedure for the recycling of old books in large quantities</li> <li>3. Have a safety meeting with all warehouse staff to explain the incident and to instruct workers to always be aware of safety while they are performing their tasks</li> </ol> <p>Additional corrective actions necessary to prevent recurrence of similar incidents:</p> <ol style="list-style-type: none"> <li>1. Greater supervision and safe task planning</li> <li>2. Management of employees who are consistently working in an unsafe manner</li> </ol>	
<p>3</p>	<p><i>Employee was first person in the Library to open up in the morning. While descending the stairs to the main floor at the last landing employee miss-stepped and lost footing and fell down to the bottom portion of the stairs (approximately 5 stairs). Employee was wearing lace-less sneaker type shoes and was only carrying a handbag at the time of the incident. Employee cannot recall if they were using the</i></p>	

	<p><i>handrail at the time, however did say they usually do. Employee also mentioned that there was adequate lighting on the stairs at the time.</i></p> <p>Investigation started: February 15, 2016</p> <p>Immediate/Direct Causes:                  Basic Causes:</p> <ul style="list-style-type: none"> <li>• Undue care and attention</li> </ul> <p>Summary of Root Cause:                  Employee miss-stepped while coming down the stairs and tripped and fell. Stairs were checked for any defects or problems and were found to be in good condition.</p> <p>Corrective Action:</p> <ol style="list-style-type: none"> <li>1. Supervisor to talk with employee to ensure they take extra care while ascending and descending the stairs</li> <li>2. Supervisor to send out email and/or talk with all Library employees of the incident and to take care while ascending and descending the stairs in the Main Library</li> </ol>	
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Meeting adjourned at 3:57 pm

Notes:

- Send copies of the investigations to Debra
- New safety person on the 3<sup>rd</sup> floor of the Clock Tower
- Christopher uses a unique orientation form for new members to the safety committee
- 3D printer ventilation
- Gordon to meet Walter to do face velocity tests of the ventilation in the 3D printer room
- Tests completed on March 10 and results sent to Colin Taylor and Marten Lettinga
- Problems with elevator in the Science building not working all the time. Concern for patients who have limited mobility and need to go to the 3<sup>rd</sup> floor for an appointment with the RT lab
- Small fire outside the A&E Building caused by a discarded cigarette. Gordon to contact Security for a report.
- Smoking problems outside the Old Main building in the court yard across from the Clock Tower. Gordon to put up signage, (completed March 14)