**TRU - Williams Lake Campus**

**Joint Occupational Health &Safety Meeting - Williams Lake Campus**

**Minutes**

**Date:** March 6, 2012 **Time:** 3:30 pm **Place:** Conference Room

1. **Attendance** (Y, N or R=Regrets)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Admin.** | **Y/N/R** | **Cupe** | **Y/N/R** | **Faculty** | **Y/N/R** | **Faculty** | **Y/N/R** |
| Bowser, Julie | Y | Hewett, Tom | Y | Bentham, Donna | Y | Poulsen, Ken | Y |
| Sanders, Ray | Y |  |  | Jenkins, Bruce | Y | Salvatore, John | N |
| Simpson, Grace | Y |  |  | Moberg, Karen | Y | Shields, Mike (Co-chair) | Y |
| Turatus, Betty  (Co-chair) | N | Maurits, Gordon  (OH&S) | Y | Montoya, Chris | Y | Underwood, Randy | Y |
|  |  |  |  | Neifer, Shane | N |  |  |

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| **Item** | **Discussion** | **Action** |
| 2. **Call to order** | 3:35 PM. G. Simpson to take minutes. |  |
| 3, **Minutes from last meeting** | Accepted as circulated. Moved/Seconded: K. Poulsen, B. Jenkins |  |
| 4. **Additions/Adoption of Agenda** | Additions:  New:   1. Debrief of Fire Drill - G. Simpson 2. Stress – Under WorkSafeBC - C. Montoya |  |
| 1. Monthly Building Inspections | On going |  |
| 1. Scent Free Policy | Betty will follow-up with Chelsey Corsie for current scent free policy and a general email regarding the policy as well as reporting to OH & S if dust is a health issue for an individual due to allergies. ***Tabled as B. Turatus not present.*** | B. Turatus |
| 1. Trade Student hearing tests | M. Shields advised that he has not heard back from his Chairperson. He’ll follow-up with him on Thursday. | M. Shields |
| 1. Gazebo update for smoking area | K. Poulsen reported that they will start building an octagonal gazebo soon with treated lumber and cedar. Cost is approx. $3k. Anticipated completion will be in April. | K. Poulsen |
| **Current items**:   1. AED Training unit installed signs up | AED unit has been installed in the student cafeteria outside of Room 1315. There is paperwork in the First Aid Station and the keys are also in this room. G. Maurits to provide additional stickers for the exterior doors. G. Maurits has shown T. Hewett how to do the monthly inspections. | T.Hewett |
| 1. OHSC Training (Grace) | Tim Ambrus from EAO is willing to deliver this training on April 13, 20 or 27. Each session will run for 3.5 hours so the training will be from 8:30 am to 3:30 pm. G. Maurits indicated the Committee members are required to do this training.  Consensus was to hold the training on Fri., April 27. G. Simpson to confirm with T. Ambrus. . If coverage is needed, advise G. Simpson. | G. Simpson |
| 1. Overflow Parking Lot( Grace) | Ongoing. |  |
| 1. Emergency Lock Down system (Grace/Ray) | The volume on the speakers has been increased so another test is scheduled for 7:30 am on Wed., March 7. G. Simpson has asked all emergency wardens to attend (meet on Student Street), assess the system and determine what needs to be done to ensure that everyone is aware when a lockdown has been initiated. | All members and Emergency Wardens |
| 1. Chalk Dust (Grace) | The custodial staff are attempting to the clean the brushes. In some cases, the brushes are in need of replacement. G. Simpson will discuss this with the custodians and order new brushes. | G. Simpson |
| **New** |  |  |
| 1. Debrief of Fire Drill | The alarm was pulled at 1:46 pm and the all clear given at 1:52 = six minutes duration. The drill was well done; contractor was accounted for; no resistance from anyone; First Aid kit was taken outside. Radio usage was still a concern (pressing the “call” button instead of the button on the side of the radio). D. Bentham suggested putting a colored dot on the button that should be pushed. T. Hewett noted that two radios had low batteries. The next drill will be done in the fall semester. | T. Hewett |
| 1. Stress - WorkSafeBC | C. Montoya advised that, if Bill 14 passes, stress related illnesses will be handled as WorkSafeBC claims. G. Maurits indicated that he had just heard yesterday of this change so has not seen any parameters or details. Once more information is available, he will forward it to us. |  |
|  | Adjourned at 3:56. **Next meeting April 3, 2012; 3:30pm in the conference room.** |  |
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