

Attendance September 2013 – August 2014

Meeting dates 2013 – 14		9. 9 NOT HELD	10. 7	11.4 NOT HELD	12.2	1. 6	2.3	3.3	4.7	5.5	6.2	7.7	8.11
Affiliation	Representative												
Core Group for Quorum													
Student Services	Duane Seibel, (ER) Co-chair		X		A	X	A	X	X	X			
Trades	Pat Barringer, (WR) Co-chair		A		X	X	X	X	A	X			
Adventure Studies	Iain Stewart-Patterson		A		X	-	-	X	X	A			
APA/Admin	Waldemar Misazkurka (ER)		X		X	A	X	A	A	A			
Culinary Arts	Ed Walker (WR)		A		A	A	A	A	A	A			
CUPE 4879	Wilma DeJong (WR)		X		X	A	X	A	X	A			
- alternate	Ann Scott (WR)		X		A	X	A	A	A	X			
Facilities	Lincoln Chua (ER)		X		X	X	X	A	X	X			
- alternate	Warren Asuchak (ER)		A		A	A	A	A	A	A			
Health & Safety	Stacey Jyrkkanen (ER)		A		X	X	A	X	X	X			
	Gordon Maurits (WR)		X		X	X	X	X	X	X			
Science	Susan Purdy (WR)		X		A	X	X	X	X	X			
Security	Ken Tessier (c)		X		A	X	A	X	A	X			
TRUFA	Joanna Urban (WR)		A		A	A	X	X	X	X			
VPA	Lloyd Bennett (WR)		X		X	X	X	X	X	X			
Warehouse/ Purchasing	Julie Gemin (ER)		X		X	X	A	X	X	X			
Human Resources	Bernie Mahoney (ER)		-		-	-	A	X	X	X			
Wellness	Chelsea Corsi (WR)		A		A	A	A	A	A	A			
Auxiliary Members													
Moderate Risk Building sub-committees													
CAC			-		-	-	-	-	-	-			
Clock Tower	S. Klassen (WR) – on leave		X		A	A	X	A	-	-			
McGill Residence	Tammy Desrocher (c)		A		A	A	X	X	-	X			
TRU Residence	Joel Ingram (c)		A		A	A	X	X	X	X			
Low Risk Building sub-committees													
Arts & Education			-		-	-	-	-	-	-			
Gym			-		-	-	-	-	-	-			
International (Temp)	Gaye Dunkley (WR)		A		X	A	X	A	X	X			
Library	Mark Hardy (WR)		-		-	-	X	X	X	X			
Open Learning	Ann Scott (WR)		X		A	X	A	A	A	X			
TRUOLFM			-		-	-	-	-	-	-			
TRUSU			-		-	-	-	-	-	-			
Other Members													
Recording Secretary	Debbie McNichol		X		X	X	X	X	X	X			
Director, Risk Management	Jacquetta Goy								X	X			

X=Present P= Proxy received A=Absent

	Call meeting to order – Duane Seibel	
	Adopt minutes from last meeting – Stacey Jyrkkanen / Susan Purdy	
	Adopt agenda – Bernie Mahoney	
Item	Description	Responsible
Updates on Safety Committees		
	Julie Gemin – Purchasing and Facilities Met with Purchasing and Facilities and went over outstanding issues. Most have been resolved so far, did walk around and identified some issues in the warehouse shop.	
	Joel Ingram – TRU Residence They are having a building audit at the end of May	
	Mark Hardy – Library They hold a meeting after each fire drill. Discussion around making sure doors are locked after fire drill. They make a point to show new employees where AD and first aid kits are located. They have replenished the first aid kits – have 2 kits. <i>It was discussed that people needing more than a band aid should contact 1111 and they send over first aid attendant.</i> Library puts their meeting minutes up on the O shared drive so all staff can access.	
	Lloyd Bennett – Visual and Performing Arts Every item came out of theatre section. Person had epileptic seizure – there was confusion about emergency procedures. All items went to Gord Maurits – theatre wants emergency phone nearer to them not down the hall. Concern about calling security and people showing up with first aid kits and not knowing how to use them. Updating water falls (emergency procedures) – cork boards with security information on them letting people know what to do in an emergency situation. <i>These are being rewritten and updated. New emergency boards will be installed and updated information based on each area is being done.</i> Most items have been settled.	
	Tammy Desrocher – McGill Residence They have Health & Safety meetings with the new staff to update them on proper procedures. No issues or problems.	
	Gaye Dunkley– International Building, TRU World As they are a low risk area they don't have many meetings. They need to recruit new members. Do building inspection every 2 months and results get sent to Gord. There was an incident where someone wasn't feeling well, situation progressed and 911 was called from a cell phone. <i>If someone not feeling well – call 1111 and you get switchboard and she will ask questions which is passed to security and first aid attendant. If someone has passed out, chest pains, etc call directly to 911. Best to call from office phone if you can as this also prompts security to come right away. Calls made from a cell phone are fine but need to follow up and contact security as well.</i>	

	<p>Bernie Mahoney – Human Resources There isn't any safety committee right now – Stacey will send over the template on what is required for a committee. Human Resources did have active threat training with Stacey – very well done.</p>	
	<p>Susan Purdy – Science and Environmental Committee More recycling bins and zero waste bins around campus, composting program is now in place. Energy reduction programs - heating and cooling of buildings (survey was sent in Old Main and House of Learning) – monitors temperature over 24 hour periods. Looking at recapturing waste heat and see where it can be used - trying to reduce energy. Kids playing on equipment up in behind Trades area – wide open access. Pronto leaves some of their equipment over the winter. Pat will bring up at next trades safety meeting. Warren is looking into whose equipment this belongs to. There was some equipment for a skills competition - need to discuss with teacher supervisors to watch the kids. Biosafety subcommittee – discarding and working with pathogens. Making safe for students and faculty. Lab and prep area – workshops for students, not working alone without supervisor. Make sure that area is well cleaned before and after use.</p>	
	<p>Pat Barringer – Trades Few problems but Gord goes over at least once a week to keep up to date. Problems with some improper crushed rock that was put in. Put in new lighting that wasn't powerful enough. Students not allowed to be alone in the shops – got a notification regarding this (Stacey will sort out this situation). Can't have an instructor leaving students alone for an hour. Looking for new emergency wardens – Gord will send out another notification. Orientation of new staff – they need to follow TRU set procedures. Trying to set up small subcommittees under Chair to put on orientation sessions, or prepare notes (possibly create manual) on how to perform tasks in the safest way – based on WCB rules.</p>	
Old Business		
1	<p>Chemistry prep room and chemical bunker safety Stacey Jyrkkanen/Gord Maurits April 7, 2014 – Lincoln Chua – Consultants are looking at the chemicals we have and are categorizing them as to level of hazard. This will have an impact on the overall cost. No timeline for this report yet. This will most likely be put towards the next fiscal budget.</p> <p>May 5, 2014 – There have been 2 meetings with Stantech. One meeting was to sit down and discuss feasibility study. Second meeting, along with Stacey and a member from the Chemistry Department – looked at our chemical storage room (S267) and materials that are being stored there along with the current bunker and what is stored in there. They then looked at a possible location for a new bunker behind Science Building. They were surprised at what was stored in</p>	<p>Condensed information Open</p> <p>Open</p>

	<p>S267 and the smells. They have the RFP documents from UBCO as to what they needed for their bunker. They will write up report to Stacey and Lincoln with the cost to upgrade S267 to code 1, class 1; and the cost to upgrade our current bunker, including bringing the eye wash station up to code. They will help us with what we would need in a new bunker along with what work may need to be done on the hillside to put in a new bunker. This report can then go to the Executive with all the costs involved with updating our current locations and the cost of a new bunker. All questions will go through Stacey and she will then forward to the specific areas for answers. The residence in behind the Science Building has been taken consideration.</p>	
<p>2</p>	<p>Emergency phones Stacey Jyrkkanen December 2, 2013 – Stacey and Ken Tessier tested all the emergency phones on campus and made a list as to which phones work and which ones don't. Stacey will make note of which phones are redundant and not required anymore. Some factors include: how many people are in area during the day/evening, cell phone issues in particular buildings, activities in buildings, where buildings are located. Stacey made a report with phones that need to be fixed or replaced. We are putting ourselves at a liability when we know the emergency phones don't work – this is a priority issue. Of the roughly 30 phones that Stacey looked at there are 3 dead phones, 8-10 phones won't be replaced as there are multiple phones in same general area or a blue light phone has been installed, along with some phones that have a noise/echo that work but are not reliable. One question was do we need an emergency phone in a parking lot – yes, they are needed, especially at night if someone feels they are being followed. These phones were deemed needed when originally place in these locations. JOHSC to put in a recommendation that the emergency phones be replaced right now – Stacey has spoken with Denis Powers and it is agreed that this is an important issue and the phones need to be replaced/fixed as soon as possible, at this time there is no need to prepare a letter. IT needs to be involved for connecting these phones into the system and has information on where to get phones and cost of the phones. New phones will all have the location of the phones listed so if it is a panic situation this can be accessed. Need to find out if someone picks up the phone and for reason they can't talk that security will know which phone they are at – for all the phones, emergency and pay phones.</p> <p>January 6, 2014 – Right now it is up to capital funding to move forward with the purchase of new phones. All recommendations have been sent in. Phones that are not working should either be removed or have bags put over them so if there is an emergency people won't be trying to use them – safety issue. Stacey will talk to Facilities about covering up the phones that aren't working. No timeline for phones being replaced has been given at this point.</p> <p>February 3, 2014 – Bags have been placed over phones that aren't working at</p>	<p>Open</p> <p>Open</p> <p>Open</p>

	<p>this point. Not all phones will be replaced – if two phones are in a similar area they will be condensed to just one. Still no timeline for replacing these phones.</p> <p>March 3, 2014 – New emergency phones have been ordered – first batch was shipped and should arrive on March 17th, by March 31st all phones should be on campus. Will be working with IT Services to get the phones installed. Campus map will be updated to show where the emergency phones are located. Phones outside will have a yellow pole, phones inside will be red with white lettering up the sides so that people will be able to see where they are located.</p> <p>April 7, 2014– All new phones are on site now. Pedestal phones being installed right now. Stacey went around and they chose the most ideal locations. Internal phones will be installed afterwards. Phones need both data and power lines. All phones inside buildings should go relatively quickly. Stacey working with IT to see about current Telus phones on site and looking at ways to make Security information more obvious plus better signage at all the phones identifying them as emergency phones.</p> <p>May 5, 2014 – Pedestal phones are out, installed and tested. Black bags need to come off. These phones are good to go. Before fall term starts another test run of system will be done to make sure everything is working. Wall mount phones still need to be installed – waiting on IT Services to take off old phones and install new phones. Should be getting started soon.</p>	<p>Open</p> <p>Open</p> <p>Open</p>
3	<p>Membership on Environmental Advisory Committee Susan Purdy</p> <p>April 7, 2014 - Susan is currently on the committee and her term is up. If anyone would like to sit on committee they can put their name forward. Will discuss further in May to see if anyone is interested in sitting on the Advisory Committee. Susan is willing to have her name stand for another term as representative.</p> <p>May 5 – Susan will continue to sit on the Committee.</p>	<p>Open</p> <p>Closed</p>
4	<p>NAOSH Week Gord Maurits</p> <p>May 5, 2014 - NAOSH - North American Occupational Health & Safety. Gord has been posting various notices on the staff list serve on safety behaviour, safety tips, making safety a habit. Trying to make people more aware of what they are doing in their work area, paying attention where they are walking, letting others know if they are doing something that isn't safe. Gord will be posting things throughout the week to keep people thinking about safety.</p>	<p>Update</p>
Health & Safety Report		
	<p><u>April Summary:</u></p> <ul style="list-style-type: none"> • Reportable – 1 • First aid – 1 (trip and fall) • Recordable – 0 	

	<ul style="list-style-type: none"> • Environmental – 0 • Near miss – 0 <p>WorkSafe Claims – 4 Incident investigations – 1 Days of work lost – 0</p> <p><u>First Aid breakdown for students in April:</u></p> <ul style="list-style-type: none"> • Trades – 4 • Adventure Tourism – 1 • Culinary Arts – 0 • Nursing – 1 • Respiratory Therapy – 0 • Sciences - 0 • VPA – 0 • Human Services - 0 • International – 0 • Other – 0 • Contractor - 0 <p>WorkSafe Claims from students - 0</p> <p>Anything reportable with regards to a student should go through Student Development office. TRU World wants information regarding international students.</p> <p>October 7, 2013 - Only going to start noting student incidents when they are more serious – require more than our first aid attendants, need to go to hospital</p>	
	<p>Stacey Jyrkkanen report: <u>Emergency contact information for phones</u> March 3, 2014 - New emergency contact number information for all phones on campus are being printed right now. Will go on all office phones letting people know what numbers to call in an emergency – will also have Security and Health & Safety numbers. Label will be coloured and easy to read. Should be available shortly and then distributed. April 7, 2014 - Stickers have been printed and Stacey is figuring out the best way to distribute them. Some will go on doorways entering into buildings so are very visible. May 5, 2014 – Stacey has the stickers and they need to be distributed to campus. Stacey needs information on room number and how many phones in each room to be sent to her so that the proper number of stickers can be sent out to each area. Stacey will then do a follow up to make sure that all the stickers have been put on all the phones. Hoping for June meeting that inventory will have been done and Stacey can then distribute the stickers and these can be put out on all the phones. Stickers will go on handle of phones.</p>	

	<p><u>Active Threat Training</u> March 3, 2014 - Active threat training with LRAC will continue. April 7, 2014 – Stacey will be giving presentation at next LRAC meeting. May 5, 2014 – Stacey made presentation at May LRAC meeting – HR and IT have also requested extra training for their particular areas. Stacey was asked if she willing to give presentation to other groups, outside of the university.</p> <p><u>Doors in Old Main</u> May 5, 2014 – There are some issues with some doors in Old Main that don't open and close properly. Will be sending out an email and testing at 7:00 am under proper fire test. Will be tested again at fire drills.</p> <p><u>Fire Drills</u> May 5, 2014 - Fires drills to be held this month – May 21st and 22nd.</p>	
Accident Investigations		
1	<p>Trip and Fall Audit Stacey Jyrkkanen and Gordon Maurits April 8, 2013 - Need to go through some of the reports from last year and see what areas have been fixed around campus and what hasn't been fixed – trips and falls caused from uneven ground. Check to see what has been fixed and then send note back to Facilities noting the deficiencies. When reports are pulled from last year, other members of the committee can also go and check out these areas.</p> <p>May 6, 2013 – Gord will bring some information regarding these to the next meeting.</p> <p>June 3, 2013 – 2011 had 17 injuries from slips trips and falls 2012 – 18 injuries from slips and falls 2013 – 7 injuries from slips and falls so far this year Majority come in December, January and February due to weather conditions. Surprisingly a lot come in March – just basic trips and falls, tripping going up stairs and on walkways. Levels off until October when start to increase again. Main causes: Improper footwear for conditions, and people not paying attention to what they are doing. Talked to Warren about walkways on campus and problem areas – uneven, broken walkways. They have a person working for facilities and he did drive around campus and identified a number of places (found 45 different areas that can use some attention). Warren has put in a call to get these different areas fixed. Hopefully this will help reduce the numbers of slips and falls in the future.</p> <p>October 7, 2013 – Warren has done lot of repairs on walkways. Extended</p>	<p>Open</p> <p>Open</p> <p>Open</p> <p>Open</p>

	<p>sideway up to bus depot. At next meeting confirm that these have been checked.</p> <p>March 3, 2014 – Lot of work has been done on campus to help prevent trip and falls. Will have to revisit once winter is over and reassess some of the walkways at that time. One of the highest incidents for staff is slipping/tripping and falling. It was noted that there is no sidewalk that goes all the way from the House of Learning to Human Resources without crossing the road. Right now people just walk on the road at this point – Gord to check with Warren and see if anything can be done about extending the current sidewalk.</p> <p>April 7, 2014 – Trip and falls biggest hazard on site. Gord sent out information on the staff list to inform people that there may be uneven walkways so please be aware as they are walking around campus. If you do see any areas where they may be a concern let Gord know so that he can have a look and possibly spray paint to make more visible. Stacey is meeting with Warren this week about the sidewalk that ends near Human Resources and seeing if the sidewalk can be extended to complete this section.</p>	<p>Open</p> <p>Open</p>
<p>2</p>	<p>Investigation Report – Campus Activity Centre <i>Worker was working on the roof of the Campus Activity Centre and reached down to grab a drill from a lower level. As he was reaching down to get the drill he felt a pull in the front of his left shoulder.</i></p> <p>Investigation done on April 9, 2014 – pulled left front shoulder muscle. Medical treatment was sought out. Unsafe Acts: failure to follow procedure, improper lifting, poor ergonomics (awkward position and over extended reach). Hazardous Conditions: inadequate procedure. There are no current controls in place for this condition. Corrective action: Use a bucket and rope to haul tools and equipment up to upper roof sections, communicate to all Facility staff of the incident and proper procedures for transporting tools in conjunction with incident.</p>	
<p>New Business</p>		
<p>1</p>		
<p>2</p>		
<p>3</p>		
<p>Next meeting at 2:30 pm on Monday, June 2, 2014 in TRUSU Boardroom</p>		