

**TRU –WL OH&S Meeting Minutes**  
**Nov 9, 2009**

1. Attendance:

Mike Shields, Rob Higgins, Grace Simpson, Julie Bowser, Bruce Jenkins, Tom Hewett, John Salvatore, Randy Underwood, Chris Montoya, Pat Biblow, Christina Nilsen

Absent: Betty Turatus, Karen Moberg

2. Call to order: 3:05 pm

3. Minutes from October 13, 2009

Bruce Jenkins motioned to accept the minutes, but with correction to attendance list – Karen Simon to be corrected to Karen Moberg. Chris Montoya seconded the motion - carried

4. Additions/Adoption of Agenda:

- a) Add motor vehicle accident (MVA) as agenda item 6
- b) Add Parking removal from Western Av at TRU lower exit as agenda item 7
- c) Add MSDS database website access as agenda item 8

Chris Montoya motioned to accept agenda, Bruce Jenkins seconded motion - carried

Review of current items

1. Trades Areas Risk Assessment

- a) **ACTION:** Grace Simpson to contact Lindsay Langill and request that the Trades Area Risk Assessment that was completed for Trades at the Kamloops campus be electronically forwarded to WL campus
- b) Tabled for next meeting

2. Air Quality Testing

- a) **ACTION:** Chris Montoya to provide details of equipment and costs for air quality testing.
- b) **ACTION:** Grace Simpson to look into possible funding sources to purchase.

3. Safety Briefing PowerPoint Presentation

- a) Pat received replies from Trades and English that Safety Briefing was shown to students.
- b) OHSC members felt satisfied that Safety Briefing was sufficiently viewed by students.

4. Due Diligence Training

- a) **ACTION:** Mike Shields to set-up a workshop.

5. Re-keying of Trades Shop Doors
  - a) **ACTION:** Trades to meet to discuss what is needed – what doors to be considered for re-keying and who needs access.
6. H1N1 Staff Orientation
  - a) **ACTION:** Grace to invite Shona to speak at next 'Frontline' meeting
7. Signs for Trades
  - a) Tom Hewett indicated that signs now installed
8. Personal Hygiene Issue
  - a) Pat Biblow indicated that the issue has been resolved.
9. and 10. First Aid Room Use
  - a) **ACTION:** Pat Biblow moved to order two more sets of sheets for first aid room bed. Julie Bowser seconded motion - carried
  - b) **ACTION:** Pat Biblow to advise first aid attendant to change bed sheets, and to check supplies, at regular intervals
  - c) **ACTION:** Subcommittee (Rob Higgins, Julie Bowser, Grace Simpson, Christina Nilsen) struck to discuss issues related to the first aid room – who should have access, supplies order, maintenance, etc
  - d) **ACTION:** Julie Bowser to survey staff regarding first aid issues
  - e) **ACTION:** Christina Nilsen to contact Kamloops Library regarding first aid issues

#### New Business

1. H1N1, are we doing enough?
  - a) Committee members were in agreement that enough has been done.
2. Confined Spaces
  - a) Mike Shields motioned that Tom Hewett receive confined space training. Chris seconded the motion. Julie Bowser indicated that Continuing Studies is running a course in December, but will cost money.
  - b) **ACTION:** Chris Montoya will check with Kamloops to see if a free course is available.
3. Toolroom Shelving Hazard
  - a) **ACTION:** Bruce Jenkins to look into new shelving units and pricing.
  - b) **ACTION:** Grace Simpson to add this item to next year's capital budget.
  - c) **ACTION:** Grace Simpson to add to Facilities 'to-do' list, to come up with a temporary quick fix to shelving hazard until new shelves are made available.

4. Level 1 First Aid
  - a) **ACTION:** Julie Bowser to email all on-going full time staff and faculty regarding interest in the Level 1 First Aid course – anyone interested to first receive approval from Grace Simpson
  
5. Working next to a drug house
  - a) **ACTION:** Rob Higgins to send a general email regarding his recent intrusion of a drug related transaction at/near TRU. Intention is to promote awareness and caution.
  
6. Motor Vehicle Accident
  - a) Grace reports on accident that occurred and the near-miss situation. Good emergency response.
  - b) **ACTION:** Pat Biblow to advise first attendant to file proper report on incident.
  
7. 'No Parking' Sites
  - a) **ACTION:** Chris Montoya to follow up with City Council regarding their consideration to restrict parking on Western Av near the lower TRU parking lot exit. The concern is that visibility is limited for turning left on to Western from the TRU parking lot.
  - b) **ACTION:** Grace and Tom to review layout of parking at TRU so that any work can be done during the slower months of summer.
  
8. MSDS website
  - a) Rob Higgins indicated that there is still some difficulty in accessing the MSDS database.
  - b) **ACTION:** Rob Higgins to ask Catrina to bookmark correct MSDS website on computers in designated areas.

Next meeting: Monday, Dec 14, 2009 Room: TBA

Adjournment: 4:05 pm.