

Attendance September 2014 – August 2015

Meeting dates 2014 – 15		9. 15	10. 6	11.3	12.1	1.5	2.2	3.2	4.13	5.4	6.1	7.6	8.11
Affiliation	Representative												
Core Group for Quorum													
Trades	Pat Barringer, (WR) Co-chair	X	X	X									
Warehouse/ Purchasing	Julie Gemin (ER) Co-chair	X	A	X									
Adventure Studies	Iain Stewart-Patterson	A	A	X									
APA/Admin	Waldemar Miszkurka (ER)	X	X	X									
Culinary Arts	Ed Walker (WR)	A	A	A									
CUPE 4879	Wilma DeJong (WR)	X	A	X									
- alternate	Ann Scott (WR)	A	X	A									
Facilities	Lincoln Chua (ER)	X	X	X									
- alternate	Warren Asuchak (ER)	A	A	A									
Health & Safety	Stacey Jyrkkanen (ER)	X	A	A									
	Gordon Maurits (WR)	X	X	X									
Science	Susan Purdy (WR)	X	X	X									
Security	Ken Tessier (c)	X	X	X									
TRUFA	Joanna Urban (WR)	A	A	A									
VPA	Lloyd Bennett (WR)	X	A	X									
Student Services	Sharon Munk, (WR)	-	X	X									
Human Resources	Bernie Mahoney (ER)	X	A	X									
Wellness	Sharon Munk (WR)	A	X	X									
Auxiliary Members													
Moderate Risk Building sub-committees													
CAC		-	-	-									
Clock Tower	S. Klassen (WR) – on leave	-	-	-									
McGill Residence	Tammy Desrocher (c)	A	A	X									
TRU Residence	Joel Ingram (c)	X	A	A									
Low Risk Building sub-committees													
Arts & Education		-	-	-									
Gym		-	-	-									
International (Temp)	Gaye Dunkley (WR)	A	X	X									
Library	Mark Hardy (WR)	X	A	X									
Open Learning	Ann Scott (WR)	A	X	A									
TRUOLFM		-	-	-									
TRUSU		-	-	-									
Other Members													
Recording Secretary	Debbie McNichol	X	X	X									
Director, Risk Management	Jacquetta Goy	X	X	X									

X=Present P= Proxy received A=Absent

	Call meeting to order – Julie Gemin	
	Adopt minutes from last meeting – Lloyd Bennett / Wilma De Jong	
	Adopt agenda – Lloyd Bennett / Susan Purdy	
Item	Description	Responsible
Updates on Safety Committees		
	Julie Gemin – Purchasing and Facilities – inspection has been done, no incidents to report.	
	Ken Tessier – Security - students have been accessing some of the roof tops – becoming common at the CAC and independent centre. There have been 3 incidents. These mostly happen at night. Gord and Ken will do an assessment of possible access to the roofs and see how more deterrents can be put in place and what can be done to help prevent this.	
	Jacquetta Goy – Risk Management - going to Williams Lake and will join in their Health & Safety committee meeting.	
	Wilma De Jong – CUPE and OL - fire drill went well. Lights in the stairwell are quite dark in the morning. Lincoln will have someone go and investigate the lighting in the stairwell.	
	Mark Hardy – Library – Safety committee is meeting this week.	
	Lloyd Bennett – Visual and Performing Arts – have returned to being able to do the monthly walk-throughs. First month since the flood – most things seem to be back in place. They are now sending in their reports electronically. There was one complaint at north end of OM in regards to food smells – from the new cooking station on the 2 nd floor. There is a small oven and couple of Panini presses – in warming up food there are some cooking smells. Currently there is no ventilation to this area so no way of extracting these smells. Talked to Tom O’Byrne and not much can be done at this time - only suggestion is to bring forward to Ancillary Services and see if they can put in a ventilation hood in this area. Looking a little further into this.	
	Waldemar Miszkurka - Finance - no concerns at this point, nothing to report right now.	
	Susan Purdy – Science and Environmental Committee – question around having trades people (external contractors) on campus fixing things with no name tag - not knowing who they are and why they are there. Can someone be notified prior to these contractors showing so that people know who they are. External contractors do sign in at Facilities when they show up. Can try contacting Facilities or Security to find out who they are and why they are there. If the external contractors are in a sensitive location please ask them who they are and why they are in that particular location. Field trip protocol and forms – they have a detailed system. Natural Resource Sciences do a lot of trips and they are asking about the protocol and possibly making it more streamlined. They have been talking with	

	Adventure Studies tourism to find out their procedures. Students keep filing in the same form for use in different areas. Possible idea is to scan the forms and save in secure place where different areas can access them – create a small working group to look into this further.	
	Pat Barringer – Trades – meeting last month. Trying to get more people on safety committee as there have been some retirements.	
	Iain Stewart-Patterson - Adventure – things are going fine.	
	Gaye Dunkley – International Building - starting safety meetings again this month – including the building inspections. While doing an inspection someone from SoBE was approached by someone from Facilities and said that they were doing Facilities role and they felt rather uncomfortable. Lincoln has confirmed that safety committees can continue their monthly inspections as they are different in nature – they are looking for tripping hazards, items in dangerous areas, burnt out lights, etc. It is not necessary to let Facilities know prior to doing a monthly inspection of your area.	
	Tammy – McGill Residence - fire drill went well	
	Sharon Munk – Wellness and Student Services – Sharon has recently joined JOHSC and hasn't had a chance to check to see what has happened in the past with their safety committees. Sharon is involved with the cross-country running group and noted that someone tripped on some broken pavement/sidewalk behind the Clock Tower – there was another incident at this same area last year. It is hard to see in early morning or dusk hours.	
Minutes		
1	Chemistry prep room and chemical bunker project Stacey Jyrkkanen Jacquetta still working on risk assessment and getting information to provide to Matt. Need to determine if this is something we need to do right away or if it can wait another year.	Continued Open
2	Emergency phones/Info Labels Stacey Jyrkkanen Some areas still need labels put on phones. Trades completely done – Gord finished. Waiting on number of labels required for the Clock Tower – Gord will find out what is still needed. Some areas in Old Main need completing. Open Learning and IB is completely done. These labels for the phones don't apply to the residences.	Continued Open - labels Action: Stacey and Gord
3	NAOSH Week 2015 Gordon Maurits If anyone has any ideas for their department please pass along to Gord – displays in their building, etc. Bring some ideas next month for promoting safety in your area. If Gord can get some posters regarding NAOSH week he'll pass along for committee members to use in their areas.	Update Action: Gordon & committee reps
4	Smoking Stacey Jyrkkanen Looking towards January to see what can be done to promote the designated smoking areas (DSA) again to everyone – staff and students. Trying to be a little more proactive on presentation. This will be an ongoing	Open

	<p>item.</p> <p>Behind Science there is a DSA fairly close to building and smoke is making it inside the building and causing problems for a staff member. Chair of Science is working Lincoln to try to figure out how the smoke is getting into the building. Had H&S meeting last week – consensus is to move the current DSA to another location. Dean has put in a formal request to move the DSA. Trying to find an alternative location for this DSA that won't impede on other areas - have located 3-4 potential different locations. Gord sent out email to Science safety committee asking what areas they feel would work best. They will then look at moving this area – would like to do this once so it's important to gather as much information as possible right now. Waiting until end of week and will then look at moving this DSA and getting the proper signage out to inform everyone. If they just eliminate this area smokers will continue to smoke there so best to find an alternative DSA. Should be at least 7 metres away from any walkways for clearance.</p> <p>Also need to monitor the smoking in the winter with the rain and snow – see how the DSA are working and if people are going to these areas or if they start smoking elsewhere where they don't have to walk as far or stand out in the weather.</p>	
5	<p>Office printers: Susan Purdy</p> <p>Still getting numbers and facts together regarding the letter for the committee to have a look at.</p> <p>Will work with Gord regarding the 3D printers - 2 of the 3 printers have been moved to other locations. Need to look at alternative location for the last one.</p> <p>More small printers are being ordered lately through Pcard purchases. Should go through IT Services when ordering a printer.</p>	Open
6	<p>Scent problem Lloyd Bennett</p> <p>Scent problems in classrooms. Gord will give Lloyd more stickers to place – stickers in different languages. Lloyd will go with Gord to put stickers up.</p>	Closed
7	<p>Student spitting on campus Waldemar Miszkurka</p> <p>Email to Waldis: <i>As per our Staff meeting this morning, I raised the concern of <u>many</u> Students spitting on Campus. As TRU moves forward, we are taking positive steps to make our Campus "healthy and clean", by implementing practices such as designated smoking areas and such. With all of the viruses and diseases and airborne-spread illnesses out there, I think that spitting in public poses as much, if not greater, a health risk to others. I appreciate you listening and taking this forward to the Health and Safety Committee.</i></p> <p>Possible to investigate as to what other universities are doing regarding this issue. May be able to distribute some general health information regarding spitting - can try to educate everyone.</p> <p>Nothing has been drawn to Security's attention regarding spitting on</p>	Open

	<p>campus. Jacquetta will ask Chelsea on how this may be handled.</p>	
8	<p>Student crosswalk between TCC and Science Building Pat Barringer Pat got an email about safety concerns between the TCC and the Science building – was saying that there were no signs or inadequate signage letting drivers know there is a crosswalk. People are given a false sense of security that drivers know about the crosswalks when they don't know anything about them. Some drivers go quite quickly up the road. Gord will check this out and see if more signs are needed. Maybe signs should have the reflective strips so they stand out more for drivers. May need to have Speed Watch come again this year and monitor the speeds vehicles are going and do some more education. Gord will contact them to come on campus. The University doesn't count as a school zone, we just have the speed signs on campus stating the speed limit.</p>	Open
Health & Safety Report - Gordon		
	<p><u>October Summary:</u></p> <ul style="list-style-type: none"> • Reportable – 2 (pulled shoulder, concussion) • First aid – 1 (bruising to leg) • Recordable – 1 (scrapes and bruising) • Environmental – 0 • Near miss – 0 <p>Work Safe Claims in October – 2 Incident investigations completed in October – 2</p> <p><u>First Aid breakdown for students in October:</u></p> <ul style="list-style-type: none"> • Trades – 1 • Trades WL - 2 • Adventure Tourism – 0 • Culinary Arts – 5 • Nursing – 0 • Nursing WL - 0 • Respiratory Therapy – 0 • Sciences - 0 • VPA – 0 • International – 0 • Other – 1 (student passed out in class) • Contractor - 0 <p>WorkSafe Claims from students – 0</p> <p>Gord will go to Culinary Arts and to go over the procedures that they teach the students on how to use knives as there are high number of knife cuts.</p> <p>Now that weather is getting colder, time to mention to people to be more</p>	

	aware of what they are doing, watch where they are walking.	
	Stacey Jyrkkanen/Gordon Maurits report: There was nothing to report for October.	
	Accident Investigations	
1	<p>Investigation Report – BC Open Learning <i>Employee is confined to a wheelchair and thereby has limited mobility. On the day of the incident the employee tried to use the automatic door but it did not work. For some reason the automatic door was switched off and thereby the employee was unable to open the door by that means. The employee then proceeded to open the heavy door manually and in maneuvering through the doorway he pulled the muscles in his right shoulder. There is a switch located approximately 12 inches above the inside door button and this switch was turned off. It is unsure who shut it off and why. This switch is located in a very poor location as it allows for easy access to anyone.</i></p> <p>Investigation started on October 23, 2014 – pulled muscle – right shoulder Unsafe acts: door switch was turned off Hazardous conditions: defective tools/equipment, automatic doors installed for persons with limited mobility was disengaged Corrective action:</p> <ol style="list-style-type: none"> 1. Apply signage to not adjust or tamper with the switch 2. Apply warning tape over the switch to reduce the chance of someone inadvertently turning off the switch <p>This is the only door where the mechanisms are in this location – others aren't as accessible.</p>	
2	<p>Investigation Report – House of Learning <i>The employee was throwing garbage into a garbage can that was located under a concrete stairwell. The employee bent over under the stairwell and when she stood up she hit her head on the concrete stairs. Clearance under the stairs is 5'3" (63")</i></p> <p>Investigation started on November 3, 2014 Unsafe acts: failure to warn/secure, unmarked hazard zone (low area under concrete stairs) Hazardous conditions: inadequate guarding, congestion or restricted actions, restricted height clearance under the stairs in the House of Learning Corrective action:</p> <ol style="list-style-type: none"> 1. Move garbage can and table away from under the stairs 2. Apply caution tape along the low edge of the stairs to warn of low overhead in the area 3. Look into placing a barrier of some sort around the area under the stairs 	
Next meeting at 2:30 pm on Monday, December 1, 2014 in TRUSU Boardroom		

Adjourned at 3:56 pm – Jacquetta Goy / Lincoln Chua

