

**TRU –WL OH&S Meeting Minutes
October 13, 2009**

Attendance:

Mike Shield, Julie Bowser, Betty Turatus; Tom Hewett, John Salvatore, Randy Underwood, Karen Simon, Chris Montoya, Pat Biblow, Christina Nilsen, Rob Higgins, Bruce Jenkins

Call to order: 3:01 pm

Minutes from Sept 14, 2009: reviewed, Rob Higgins moved to accept the Sept 14 minutes. Bruce Jenkins seconds the motion. Carried

Additions/Adoption of Agenda: Additions:

1. Hand sanitizers
2. Signs for Trades and Parking
3. Person Hygiene
4. First Aid Room

Additions to agenda motion to accept Chris Montoya seconded by Bruce Jenkins; carried
Old Business:

1. Trades Areas Risk Assessments –
TABLED: Motioned by C. Montoya to table until Grace can address the issue, seconded by B. Jenkins: carried
2. WHMIS/ MSDS website login – T. Hewett has it working in the First Aid room.
ACTION: R. Higgins will forward password and username to other departments
3. Air Quality/Shop – The cost for a pump is \$500. Do we want our own?
C.Montoya motioned to recommend purchase of the Air quality pump and four boxes of tubes (see attached), for approx. \$500 in the event of possible hazardous smells. Seconded by J. Bowser; carried
4. JOH&S Monthly Reports: Done with difficulties as forms are not being done properly.
ACTION: Pat to email First Aid Attendants to complete the form fully
ACTION: Betty to post 2 forms on the walls as reminders
5. PowerPoint Safety –
ACTION: Pat will email a reminder to all instructors with a deadline and return date that it was shown.
6. Due Diligence Training –Mike emailed Stacy
ACTION: M. Shields to follow up
7. Fire Hydrant –New on South East corner. DONE
8. Use of Shop Keys-
ACTION: R. Higgins motions that T. Hewett to take exterior key tumblers of the shop areas to Delany's to be rekeyed to match interior shop doors. C. Montoya seconded; carried
9. Parking- Entrance and Exit on Western – in the Hands of Chad Gill with the City

New Business:

1. Smoke Free Day – went well, lattered in with the anxiety and depression workshop
2. H1N1 Orientation presented by Shona went well, C.Montoya motioned that a presentation be given to the staff and CUPE, T. Hewett second; carried.
3. Hand sanitizers are here an up
4. Signs for the trades and parking are on order
ACTION: T. Hewett to check on sign arrival
5. Person Hygiene- nasty messes are being left in the washrooms by the trades
ACTION: B.Turatus to speack with Sharon Munk on possible solutions to addressing problem
6. First Aid Room – students using the first aid room as a rest area, unattended. Who cleans the sheets when a real emergency is needed? Who orders the replacement supplies?
ACTION: K. Moberg to speak with Alice about the unattended student using the First Aid Room
ACTION: B. Turatus will order supplies after the First Aid Attendants email a list.

Next meeting: Monday, Nov 2 room 1190

Adjournment: 3:53 pm