

**TRU –WL OH&S Meeting Minutes  
September 14, 2009**

Attendance:

Grace Simpson, Julie Bowser, Betty Turatus; Tom Hewett, John Salvadore, Randy Underwood, Karen Simon, Chris Montoya, Pat Biblow, Christina Nilsen  
Absent: Bruce Jenkins (sent his regrets), Rob Higgins, Karen Moberg

Call to order: 3.33 pm

Minutes from March 2, 2009: reviewed, John Salvadore moved to accept the March 2 minutes. Mike Shields second the motion. carried

Additions/Adoption of Agenda: Additions: Parking and nomination for committee chair.

1. Trades Areas Risk Assessments – still pending

**ACTION:** C. Montoya to speak with Mike and Bruce on an update

**ACTION:** G. Simpson is to speak with new Dean of Trades about unifying the assessment with Kamloops.

2. Grounds Cleaning/Ashtrays, etc – The CPC no longer exists. Amelia Chauvette is a Representative on the smoking committee.

3. Trash Bash was cancelled due to weather, T. Hewett did the clean up

4. WHMIS/ MSDS website login – T. Hewett has it working

**ACTION:** J. Salvadore will speak to Catrina about setting up websites in the Science and Nursing labs

5. Fire Drill –

**ACTION:** G. Simpson will schedule a Fire Warden training for when Stacey comes up from Kamloops.

**ACTION:** P. Biblow will put out an email to see if others want to be at the Fire Warden Training.

6. Air Quality/Shop

**ACTION:** C. Montoya will speak with Marten Lettinga on the testing

7. Noise Level of the Air Flow in the Registration Office –.It was suggested that Anti –Noise Generator is looked into.

**ACTION:** K. Moberg to look into it - **PENDING**

- a) Ergonomics of support staff – incorrect sizing of computer keyboard, chair and desk is causing recurring neck & elbow issues for the CS secretary

B. Turatus has emailed Richard Papp about procedures to ensure the support staff has proper ergonomic workstations and has collected information from each area. It will be complied and sent to R. Papp. **PENDING**

**New Business:**

1. Safety Briefing – Staff is to show students the Safety Procedure Power Point

**ACTION:** G. Simpson to remind staff

2. Quarterly OH&S Reports

**ACTION:** P. Biblow will speak with Lesley for first aid reports and forward the form to Stacey in Kamloops

3. Fire Warden Training

**ACTION:** G. Simpson will schedule a Fire Warden training for when Stacey comes up from Kamloops.

4. Pandemic plan update – Grace, Mike and Chris attended an ITV meeting. Staff and Faculty should expect high number of absenteeism and be flexible. Plan will be implemented in October. Prevention – hand sanitizers in high touch areas – cafeteria, computer labs. H1N1 vaccine will be available in October. There is a web page set up for information. Joanne Jones will be coming up at the end of September to hold an information session. This session will be held in the Gym.
  5. Review of Open orders/ investigations
  6. Review of Hazardous Waste pick up – oil, metal, anti freeze is recycled. Science department has a sub-contractor to remove waste. All waste is properly stored.
  7. First Aid Room Stocked
  8. Smoke free Day – Amelia
  9. On More Pesticides on Campus – pesticides use on campus will be phased out
  10. Hand Sanitizers to be set out at the end of September
  11. Due Diligence Training
- ACTION: M.** Shield to set up training with Stacey J.
12. Orientation for new employees – there is a new check list on line – we cover it with our Safety Briefing Power Point
  13. Accidents /Incidents – None reports
  14. Scent Reduction – TRU is a “Scent Reduced Environment”, check out the “Share the air” website
  15. New Fire Hydrant Location and Construction Site – the new hydrant will go by the Gathering Center
  16. Use of Vocational Facilities – book shop for use, clean up after use. Instructors would like locks changes on all shops to limit access.
- ACTION: M.** Shields to resend his email concern use of the shops with the policy.
17. Lesley Lloyd full time First Aid Attendant – P. Biblow motioned that we have two first aid attendants designated and that one be the Tool Room Attendant. J. Bowser seconded the motion.  
Amended: TRU Williams Lake is to have two First Aid Attendant designated, and the Tool Room job description changed to include Level 1 First Aid as a requirement. Carried  
B. Turatus motioned that T. Hewett be the second designated First Aid Attendant in the interim. J. Bowser seconded. carried
  18. Parking – B. Turatus reminded the committee about the exit and visibility issue faced in the winter.
- ACTION: C.** Montoya to speak with City Council about no parking signs on either side on the driveway.
19. Election of committee chair – C. Montoya and M. Shields were nominated to co-chair the Williams Lake OH&S committee. Both will remain by acclamation.

Next meeting: Monday, Oct 5, 2009, 3:30, room 1260.

Adjournment: 4:52 pm