

**TRU - Williams Lake Campus  
Joint Occupational Health & Safety Meeting - Williams Lake Campus  
Minutes**

**Date:** September 20, 2010    **Time:** 3:30 p.m.    **Place:** Room 1260

**1. Attendance (Y, N or R=Regrets)**

Admin.	Y/N/R	Cupe	Y/N/R	Faculty	Y/N/R	Faculty	Y/N/R
Bowser, Julie	Y	Biblow, Pat	Y	Jenkins, Bruce	Y	Salvatore, John	Y
Sanders, Ray	Y	Hewett, Tom	Y	Moberg, Karen	Y	Shields, Mike (Co-chair)	Y
Simpson, Grace	Y			Montoya, Chris	Y	Simon, Karen	Y
Turatus, Betty (Co-chair)	Y			Neifer, Shane	Y	Underwood, Randy	R
				Poulsen, Ken	Y		

Item	Discussion	Action
<b>2. Call to order</b>	3:33 pm. Need a secretary to take minutes – G. Simpson volunteered.	
<b>3. Minutes from last meeting</b>	Error: Ken Poulsen listed in both sections (attending and regrets). Ken was in attendance.	
<b>4. Additions/Adoption of Agenda</b>	New Business: 18. Drain on Roof of RCP Shop – K. Poulsen 19. Outside High School Students – K. Moberg	
<b>5. Current Outstanding Items:</b>	Discussed with Stacey on July 14 (see notes previously circulated). The info is on the website; we have provided our input. Final policy should be available in Sept.	
1. Working Alone Policy (Action Ross and Betty)		
2. Smoking (Action Bruce)	Smoking area by Trades hasn't been moved as yet. With the change to Shipping/Receiving, there's additional traffic in this area which may be a safety issue. Moved by C. Montoya/Seconded by K. Poulsen to move the cement picnic table to the area in between the Trades exit door and the Gathering Place. Carried.	T. Hewett
3. Fire Drill set for September 29, 2010	A fire warden refresher meeting is needed and should precede the drill. Moved by C. Montoya/seconded by K. Poulsen: date for meeting – Sept. 23 at 3:30; date for drill – Oct. 4 (G. Simpson to establish time). Carried. <i>(NOTE: Meeting/training now set for Oct. 4; date of drill is TBA.)</i>	B. Turatus/ G. Simpson
4. OH&S Committee Secretary Position	Moved by C. Montoya/Seconded by B. Turatus that there will be a rotating secretary for all future meetings. Carried (1 opposed). J. Salvatore offered to be the secretary at the next meeting.	
5. Wellness Centre (Action Chris)	A meeting was held and K. Lauriente has agreed to look after this.	

<p><b>6. Current Review:</b></p> <p>1. What is the Mandate for the OHSC? What don't we review?</p>	<p>B. Turatus noted that this committee is responsible mainly for the health and safety of employees although we often deal with student-related issues as well. The committee makes recommendations to administration and doesn't make policies. We need to ensure due diligence is done. Role of the committee: <a href="http://www.tru.ca/hsafety/safetycommittee/reference.html">http://www.tru.ca/hsafety/safetycommittee/reference.html</a>.</p>	
<p>2. Is there an umbrella agreement between WL, 100 Mile, Lillooet, Merritt, Kamloops and Interior Health concerning practices (Give to Trades Sub-committee)</p> <p>3. Which students are covered by insurance/WorkSafe when working off campus i.e nurses, construction students, practicum students, welders etc. (Action Stacey)</p>	<p>M. Shields indicated that TRU's policy is clear that students are covered if they are on practicum in Foundation Programs. Apprentices are not covered by TRU as they are covered by their employers. M. Shields to distribute info to committee members.</p>	<p>M. Shields</p>
<p>4. Incident investigations and follow up reports training sessions who wants to take the lead on this Pat?</p>	<p>A sub-committee will be struck, as needed, to complete the appropriate forms. Administration and the co-chairs of the OH&amp;S Committee would be included.</p>	
<p><b>7. New:</b></p> <p>1. Short Notice Fire Alarm Test (June 08, 2010)</p>	<p>This was caused by a roofer piercing a wire for the system so was an unexpected event. T. Hewett routinely checks the alarm system on the first Monday of each month at 7 a.m. before classes commence.</p>	
<p>2. How many missed meetings before removed from committee? Meetings missed over the summer? (Question from Randy)</p>	<p>Not a problem if meetings are missed.</p>	
<p>3. World Suicide Prevention Day September 10, 2010 - Suicide/Sudden Death Committee (Action: Chris)</p>	<p>C. Montoya indicated that he attended and a plaque will be forthcoming.</p>	
<p>4. WorkSafeBC Regulations for the JOH&amp;S committee (Action: Betty)</p>	<p>See 6.1 above</p>	
<p>5. Nomination/Elections of committee</p>	<p>Moved by C. Montoya/Seconded by J. Bowser to nominate B. Turatus as a co-chair. Carried. M. Shields agreed to continue as co-chair and thanked C. Montoya for his service over the past years.</p>	

6. Welcome Donna Bentham	D. Bentham would like to join the committee but is unable to attend on Mondays. M. Shields participates in the Trades JOH&S Committee on the second Tuesdays of each month. Moved by P. Biblow/Seconded by K.Moberg to hold future meetings on the first Tuesday of each month. Carried. The next meeting will be on Tues, Oct. 5, 3:30 pm. Room TBA.	
7. Warden System - how are we contacting the instructors before/during a lock down - i.e cell phones- why they didn't work and what are we going to do instead (Action: Grace)	G. Simpson noted that we were using a whistle to initiate a lockdown and an air horn to indicate the "all clear". There was concern expressed about not being able to hear the whistle within the classrooms. We should check to see what Kamloops does and bring this forward to our next meeting.	M. Shields
8. Panic button for Dolly in her office at the Gathering Place for security (Action: Grace)	G. Simpson to order one.	G. Simpson
9. Compound Gate to be kept locked	The new system is working well. Moved by K. Poulsen/Seconded by B. Jenkins that, during regular operating hours, the gate will be kept closed but not locked. Carried. On Tuesday mornings, the gate will be left ajar until Cariboo Disposal has emptied our trash bins.	
10. Fire Season Policy? Proactive (Action: Chris)	C. Montoya thanked G. Simpson for circulating the bulletins/updates and organizing the potential evacuation due to the forest fires. G. Simpson thanked P. Biblow for her work and involvement with the evacuation plans. G. Simpson also noted that the wood debris on our property will be chipped and disbursed shortly.	
11. Garbage Bin Lid Closures (Action: Mike)	M. Shields explained the messy problem with garbage that sometimes gets spread around by birds/rodents if the lids on the bids aren't closed. G. Simpson noted that this problem may be resolved as we have a new custodian and the garbage should be picked up every Tuesday. M. Shields will monitor and advise if the problem persists.	
12, MSDS (Action: Grace)	G. Simpson indicated that G. Maurits reported that "none of the chemistry or biology classrooms had easily accessible MSDS binders. I found one but had to look hard on shelving in the back room. Need to have binders in hangers on the wall or have them set up on the computer for easy access." Our understanding is that the site is bookmarked on the computers in the labs. J. Salvatore to check and advise. C. Montoya suggested that perhaps all faculty computers should have this site bookmarked. Moved by C. Montoya/Seconded by K. Poulsen that G. Simpson check the Trades area and ensure the site is still bookmarked on their computers. Carried.	J. Salvatore/ G. Simpson
13. Acetylene tanks in Mechanics Shop (Action: Grace)	G. Maurits also expressed concern that the acetylene tanks in the Mechanics shop don't have arrestors on the hoses. M. Shields and B. Jenkins confirmed that they do have the proper mechanisms.	
14. Eye Wash Stations (Action: Grace)	Another item from G. Maurits: "Eye wash station drains onto the floor and not into the drain. This is a potential slipping hazard. A hose needs to be connected to bottom of eye wash and then into the drain." We weren't sure to which station this referred – it's like the one in the RCP shop. T. Hewett to follow-up.	T. Hewett

15. Canoes, Kayaks, Golf, Curling Safety Issues	C. Montoya reported that, through CUEF funds, 4 kayaks and 1 canoe have been purchased for student and staff use. C. Montoya to follow-up with our legal department regarding liability issues.	C. Montoya
16. Fall Security Schedules	C. Montoya asked if we are back to our normal schedule or if he needs to call security if he's "working alone". It was acknowledged that the campus is open until 10 pm (Mon. – Thurs.) and at varying times on Fridays and weekends.	
17. Proactive Ideas?	One suggestion – shorten the agenda.	
18. Drain on Roof of RCP Shop	K. Poulsen expressed concern about the volume of water coming off the roof of the shop. This would be a problem in the winter. G. Simpson to have T. Hewett check and resolve.	G. Simpson/T. Hewett
19. Outside High School Students	Discussion held about these students in the computer labs, Library and building, in general. As this is a public facility and these are prospective students, these "students" should be allowed in the building. Should they become disruptive, PD Security can be called to ask them to leave.	
<b>7. Adjournment</b>	4:39	