

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											
Warehouse/ Purchasing	Julie Gemin (ER) Co-chair	X											
Adventure Studies	Iain Stewart-Patterson	A											
APA/Admin	Waldemar Miszkurka (ER)	X											
Culinary Arts	Ed Walker (WR)	A											
CUPE 4879	Wilma DeJong (WR)	X											
- alternate	Ann Scott (WR)	A											
Facilities	Lincoln Chua (ER)	X											
- alternate	Warren Asuchak (ER)	A											
Health & Safety	Stacey Jyrkkanen (ER)	X											
	Gordon Maurits (WR)	X											
Science	Susan Purdy (WR)	X											
Security	Ken Tessier (c)	X											
TRUFA	Joanna Urban (WR)	A											
VPA	Lloyd Bennett (WR)	X											
Student Services	, (ER)	-											
Human Resources	Bernie Mahoney (ER)	X											
Wellness	Chelsea Corsi (WR)	A											
Auxiliary Members													
Moderate Risk Building sub-committees													
CAC		-											
Clock Tower	S. Klassen (WR) – on leave	-											
McGill Residence	Tammy Desrocher (c)	A											
TRU Residence	Joel Ingram (c)	X											
Low Risk Building sub-committees													
Arts & Education		-											
Gym		-											
International (Temp)	Gaye Dunkley (WR)	A											
Library	Mark Hardy (WR)	X											
Open Learning	Ann Scott (WR)	A											
TRUOLFM		-											
TRUSU		-											
Other Members													
Recording Secretary	Debbie McNichol	X											
Director, Risk Management	Jacquetta Goy	X							X	X		X	

X=Present P= Proxy received A=Absent

	Call meeting to order – Pat Barringer		
	Adopt minutes from last meeting – Bernie Mahoney / Ken Tessier		
	Adopt agenda –		
Item	Description	Responsible	Status
	Election of Co-chairs – need a new Employer Representative Julie Gemin - unanimous		Closed
	Need to follow-up with Adventure, Culinary Arts, TRUFA, Wellness, CAC, Clock Tower (to cover while Stephanie is away), McGill Residence, A&E, Gym, TRUSU		Stacey and Gord to follow-up
Updates on Safety Committees			
	Julie Gemin – Purchasing and Facilities – had nothing to report to committee at this time		
	Joel Ingram – TRU Residence – nothing to report at this time		
	Ken Tessier – Security – all is quiet, nothing to report at this time		
	Jacquetta Goy – Risk Management – wants to spread word on Health & Safety Management. Would like to break down into more concrete tasks, wanting to develop longer term for emergency management		
	Wilma De Jong – no issues to report from Open Learning		
	Mark Hardy – Library – planning to meet in a couple of weeks		
	Lloyd Bennett – Visual and Performing Arts – baseboards were put up last week, after the flood, and faculty are now back in offices - Lloyd wasn't able to do monthly walk through		
	Bernie Mahoney – Human Resources – nothing to report from HR, Bernie requested again a template on what is required to set up a safety committee		Gord will send terms of reference
	Waldemar Miszkurka – got the stickers for the telephones and will be distributing them in his area		
	Susan Purdy – Science and Environmental Committee - having Science meeting soon - haven't had meeting for couple of months. New sidewalk up the side of building. Just started classes so nothing to report yet		
	Pat Barringer – Trades – nothing to report to committee at this time		
Minutes			
1	Chemistry prep room and chemical bunker project Jyrkkanen Lincoln Chua has been given feedback. New information needs to be given to Stantec and they will come back with a final version – Lincoln will be giving to Stantec hopefully by next week. Will give to Stacey and Jacquetta and will then go to Matt Milovick to review. Need all of the information by end of October / beginning of November as want this to be included in next years' budget. Julie Gemin suggested giving Matt a rough idea right now so he has the current draft information.	Stacey	Continued Open
2	Emergency phones/Info Labels	Stacey Jyrkkanen	Continued

	<p>Can't change the dialing of 9 to get an outside line.</p> <p>All emergency phones on campus now have stickers on them. Very descriptive of what you get. Every Telus phone now has bright yellow sticker on buttons.</p> <p>Information labels are being distributed to each area on campus. Come with instruction sheet showing how to put on the phones. Very sticky labels that are meant to outlast your phone. This isn't optional, must be put on all the phones on campus. Still a few areas on campus where there are no representatives that Stacey and Gord and trying to get volunteers to help with placing the stickers on the phones. IT has some stickers that are being put on all new phones/handsets.</p>	<p>Open - labels</p> <p>Action: Stacey and Gord</p>
3	<p>NAOSH Week 2015 Gordon Maurits</p> <p>Couple years ago Gord did a week of NAOSH with presentations and received recognition for his work.</p> <p>NAOSH is the first week of May which can be a very slow time around campus as the majority of the students have left - looking at targeting employees at TRU. Theme is still the same "making safety a habit". Gord trying to come up with ideas that reps can do in their departments – displays, lunch and learns, ergonomic presentations. Start thinking about what each department can do to promote safety in their areas. Bring back to Committee to see how ideas can be developed. More information will be coming out in late October. Before Christmas Gord will print out different ideas that each area may be able to use.</p> <p>Gord will send out the link to NAOSH week to everyone - once he gets info from CSSE he will send link</p>	<p>Update</p> <p>Action: Gordon & committee reps</p>
4	<p>H&S Name Change Stacey Jyrkkanen</p> <p>Official name is now Safety and Emergency Management</p>	<p>Closed</p>
5	<p>Smoking Stacey Jyrkkanen</p> <p>Now no smoking on campus unless in a designated smoking area.</p> <p>Information has been sent out to staff and students. Postcards been given to security to pass out. Information has been distributed to staff on how to have conversation with people smoking in a non-smoking area. There are 9 different designated smoking areas on campus. Management wanted 6 but Stacey mentioned that 9 seemed more appropriate. Stacey has received many emails regarding the new smoking policies – don't like walking to a designated area. This will take time for everyone to get used – will be a yearly process. NL wanted to do interview regarding the new smoking policy - we don't want to make this a news issue, these types of requests can be sent to Diane Skoglund in MarComm. Message being put on myTRU, in computer labs, at international student orientation. MarCom is doubling efforts on student side so they get all the proper info.</p> <p>Large cement ashtrays are being removed but this takes time. The stickers are being removed from all the doors – difficult as they had been there for</p>	<p>Open</p>

	<p>so long and they are baked on.</p> <p>DSA1 location needs to be moved to east end of A&E - between A&E and independent centre - putting up signage to show where this is being moved to. This was by a window and faculty were saying people were disrupting classrooms.</p> <p>Won't be putting in shelters as the goal is to make TRU a non-smoking university – this is a 5-6 year goal.</p>	
6	<p>Update on the Old Main flood issue Stacey Jyrkkanen</p> <p>Old Main rupture was in the storm line under Student Services. The storm sewers have been cleaned out and hopefully this won't happen again. Covers have been replaced.</p>	Closed
7	<p>Office printers: Susan Purdy</p> <p>Jim Gudjonson wants TRU to stop supporting desktop printers. This won't be a policy but trying to encourage less use of desktop printers. Purchasing doesn't police this. Some of these printers must be used for confidential purposes. Would be up to IT to help decide which area would require a desktop printer. If we can cut down on desktop printers in each office this would be a cost reduction to TRU and help with the environment in the offices. Susan will send the document to Debbie and have her send it out to the Committee to have a look and see if they give their support.</p>	Open
8	<p>Missing sidewalk connecting HR to HOL Bernie Mahoney</p> <p>Warren walked with Stacey on this stretch of sidewalk and showing him where the sidewalk ends. Warren mentioned that sidewalks were being done in fall and would be dealt with at this time. Gord to follow up with Warren regarding to this stretch where people need to walk on the road. Makes sense to look after while people are here working on the sidewalks right now.</p>	Open Action: Gord
9	<p>Scent problem Lloyd Bennett</p> <p>Problem is back in Visual and Performing Arts</p>	Open
10	<p>Activity up behind Trades building</p> <p>People are setting fires at the top of the hill - dragging wood dragged up there. Security and Gord will go up and take a look.</p>	Open Action: Security and Gord
Health & Safety Report - Gordon		

	<p><u>August Summary:</u></p> <ul style="list-style-type: none"> • Reportable – 0 • First aid – 1 (foreign body) • Recordable – 0 • Environmental – 0 • Near miss – 0 <p>Work Safe Claims – 0 Incident investigations – 0</p> <p><u>First Aid breakdown for students in August:</u></p> <ul style="list-style-type: none"> • Trades – 1 • Trades WL - 0 • Adventure Tourism – 0 • Culinary Arts – 0 • Nursing – 0 • Nursing WL - 0 • Respiratory Therapy – 1 • Sciences - 0 • VPA – 0 • International – 0 • Other – 0 • Contractor - 0 <p>WorkSafe Claims from students – 1 (Respiratory Therapy – needle poke)</p>	
	<p>Stacey Jyrkkanen report:</p> <p>NFPA (National Fire Protection Association)/CSA – need to get departments up to international standard. Will combine with COR (WorkSafe Certificate of Recognition) program. Will bring in documents for group to have a look at and get involved in the program. NFPA has 1600 standards – how emergency programs are put in place and run. Standards on how a program is set up and what needs to be included, how to create, implement, recovery, business continuity. 3 year plan and Stacey would like to see us able to pass an audit and be CSA compliant.</p> <p>COR program – can get certification if we meet WorkSafe’s standards and TRU can get a discount in the premiums that they pay. COR is a standard in BC only. Breaks down our safety program in to 10 sections. An audit is done to find out where our strengths and weaknesses are. We are working on a good safety program - 3 year program. We need to figure out how are we going to communicate and educate people as to what is in our safety policy, where to find the policy. Are investigations done in a timely manner? Need to train people on how to report incidents so that investigation can be done in a timely manner. Sometimes Gord will get a</p>	<p>Open</p>

	<p>report from WorkSafe and he hasn't been told beforehand. Some areas follow procedures very well and others don't – want to get all of campus knowing, and following, procedures properly. Have set timelines for getting a very well planned safety program that will be beneficial to all employees at TRU. Would be able to use this certification as a selling point for TRU – no other educational institute has this at this point. Jacquetta asked if different groups would like to have a presentation around this – Gord will give one to the group next month. Looking for a work study student who might be interested in helping out.</p> <p>JOHSC training – employer needs to provide training to committee each year. Not good enough for people to just come to the meetings – need members to become engaged in safety. Will provide training and members must attend the sessions. If you can't make the sessions on campus can attend other sessions in the community. Want members of committee to be able to attend investigations and be trained properly - helps to have people in different areas be able to do the investigations. Gord will set up training session. Gord to send information to Debbie who will distribute to committee. See if we can get Tim to come to a JOHSC meeting and do the training at one of the meetings.</p> <p>Stacey going on leave for a couple of months. Gord will be handling the day-to day things. Anything not day-to-day please contact Jacquetta. Stacey hoping to be back by end of November.</p> <p>Fire drills are being held next week.</p>	
Accident Investigations		
1		
2		
Next meeting at 2:30 pm on Monday, October 6, 2014 in TRUSU Boardroom		

Adjourned at 3:56 pm Susan Purdy / Bernie Mahoney