

Attendance September 2016 – August 2017

Name	Area	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Worker representatives													
Pat Barringer (Co-Chair)	Trades	X											
Chris Montoya	Arts	A											
Lloyd Bennett	Arts	A											
Susan Purdy	Science (TRUFA)	X											
Iain Stewart-Patterson	FACT	X											
Mark Hardy	Library	X											
Bart Cummins	MarCom (CUPE)	A											
Sherry Bennett	Registrar's Office	A											
Nancy Bepple	Student Development	X											
Employee representatives													
Julie Gemin (Co-Chair)	Supply Chain Management	X											
Jolanta Belliveau	Finance	X											
Warren Asuchak	Facilities	X											
Jenny Gomes	Human Resources	X											
Megan Gerow	Student Services	X											
Christi McAuley	Law	A											
Cindy Piwovar	FESW	A											
Resource members													
Jacquetta Goy	Risk Management Services	X											
Stacey Jyrkkanen	Safety & Emergency Management	X											
Gordon Maurits	Safety	A											
Peter Fairman	Safety & Emergency Management	X											
Debra McNichol	Recording Secretary	X											
Community members													
Ken Tessier	Concord Security	X											
Brandon de Krieger	TRU residence	X											

X=Present

P=Proxy received

A=Absent

	Call meeting to order – Julie Gemin	
	Adopt minutes from last meeting – Pat Barringer / Stacey Jyrkkanen	
Item	Description	Responsible
Minutes		
1	Chemistry prep room and chemical bunker project Letter has gone out to the successful contractor. If everything goes well the delivery date for new storage facility will be around the second week of January. We now need to prepare the ground to prepare for the arrival of the unit. Divided into 3 sections: research area, waste storage/removal area and teaching area	Stacey Jyrkkanen Continued Open
2	Case Study Whole idea is to teach everyone how to complete the forms – complete them as a group so if there are questions they can be answered with everyone’s participation. Idea is to help people become more confident in completing the investigation reports. Try this one time and see how it goes, should take about 15 minutes – if successful we can do this in the future. Motion proposed by Stacey Jyrkkanen/Susan Purdy - approved to give a try. Next meeting we will try to complete the forms.	Stacey Jyrkkanen Closed
3	Elevators Still working on the elevator in the Clock Tower. Hoping to have completed by end of this week.	Susan Purdy Open
4	3D printers – ARET program Haven’t gotten anywhere with this right now. Warren will follow up with the venting in the room. ARET lab in OM – small room off lab is where the printers are located. Update on printer from Warren – separate ducting was installed above the printer and then the instructor moved the printer to different location so venting was not above the printer any longer. Need venting for entire room – not just above printers. Right now should line printer back up to vent.	Susan Purdy Open
5	Air quality testing – Student Services Standard practice – if you smell gas contact Facilities help desk and they will send someone over to investigate.	Megan Gerow Closed
6	Traffic Management Stacey will call Speedwatch and if Gordon hasn’t contacted them yet Stacey will set up a date for them to come to campus. Stacey will try again to see if we can borrow a speed board – no luck in the past. Another option is to purchase a speed board to have on campus. We	Gordon Maurits Open

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	<p>can then place it in different areas on campus and use them anytime we want.</p> <p>Warren will look into cost of a speed board – solar would be great and we can ask Environment and Sustainability for any possible funding help.</p>	
7	<p>Safety and Awareness week Gordon Maurits</p> <p>Hold – will reopen closer to the time</p>	Hold
	<p>Fire drills Stacey Jyrkkanen</p> <p>Scheduled for September 26 and 27. Will be slightly different this time – based around the question: How would we evacuate the entire campus if we had to? Will do multi building drills to practice for a large evacuation. Hopefully this will help eliminate some students who have classes in different buildings and are then involved in multiple drills.</p> <p>Mobility issues – supposed to go to area of refuge and wait for someone to come help them exit the building. Fire Marshalls should alert to areas where people are waiting for help.</p> <p>McGill Housing has no central fire alarm system. Stacey will work with Brandon to coordinate the drills with the Residences.</p> <p>Must also contact the Maple Leaf school so they are aware of the drills.</p>	Open
	<p>WHMIS 2015 training Gordon Maurits and Peter Fairman</p> <p>Gordon and Peter have developed an online training program - on Moodle. Contact Gordon or Peter and you can sign in and do the training – as can your staff/students. Gordon sends a certificate once completed. The WHMIS course is good anywhere.</p>	Information
	<p>Campus addressing Stacey Jyrkkanen</p> <p>Street signs for all of campus roads are being made and will be up by the end of the month on campus. Should be helpful in the case someone needs to call 911.</p>	Information
	<p>TRU Safe App Stacey Jyrkkanen</p> <p>Launch of free app was at back to school BBQ. Seemed to be successful.</p>	Information
Updates on Safety Committees		
	Warren Asuchak – Facilities – Nothing to report	
	Pat Barringer – Trades – Problem with gravel in compound – is more gravel coming? Needs more investigation as they want the gravel for practice for students to park/block on unstable ground. Right now there is a hole in the ground – currently unsafe. Need to figure out a long-term solution.	
	Jolanta Belliveau – Finance – Problem with heat/cold in finance. From Warren - replacing whole system right now and should be done soon.	
	Ken Tessier – Security – Seeing larger numbers of homeless people on campus. Can use the new TRU Safe app to take a picture and send to security so they can investigate – or alert security if someone acting strangely. Need to keep our eye out as the weather cools and they may want to head indoors.	

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	Nancy Beppe – Student Development – Homeless situation is in entire neighbourhood – not just at TRU. Can think about reaching out to services in the City who help the homeless. Start with Ask Wellness. Can't just keep pushing them off campus as they will come back – need to try to find solutions. Can do some enquiries into any handout that the City may have to give people.	
	Brandon de Krieger – TRU Residences – Working through items on McGill housing list. Many quotes have been completed and lots of work has been done.	
	Peter Fairman – Safety & Emergency Management – Biosafety Policy has been completed and submitted. People are getting orientated. Looking into lockers in Science building.	
	Julie Gemin – Supply Chain Management – Nothing to report	
	Megan Gerow – Student Services – Nothing to report	
	Jenny Gomes – Human Resources – Nothing to report	
	Jacquetta Goy – Risk Management - Replacing external doors with different locks – running into a few difficulties.	
	Mark Hardy – Library – Stacey Jyrkkanen sent questionnaire to her list serve regarding emergency buttons located in study rooms – received 16 responses: only 3 have implemented an emergency alarm system in their rooms. No incidents have occurred in these rooms. Emergency buttons can create a false sense of security. Room with window will be a study room. Room without windows for a lock down room. Sticker will be removed on study room with windows. Will look at another room for a lock down room. A SIF will be put in to create more lock down rooms. Idea is to talk with new Sexual Response Manager about her ideas. If students have the TRU Safe app they can use this to contact security/911 depending on situation.	
	Stacey Jyrkkanen – Safety & Emergency Management – Nothing to report	
	Susan Purdy – Science and TFUFA – Discussed working alone off campus - students working in field alone. Ken Tessier doesn't believe the "working alone" database on computer is working – it's still there but if it is not being monitored it is useless. Will look into to see if is working – being monitored. Maybe this can be incorporated into the new TRU Safe app.	
	Iain Stewart-Patterson – FACT – Have a new form for students to complete. Full swing with courses – trend seems to be sickness on field trips: flu bugs (lack of fitness and motivation may be cause). They do a boot camp during first week to get a feel for the fitness level of the students. First trip (5 day hike) tends to be indicative of level of fitness.	
	Health & Safety Report – Gordon Maurits	
	<u>August Summary:</u> <ul style="list-style-type: none"> • Reportable – 0 	

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	<ul style="list-style-type: none"> • First aid – 2 (slip and fall, foreign body in eye) • Environmental – 0 • Near miss – 1 (smoldering fire in Lot “N”) • Report only – 1 (chemical vapour exposure) <p>Work Safe Claims in August – 0</p> <p>Incident investigations completed in August - 0</p> <p><u>First Aid breakdown for students in August:</u></p> <ul style="list-style-type: none"> • Trades – 7 • Trades WL – 1 • Medical Field – 3 • Contractor – 1 <p>Student WorkSafe Claims through Ministry of Advance Education – 0</p>	
Accident Investigations		
1		
2		

Meeting adjourned at 3:50 pm