**TRU - Williams Lake Campus**

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

**Minutes**

 **Date:** April 5, 2011 **Time:** 3:30 p.m. **Place:** Room 1318

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

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

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| **Item** | **Discussion** | **Action** |
| 2. **Call to order** |  |  |
| 3, **Minutes from last meeting** | Mike motioned to accept the minutes - Chris seconded. Passed |  |
| 4. **Additions/Adoption of Agenda** | No additions to the agenda. |  |
| 5. **Current Outstanding Items**:1. Working Alone Policy no discussion needed- awaiting Final policy
 | Ongoing |  |
| 2. TRU’s Policy of practicum students and worksafe to be distribute to committee members – Confirm about contract courses (Julie) | Julie mentioned that she has received the majority of this information from Laural Wale and that it is in her email system.Ongoing until it can be extracted and compiled. |  |
| 3. Warden System – how are we contacting the instructors before/during a lock down – Checking to see what Kamloops does (Grace) | Ongoing – dependent on Kamloops  |  |
| 1. Drain on Roof of RCP Shop (Action: Tom)
 | Ongoing – can not be completed until the snow is gone. Tom monitors the roof in the mean time.  |  |
| 1. Cameras and Security, Motion detector lights (Action: Grace)
 | Ongoing – based on capital request |  |
| 1. Cameras and Security, Motion detector lights – Quote for electrical upgrade (Tom)
 | COMPLETED – Grace said they had to use it when the alarm went off (for an internal motion), the camera showed security attending to the issue. Tom said it is all GOOD. |  |
| 1. Parking Lot Security – Warning signs posted? (Grace)
 | Dave Dickson was checking on ICBC signs but nothing availablePD signs could be used – Grace to do some signs and circulate to the OCHS for approvalSuspicious behaviour was noticed in the parking lot and Dave forwarded this information to the citizen’s on patrol group – they would keep a watch out | Action GRACE |
| 1. Snow Removal and Fire Lane Access – reminder to students of correct parking during snow season
 | Tom advised that there are 3 piles – reminder to students of parking rules – ongoing, when curbs are repainted it will help – Tom to discuss this further with Grace and Ray | ActionTOM |
| 1. Water Cooler Cleaning Donna to email Chris for update
 | DONE – Discussion on the cleaning of the microwaves – who is responsible? Discussion around student’s usage and their responsibility to keep clean. Chris to discuss this with the student council the potential of hiring of a student to clean. | ActionCHRIS |
| 6. **Current Review:**  1. Monthly Building Inspections (Tom/ Donna)
 | DONE – Grace commented that this was primarily Tom’s area and that he as the majority of the tasks completed. Tom confirmed that all has been Completed. |  |
| 1. G. Maurits visits
 | Gord did the tour – Grace said she thought all was fine. Bruce brought up the noise issue and Gord advised he would check with the Kamloops shop. Bruce to follow up with Gord on his next trip up. | ActionBRUCE |
| 1. Fire Warden Drill up date
 | Radio lesson last OCH&S Did the exercise in 9 minutes but much more efficient. Grace did a debrief report. (ATTACHED). Chris motioned to order 2 more sets of radios and 2 more sets of batteries beyond what is required, Julie seconded. Discussion revolved the concerns on to many people on the radios can make it confusing. Pros and cons were weighted and Motion CARRIED. |  |
| 1. Workplace Safety Inspection Checklist
 | On Susan’s list for reorganizing for a better flow – ONGOINGGrace and Tom to do the next report. | ActionGrace & Tom |
|  |  |  |
| 7. **New**:1. Summer Meetings
 |  Discussion around Kamloops meetings and it was noted that Kamloops does not do OCH&S meetings in July and August. Chris motioned to have meeting in May and June, Mike seconded. Discussion on 6 being our quorum and active and inactive members. Motion CARRIED. |  |
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| 7. **Adjournment** | Adjourned @ 3:55pm Next meeting on May 3, 2011 @ 3:00 pm in Room 1318 |  |