**TRU - Williams Lake Campus**

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

**Minutes**

**Date: May 3**, 2011 **Time:** 3:00 p.m. **Place:** Room 1318

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

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| --- | --- | --- |
| **Item** | **Discussion** | **Action** |
| 2. **Call to order** | 3.02 PM |  |
| 3, **Minutes from last meeting** | Motion to accept by B. Jenkins, seconded by K. Moberg, carried |  |
| 4. **Additions/Adoption of Agenda** | None |  |
| 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.  Additional information affecting the Electrical Program practicum – as the practicum is not in the course outline this year’s Electrical students may not be participating in a practicum. Randy is waiting a reply from the Dean of Trades.  Ongoing until it can be extracted and compiled. | Julie/Randy |
| 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 JOH&S  WL has requested a audio system from capital funding |  |
| 1. Drain on Roof of RCP Shop (Action: Tom) | Ongoing | Action: Tom |
| 1. Cameras and Security, Motion detector lights (Action: Grace) | Completed |  |
| 1. Parking Lot Security – Warning signs posted? (Grace) | Susan created signs as none could be obtained elsewhere. Grace will ensure these signs are printed and posted, | Action GRACE |
| 1. Fire Lane Access – reminder to students of correct parking during snow season | Fire Lane Access – students with larger vehicles are parking in the “small car” areas or in restricted areas. R. Underwood’s motion : “Students receive 2 verbal warnings then be will be towed.” Seconded by C. Montoya; Amendment: “Students receive 2 verbal or written warnings then will be towed.” Voted and carried. | Action  TOM |
| 6. **Current Review:**     1. Monthly Building Inspections (Tom/?) | Ongoing procedure – improvement to safety was noted, mostly minor items are now being found. |  |
| 1. G. Maurits visits | Bruce to follow up with Gord M on his next trip up. (Noise Levels in Welding) | Action  BRUCE |
| 1. Workplace Safety Inspection Checklist | On Susan’s list for reorganizing for a better flow – in progress  Grace and Tom to do the next report. | Action  Grace & Tom |
|  |  |  |
| 7. **New**:   1. Air quality & noise levels | Tom has monitored the areas and the results are that we are well within the “safe” zone. Employees that reported the concern have been advised. DONE |  |
| 1. FA certificates are posted in the First Aid room | DONE |  |
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| 7. **Adjournment** | Adjourned @ 3:38 pm . Next meeting on June 7, 2011 @ 3:00 pm in Room 1318 |  |