

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

**Date:** Mar 5, 2013    **Time:** 3:30 pm    **Place:** Conference Room

**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	Hewett, Tom	Y	Bentham, Donna	Y	Underwood, Randy	Y
Simpson, Grace	Y			Jenkins, Bruce	Y		
Turatus, Betty (Co-chair)	R			Lettinga, Marten	Y	Shields, Mike (Co-chair)	Y
				Moberg, Karen	Y		
				Neifer, Shane	N		

Item	Discussion	Action
<b>2. Call to order</b>	3:32 pm	
<b>3. Minutes from last meeting</b>	Moved/Seconded – B. Jenkins/M. Lettinga Carried	
<b>4. Additions/Adoption of Agenda</b>	No additions. Agenda adopted.	
<b>5. Ongoing Items:</b>		
1. Monthly Building Inspections	Being done. One month behind.	T. Hewett
2. OHSC Training (Grace)	Free WorkSafeBC seminars are being held in WL on April 18 (location is TBA): Joint OHS Committee – 8:30 am – 12 noon Accident Investigation – 1 – 4:30 pm.  The following members are available: Joint OHS Committee – J. Bowser, K. Moberg Accident Investigation – M. Lettinga Both sessions – B. Jenkins, R. Underwood, T. Hewett Not available – D. Bentham, G. Simpson  Please register at: <a href="http://www.labour.gov.bc.ca/eao/easr.htm">www.labour.gov.bc.ca/eao/easr.htm</a> .	All members
<b>6. Emergency Lock Down system</b>	A drill will be scheduled in early April. G. Simpson to coordinate with G. Maurits.	G. Simpson
<b>7. Current Review:</b>		
1. WHMIS Training for Staff	Trades and Science department is mandatory for staff and faculty. Staff and Faculty need to make sure they have their certificate displayed or available for WCB visits. if they don't they need to see CS. Motion/Seconded – B. Jenkins/J. Bowser Motion that S. Jyrkkanen, Manager, Health & Safety, to confirm and clarify this policy.	J. Bowser

2. Lockdown Drill (Emergency Warden Training)	Scheduled for March 7 <sup>th</sup> at 4 pm in the Conference Room. (could shift to 1190 if everyone shows up). G. Simpson to advise all wardens.	G. Simpson
3. Slip & Wear Appropriate footwear	Signs have been posted.	
8. <b>New:</b>		
1.		
2.		
3.		
4.		
9. <b>Adjournment</b>	Adjourned at 3:56 pm. <b>Next meeting – April 2, 2013 at 3:30pm in the Conference Room.</b>	