

**TRU - Williams Lake Campus**  
**Joint Occupational Health & Safety Meeting - Williams Lake Campus**  
**Minutes**  
**Date: September 9th, 2014 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	R	Hewett, Tom	R	Bentham, Donna	Y	Underwood, Randy Chair	Y
Simpson, Grace	Y	Wallace, Tania	Y	Moberg, Karen	N	Shields, Mike	R
Wong, Stacy	Y						
Amy Carson	Y						

Item	Discussion	Action
2. Call to order	<b>1541</b>	R Underwood
3, Minutes from last meeting	<b>May 6, 2014 deferred</b>	R Underwood
4. Additions/Adoption of Agenda	Recording Secretary-Donna to take today's minutes. Addition: New Business-none stated	
<b>5. Ongoing Items:</b>		
1. Monthly Building Inspections	Report-tabled to next meeting.	T Hewett
2. Waterfall Documents	Waiting on further information from G. Mauritz in Kamloops Action: Randy send GM an email requesting an update on the status of new waterfall documents.	OH&S Kamloops
3. Firewardens	Map revised at last meeting. Need to review number of wardens due to faculty attrition. Action: Randy to put a call out for more volunteers to be fire wardens as well as add to next week's Campus Council meeting as an announcement. Plan to have a further education session prior to the next fire drill.	
4. Recycling room	Shredding company update: Amy continues to work on scheduling for shredding.	K Moberg  Stacy Wong
5. Chemicals put into system	Update-table	
6. Shipping/receiving area	Restructuring or moving of Shipping/Receiving-from a safety perspective trades instructors are in agreement for the shipping and receiving to be in the compound.	Physical Resources

	PREC to provide final recommendations for parking spaces.	Committee/ G Simpson
7. New Business		
A) Accident reporting	<p><b>Should all incidents or accidents be reported to OHS? Stacy compiles monthly report that is sent to Kamloops O H &amp; S. Stacy has agreed to provide a monthly report on our campus incidents to this committee.</b></p> <p><b>June-one crushed finger requiring medical aid and investigation ongoing; three incidents requiring band aids.</b></p> <p><b>July-two incidents requiring band aids, one smashed finger, return to work.</b></p> <p><b>August report: no incidents.</b></p>	
B) marmots	Marmots outside of the Trades compound. Grace reported that although OH & S in Kamloops reports that marmots are not a safety hazards as are some other rodents, they are looking at a few options for control, which will be explored further in the spring following hibernation over the winter.	
9. Adjournment	<p>1615. Next meeting: October 7<sup>th</sup> (the first Tuesday of the month) at 1530.</p> <hr/>	