

**THOMPSON RIVERS UNIVERSITY**  
**Minutes of**  
**Joint Occupational Health and Safety Committee**  
**(JOHSC)**

Monday, February 9, 2009

Accolades 2:30 – 4:00

Present:	Nancy Twynam (Co-Chair)	Rick Papp
	Cheryl Delling	Dave Trevitt
	Kim Johnstone	Victoria Baker
	Ken Tessier	Lincoln Chua
	Stacey Jyrkkanen	Shima Iuchi
Guests:	Kathleen Scherf	Ann Scott
Regrets:	Jean Crowe	Recorder:
	Dave Freeze	Susan Petrovic
	Carolynne Fardy	
	Paul Roberge	

INTRODUCTIONS:

1. **Adoption of Agenda:**

The February 9, 2009 agenda was adopted with the following additions:

Business arising from minutes:

4.b Williams Lake representative to JOHSC

New Business:

5.a Tobacco reduction pilot program and

5.e Ventilation in the Dishwashing Room

Moved/Seconded

2. **Adoption of Minutes:**

Moved/Seconded

3. **President's Visit:**

The Committee welcomed President Scherf and provided her with the attached handout. Committee spoke to the handout which outlines who we are; our JOHSC goals; role of JOHSC on campus and satellite campuses; JOHSC accomplishments and work in progress.

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Dr. Scherf inquired re the JOHSC reporting structure; how business comes to the Committee and how she would hear of initiatives and action items. The Committee advised that:

- JOHSC is legislated by WorksafeBC and is made up of employee and employer representatives.
- JOHSC monthly minutes are posted to the website.
- Rick Browning and Lynn Joly will attend JOHSC two or three times a year to ensure communication is maintained between the Committee and senior management. Campus concerns flow through Rick Browning and Lynn Joly to senior management.
- The Committee has successfully sponsored a number of on-campus initiatives to raise the profile of JOHSC.
- Emergency procedures re student issues are now in place.
- The Committee is looking to get building-based sub-committee reports on a more regular basis.

The Committee thanked Dr. Scherf for taking the time to attend the JOHSC meeting and continued with regular agenda items upon her departure.

#### 4. Business arising from Minutes

##### a) **Garbage containers outside Culinary Arts:**

Discussion: Janitors are piling garbage into these containers to the point of overflow. Concerns expressed re situation of garbage falling from these overflowing containers onto students and also being an attraction for bears. There is a lot of cardboard in containers as well as personal garbage being deposited. Committee sees situation as health and safety risk that needs to be fixed now, whether more containers or more frequent pickup. Moving containers is not seen as solution to the problem as Culinary Arts still needs containers. Suggest Environmental Sustainability people be involved.

##### **Motion:**

**That Facilities rectify issue with garbage containers all around campus as soon as possible, liaising with departments as appropriate.**

Moved/Seconded/Carried

**Action:** Lincoln Chua will speak with Tom Owen and report at next meeting. If unable to attend next meeting, Lincoln will send a response.

##### b) **JOHSC Representatives in Williams Lake:**

Co-chairs Mike Shields and Chris Montoya

5. New Business.

- a) **Tobacco Reduction Pilot Program.** Tanya Sanders, interim Wellness Coordinator at TRU, and Ann Scott, Tobacco-Free Post-Secondary Initiative Program Assistant at TRU, presented the latest in what is happening with the Tobacco Reduction pilot project on campus. The BC Government partnered with Post-Secondary providing \$15,000 for this pilot project. The purpose of the project is to encourage no smoking/smoking cessation in the 19 – 29 year old age group, identified as a higher consumption group. More information available on TRU website.

A number of steps to deter smoking on campus have taken place. Painted lines outside building entrances identify no smoking areas. No smoking areas have been expanded to include not only building entrances but also air intakes and windows. Other initiatives include presentations to students, providing information and education re TRU smoking policy, survey of students and staff to determine knowledge re smoking, compliance issues and if a smoke-free campus is a possibility. Also looking at possibility of having smoking cessation covered by extended benefits.

**Action:** Tanya and Anne have been requested to submit updates on questionnaire responses at subsequent JOHSC meetings.

b) **Meeting with Lynn Joly and Rick Browning re reporting.**

Looking to raise the profile of JOHSC. Rick and/or Lynn will attend a JOHSC meeting a couple of times per year to improve direct communications.

- Monthly JOHSC meetings will take place in the HR Meeting Room OM3713.
  - Suggest engaging Diana Skoglund to have 'Faces of TRU' profile the Emergency Wardens on campus.
  - Quarterly safety report from OH&S to be distributed widely across campus to facilitate discussion and awareness.
  - Suggest putting Safety on Faculty Council monthly agenda as a standing topic.
  - Subcommittees – several buildings do not have safety sub-committees.
- (Action - Stacey to follow-up)**
- Educational sessions - Rick Papp in charge of organizing sessions.
  - Pandemic planning will be brought forward. Require a block of funds to hire a planner.

- c) **Off gassing from carpets in A&E. This item was tabled until next meeting.**  
**Action:** Lincoln Chua will speak with Carolynne re specifics of this complaint.

d) **Smell in Old Main.**

Organic Vapour monitor can be put into area of complaint to determine whether smell is toxic. Because of the cost of \$1000 – \$2000 for testing, it can't be used without cause.

**Action:** Need to identify specific office number and contact name for complaint (Lincoln).

e) **Ventilation in Dishwashing Room.**

When the door to the dishwashing room is closed, the room becomes uncomfortably humid and warm. The dishwasher was replaced Chair has concerns that there may not be enough air exchange. Lincoln Chua indicated that he could measure the temperature and humidity when door is closed. Question re why this complaint wouldn't go directly to Facilities?

**Action:** Kim Johnstone will prepare work request to Facilities per Item 5 e) of the JOHSC minutes.

6. **Reports.**

a) Health and Safety (Stacey Jyrkkanen):

Tracking sheet developed to track JOHSC action items which will come from the minutes. Minutes and tracking sheet to be posted to the website. Tracking sheet will be updated as required.

- SAFE Program for Emergencies – Auxiliary RCMP attended the Clocktower Building on January 30 & 31, 2009 taking photos in/around building to assist agencies in accessing the campus buildings. Auxiliary RCMP expressed appreciation re service from Ken Tessier from Security. JOHSC members requested a couple of weeks notice, if possible, in advance of RCMP attending campus so they can be present during the assessment.
- Campus lockdowns – Campus currently can't be locked down. A budget plan is being put together for changing locks. Project will be broken down into smaller units. There will be staff training and emergency planning by Stacey Jyrkkanen and Les Tabata.
- Pandemic plan – it is part of the Emergency Plan. Lynn Joly is putting a financing plan together.
- Working to raise JOHSC profile by meeting with MarCom; holding JOHSC meetings in Human Resources, updating website and having co-chairs meet two or three times per year directly with Lynn and Rick.

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- b) Sub-committee reports:  
Facilities sub-committee not currently meeting

**Motion to Adjourn 4:00 p.m.**

**Next Meeting - Monday, March 2, 2009 in the Human Resources Meeting Room OM3713**

Minutes by S. Petrovic

DRAFT