**TRU JOHSC General Meeting**

**Monday April 2, 2012**

**TRUSU Boardroom – Independent Centre**

**Attendance**

**Attendees**

Victoria Baker – TRU World

Pat Barringer – Trades & Tech.

Lloyd Bennett – Visual & Perform Arts

Lincoln Chua – Facilities

Tammy Desrochers- McGill Housing

Matthew Dyck – BCCOL

Carolynne Fardy – TRUFA

Amit Goel – CUPE

Marge Huntley *Co Chair* – Disability Services  
Stacey Jyrkkanen – H&S Manager

Gordon Maurits – H&S Officer

Debbie McNichol *Recording Secretary* – HR

Jordan Piper – GM TRU Residence

Susan Purdy *Co-Chair* – Sciences

Duane Seibel – Student & Judicial Affairs

Ken Tessier – Security

Stephanie Westendorp – Clock Tower

**Regrets**

Chelsea Corsi – Wellness

David Freeze – Adventure Tourism

Malcolm Henry – CUPE

**Absences**

Jeff Jordan – Culinary Arts

Lyle Hirowatari – Trades & Tech

Waldemar Miszkurka – Finance

Chris Montoya – Williams Lake

Mark Perry – Culinary Arts

Glenn Read – Ancillary Services

Yoshnika Shah – Student Representative

Micheal Shields – Williams Lake

|  |  |  |  |
| --- | --- | --- | --- |
| **Agenda**  **Number** | **Item** | **Action** | **Deadline/**  **Carried** |
| **I** | **Call to order by Marge** |  |  |
| **II** | **Adopt agenda**  Motion to adopt agenda | **All in favour** | Carried |
| **III** | **Adopt Minutes from last meeting (March)**  **Discussion**:  Motion to adopt Minutes | **All in favour** | Carried |
| **IV** | **Open Issues** |  |  |
| a | **Cleaning Issues** – Susan/Marge to email Warren regarding if Hep A and B shots are required and if they are up to date. Also, what signage was going to be used  Warren understands issues with cleaning but when you have a contract with a set amount of dollars – this is what we get. Best thing to do is send Warren an email right away and he will send janitor. More we email Warren maybe process can be changed  Mores signage still needed  No update on Hep A&B | Susan/Marge to email Warren about more signage and any update on Hep A & B.  Send Warren updates when bathrooms need cleaning/more supplies right away. |  |
| b | **Speeding on Campus Update** – Gordon to update next meeting re: public vs. private street. Table until May for speed bumps – when weather warms up | Bring forward to May meeting – no updates at this time |  |
| c. | **Smoking Task Force** – Stacey/Gordon to update next meeting  There have been some changes with Lynn Joly leaving. Stacey is trying to set up meeting with Paul Manhas.  Canvassed post-secondary institutes in Canada who are the peer groups for TRU. The results were:   * 49% have designated smoking areas * 22% are non-smoking campuses * 24% have area of 30 feet from building * 5% are other   The majority have a designated area or are non-smoking. This is the direction we want to go in and now have the data backing this up.  Other institutes are happy to share their information on how they have instituted their policies and how they police them. Designated smoking areas are a lot easier to enforce – not the 30 feet from the door.  Stacey to bring report to Paul showing how we are hoping to make this happen. It will be up to Paul whether or not this report can then be forwarded to Cliff Neufeld and Alan Shaver. | Stacey will send out report to JOHSC committee. Any updates Stacey will provide  Will put on May agenda if Stacey has update for next month |  |
| d | **Incident Investigation Training** – Gordon will look to coordinate date in June – with WCB recognized representative for Accident investigations as well as possibly adding on general membership meeting. Gordon will suggest a number of dates on Doodle poll and go with the highest percentage of people. Stacey/Gordon still to provide flow chart of best case scenario.  Discussed best time for training. Maybe we can have one training session in June and another session in August (second half of August but not too close to start of classes) to maximize the amount of people who can attend. Stacey to contact Tim Ambrose to find out if we can have the two training sessions. Tim Ambrose said that he is certified with WorkSafe – Stacey will check this.  Training is good for three years. Gord will send out a list to find out who has training and when the training took place.  Need committee members to spend some time outside of the meeting day to help out with incident reports, investigations, etc. If the group is trained then more than just Stacey and Gord can do this as they can’t get everything done – not enough staff. | Gord to send out Doodle pool to find out what dates work best for group for training  Gord to send out list to find out what training the committee members have and when they had their training |  |
| e | **NAOSH Week May 7-11, 2012** – Gordon will send out ideas to whole committee for their input so that the subcommittee will have some direction  Gord would like to get together shortly with sub-committee to come up with ideas and work on planning – get some direction and help as only a month away now. Let Gord know if you have any time that you can spend on the event and if you can also help on the sub-committee. Gord will talk to Ancillary Services regarding Student Street and signage. Gord to talk to Diana Skoglund about advertising on the TV Screens and also through the staff lists. Would like to do this over the next four weeks. Need to get the information out to staff and students.  Gord hoping to contact the lady about doing the lunch and learn talk regarding food allergies.  Carolynne has some official posters that can be used.  May 7th is the kick-off breakfast at the Terrace. Cost is to be $14 but will be free to members of the JOHSC committee. Gord will send out a Doodle poll for committee members to advise whether or not they will be attending. The breakfast will run from 7:00 am to 9:30 am. The Canadian Society of Engineers is organizing the breakfast.  Gord is also trying to get some prizes. | Subcommittee to get together to work on ideas/planning  Gord to contact Ancillary Services and Diana Skoglund regarding Student Street, signage, advertising  Gord to send out Doodle poll about who will be attending kick-off breakfast  Gord to contact lady regarding lunch and learn |  |
| f | **Scent-reduced signage** – Gordon to let Stacey know that Adrian can assist with language translation. Stacey to update when signs are printed and ready to print and post around campus. Chelsea will coordinate with Stacey and TRU world to ensure culturally acceptable messages are put up on TV’s and possibly emailed to international students.  Chelsea didn’t have any follow-up as Sultan is away. | Chelsea to update at next meeting |  |
| **V** | **New Business** |  |  |
| a | Idle free zones  Outside of Science building exhaust fumes were getting into the building. Idle free zone signage has been placed outside of Science building and an air vent has been blocked up which seems to have corrected this issue.  Is there any other building that may want the signage installed? At the moment there are not any other complaints.  Have to watch what our mandate is – if it causing people to feel sick from air getting into building. If it is an environment issue then the Environmental Committee can help take on. Susan will take back to the Environmental Committee and report back.  Right now there is no policy.  Key areas that may be of concern: entrance by print shop in old main, round about between Old Main and Clock Tower (this won’t be issue for much longer). Being proactive - are their other areas that we can put up these signs.  Facilities act on complaints – who is going to enforce? May not need to enforce as people may just follow signs. Also time of year has to be taken into consideration.  Would facilities be able to make signs? Susan going to ask Warren about making more signs. Don’t need a lot of signs – areas where there are a lot of trucks loading and unloading.  More about education, not just about signage. Put on the TV media screens around campus  Susan and Carolynne would be interested in working on this. | Susan to report back to Environmental Committee  Susan to talk to Warren about making up more idle free zone signs to be placed in areas where there are lots of trucks loading and unloading |  |
| b. | Satety in OL – purse was stolen in behind receptionist desk, thief went into her desk drawer and stole her purse. Within ½ hour credit card was used. Didn’t leave from front door – must have exited out a side door. Matt wasn’t sure what JOHSC scope was.  Ken from security – lock up personal items. See anyone suspicious challenge them, call security and they can challenge them if you aren’t able. Don’t follow a thief as you don’t know what they will do.  Stacey commented that food items missing from fridge in her area. Warren has mentioned in past to janitorial staff and this did help in some areas.  Stacey will send out education email to various list serves about security and personal property. Reminder about keeping your personal items secure.  Stacey will also contact IT Services to put on TVs around campus to remind students to watch their things. Possibly also put note on Blackboard and Moodle. | Stacey to send out reminders to list serves about personal property.  Stacey to contact IT Services about reminders for students on TVs, Blackboard/Moodle |  |
| c. | Day or mourning is Saturday, April 28th at St. Andrews on the Square. Flags to be flown at half-mast. Stacey will send notice to President’s office about having flags at half-mast. | Stacey to send notice to President’s office for flags to be at half-mast on April 28th |  |
| **VI** | **Health & Safety Report** |  |  |
| a. | Gord - Just finished fire inspections. We are making sure we are compliant with fire code. April 13th and 30th – training for fire marshalls.  Stacey – work started on old main for big construction projects. Only working on weekends. Stacey meeting with them a couple of times a week.. First week of May they start up full-time.  .  Justice Institute was here for training last week for Emergency Operations Centre.  Stacey asking for more staff in their department. Can’t do emergency management on top of their workload.  March two reportable instances for staff – went to WCB.  2 incident investigations. No time lost as a result of these.  First Aids for March:  0 staff  8 students   * Trades – 5 F/A (students) * Adventure Tourism – 0 F/A * Culinary Arts – 0 F/A * Nursing – 2 F/A (students) * Visual and Performing Arts – 2 F/A * Athletics – 1 F/A   WorkSafe Claim from students – 2 |  | . |
| VI | **First Aid and Incident Investigation Statistics** |  |  |
| b. | i) Culinary Arts  Improper placement of rubber matting. About 12-15 pieces of matting that are 3 feet square. Matting was overlapped which caused the tripping.  Recommendation – get larger mats to reduce the change of further tipping concerns. Get better matting.  ii) Worker from gym was walking from the TCC towards the gym. Windy day, wind caught her from behind and it put her off balance and she fell and hurt her knees. Stairs have one railing and she wasn’t in reach of railing to get her balance. Gord working with Warren – these stairs are on City of Kamloops property. Are stairs within building code or is another railing needed. Would have to through city to get corrected.  Hazardous incident form (can get online) – send to Gord, he creates a file. Make sure a report is completed. Incident reports should be done as soon as possible. WorkSafe claims must be submitted within 72 hours of incident.  NOHSH week – put reminders of this type of info. Staff and managers all need to know – Stacey will put out with her other reminders. |  |  |
| **VII** | Adjournment by Marge @ **3:45** |  |  |