

TRU JOINT HEALTH AND SAFETY COMMITTEE (JOHSC) MINUTES

Date: Monday, April 4, 2011 @ 2:30

Location: HR Meeting Room, TRU

Present:

Gordon Maurits, OHS	Carolynne Fardy, TRUFA
Jean Crowe, Open Learning	Duane Seibel, Student & Judicial Affairs
Ken Tessier, Security	Victoria Baker, TRU World
Pat Barringer, Trades	Marge Huntley, Disability Serv.
Malcolm Henry, CUPE	

Pamela MacIntosh-Snell, Recording Secretary

Guests: No guests at this meeting.

Co-Chairs:

Carolynne Fardy, Interim Employee Representative
Marge Huntley, Employer Representative

Moving forward: JOHSC's Chairs will be:

Marge Huntley, Employer Representative
Susan Purdy, Employee Representative

Introductions: Pat Barringer from Trades will now be attending JOHSC meetings, he has taken Carey Miggins' place on the committee for Trades.

Meeting called to order at: 2:35 p.m.

Adoption of Previous Minutes - Moved by Marge Huntley and seconded by Victoria Baker.

Adoption of Agenda – with addition of the following items:

Old Business:

- In Camera – will be discussed at next meeting
- Safety Program update
- Air Quality recommendation follow-up

New Business:

- Observatory sub-committee
- JOHSC PD Session
- Telbook Updates

Moved by Duane Seibel and Seconded by Malcolm Henry.

Note: The recommended time limit of the meeting is one and a half hours. If there is unfinished business after that time, a special meeting may be scheduled (in time sensitive matters) or the issue can be carried over to the next meeting.

Carolynne conducted the Safety Orientation.

OLD BUSINESS:

1. Update/Recap on In-Camera Session from November 1, 2010 was tabled for next meeting in May, due to Stacey's absence.
2. Outstanding Building Sub-committees – Gordon reported that they are still trying to coordinate a few buildings on campus, working with the Chairs.
3. Response to Air Quality JOSHC recommendation – Carolynne to follow up with Les Tabata regarding the committee's recommendation to post signs when work is being done.
 - Carolynne's request to Les Tabata: "the committee was looking more at smaller maintenance type projects and discussed with Lincoln the feasibility of putting up signs when projects are taking place that involve volatile organic compounds or other substances that may trigger negative health effects in TRU community members. Lincoln thought this could be accommodated. I am sure he has discussed this with you but as chair I wanted to ensure this message was conveyed to you"
 - Les' response: "Yes, Lincoln discussed the placement of signs where VOCs or other odour causing compounds are being used on smaller projects. Lincoln noted that employees and contractors reporting to him typically do not use such compounds. I suggested to Lincoln that the deployment of signs be discussed with Warren, whose responsibilities include painting and carpentry"
4. Safety Program Update – Gordon reported that changes have been made since WorkSafe's visit to TRU. 5 areas are being rewritten, and the new Safety Program should roll-out in the summer. Drafts have been created and are under review. How best to communicate the changes still needs to be discussed.

INSPECTION REPORT DATA:

1. Gordon provided a spreadsheet with completed safety inspections (see attached document).
 - WorkSafe is insisting that an inspection be done in every building, every month. April's inspections started today.
 - Carolynne inquired who is responsible for maintaining First Aid Kits – this will be part of the process change. There will be 6 Level II First Aid Attendants across campus – they will be on call for specific areas. Security will now be our back up. Recruiting is being done for people to take the course – May 2nd through 9th. They will be equipped with Level II First Aid Kits and a cell phone or pager. Everything should be in place by the middle of June. June 17th is the deadline from WorkSafe. Staff will be paid for time on the course, materials and a stipend.
 - AEDs in 6 or 7 buildings on campus, we are getting there.

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FIRST AID/INCIDENT INVESTIGATION DATA:

1. Gordon provided information sheets – Accident Statistics and First Aid Data (see attached). An investigation must be done for every incident involving medical attention.
2. Committee reviewed 5 Accident/Incident Investigation forms for February/March. All agreed they are adequate and now consider closed.
 - Discussion on the path at BCCOL – people taking short cut on the grass and one person slipped on the ice. This is a heavily used short cut. Options for avoiding another incident: cement path, stairs, railing etc. Carolynne suggested JOHSC needs to take action. Malcolm suggested we send it to the Landscape Advisory Committee for consideration.
 - Other problem areas: CAC, A&E, and Trades wall with drop off
 - Gordon will look when he is inspecting the grounds and sidewalks.

NEW BUSINESS:

1. Handicap Parking Stalls for Old Main – it has been brought to HR's attention that the Handicap parking stalls for Old Main are all at one entrance. Malcolm suggested this go to Warren Asuchak and the Parking Committee for review. Carolynne suggested all lots be looked at. Malcom brought up the area between Old Main and CATC – the stalls there are being used as a loading zone and may be moved.
2. Observatory in the International Building – IB has formed a sub-committee and wanted to clarify that Science will continue to be responsible for the Observatory. Carolynne confirmed, things will stay as is. Malcolm confirmed that the Observatory, class room and roof on the 4th floor of IB are locked.
3. JOHSC Professional Development – Carolynne stated that the PD Session will take place on May 9th. There has not been a huge response. Two half day sessions: Investigations and Inspections – credited by WorkSafe and tailored to TRU. Only 9 are registered, can take 20 people. Checking into the option of lunch being provided. Each JOHSC member gets 8 hours Professional Development.
4. Telbook – Carolynne discussed an incident that occurred today in Science – the ambulance went to the wrong office today. Who looks after updating Telbook and how often is it done? Gordon will look into the process – David Burkholder may be the contact. Important with the House of Learning move coming up.
 - Ken informed the group that any 911 calls activate a behind the scenes program from the call location, switchboard then follows up by phoning that number and informs Security.

Education Monthly Topic: April – Violence in the Workplace

1. Presentation was not made at this meeting

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RECOMMENDATIONS to TRU:

1. Air Quality issue & signage
2. Path near OL – stairs or railing
3. Handicap Parking Stalls

Carolynne discussed looking at a Planning Session for JOHSC in May or June. Marge will look at scheduling.

Carolynne Fardy adjourned the meeting at 3:30.

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