

Attendance September 2013 – August 2013

Meeting dates 2013 – 14		9. 9 NOT HELD	10. 7	11.4 NOT HELD	12.2	1. 6	2.3	3.3	4.7	5.5	6.2	7.7	8.11
Affiliation	Representative												
Core Group for Quorum													
Student Services	Duane Seibel, (ER) Co-chair		X		A	X	A	X	X				
Trades	Pat Barringer, (WR) Co-chair		A		X	X	X	X	A				
Adventure Studies	Iain Stewart-Patterson		A		X	-	-	X	X				
APA/Admin	Waldemar Misazkurka (ER)		X		X	A	X	A	A				
Culinary Arts	Ed Walker (WR)		A		A	A	A	A	A				
CUPE 4879	Wilma DeJong (WR)		X		X	A	X	A	X				
- alternate	Ann Scott (WR)		X		A	X	A	A	A				
Facilities	Lincoln Chua (ER)		X		X	X	X	A	X				
- alternate	Warren Asuchak (ER)		A		A	A	A	A	A				
Health & Safety	Stacey Jyrkkanen (ER)		A		X	X	A	X	X				
	Gordon Maurits (WR)		X		X	X	X	X	X				
Science	Susan Purdy (WR)		X		A	X	X	X	X				
Security	Ken Tessier (c)		X		A	X	A	X	A				
TRUFA	Joanna Urban (WR)		A		A	A	X	X	X				
VPA	Lloyd Bennett (WR)		X		X	X	X	X	X				
Warehouse/ Purchasing	Julie Gemin (ER)		X		X	X	A	X	X				
Human Resources	Bernie Mahoney (ER)		-		-	-	A	X	X				
Wellness	Chelsea Corsi (WR)		A		A	A	A	A	A				
Auxiliary Members													
Moderate Risk Building sub-committees													
CAC			-		-	-	-	-	-				
Clock Tower	S. Klassen (WR) – on leave		X		A	A	X	A	-				
McGill Residence	Tammy Desrocher (c)		A		A	A	X	X	-				
TRU Residence	Joel Ingram (c)		A		A	A	X	X	X				
Low Risk Building sub-committees													
Arts & Education			-		-	-	-	-	-				
Gym			-		-	-	-	-	-				
International (Temp)	Gaye Dunkley (WR)		A		X	A	X	A	X				
Library	Mark Hardy (WR)		-		-	-	X	X	X				
Open Learning	Ann Scott (WR)		X		A	X	A	A	A				
TRUOLFM			-		-	-	-	-	-				
TRUSU			-		-	-	-	-	-				
Other Members													
Recording Secretary	Debbie McNichol		X		X	X	X	X	X				
Director, Risk Management	Jacquetta Goy								X				

X=Present P= Proxy received A=Absent

	Call meeting to order – Duane Seibel	
	Adopt minutes from last meeting – Stacey Jyrkkanen / Bernie Mahoney	
	Adopt agenda – Lloyd Bennett / Susan Purdy	
Item	Description	Responsible
Old Business		
1	<p>Chemistry prep room and chemical bunker safety Stacey Jyrkkanen/Gord Maurits</p> <p>February 3, 2014 – The new bunker that is being looked into will be able to hold all the chemicals currently in the Chemistry lab and from the current storage bunker – there won't be any need for additional storage. New bunker will have an eye wash station and shower as well. Stacey is currently confirming pricing. Looking at other options as well at this time. One suggestion is to build bunker right into hillside behind science building. Looking into what is most economical for TRU at this point - cost of bunker compared to cost of renovating current Chemistry lab and storage bunker now.</p> <p>March 3, 2014 – Still ongoing. Stacey has quote on new bunker and now working with Lincoln to get a Consultant in to look at upgrades to current storage bunker and Chemistry lab. Once Stacey has the quote she will send to the Executive.</p> <p>April 7, 2014 – Lincoln Chua – Consultants are looking at the chemicals we have and are categorizing them as to level of hazard. This will have an impact on the overall cost. No timeline for this report yet. This will most likely be put towards the next fiscal budget.</p>	<p>Condensed information Open</p> <p>Open</p> <p>Open</p>
2	<p>Emergency phones Stacey Jyrkkanen</p> <p>December 2, 2013 – Stacey and Ken Tessier tested all the emergency phones on campus and made a list as to which phones work and which ones don't. Stacey will make note of which phones are redundant and not required anymore. Some factors include: how many people are in area during the day/evening, cell phone issues in particular buildings, activities in buildings, where buildings are located. Stacey made a report with phones that need to be fixed or replaced. We are putting ourselves at a liability when we know the emergency phones don't work – this is a priority issue. Of the roughly 30 phones that Stacey looked at there are 3 dead phones, 8-10 phones won't be replaced as there are multiple phones in same general area or a blue light phone has been installed, along with some phones that have a noise/echo that work but are not reliable. One question was do we need an emergency phone in a parking lot – yes, they are needed, especially at night if someone feels they are being followed. These phones were deemed needed when originally place in these locations. JOHSC to put in a recommendation that the emergency phones be replaced right now – Stacey has spoken with Denis Powers and it is agreed that this is an important</p>	Open

	<p>issue and the phones need to be replaced/fixed as soon as possible, at this time there is no need to prepare a letter. IT needs to be involved for connecting these phones into the system and has information on where to get phones and cost of the phones. New phones will all have the location of the phones listed so if it is a panic situation this can be accessed. Need to find out if someone picks up the phone and for reason they can't talk that security will know which phone they are at – for all the phones, emergency and pay phones.</p> <p>January 6, 2014 – Right now it is up to capital funding to move forward with the purchase of new phones. All recommendations have been sent in. Phones that are not working should either be removed or have bags put over them so if there is an emergency people won't be trying to use them – safety issue. Stacey will talk to Facilities about covering up the phones that aren't working. No timeline for phones being replaced has been given at this point.</p> <p>February 3, 2014 – Bags have been placed over phones that aren't working at this point. Not all phones will be replaced – if two phones are in a similar area they will be condensed to just one. Still no timeline for replacing these phones.</p> <p>March 3, 2014 – New emergency phones have been ordered – first batch was shipped and should arrive on March 17th, by March 31st all phones should be on campus. Will be working with IT Services to get the phones installed. Campus map will be updated to show where the emergency phones are located. Phones outside will have a yellow pole, phones inside will be red with white lettering up the sides so that people will be able to see where they are located.</p> <p>April 7, 2014– All new phones are on site now. Pedestal phones being installed right now. Stacey went around and they chose the most ideal locations. Internal phones will be installed afterwards. Phones need both data and power lines. All phones inside buildings should go relatively quickly. Stacey working with IT to see about current Telus phones on site and looking at ways to make Security information more obvious plus better signage at all the phones identifying them as emergency phones.</p>	<p>Open</p> <p>Open</p> <p>Open</p> <p>Open</p>
<p>3</p>	<p>Aboriginal Awareness Week Duane Seibel</p> <p>March 3, 2014 – Aboriginal awareness week is in progress and smudging is allowed on campus. Smudging is an Aboriginal ritual for burning herbs or sweet grass at an event. Signs go up around campus so everyone is aware of smudging 24 hours prior to an event. There is an event each day this week – with the Tiny Tots PowWow at the end of the week. There will be a smudging ceremony each day on the weekend. Will also be a fire outside to cleanse the drums. Facilities is told in advance so that they can turn off smoke detecting equipment so the fire department isn't called. This will be the fourth and final year that it will be held on campus - could continue but this is the last year of</p>	<p>Update</p>

	<p>our current commitment.</p> <p>April 7, 2014 – There is a protocol for smudging. Duane and Stacey will go over protocol and work to put this on the TRU website where it is easy to locate - on Health & Safety and Aboriginal Services websites. There are identified places where smudging can occur on campus. If smudging occurs in another location Facilities needs to be contacted so they can ensure the proper notification and potentially turn off smoke detectors, etc. Have had some challenges where appropriate channels were not followed and smudging was held in other locations.</p>	Closed
4	<p>Liability Insurance for Volunteers Stacey Jyrkkanen</p> <p>March 3, 2014 - Denis Powers has sent out a volunteer form for students who are involved in a campus event that is not part of their regular classroom activities. This form highlights their responsibilities at the event and helps to cover them under our insurance and WorkSafe. If you are organizing an event, please encourage students to complete this form. This will include students coming in to help set up an event, shows formal connection to the event. The students must have some function other than just being in attendance at an event. Any questions, please contact Denis Powers. <i>Action: Stacey to send Debbie the Volunteer Information Form to distribute to JOHSC.</i></p> <p>April 7, 2014 – Debbie forwarded form to JOHSC. Gord will put form on Health and Safety website for easy access. Will ask Denis Powers or Jacquetta Goy to present at next LRAC meeting. This form is for any TRU sponsored activities that TRU students will be involved with. Noted that the form is missing emergency contact information – need to have this information handy. Any questions email Jacquetta and she will look into.</p>	Update Closed
5	<p>Membership on Environmental Advisory Committee Susan Purdy</p> <p>Susan is currently on the committee and her term is up. If anyone would like to sit on committee they can put their name forward. Will discuss further in May to see if anyone is interested in sitting on the Advisory Committee. Susan is willing to have her name stand for another term as representative.</p>	Open
Health & Safety Report		
	<p><u>March Summary:</u></p> <ul style="list-style-type: none"> • Reportable – 2 (1 slip and fall, 1 overexertion) • First aid – 4 (2 trip and falls, 2 lacerations) • Recordable – 2 (1 muscle strain, 1 twisted ankle) • Environmental – 0 • Near miss – 1 (MVA) <p>WorkSafe Claims – 3 Incident investigations – 0 Days of work lost – First Aid for staff – 3</p>	

	<p><u>First Aid breakdown for students in March:</u></p> <ul style="list-style-type: none"> • Trades – 4 (1 required medical treatment) • Adventure Tourism – 0 • Culinary Arts – 0 • Nursing – 10 (needle poke / overexertion) • Respiratory Therapy – 1 • Sciences - 0 • VPA – 2 • Human Services - 1 • International – 0 • Other – 6 • Contractor - 0 <p>WorkSafe Claims from students – 13 (1 RT, 1 HD Mech, 10 Nursing, 1 Human Services)</p> <p>Anything reportable with regards to a student should go through Student Development office. TRU World wants information regarding international students.</p> <p>October 7, 2013 - Only going to start noting student incidents when they are more serious – require more than our first aid attendants, need to go to hospital</p>	
	<p>Stacey Jyrkkanen report:</p> <p>March 3, 2014 - New emergency contact number information for all phones on campus are being printed right now. Will go on all office phones letting people know what numbers to call in an emergency – will also have Security and Health & Safety numbers. Label will be coloured and easy to read. Should be available shortly and then distributed.</p> <p>April 7, 2014 - Stickers have been printed and Stacey is figuring out the best way to distribute them. Some will go on doorways entering into buildings so are very visible.</p> <p>March 3, 2014 - Workshop for Harassment Prevention & Respectful Workplace email has been circulated to JOHSC – to be held on March 31st.</p> <p>April 7, 2014 – Susan Purdy attended – learnt about Human Rights Code of BC. Corinn Bell went through different scenarios about what is acceptable/ unacceptable behaviour.</p> <p>March 3, 2014 - Active threat training with LRAC will continue.</p> <p>April 7, 2014 – Stacey will be giving presentation at next LRAC meeting.</p> <p>March 3, 2014 - Security reporting – need to tighten up reporting. Health & Safety are not getting information in a timely manner.</p>	

	<p>April 7, 2014 – Security now reporting to Jacquetta Goy which should help tighten up reporting.</p> <p>April 7, 2014 – There have been a number of near misses at crosswalk near Human Resources building (rainbow crosswalk). In one particular incident, driver didn’t stop but rolled window down and yelled obscenities. Nothing came of this as no witnesses came forward. Stacey gave interview with Omega regarding this crosswalk, hoping to further educate both students and drivers. Stop signs with flashing red lights have been installed, rainbow crosswalk was put in (now mostly gone after the winter – will be repainted white once sand has been swept up). In fall temporary speed bumps were installed but were removed when snow started as couldn’t use snow plow over them. Regular speed bumps will be installed. Must be very vigilant when using all crosswalks on campus – this one in particular. Julie Gemin mentioned installing a camera at this intersection. James Gordon is also working on proposal for this intersection. Yellow pedestrian lights would also be idea.</p> <p>April 7, 2014 – Update on smoking kiosks – policy is sitting on President’s desk to take to the Executive Council in May (along with the Health & Safety and Emergency policy). Design of kiosk was redone to keep within budget limits. First kiosk will go in NW corner of Old Main - where piano was. New Trades Chair has come out and put survey stakes in the ground - not near water/gas lines. Should be ready to go in September. RT students are gathering information from students in Old Main about the kiosks and locations.</p> <p>April 7, 2014 - We have a badger on campus – behind nursing annex in hillside. They are an endangered species. Badger will be left alone and they have a wildlife camera to catch its activities, they are a nocturnal animal. Biologists can learn from this badger. Keeping an eye on the badger and hoping not to have to relocate. Daycares have been notified of badger’s existence on campus.</p> <p>April 7, 2014 – Nursing students and needle pokes – they were out on site and learning how to do glucose testing. Students weren’t changing lancets in between practice. They were passing amongst themselves only. Chair will use this as an opportunity for training and discussion on needle stick protocol. Stacey went over with Chair on how to properly complete the WorkSafe forms. Will incorporate how to complete WorkSafe forms in nursing manual in the fall.</p>	
Accident Investigations		
1	<p>Trip and Fall Audit Stacey Jyrkkanen and Gordon Maurits</p> <p>April 8, 2013 - Need to go through some of the reports from last year and see what areas have been fixed around campus and what hasn’t been fixed – trips and falls caused from uneven ground. Check to see what has been fixed and then send note back to Facilities noting the deficiencies. When reports are</p>	Open

	<p>pulled from last year, other members of the committee can also go and check out these areas.</p> <p>May 6, 2013 – Gord will bring some information regarding these to the next meeting.</p> <p>June 3, 2013 – 2011 had 17 injuries from slips trips and falls 2012 – 18 injuries from slips and falls 2013 – 7 injuries from slips and falls so far this year Majority come in December, January and February due to weather conditions. Surprisingly a lot come in March – just basic trips and falls, tripping going up stairs and on walkways. Levels off until October when start to increase again. Main causes: Improper footwear for conditions, and people not paying attention to what they are doing. Talked to Warren about walkways on campus and problem areas – uneven, broken walkways. They have a person working for facilities and he did drive around campus and identified a number of places (found 45 different areas that can use some attention). Warren has put in a call to get these different areas fixed. Hopefully this will help reduce the numbers of slips and falls in the future.</p> <p>October 7, 2013 – Warren has done lot of repairs on walkways. Extended sideway up to bus depot. At next meeting confirm that these have been checked.</p> <p>March 3, 2014 – Lot of work has been done on campus to help prevent trip and falls. Will have to revisit once winter is over and reassess some of the walkways at that time. One of the highest incidents for staff is slipping/tripping and falling. It was noted that there is no sidewalk that goes all the way from the House of Learning to Human Resources without crossing the road. Right now people just walk on the road at this point – Gord to check with Warren and see if anything can be done about extending the current sidewalk.</p> <p>April 7, 2014 – Trip and falls biggest hazard on site. Gord sent out information on the staff list to inform people that there may be uneven walkways so please be aware as they are walking around campus. If you do see any areas where they may be a concern let Gord know so that he can have a look and possibly spray paint to make more visible. Stacey is meeting with Warren this week about the sidewalk that ends near Human Resources and seeing if the sidewalk can be extended to complete this section.</p>	<p>Open</p> <p>Open</p> <p>Open</p> <p>Open</p> <p>Open</p>
New Business		
1		
2		

3		
Next meeting at 2:30 pm on Monday, May 5, 2014 in TRUSU Boardroom		