Attendees (marked with an “X”)

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| **Core Group for Quorum** | | | |
|  | **Affiliation** | **Representative** | **Alternate** |
| X | Adventure Studies | Dave Freeze (WR) |  |
| X | APA/Admin | Waldemar Misazkurka (ER) |  |
| X | Culinary Arts Training Centre | Ed Walker |  |
| X | CUPE 4879 | X Amit Goel (WR) | Malcolm Henry (WR) |
| X | Facilities | X Lincoln Chua (ER) | Warren Auschak (ER) |
| X | Health & Safety | Stacey Jyrkkanen (ER) | X Gordon Maurits (WR) |
|  | McGill Residence | Tammy Descrocher |  |
| X | Science | Susan Purdy (WR) |  |
| X | Security | Ken Tessier |  |
|  | Student Services | Duane Seibel (ER) Co-Chair |  |
| X | Trades | Pat Barringer (WR) Co-Chair |  |
| X | TRU Residence | Jordan Piper |  |
|  | TRUFA | Neil Burnett (WR) |  |
|  | Visual & Performing Arts | Lloyd Bennett (WR) – sent regrets |  |
|  | Warehouse | Julie Gemin (ER) |  |
|  | Wellness | Karen Ross (WR) – sent regrets for Wellness | Chelsea Corsi (WR) |
|  |  |  |  |
| **Auxiliary Members** | | | |
|  | **Moderate Risk – Building sub-committees** | | |
|  | Campus Activity Centre |  |  |
|  | Clock Tower | Stephanie Westendorp (WR) |  |
|  | Gym |  |  |
|  | Williams Lake Campus | Mike Shields (WR) |  |
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|  | **Low Risk – Building sub-committees** | | |
|  | Arts & Education |  |  |
|  | BCOUFA |  |  |
|  | House of Learning |  |  |
| X | International | Amit Goel (WR) |  |
|  | Library |  |  |
|  | Open Learning |  |  |
|  | TRUSU |  |  |
|  |  |  |  |
|  | **Other Members/Guests** | | |
| X | Recording Secretary | Debbie McNichol |  |
| X | TRU Residence | Raphael Imoka |  |

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|  | **Call meeting to order – Pat Barringer** |  |
|  | **Adopt minutes from last meeting - Amit Goel / Ken Tessier** | **Carried** |
|  |  |  |
| **Item** | **Description Responsible** | **Status** |
| **Old Business** | | |
| 1 | **Smoking Task Force Stacey Jyrkkanen**  August 20, 2012 - On hold at moment until new AVP of HR and Planning starts in October. Williams Lake has designated smoking area. Cost was $3000. Can get some usage results from William Lake to bring forward. Air health policy would be helpful for smoking, cars, etc.  September 10, 2012 – Still on hold - committee continuing to look through items. Pat has design of Williams Lake smoking area – if we don’t use cedar could be $2000. Warren to send cost to Stacey about repainting smoking lines around buildings. Chelsea Corsi working with Nursing, Wellness & Respiratory to update statistics done in 2009 and adding in more information. This information will then be used in report to Clock Tower.  October 1, 2012 – Smoking lines not repainted yet. Nothing to report at this time  November 5, 2012 – Denis Powers, AVP HR & Planning is very supportive of reducing smoking on campus. He agrees with having a central smoking area. Stacey will get the smoking committee back together to move forward.  December 3, 2012 – Will be getting smoking committee together again. Will get direction from upper management to see where we go from here. | Open  Open  Open  Open  Open |
| 2 | **Scent-reduced signage Karen Ross**  August 20, 2012 - Karen Ross will check with Chelsea Corsi about what has been done. This is briefly touched upon in orientation at TRU World. Sultan (International Student Advisor) is doing his best to address this issue with his students. Put on signs on TV monitors in multiple languages.  September 10, 2012 – Karen checked with Chelsea Corsi – 2 types of signage were talked about – small BC Lung scent free signs and full-size posters that can go on doors. These can be ordered from the BC Lung Association. These signs are currently only in English. Need to find them in alternate languages. Stacey has smaller signs in English. Idea was to have this information on the TVs in other languages as well. Can probably work with International Student Advisors to get the information in different languages for TV screens. Stacey will contact BC Lung Association about whether or not they have the signs in other languages. Some people in Trades & Tech took offence to signs - this never went through their faculty council, signs just appeared. ***Action:*** ***Karen & Duane will look into getting signs in different languages. Pat to check in Trades & Tech about the signs. If there is someone that needs a scent-free zone, can make a specific designated area for the person. Increase education if there are people with sensitivities. If there are specific concerns in buildings please contact OH&S.***  October 1, 2012 – Duane gave signs to TRU World and they are going to translate them into Chinese and Arabic. Pat found out that the office staff were putting up the signs. Pat mentioned to office staff to consult with him first before any additional signs are put up.  November 5, 2012 – Signs are still at TRU world to interpret, Duane has not received anything back yet.  December 3, 2012 – No signs up as yet. Will put forward until January. Pat to contact Duane as to status of the signs. | Open  Open  Open  Open  Open |
| 3 | **Protocol for power outages Pat Barringer/Stacey Jyrkkanen**  September 10, 2012 – ***Action:*** ***Stacey working on something that works for everyone***  November 5, 2012 – to be revisited at a later date.  December 3, 2012 – Can go by what is on website until new protocols are completed. | Open  Open  Open |
| 4 | **Insurance coverage for Grad Students Stacey Jyrkkanen**  August 20, 2012 - Challenges regarding insurance coverage for grad students. Insurance covers students in some situations. Student’s accident insurance covers undergrad students not grad students. Insurance considers them as employees if they are doing research. Insurance company doesn’t see it this way. Can’t get liability insurance for grad students either. TRU doesn’t pay extra to cover extra costs of insurance. Working right now to try to solve this situation. Any masters students or PhD students who leave campus are not currently covered. Stacey will report back once she has more information.  September 10, 2012 – Ongoing – ***Action: Stacey meeting with legal on September 17th to review (Andrew McKay – Director of Graduate Studies)***  October 1, 2012 – Stacey met with legal, this is a very complex issue. The TRU legal department is working on it. The original coverage was created for colleges, when we became a university the insurance program didn’t change which is why grad students weren’t mentioned. Information is being passed along to grad students so they are aware of the coverage they have. They can then look into additional insurance coverage right now. Legal is continuing to work on this and when there is something to report they will let Stacey know**.**  November 5, 2012 – Legal and Andrew McKay are dealing with this issue, when they have something they will let Stacey know. If anything goes wrong this will be an issue for the legal department. This is a large issue that affects a lot of people.  December 3, 2012 – Nothing new to report, information will be passed along as soon as it is received. | Open  Open  Open  Open  Open |
| 5 | **Liability regarding classroom size/student limits Lloyd Bennett**  October 1, 2012 - Liability if studio/classroom capacity over limit. ***Action: Gordon Maurits looking into what the capacity numbers are for different classrooms.*** Is liability for size of classroom or is it for number of students? BC Building and fire code – depends on what is in the room and the use of the room (example: lab, shop, studio), are there fixed items or movable items in room (example: desks). Collective agreement says the Dean is responsible for the capacity limits. If there is problem with capacity, raise your concern with the Dean. Trades send students away if over capacity amount – they go by who registered first/last. This is a safety issue for them.  November 5, 2012 – If TRU was to over book a class then TRU is liable if any event happened. If an instructor brought too many students into the class themselves on their own accord then the instructor is liable. Gordon Maurits uses capacity amounts based on BC fire and safety codes for shops/classrooms/theatre/labs – vary for each type of classroom. Stephanie Westendorp mentioned that the capacity amounts in Banner and what they have in IPA have discrepancies. ***Action: create a subcommittee to look at capacity amounts. Subcommittee to consist of: Gordon Maurits, Stephanie Westendorp, Pat Barringer and Lloyd Bennett.***  December 3, 2012– Gordon and Stephanie are going through different class sizes. Pat measuring rooms to make sure numbers are correct in his area. Building code states classroom size for labs is 4.6 square metres per person and 9.3 square metres per person for shops. Culinary arts – there is a measurement for cafeteria area, Gordon will check what kitchen environment area size is – classrooms for Culinary Arts will have their own dimensions, separate from the kitchen environment. Computer labs are pre-set as you can only fit in a set number of computers (considered same as a lab space in building code) - left these the same as there is no more room for any further computers***.*** | Open  Open  Open |
| 6 | Students who live/park across the highway are getting tickets for crossing the highway and not going up to stoplight to cross. These students had to pay fines. Students can lobby City Hall to get overpass put up. The pedestrian overpass has been mentioned but at this point there is no budget for this. | Update |
| 7 | **Health & Safety Sub-Committee Update**  A member from the Warehouse is going to join the Trades and Technology Health & Safety Sub-Committee. | Update |
| 9 | Next scheduled JOHSC meeting is Monday, January 7, 2013. The Committee recommended meeting on January 14th instead of January 7th as this is the first day of classes for the winter semester.  ***Action: Debbie to send out new meeting notice for Monday, January 14, 2013*** | Update |
| 9 | **Health and Safety Update Stacey Jyrkkanen, Gordon Maurits** | Update |
|  | **Health & Safety Report** |  |
|  | November Summary:   * Reportable – 0 * First aid – 1 (burn) * Recordable 2 (1 slip, trip and fall, 1 chemical exposure) * Environmental - 0 * Near miss – 4 (fire alarm in Old Main – Contractor)   WorkSafe Claims – 1  Incident investigations – 1 (1 still do be done)  Days of work lost - 0  First Aid breakdown for students in November:   * Trades – 3 * Adventure Tourism – 0 * Culinary Arts – 0 * Nursing – 1 * Respiratory Therapy - 1 * VPA – 0 * International – 5 (most due to stress) * Natural Resources - 1   WorkSafe Claims from students – 1  Suggestion that the Manager of Student Affairs follow-up with student incidents. Question asked was - should JOHSC get involved? Hard for Health and Safety to track down the students once the incident has happened.  International student cases should be reported to TRU World. Their mandate is to look after the international students. TRU World may not know about these incidents. Adrian Conradi, Associate Director, International Student Services is the person to contact at TRU World. ***Action: Gordon will forward names of international students involved in incidents to Adrian Conradi in TRU World.*** |  |
|  | **Accident Investigations** |  |
| 1 |  |  |
| **New Business** | |  |
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| Next meeting at 2:30 pm on Monday, January 14, 2013 in TRUSU Boardroom | | |