

Attendance September 2016 – August 2017

Name	Area	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Worker representatives													
Pat Barringer (Co-Chair)	Trades	X	A	X	X								
Chris Montoya	Arts	A	A	A	X								
Lloyd Bennett	Arts	A	A	X	A								
Susan Purdy	Science (TRUFA)	X	X	X	A								
Iain Stewart-Patterson	FACT	X	A	A	A								
Mark Hardy	Library	X	X	X	X								
Bart Cummins	MarCom (CUPE)	A	A	A	A								
Sherry Bennett	Registrar's Office	A	X	A	X								
Nancy Bepple	Student Development	X	A	A	X								
Employer representatives													
Julie Gemin (Co-Chair)	Supply Chain Management	X	A	A	X								
Jolanta Belliveau	Finance	X	X	A	A								
Warren Asuchak Tom O'Byrne	Facilities	X	X	X	X								
Jenny Gomes	Human Resources	X	X	X	A								
Megan Gerow	Student Services	X	A	X	X								
Christi McAuley	Law	A	A	X	A								
Cindy Piwowar	FESW	A	A	A	A								
Resource members													
Jacquetta Goy	Risk Mgmt Services / Clock Tower	X	X	X	X								
Stacey Jyrkkanen	Safety & Emergency Management	X	A	A	X								
Gordon Maurits	Safety & Emergency Management	A	X	X	X								
Peter Fairman	Safety & Emergency Management	X	X	X	X								
Paige Gallant	OSEM student				X								
Debra McNichol	Recording Secretary	X	X	X	X								
Community members													
Ken Tessier Kevin Larsen	Paladin Security	X	X	A	X								
Brandon de Krieger Raina Shortreed	TRU Residences	X	A	X	X								

X=Present

P=Proxy received

A=Absent

	Call meeting to order – Julie Gemin	
	Adopt minutes from last meeting – Adopted Pat Barringer / Stacey Jyrkkanen	
Item	Description	Responsible
Minutes		
1	Chemistry prep room and chemical bunker project Drawings approved and in fabrication stage for room. Room is completed with outstanding items. Need ground preparation completed – require engineered drawings to confirm dimensions.	Stacey Jyrkkanen
2	Traffic Management Gordon will send out report (will be put in one TRU December folder) – came in on 2 Thursdays in November – one week at the east gate and one week at the west gate. East gate was pretty good. West gate 190 of the 279 were over the speed limit. Highest problem area is at west gate – first speed bump is closer to Trades building, a lot turn into the TCC. Question is whether or not there is a large safety concern in this area – check to see how many incidents there have been. Next time have Speed Watch sit in front of Science building for a couple of hours. Another issue is behind CAC where a small road leads to an entrance – people cutting in here to get to parking spots. Have put in a speed bump which has reduced some of the traffic a little bit. Once we get speed report from Gordon we can have a look to see what can be done at west gate – discuss with Warren. Possibility of narrowing the road in places. Speed bumps are softer due to the busses.	Gordon Maurits
3	Safety and Awareness week Will be held week of February 6-10 – mostly on the Tuesday, Wednesday and Thursday. Display in Student Street, Trades and Science buildings. Tentatively setting up in Science on February 7 th , Trades on February 8 th and Student Street on February 9 th . Pat needs to book the room in Trades so he needs to know date asap. Not sure if going to do lunch and learn. If anyone can volunteer their time on one of the days please email Gordon and he will fit you in. The more people involved the better. Timing works out well in trades – some completing their program and new students coming in.	Gordon Maurits
4	Fire drills Update on the gate in Trades – sent Facilities a work order – work order is in but not sure of the status. Want the gate to open/unlock when a fire	Stacey Jyrkkanen

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	<p>alarm goes off. Some issues with bells not going off or not loud enough – another work order done to Facilities to repair.</p> <p>Need more Fire Marshalls around campus in general. Clock Tower and Science are the only buildings that are properly manned. Will run more training for Fire Marshalls – aiming for March.</p> <p>Fire drill schedule for 2017 coming out soon. Aiming for the 2nd week of classes in January and again in September – should avoid issues with exams. Stacey has been open to adjusting the schedule to requests but there are too many and she can't work around all the requests.</p>	
Updates on Safety Committees		
	<p>Jacquetta Goy – Risk Management - Ramping up for inter-building competition in the Clock Tower – different floors competing on who is best prepared in case of emergency - sponsored by Christopher Seguin. Is there a Fire Marshall on each floor and do they know what to do, etc.</p> <p>Christopher would also like to encourage other buildings to compete with them.</p> <p>Peter asked if some kind of a reward can be awarded to help encourage more Fire Marshalls – possibly a coffee gift card. Suggestion - if you check in with your radio each morning your name goes into a draw.</p>	
	<p>Ken Tessier – Paladin Security - People up on the roof of the CAC – hoping just an isolated incident – FACT students. Would like to speak with them to find out how they were able to get up on the roof. Potential for larger amounts of incidents, potential for people to fall off roof.</p> <p>Kevin Larsen introduced to group. Kevin would be Ken's replacement if he wasn't able to make it on a particular day.</p>	
	Mark Hardy – Library – Nothing to report	
	<p>Nancy Bepple – Student Development - Lot of young workers on campus – for TRU, Aramark, etc (Co-op students, Research Assistants, servers, etc). WCB have special programs as young workers have a higher risk of injuries, and they educate this worker group. Has TRU ever brought WCB in to educate the students? They do over in Trades. Aramark is responsible for their own employees as they are an external employer. Stacey is working on new employee orientation which is challenging with the students spread across campus – they can set a date and hope that people are encouraged to come. Stacey said she can release a section of their new employee program (Moodle) – she will give access and the person can go in and do training.</p> <p>Maybe WCB can set up a display in Old Main during Safety and Awareness week. Very hard to get someone from WCB to come. Last year during Safety and Awareness week they were unable to come but did send information to pass out.</p>	
	Gordon Maurits – Safety & Emergency Management – Nothing more to report other than statistics and incident reports	

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	Megan Gerow – Student Services – Security will come in to meet with them after exams and check that the panic buttons on their desks work – have been some relocation of work stations. Staff work late during exam periods and security has been great	
	Sherry Bennett – Registrar’s Office – Nothing to report	
	Raina Shortreed – TRU Residence here for Brandon de Krieger – Had fire alarm go off on the weekend - someone had candles in the hallway. CAC will open in case of fire alarm. Students were there for about an hour	
	Tom O’Byrne – Facilities here for Warren – Discussed smells in Visual and Performing Arts in Old Main – dark rooms traps dry out and they smell. Looking at trying to correct this. Traps dry out quickly with exhaust fans running.	
	Chris Montoya – Arts – In Old Main there are the large square panels on the walls in the hallways, this allows sound into classrooms. One side of doors in Old Main won’t unlatch coming in from the Clock Tower. Lunch room being underutilized in Arts building. First fentanyl overdose case in Arts.	
	Stacey Jyrkkanen – Safety & Emergency Management – Back in September looked at getting fentanyl overdose kits – residence managers trained in using kits. Worksafe said that first aid attendants are not allowed to give injections as they don’t have the proper training. Even though we had the medication we couldn’t use the fentanyl kits. Pharmacies don’t have the kits that we can use yet but Stacey is trying to get – called pharmaceutical company and should hopefully arrive this week. We need to add to our first aid protocols. Now that Paladin are the primary first aid responders we have to make sure that the guards can administer the medication and do the training (currently the can’t administer the medication). If we can’t find someone to do training Stacey will see if one of the doctors from the medical centre can give training. Now that we have had a situation in the middle of the day we need to move forward on this. Peter and Gordon have launched the WHMIS program – can take online course for free. There have been very positive feedback so far. Active threat training – face to face – 808 people have been through training with 4 sessions left to go. Filmed one part in summer and another part a couple of weeks ago. Seeing if an RCMP officer will offer to come in and help with filming – be the person who gets “taken down”. This training will be part of new employee orientation program that Stacey is working on. Going over well – have had around 500 survey results that are for the most part positive.	
	Paige Gallant - Workstudy student – Safety & Emergency Management – working with Peter and Gordon. Enjoying her time here at TRU	

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	<p>Peter Fairman – Safety & Emergency Management – Moved some lower risk scientific labs and higher risk labs. Lockers outside of CO2 labs. Logs not being filled out properly and some signage is missing. Would like to test showers but worried they won’t turn off after test. Plumber will be there for the testing. These should be tested monthly. Fentanyl – will include in safety week. Tailor information for this week.</p>	
	<p>Pat Barringer – Trades – Concern about traffic for new building, not sure what to do about this. Contractors can’t just park anywhere. They say they are going to put in a new road and reroute everyone. No idea as to when the construction is to start. Hoping to break ground in the new year. Design is changing constantly right now – hasn’t actually seen the final draft yet. Can a flag person be asked to come? (from Nancy Bepple). Hopefully once design is in place there will be more answers. Been a slow process at this point.</p>	
	<p>Julie Gemin – Supply Chain Management – Nothing to report</p>	
<p>Health & Safety Report – Gordon Maurits</p>		
	<p><u>November Summary:</u></p> <ul style="list-style-type: none"> • Reportable – 3 (dog bite, 2 cuts requiring medical treatment) • First aid – 2 (fall to same level and struck by/against) • Environmental – 0 • Near miss – 0 • Report only – 1 (fall to same level) <p>Work Safe Claims in November – 3 Incident investigations completed in November - 3</p> <p><u>First Aid breakdown for students in November:</u></p> <ul style="list-style-type: none"> • Trades – 7 • Nursing – 2 • Respiratory - 1 • Culinary Arts – 1 • General student - 3 <p>Student WorkSafe Claims through Ministry of Advance Education – 1</p>	
<p>Accident Investigations</p>		
1	<p><i>Employee was moving a filing unit and had it lifted on a pry jack. Employee was adjusting the footing screw when the jack gave out and the screw part jammed into his finger. As a reaction the employee pulled his hand away and in doing so the screw tore the skin on the finger.</i></p> <p>Investigation started: November 17, 2016</p> <p>Immediate/Direct Causes</p>	

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	<p>Substandard Acts:</p> <ul style="list-style-type: none"> • Improper lifting • Failure to follow procedures • Improper placement <p>Substandard Conditions:</p> <ul style="list-style-type: none"> • Inadequate preparation/planning • Inadequate/improper PPE <p>Basic Causes:</p> <ul style="list-style-type: none"> • Undue care and attention <p>Summary of Root Cause: Employee was manipulating the pry jack and adjusting the screw foot at the same time which resulted in the pry jack slipping and allowing the filing cabinet to drop on his index finger of the left hand.</p> <p>Correct Action:</p> <ol style="list-style-type: none"> 1. Placement of the filing unit onto its side thereby eliminating the use of the pry jack 2. Get assistance in lifting the filing cabinet to allow one person to make adjustments to the footings 3. Wearing of gloves during the procedure will aid in reducing the injury 	
<p>2</p>	<p><i>Students were sedating a dog for a lab when the dog broke from restraints during the procedure. Instructor was bitten by the dog while trying to control it and protect the student.</i></p> <p>Investigation started: November 24, 2016</p> <p>Immediate/Direct Causes Substandard Acts:</p> <ul style="list-style-type: none"> • Improper position for task <p>Summary of Root Cause: Dog reacted strongly to a painful injection. Student was unable to maintain control of the animal</p> <p>Corrective Action: Use a muzzle with this dog in future labs.</p>	
<p>3</p>	<p><i>When opening the end door on a large waste container, the hooks holding it closed were not completely disengaged. The worker then pulled on the door to open it, at which time the hook caught is ring finger on his left hand, causing it to tear.</i></p>	

	<p>Investigation started: December 1, 2016</p> <p>Immediate/Direct Causes</p> <p>Substandard Acts:</p> <ul style="list-style-type: none"> • Failing to use PPE properly <p>Substandard Conditions:</p> <ul style="list-style-type: none"> • Inadequate/improper PPE <p>Basic Causes:</p> <ul style="list-style-type: none"> • Undue care and attention <p>Summary of Root Cause: Undue care and attention while not wearing proper PPE (gloves)</p> <p>Corrective Action: Ensure gloves are being used when performing job duties with Facilities waste bins</p>	
	<p><i>Action: Stacey Jyrkkanen - Check to see how many incidents have occurred in Facilities – types of incidents, etc.</i></p> <p>PPE have been provided to employees who require them in their jobs – everyone has access to gloves.</p> <p>Any rules around wearing rings on the job? Personal preference at this point. Worksafe say you shouldn't wear jewelry and long hair should be tied back when using machinery, using chemicals, etc.</p> <p>Suggestion making gloves mandatory when doing certain tasks, putting up signage stating gloves should be worn at particular areas on campus.</p> <p>Review protocols and then discuss with Facilities.</p>	

Meeting adjourned at 3:54 pm