

**TRU - Williams Lake Campus
Joint Occupational Health & Safety Meeting - Williams Lake Campus
Minutes**

Date: Feb. 1, 2011 **Time:** 3:30 p.m. **Place:** Room 1318

1. Attendance (Y, N or R=Regrets)

Admin.	Y/N/R	Cupe	Y/N/R	Faculty	Y/N/R	Faculty	Y/N/R
Bowser, Julie	R	Hewett, Tom	Y	Bentham, Donna	Y	Poulsen, Ken	N
Sanders, Ray	Y			Jenkins, Bruce	Y	Salvatore, John	N
Simpson, Grace	Y			Moberg, Karen	N	Shields, Mike (Co-chair)	Y
Turatus, Betty (Co-chair)	R			Montoya, Chris	R	Underwood, Randy	Y
				Neifer, Shane	N		

Item	Discussion	Action
2. Call to order	1530	
3. Minutes from last meeting	Corrections to Minutes of Jan. 11, 2011: -Bruce Jenkins sent his regrets 5.3 Warden System-decision to table item until next fiscal year. 5.6 Cameras and Security, motion detector lights-decision to proceed with option B :lights camera and related equipment. Motion to approve as corrected: Bruce; Second: Randy	
4. Additions/Adoption of Agenda	Motion to accept as circulated: Bruce; Second: Randy	
5. Current Outstanding Items:		
1. Working Alone Policy no discussion needed- awaiting Final policy	Ongoing	
2. TRU's Policy of practicum students and worksafe to be distribute to committee members – Confirm about contract courses (Julie)	Ongoing	Julie
3. Warden System – how are we contacting the instructors before/during a lock down – Checking to see what Kamloops does (Grace)	Grace checked with Kamloops and they currently do not have a procedure in place.	Grace

4. Drain on Roof of RCP Shop (Action: Tom)	Ongoing – can not be completed until the snow is gone. Tom monitors the roof in the mean time.	Tom
5. Cameras and Security, Motion detector lights (Action: Grace)	Grace has a quote from a second company, but only for the cameras-\$2650 First quote cameras-\$3300 & lights \$1700 total \$5000. Action: Tom will get a quote for upgrading the existing lighting system for the exterior of the building as the upgrade for the overflow parking lot is effective. Plan is to have this item completed by end of March	Tom/Grace
6. Fire Warden Update – Did we receive more vests? (Grace)	New vests received, now have 5 extra vests.	Completed
7. Parking Lot Security – Warning signs posted? (Grace)	Grace contacted Dave Dickson who is going to get existing signs from ICBC to post on the campus.	Grace
8.		
9.		
6. Current Review:		
1. Monthly Building Inspections	January inspection completed by Tom and Betty. Grace will email concerns to respective department contacts for resolution. Donna will do the February inspection with Tom	
2. Snow Removal and Fire Lane Access – reminder to students of correct parking during snow season	Tom monitors the parking lot on a daily basis and the fire lane has been clear lately.	
3. Water Cooler Cleaning (Chris)	Tabled. Action: Donna to email Chris for update at next meeting.	
	.	
7. New:		
1. G. Maurits visits	G. Maurits, OH & S Office Kamloops, has approval for 4 visits to Williams Lake in 2011; March 10 & 11; May 12 & 13; July 4 & 5. Plan is to have a winter fire drill during his visit in March, he will attend our OH & S committee meetings if they occur during his visit. Motion: In lieu of the March OH & S committee meeting on March 1 st , there will be a fire warden practice prior to the winter fire drill; Donna; Second: Randy-passed.	
2. Workplace Safety Inspection Checklist	Some concerns that the checklist is repeating some actions done in each department as well as some areas/items not included. Action: all committee members to review and provide comments/feedback to Grace by Monday Feb. 7 th so that changes can be incorporated into the February inspection.	
7. Adjournment	Adjourned @ __1600_____Next meeting on April 5, 2011 @ 3:30pm in Room 1318	