

Attendance September 2015 – August 2016

Name	Area	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Worker representatives													
Pat Barringer (Co-Chair)	Trades	X	X	A	X	X	X	A	X				
Chris Montoya	Arts	-	-	X	X	X	X	X	X				
Lloyd Bennett	Arts	A	A	A	A	X	X	A	A				
Susan Purdy	Science (TRUFA)	X	X	X	A	A	X	X	A				
Iain Stewart-Patterson	FACT	X	X	X	X	A	X	X	X				
Mark Hardy	Library	X	A	A	A	X	X	X	X				
Bart Cummins	MarCom (CUPE)	X	A	A	A	A	A	A	A				
Sherry Bennett	Registrar's Office	-	-	-	-	-	-	X	X				
Employee representatives													
Julie Gemin (Co-Chair)	Supply Chain Management	A	X	X	X	X	X	X	X				
Waldemar Miskurka	Finance	A	A	A	A	X	A	X	A				
Warren Asuchak	Facilities	A	X	X	A	X	X	A	X				
Theron Reed	Human Resources	A	X	X	X	X	X	A	X				
Megan Gerow	Student Services	A	-	-	-	A	X	X	X				
Christi McAuley	Law	-	-	-	-	X	X	A	X				
Cindy Piwowar	FoHSED	-	-	-	-	X	A	A	A				
Resource members													
Jacquetta Goy	Risk Management Services	X	X	X	X	X	X	X	X				
Stacey Jyrkkanen	Safety & Emergency Management	X	A	A	A	X	X	A	A				
Gordon Maurits	Safety	A	X	X	A	X	A	X	A				
Debra McNichol	Recording Secretary	X	X	X	X	X	X	X	X				
Community members													
Ken Tessier	Concord Security	A	X	X	X	X	X	A	X				
Tammy Desrocher	On Campus Housing	X	X	A	A	A	A	X	A				
Brandon de Krieger	TRU residence	X	X	X	A	A	A	A	X				

X=Present

P=Proxy received

A=Absent

	Call meeting to order – Julie Gemin	
	Adopt minutes from last meeting – accepted	
	Adopt agenda –	
Item	Description	Responsible
Minutes		
1	Chemistry prep room and chemical bunker project RFP has closed – Stacey was a little uncomfortable with the submissions that have been received. On hold for now.	Stacey Jyrkkanen Continued Open
2	Restructuring Nothing new to report	Stacey Jyrkkanen & Jacquetta Goy Open
3	Case Study Suggestion for more training for the committee on completing the forms for incidents - bring the incident reports to the JOHSC meeting and go over how to complete. Want to get JOHSC more involved in the investigations. Instead of just reading out what is on the reports, have discussion with the committee - do the forms together. Can we segregate part of the meetings to complete the forms? Pat doesn't think it is a good idea – will take up too much time up for the meetings – let Gordon be support for initial investigations. Julie suggests when an incident comes up have Gordon come for support and help in the completion of the forms. Easier to complete the forms at the time when you know everything that has happened and can see the location where the incident occurred – not at a meeting sometime down the road. Megan doesn't feel confident to go lead an incident investigation based solely on the one training session only – having Gordon would be helpful. Handouts would also be helpful with suggestions/options/examples that you can use to fill out the forms. Theron – don't feel the committee can adequately complete a form with just the training session alone. Maybe need to bring Tim back for further training with more examples, etc. Chris - Need more "tools" in order to go out and do these investigations. Some departments may only need to do an investigation once a year – other departments do them more frequently. Have Gordon/Stacey lead the investigation with someone from the committee to follow and help out – committee member there to support. Committee would prefer to collaborate on the investigations with Gordon/Stacey. Gordon/Stacey there for the content process and a committee member there for the information – work in tandem.	Stacey Jyrkkanen Open
4	Elevators The old elevator in the Science building breaks down a lot which is a huge problem for people with disabilities, patients who come to the respiratory	Susan Purdy Open

	<p>clinic on the 3rd floor who are in poor health and moving supplies/lab equipment from floor to floor. Discussed the building of the new Nursing building adjacent to the Science building and hope there is a connection to the Science building which would provide an additional elevator. Warren has had discussions around a new elevator for the Science building/Nursing building. KONE is a generally a good company and there is a regular maintenance program in place – Warren ran report on maintenance of elevators and what should be done/upgraded. Unacceptable as to what is happening at the Science building and Warren has told KONE that we are not happy with the service on the Science building elevator and how often it breaks down. Maintenance/service funding not an issue for the elevators – they are not deferring maintenance/service on the elevators.</p>	
5	<p>3D printers – ARET program Susan Purdy Concerned regarding the venting of the emissions – are they being vented outside or to the rest of the building? Warren is going to confirm with Tom (Mechanical supervisor) to find out where these emissions are being vented. Warren to follow up.</p>	Open
Updates on Safety Committees		
	Brandon de Krieger – TRU Residence - Nothing to report	
	Jacquetta Goy – Risk Management – Nothing to report from the Clock Tower. Sent out notice on the weekend regarding student trying to access the Residence. How much information should go out – especially in light of some newspaper reports? Residences didn’t receive the email – they need to be included in these notifications. Picture of person came from Facebook as far as Jacquetta knows.	
	Mark Hardy – Library – Nothing to report	
	Iain Stewart-Patterson – FACT – Incident report from Saturday night, no injury but damage to TRU equipment – happened in car wash. Kayak trailer got damaged when the door to the car wash came down on it. Door of car wash was faulty – the trailer was lower than the side sensor and the pressure sensor on the door wasn’t working properly so it kept coming down and hitting the kayak trailer. Boat still floats but is dented. A proper investigation should be done on this incident – send to Jacquetta. Car wash is saying that the students caused the problem.	
	Sherry Bennett – Registrar’s Office – Nothing to report	
	Ken Tessier - Security – Smoking seems to be getting better in the trouble areas – not as bad as it had been. More signage should be put up. Think about new campaign for September to bring about more awareness to the designated smoking areas. Warren said they are ordering new garbage can lids that don’t have any ashtrays. Need to keep reminding people as to where the designated smoking areas are located.	

	Megan Gerow – Student Services – Nothing to report	
	Theron Reed – Human Resources – Nothing to report	
	Warren Asuchak – Facilities – Nothing to report	
	Christi McAuley – Law – Nothing to report	
	Chris Montoya – Faculty of Arts – Nothing to report	
	Julie Gemin – Supply Chain Management – Nothing to report	
	Pat Barringer – Trades – Nothing to report	
	Health & Safety Report - Gordon	
	March report deferred to May meeting when Gordon can speak to statistics	
	Accident Investigations	
1	1.	

Meeting adjourned at 3:18 pm