

**Attendance September 2012 – August 2013**

Meeting dates 2012 – 13		9.10	10.1	11.5	12.3	1.14	2.4	3.4	4.8	5.6	6.3	7.8	8.12
Affiliation	Representative												
<b>Core Group for Quorum</b>													
Student Services	Duane Seibel, (ER) Co-chair	X	X	X	A	X	A	X	X				
Trades	Pat Barringer, (WR) Co-chair	X	X	X	X	X	X	X	X				
Adventure Studies	Dave Freeze (WR)	X	A	X	X	X	X	A	X				
APA/Admin	Waldemar Misazkurka (ER)	X	A	A	X	X	X	X	A				
Culinary Arts	Ed Walker (WR)	-	-	-	X	A	A	A	A				
CUPE 4879	Amit Goel (WR)	X	A	X	X	X	X	X	X				
- alternate	Ann Scott (WR)	-	-	-	-	X	X	A	X				
Facilities	Lincoln Chua (ER)	X	A	X	X	X	X	X	A				
- alternate	Warren Asuchak (ER)	-	X	-	-	-	-	-	A				
Health & Safety	Stacey Jyrkkanen (ER)	X	X	X	A	A	X	A	X				
	Gordon Maurits (WR)	X	X	X	X	X	X	X	X				
McGill Residence	Tammy Desrocher (c)	A	X	A	A	A	A	A	A				
Science	Susan Purdy (WR)	X	X	X	X	X	X	X	X				
Security	Ken Tessier (c)	X	X	X	X	X	X	A	X				
TRU Residence	Jordan Piper (c)	X	X	X	X	X	X	P	A				
TRUFA	Neil Bennett (WR)	A	A	A	A	A	A	A	A				
VPA	Lloyd Bennett (WR)	X	X	X	A	X	X	X	X				
Warehouse/Purchasing	Julie Gemin (ER)	-	-	X	A	A	A	X	X				
Human Resources	TBD	-	-	-	-	-	-	-	-				
Wellness	Karen Ross (WR)	X	X	X	A	X	X	A	X				
<b>Auxiliary Members</b>													
<b>Moderate Risk Building sub-committees</b>													
CAC		-	-	-	-	-	-	-	-				
Clock Tower	S. Westendorp (WR)	A	A	X	A	P	A	X	A				
Gym		-	-	-	-	-	-	-	-				
Williams Lake	Mike Shields (WR)	A	A	A	A	A	A	A	A				
<b>Low Risk Building sub-committees</b>													
Arts & Education		-	-	-	-	-	-	-	-				
BCOUFA		-	-	-	-	-	-	-	-				
International	Amit Goel (WR)	X	A	X	X	X	X	X	X				
Library		-	-	-	-	-	-	-	-				
Open Learning	Ann Scott (WR)	-	-	-	-	X	X	A	X				
TRUSU		-	-	-	-	-	-	-	-				
<b>Other Members</b>													
Recording Secretary	Debbie McNichol	X	X	X	X	X	X	X	X				

X=Present    P= Proxy received    A=Absent

	<b>Call meeting to order – Duane Seibel began/ Pat Barringer</b>	
	<b>Adopt minutes from last meeting - Dave Freeze/Karen Ross</b>	<b>Carried</b>
	<b>Adopt agenda – Amit Goel/Karen Ross</b>	<b>Carried</b>
<b>Item</b>	<b>Description</b>	<b>Responsible</b>
<b>Old Business</b>		
1	<p><b>Smoking Task Force</b></p> <p>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.</p> <p>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 &amp; Respiratory to update statistics done in 2009 and adding in more information. This information will then be used in report to Clock Tower.</p> <p>October 1, 2012 – Smoking lines not repainted yet. Nothing to report at this time</p> <p>November 5, 2012 – Denis Powers, AVP HR &amp; 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.</p> <p>December 3, 2012 – Will be getting smoking committee together again. Will get direction from upper management to see where we go from here.</p> <p>January 14, 2013 – Smoking committee hasn’t met yet – trying to organize. Gord and Stacey are too busy to put proper amount of time to this – will hand off to subcommittee. Subcommittee can move forward, make and recommendations.</p> <p>February 4, 2013 - Stacey and Gord will organize a subcommittee meeting (Amit Goel, Lloyd Bennett, Karen Ross and Pat Barringer). <b>Action: Gordon Maurits will put out the meeting poll.</b> Student residence would also consider a designated smoking pavilion. The patio at the back of the residence is non-smoking. Will need to go to the Landscape Advisory Committee (Kevin Scollon is the Chair) and get them involved in later stages (placement of the pavilions).</p> <p>March 4, 2013 – There will be a meeting of Smoking Committee on March 14 in OM 1732 from 2:30 to 3:30. Also attending the meeting will be Chelsea Corsi, Janine Chan and Respiratory Therapy students. They will supply data from</p>	<p>Stacey Jyrkkanen</p> <p>Open</p> <p>Open</p> <p>Open</p> <p>Open</p> <p>Open</p> <p>Open</p> <p>Open</p>

	<p>surveys they have been doing along with other data. Kevin Scollon and Lisa Nielsen have also been invited regarding the placement of the gazebos. Will report next month on results from this sub-committee meeting. Denis Powers would like a completed report on smoking/smoking on campus and how we want to move forward. If Pat Barringer can get some information regarding costs/sizes of gazebos. <i>Action: Gord Maurits to send out appointment.</i></p> <p>April 8, 2013 - Smoking subcommittee met on March 14<sup>th</sup> – co chairs were appointed (Janine Chan and Chelsea Corsi). Question posed was whether to move to designated smoking areas or go smoke free – will go with designated smoking areas. Discussed clean air initiatives – smoking, scents, idling. There was a lot of data from Chelsea and the respiratory therapists. Discussed where to put the gazebos – who enforces, what size should each gazebo be? Stacey has given a letter to Denis Powers outlining the data review of other post-secondary institutions. She found that 49% have designated smoking areas and 22% are smoke free. Respiratory therapists did a survey and 71% of our student population support a change in smoking guidelines – 51% liked the gazebo idea and 18% would like to go smoke free. Denis would like to see gazebos ready for this September but this seems too soon to make them happen. Need to work with Facilities as to where the gazebos can be located as they know where the air intakes are, etc. In September we will aim to have information out talking about the initiatives and it would be great to have one gazebo done for everyone to see. Looking at making a new smoking policy – can use best practices from other institutions that have a policy. We would have a two month consultation process with town hall meetings so people can give their feedback and understand why we are doing this. Nursing, respiratory therapist and social work students are going to work on a presentation to students. Hopefully by September 2014 a new policy will be in place, people will be educated and the gazebos will be in place. Denis suggested 3 gazebos with a maximum of 6. Gazebos could be different sizes depending on feedback from town hall meetings and the number of people wanting a gazebo in a particular area. If we get all the funding we require we are hoping to have the gazebos made on site. Possibility of working together with the students and trades to help design the gazebos.</p>	<p>Open</p>
<p>2</p>	<p><b>Scent-reduced signage</b>                      <b>Karen Ross</b></p> <p>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.</p> <p>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</p>	<p>Open</p> <p>Open</p>

	<p>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 &amp; Tech took offence to signs - this never went through their faculty council, signs just appeared. <i>Action: Karen &amp; Duane will look into getting signs in different languages. Pat to check in Trades &amp; 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&amp;S.</i></p> <p>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.</p> <p>November 5, 2012 – Signs are still at TRU world to interpret, Duane has not received anything back yet.</p> <p>December 3, 2012 – No signs up as yet. Will put forward until January. Pat to contact Duane as to status of the signs.</p> <p>January 14, 2013 - Duane hasn't heard back from TRU World. <i>Action: Duane will send Adrian Conradi reminder email.</i></p> <p>February 4, 2013 – Duane Seibel not at meeting to update.</p> <p>March 4, 2013 – Gord did translation on Microsoft Word and showed Sultan Almajil (Arabic) and Teresa Wei (Chinese). Theresa made some adjustments to the Chinese sign. Gord to send email to Sultan asking about Arabic sign and whether or not translation is okay (grammatically correct). Gord can keep signs at Health &amp; Safety office and when people ask for signs they can then be passed out. <i>Action: Gord will complete the signs and send to Debbie who will send out to all the list serves.</i></p> <p>April 8, 2013 – Adrian Conradi sent Duane the formal translations. <i>Action: Duane to send to Debbie to distribute to JOHSC Committee.</i></p>	<p>Open</p> <p>Open</p> <p>Open</p> <p>Open</p> <p>Open</p> <p>Open</p> <p>Closed</p>
<p>3</p>	<p><b>Liability regarding classroom size/student limits Lloyd Bennett</b></p> <p>October 1, 2012 - Liability if studio/classroom capacity over limit. <i>Action: Gordon Maurits looking into what the capacity numbers are for different classrooms.</i> 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).</p>	<p>Open</p>

	<p>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.</p> <p>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. <b>Action: create a subcommittee to look at capacity amounts. Subcommittee to consist of: Gordon Maurits, Stephanie Westendorp, Pat Barringer and Lloyd Bennett.</b></p> <p>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.</p> <p>January 14, 2013 – Subcommittee met and worked out numbers. There is some checking to be done still. There is a lot more work involved to get all numbers and information together. Long term goal is to have the capacity amounts clearly labelled on the outside of the classrooms. If a Chair requests capacity from a Dean – the capacity numbers can be gotten from Gord. <b>Action: Duane to talk to Stacey about the possibility of getting a co-op or work study student to help.</b> One suggestion was to see if there is an International student who is looking for a part-time job.</p> <p>February 4, 2013 – Facilities has an information database which has every room in every building, the dimensions of the room, what room is used for, shows capacity of the rooms. This is what is used by the registrar to determine class size, etc. An audit is done every year and a certain number of rooms are picked to make sure that the room is still used for the same function, etc. If there is a discrepancy they make the appropriate adjustments. Facilities uses the BC Building Code to determine these numbers. JOHSC Committee would like to see signage stating capacity of particular classroom outside each room. Stacey has asked and is being put on FAC minutes requesting Facilities to have these signs</p>	<p>Open</p> <p>Open</p> <p>Open</p> <p>Open</p>
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	<p>put up in the rooms, there wasn't a definitive decision to put these signs up but was agreed that it was a good thing to have. Matter of funding/budget to have these signs produced. One possibility is to give numbers from database out to safety committees with a template and see if they can print these out. Then when they are doing their monthly tour of their different areas, they can put these notices up on each room.</p> <p>March 4, 2013 – Gord will put in Work Order to Facilities to have signs produced. Lincoln Chua has made a request and Les Tabata has mentioned that there is sufficient funding for one building at this point. A code consultant is to come in who will utilize the BC Building Codes, etc to determine the class sizes. Susan Purdy mentioned that it would be a good idea for someone to go around with the code consultant to help explain what the classrooms are used for. JOHSC Committee would like to recommend the Science and Fine Arts areas be started with as they both have rooms that are used for many different purposes. <i>Action: Duane Seibel to send letter of recommendation to Les Tabata stating that someone from the JOHSC Committee be present with the Code Consultant.</i></p> <p>April 8, 2013 – Duane drafted memo to Les Tabata. Les said that they don't have the designated funding at this point. Facilities information database has actual square footage of rooms. Facilities will be updating their system, but this is a costly venture.</p>	<p>Hold</p> <p>Closed</p>
<p>4</p>	<p><b>Health &amp; Safety Subcommittee Update Stacey Jyrkkanen, Gordon Maurits</b>                  January 14, 2013 - Health &amp; Safety was audited. A wide range of things are being looked at - threat assessment, how security manages things, emergency situations. TRU senior management requested this audit by an outside company. Should have the results of this audit by October. Working on questionnaires to distribute to staff &amp; students. A team of 6 people will be gathering data and will give recommendations to senior management.</p> <p>February 4, 2013 – The last week of January focus group forums were held. People were asked about their views regarding safety on campus. Online survey got a 25% response rate – considered a good response rate). Auditors now have information and will be forming their report. Can expect a draft around the middle of March - their recommendations, priorities. Final draft will go to the Executive. Not sure how much of this information will be public and go out to everyone. Legal will look at and then determine who the information will go to.</p> <p>March 4, 2013 – Have not heard anything back yet – auditors reviewing information. Will pass along when they do.</p>	<p>Open</p> <p>Open</p> <p>Hold</p>
<p>5</p>	<p><b>Ice/Snow falling off new roof on Old Main</b>                  January 14, 2013 - Ice falling off of new roof on Old Main. Large slabs of snow were falling off the roof. Contractors are working with their engineers to find out</p>	<p>Open</p>





	<p>Matonovich is working on leaflet to send to students over the summer. RCMP met 2 weeks ago – interested on how they would deal with shooting on campus (safety and security). We need to be practicing a lock down/shooter drill – problem in Old Main as doors can’t be locked on the inside in 48% of the doors on first floor and 60% of the doors on second floor. People need to be able to get into room and either lock or barricade the door - if door opens outwards this won’t work. Stacey met with Denis Powers and she mentioned that we have no way of securely sheltering our people. Stacey gave Denis recommendations - thumb lock release handles on doors with key lock on outside, designate certain rooms as lock down areas. Other institutions are following this procedure with the thumb lock release handles. Can cause problems for security if doors don’t lock on the outside for having to check all the rooms to make sure they are clear. IB, A&amp;E and Old Main are the doors that would need to be locked and unlocked to check rooms. Should bring forward in report – need thumb lock release handles on all doors and also increase in funding for security. RCMP have offered to come to campus in summer to practice a lock down/shooter drill procedure. Health &amp; Safety would educate everyone as to what is happening, how it works, etc. Moving indirection to having lock down procedures – we are way behind other institutions.</p>	
<p>8</p>	<p><b>Security during exams</b>                      <b>Karen Ross</b>                  April 8, 2013 - Concerns about being in the gym by yourself monitoring students during exam. If a student get sick and there are only two instructors monitoring the exam session, one instructor goes off to help the student and now there is only one instructor left to watch up to 300 students. Can call security or switchboard and get someone to send over another person right away. Seems to be more of a problem at night. Can a security guard be hired for gym at night? There is already additional security hired for the libraries at exam time. Security can also be called at end of night to walk instructor back to their office/car at end of exam session. Need at least two people invigilating the exam sessions. Invigilators should talk to their Dean as they are responsible for the workplace.</p>	<p>Update</p>
<p>9</p>	<p>April 8, 2013 - Amit Goel is leaving JOHSC committee – CUPE will be sending another alternative to replace Amit.</p>	<p>Update</p>
<p><b>Health &amp; Safety Report</b></p>		
	<p><u>March Summary:</u></p> <ul style="list-style-type: none"> <li>• Reportable – 3 (MSI – repetitive motion injury, trip and fall, cut)</li> <li>• First aid – 3 (trip and fall, exposure, foreign body)</li> <li>• Recordable – 2 (trip and fall, slip and fall)</li> <li>• Environmental - 0</li> <li>• Near miss – 2 (false fire alarms)</li> </ul> <p>WorkSafe Claims – 3                  Incident investigations – 0 with 2 to complete (1 just about done)                  Days of work lost - 0</p>	



	<p><u>First Aid breakdown for students in March:</u></p> <ul style="list-style-type: none"> <li>• Trades – 8</li> <li>• Adventure Tourism – 0</li> <li>• Culinary Arts – 0</li> <li>• Nursing – 1</li> <li>• Respiratory Therapy - 1</li> <li>• VPA – 3</li> <li>• International – 0</li> <li>• Other – 6 (students who had seizures, fainting spells, not feeling well)</li> </ul> <p>WorkSafe Claims from students – 2 (Nursing practicum, Respiratory Therapy)</p>	
<b>Accident Investigations</b>		
	<p><b>Trip and Fall Audit      Stacey Jyrkkanen and Gordon Maurits</b></p> <p>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 pulled from last year, other members of the committee can also go and check out these areas.</p>	
<b>New Business</b>		
1	<p><b>Student Development Office concerns      Ann Scott</b></p> <p>Some issues have been raised from the student development office about unhealthy work conditions. Several employees feel that the conditions that they are currently working in are unsafe and unhealthy. i.e. toxic fumes, dust and excessive noise. Several are experiencing nausea, headaches, brain fog, gritty eyes and sore throats from being exposed to whatever is currently in their environment.</p> <p>Can this please be looked into ASAP. If this construction activity continues TRU should be looking into another location for these offices as soon as possible. Some of the employees may need to go home if they are not feeling well in the meantime.</p>	
2		
Next meeting at 2:30 pm on Monday, May 6, 2013 in TRUSU Boardroom		