

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												
Core Group for Quorum													
Student Services	Duane Seibel, (ER) Co-chair	X	X	X	A	X	A	X	X	X	X		
Trades	Pat Barringer, (WR) Co-chair	X	X	X	X	X	X	X	X	A	X		
Adventure Studies	Dave Freeze (WR)	X	A	X	X	X	X	A	X	A	X		
APA/Admin	Waldemar Misazkurka (ER)	X	A	A	X	X	X	X	A	A	X		
Culinary Arts	Ed Walker (WR)	-	-	-	X	A	A	A	A	A	A		
CUPE 4879	Wilma DeJong (WR)	X	A	X	X	X	X	X	X	-	X		
- alternate	Ann Scott (WR)	-	-	-	-	X	X	A	X	X	X		
Facilities	Lincoln Chua (ER)	X	A	X	X	X	X	X	A	X	X		
- alternate	Warren Asuchak (ER)	-	X	-	-	-	-	-	A	A	A		
Health & Safety	Stacey Jyrkkanen (ER)	X	X	X	A	A	X	A	X	A	X		
	Gordon Maurits (WR)	X	X	X	X	X	X	X	X	X	X		
McGill Residence	Tammy Desrocher (c)	A	X	A	A	A	A	A	A	A	A		
Science	Susan Purdy (WR)	X	X	X	X	X	X	X	X	A	A		
Security	Ken Tessier (c)	X	X	X	X	X	X	A	X	X	X		
TRU Residence	Jordan Piper (c)	X	X	X	X	X	X	P	A	A	A		
TRUFA	Joanna Urban (WR)	A	A	A	A	A	A	A	A	A	A		
VPA	Lloyd Bennett (WR)	X	X	X	A	X	X	X	X	X	X		
Warehouse/Purchasing	Julie Gemin (ER)	-	-	X	A	A	A	X	X	X	X		
Human Resources	TBD	-	-	-	-	-	-	-	-	-	-		
Wellness	Karen Ross (WR)	X	X	X	A	X	X	A	X	A	X		
Auxiliary Members													
Moderate Risk Building sub-committees													
CAC		-	-	-	-	-	-	-	-	-	-		
Clock Tower	S. Westendorp (WR)	A	A	X	A	P	A	X	A	X	X		
Gym		-	-	-	-	-	-	-	-	-	-		
Williams Lake	Mike Shields (WR)	A	A	A	A	A	A	A	A	A	A		
Low Risk Building sub-committees													
Arts & Education		-	-	-	-	-	-	-	-	-	-		
BCOUFA		-	-	-	-	-	-	-	-	-	-		
International (Temp)	Gaye Dunkley (WR)	X	A	X	X	X	X	X	X	A	X		
Library		-	-	-	-	-	-	-	-	-	-		
Open Learning	Ann Scott (WR)	-	-	-	-	X	X	A	X	X	X		
TRUSU		-	-	-	-	-	-	-	-	-	-		
Other Members													
Recording Secretary	Debbie McNichol	X	X	X	X	X	X	X	X	X	X		

X=Present P= Proxy received A=Absent

	Call meeting to order – Pat Barringer		
	Adopt minutes from last meeting - Karen Ross/Lloyd Bennett	Carried	
	Adopt agenda –		
Item	Description	Responsible	Status
Old Business			
1	<p>Smoking Task Force</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 & 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 & 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). Action: Gordon Maurits will put out the meeting poll. 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,</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>Janine Chan and Respiratory Therapy students. They will supply data from 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. Action: Gord Maurits to send out appointment.</p> <p>April 8, 2013 - Smoking subcommittee met on March 14th – 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>May 6, 2013 – No update at this point. Stacey has written new smoking policy which will be going to the Board of Governors for review.</p> <p>June 3, 2013 –Committee has met regarding the first prototype gazebo. Design will come from students. First building to be built by Trades students – should be built this summer. Worked with Facilities and landscaping and have come up with areas they feel will be the best locations for the gazebo. Stacey sent</p>	<p>Open</p> <p>Hold</p> <p>Closed – will present as new information</p>
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	<p>report to Denis Powers to get written authority to move ahead with project. Waiting for budget to be passed. Will report back hopefully in September. Planning on presenting design to JOHSC as well as locations of gazebos – will bring display to one of the meetings. First one will be outside of OM – between OM and IB. Close to area where welcome back BBQ in September is held. Trying to blend gazebos into campus environmental design.</p>	<p>comes available</p>
<p>2</p>	<p>Health & Safety Subcommittee Update Stacey Jyrkkanen, Gordon Maurits January 14, 2013 - Health & 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 & 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>June 3, 2013- Recommendations have been given to Executive. End of JOHSC role at this point.</p>	<p>Open</p> <p>Open</p> <p>Hold</p> <p>Closed</p>
<p>3</p>	<p>Ice/Snow falling off new roof on Old Main 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 the cause and what they can do to prevent this from happening again. Areas where the snow was falling off the roof are presently barricaded/roped off to prevent people from walking in the area where snow fell. Gord did have any further update but will keep the committee updated as to what they find out.</p> <p>February 4, 2013 – No further update to pass along at this time. Still have one area on the north side of A Block Old Main that is still blocked off. There is a drainage problem on southeast corner of A Block where water is pouring off. This drainage problem has been brought to the Architect’s attention.</p> <p>March 4, 2013 – All information forwarded to Stantec Consulting and they are</p>	<p>Open</p> <p>Open</p> <p>Open</p>

	<p>looking into ways to correct problems so we don't have same issues next year. No word on any developments at this point.</p> <p>April 8, 2013 – Problems have been documented and architects are aware of problem - they are trying to fix. Hopefully it will be fixed for next year. Nothing more TRU can do at this point. Will have to wait and see what happens next winter. When last phase of building passes over to TRU we need to make sure this is addressed before building is closed off</p> <p>May 6, 2013 – The last contractor's meeting was held April 12th and Gord brought up the roof issue. Stacey has since sent another note to the contractor along with pictures and they are waiting to hear back from them.</p> <p>June 3, 2013 – This is with architects. Can't do much at this point until they come up with a plan.</p>	<p>Open</p> <p>Hold</p> <p>Closed</p>
4	<p>Medical form Ann Scott</p> <p>April 8, 2013 – The following is a procedure that Finning initiated: <i>Their employees fill out a medical form and it is sealed in an envelope and stored. If there is a medical situation the form is given to the first aid attendant which is particularly helpful if the person is unconscious or unresponsive.</i></p> <p>Do we have anything like this in place and is this something we should look into? This is for staff. The completed form can then be given to first aid/ambulance attendant so they are aware of medical needs. Forms could be kept in first aid room or with Assistant in each area. Another idea is having a "red" envelope near each person's desk (under keyboard, etc). There are some barriers to this – if you have a medical incident in a different area this could cause problems in getting form quickly, you may not be recognized, etc. Suggestion was to have people wear a lanyard with any medical information attached. People need to be aware that this is a preventative measure. Can put it out to staff that if you have a medical problem this card can be filled out and given to emergency personnel. Take to safety subcommittees and get their feedback on idea, whether or not they would be willing to help move forward.</p> <p>May 6, 2013 – Stephanie Westendrop mentioned that this would be useful as a first aid attendant as this information could then be passed along to the ambulance attendants. Gord offered to check with Fire Department to see what they do and will bring back this information back to the committee. We can then decide if we want to move forward. Action – Gordon Maurits to contact Fire Department to gather information as to what they do regarding medial information from staff members.</p> <p>June 3, 2013 – Gord hasn't had chance to contact Fire Department yet. Fire Department will be on site tomorrow and Gord will ask questions at that time</p>	<p>Open</p> <p>Open</p> <p>Open</p>

	<p>and will report back next month. Stacey had meeting with HR. If employees want to do this that's fine, however, can't make employees do this. If employee wants to do this they can write on envelope and give to secretary to hold onto in case of an emergency. How to administer could be interesting. HR concerned about possible confidentiality issues. If JOHSC wants to create subcommittee to look into further they can do so – will consider for next meeting.</p>	
5	<p>TRU Alert System Stacey Jyrkkanen April 8, 2013 - Update on emergency warning system – TRU Alert. Stacey has been working with IT to have the alert system installed on all campus computers – aiming for end of April. Protocol is almost finalized. Within next 2 weeks, incident commanders and Administration will review. Students and their parents can also opt into system. Want to have a campus wide test by the end of May. There is a lot of work going on with a lot of groups to see that this happens. Sukh 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&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 & 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>May 6, 2013 – Over 700 people have signed up for the TRU Alert so far. Initial testing was done on May 2nd and worked quite well. Health and Safety went through different scenarios and procedures. They now have to go back through all the feedback from this test. TRU Alert will be growing as we move forward. An unlimited number of people can sign up to the system. Students will be encouraged to sign up as well as their parents. TRU Alert system directs everyone to website where there is further information. Will continue to have more tests.</p> <p>June 3, 2013 – Biggest change about system is optional op-in to becoming</p>	<p>Update</p> <p>Update</p> <p>Closed</p>

	<p>mandatory for all staff and students. Notice will be going to everyone who hasn't signed up yet – possibly when going to do timesheets and when getting new parking pass. This will be included in new hire packages from HR which are given to all new employees.</p>	
<p>6</p>	<p>Student Development Office concerns Ann Scott May 6, 2013 -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. 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> <p>Christine Adam, Dean of Students has been working with Warren Asuchak on these concerns. One issue is concerning welding as they were working around the fresh air intakes. The cooling system has been shut down - nothing else can be done at this point. Air purifiers have been put in place to help with air quality. Another issue is the diesel trucks that were running non-stop from 8:30 am to around 10:30 am lifting gyprock up to the 4th floor last week. Doors have been left open to help with the air quality from the welding and this was allowing the diesel fumes in. Gord closed the doors which has helped somewhat. The HVAC system will be running starting May 10th at this point. Only other option is to move people out of the building. Constructions workers were told that as of May 1st they can work as they want which is why there is so much noise right now. Noise will continue until at least August 10th. Construction is supposed to be completed by August 15th to allow everything to be moved into the new law space. Majority of parking Lot A has also been taken over for construction.</p> <p>June 3, 2013 – HVAC is now back up and running. These concerns have been addressed. There might still be minor situations that come up as construction continues.</p>	<p>Closed</p>
<p>7</p>	<p>WorkSafe Bullying and Harassment Policies Gordon Maurits At WorkSafe BC's March 2013 meeting their Board of Directors approved 3 new OHS workplace bullying and harassment policies: employer duties, worker duties and supervisor duties. Each section sets out the general duties of employers, workers and supervisors. The new policies clarify the obligations of employers, workers and supervisors regarding preventing, where possible, or otherwise minimizing workplace bullying and harassment. These amendments become effective November 1, 2013. Once policies have come out and are in operation then we will look at all categories and see what we have to do to</p>	<p>Open</p>

	<p>protect our workers/supervisors. We must adhere to the WorkSafe policies and guidelines. TRU has some policies in place, and CUPE and TRUFA also have guidelines in place in their Collective Agreements. Our guidelines must at minimum meet the WorkSafe guidelines but can be higher. Hugh MacInnes should be sent WorkSafe guidelines as well as CUPE President (Lois Rugg) and TRUFA President (Jason Brown). Action: Gordon Maurits to send WorkSafe guidelines to Hugh MacInnes, Lois Rugg and Jason Brown.</p> <p>June 3, 2013 – Worksafe hasn't come out with the guidelines yet. They have come out with a Prevention Manual. Hopefully in July the guidelines will come out. Action: Stacey to email Prevention Manual to Debbie to distribute to committee. As soon as Stacey gets the guidelines from Worksafe she will send to Debbie to distribute to the committee.</p>	<p>Hold</p>
<p>8</p>	<p>Emergency Marshall Training Gordon Maurits On Tuesday April 30th Gord held Emergency Marshall training sessions. There was a good turnout for these sessions. All emergency marshalls have been given new radios. There is a designated channel on the new radios exclusively for emergency marshalls. Ken Tessier said the security radios should also be programmed to this channel.</p> <p>June 3, 2013 – Training has been completed for the spring. There were around 40 people over two sessions. Will do more training most likely in September. Will put on few more sessions at that time. Most buildings around campus don't have double coverage – some buildings have no emergency marshalls at all. If there are no emergency marshalls in a particular building then we rely on security to cover the building.</p>	<p>Update</p> <p>Closed</p>
<p>9</p>	<p>TRUFA Survey – will JOHSC support? Stacey Jyrkkanen June 3, 2010 - Stacey with TRUFA President – TRUFA wants to send out survey to membership and would like JOHSC committee to support survey. Action: Stacey to send survey to Debbie to distribute to Committee. Stacey wants to know what they are planning to do with the results. At this point TRUFA hasn't said what they are planning on doing with the results of the survey. There are questions on the survey about conflict and discrimination – this kind of information would be good to have especially with looking at new Worksafe policies. Some of the questions are interesting but not sure what JOHSC can do with results. There are also some general/vague questions and not sure what you can do with results of these questions. Before can be sent out to Faculty the survey must go to their ethics committee – this survey was originally used in Ontario. Will discuss further at next JOHSC meeting and Stacey can give JOHSC's comments regarding their support for the survey. Denis Powers has also been shown the survey.</p>	

	<p>2013 – 7 injuries from slips and falls so far this year Majority come in December, January and February due to weather conditions. Surprisingly a lot come in March – just basic trips and falls, tripping going up stairs and on walkways. Levels off until October when start to increase again. Main causes: Improper footwear for conditions, and people not paying attention to what they are doing. Talked to Warren about walkways on campus and problem areas – uneven, broken walkways. They have a person working for facilities and he did drive around campus and identified a number of places (found 45 different areas that can use some attention). Warren has put in a call to get these different areas fixed. Hopefully this will help reduce the numbers of slips and falls in the future.</p>	
2	<p>Trades and Technology – Slag in left eye <i>Worker was scraping slag from a horizontal weld when small pieces of slag flaked off hitting worker’s eyebrow and deflecting between safety glasses and eye, landing in corner of eye. This was an instructor – had to seek medical aid, WorkSafe claim went in. Recommendation – improve lighting. Still working on this through their committee. This will apply to all shops.</i></p>	
3	<p>OM Building – Hyper extended left leg, strained hamstring <i>Worker was working in his office and was being disturbed by the jack hammering that was happening on the 3rd floor construction. Noise was interrupting with talking on the phone and dealing with students. Worker went up to the 3rd floor entrance to try and talk with the construction guys to how long the noise was going to last. Worker saw some guys working on a ladder and proceeded to approach them. Worker opened the door and walked through the door looking in the direction of the workers and did not realize there was a drop of 1 ½ feet. As worker stepped down he hyper extended his leg and pulled his hamstring. Failure to follow procedures. Anytime there is this type of incident, contact your manager and they will contact H&S to address issues and deal with problem. There was inadequate guarding – no signage on any of the doors letting people know unsafe conditions. Signage has now gone up. Recommendations – put up signage. Worker to advise supervisor of loud noise. Don’t take upon yourself to deal with these types of problems.</i></p>	
4	<p>Human Resources – Cut to underside of thumb on left hand <i>Worker was fastening plywood to a wall and it dropped down smashing his thumb on an electrical box and cut his thumb on one of the sharp edges of the box. This was a facilities worker. Worker ended up having to have stitches. Recommendations: review safety procedures. WorkSafe claim went in.</i></p>	
New Business		
1		
2		
Next meeting at 2:30 pm on Monday, July 8, 2013 in TRUSU Boardroom		