

Attendance September 2013 – August 2013

Meeting dates 2013 – 14		9.9 NOT HELD	10. 7	11.4 NOT HELD	12.2	1.6	2.3	3.3	4.7	5.5	6.2	7.7	8.11
Affiliation	Representative												
Core Group for Quorum													
Student Services	Duane Seibel, (ER) Co-chair		X		A	X							
Trades	Pat Barringer, (WR) Co-chair		A		X	X							
Adventure Studies			A		X	-							
APA/Admin	Waldemar Misazkurka (ER)		X		X	A							
Culinary Arts	Ed Walker (WR)		A		A	A							
CUPE 4879	Wilma DeJong (WR)		X		X	A							
- alternate	Ann Scott (WR)		X		A	X							
Facilities	Lincoln Chua (ER)		X		X	X							
- alternate	Warren Asuchak (ER)		A		A	A							
Health & Safety	Stacey Jyrkkanen (ER)		A		X	X							
	Gordon Maurits (WR)		X		X	X							
McGill Residence	Tammy Desrocher (c)		A		A	A							
Science	Susan Purdy (WR)		X		A	X							
Security	Ken Tessier (c)		X		A	X							
TRU Residence	Joel Ingram (c)		A		A	A							
TRUFA	Joanna Urban (WR)		A		A	A							
VPA	Lloyd Bennett (WR)		X		X	X							
Warehouse/Purchasing	Julie Gemin (ER)		X		X	X							
Human Resources			-		-								
Wellness	Chelsea Corsi (WR)		A		A	A							
Auxiliary Members													
Moderate Risk Building sub-committees													
CAC			-		-	-							
Clock Tower	S. Klassen (WR)		X		A	P							
Gym			-		-	-							
Williams Lake	Mike Shields (WR)		A		A	A							
Low Risk Building sub-committees													
Arts & Education			-		-	-							
TRUOLFA			-		-	-							
International (Temp)	Gaye Dunkley (WR)		A		X	A							
Library			-		-	-							
Open Learning	Ann Scott (WR)		X		A	X							
TRUSU			-		-	-							
Other Members													
Recording Secretary	Debbie McNichol		X		X	X							

X=Present P= Proxy received A=Absent

	Call meeting to order – Duane Seibel	
	Adopt minutes from last meeting - Pat Barringer/ Gordon Maurits	Carried
Item	Description Responsible	Status
Old Business		
1	<p>Update on Old Main Stacey Jyrkkanen</p> <p>Looking more like January 2014 until 3rd floor Old Main construction is completed. Construction workers will be around until this time. Some error was made and they have to use jack hammer to correct on 2nd, 3rd and 4th floors. Construction company has agreed to move all of materials out of parking lot so it can be used. At times we will still have to make areas secure and be taped off when cranes, etc are present. Meetings are held every 2 weeks with PM, trades and sub trades. Will do our best to work around this project one more semester. Trying to keep dust down where Starbucks will be going in on first floor. Redesign of 2nd floor where new food court is to be located is due to be completed around September 2014.</p> <p>October 7, 2013 – They are a little behind schedule at this point. Looking at moving furniture the middle of December (around December 16th). Hoping for everything to be in place by beginning of January.</p> <p>December 2, 2013 – Gord went to last construction meeting. Moving along and are in final finishing stages now – putting in carpeting, etc. December 9th furniture being moved to 3rd and 4th floors. December 15th Facilities will start moving people into this space - will be a lot moving between December 15th and Christmas. Hoping to have up and running for the beginning of January. Stacey has requested that Gord and herself be trained on the new fire alarm panel so they understand what is happening and can then tailor their response appropriately.</p> <p>January 6, 2014 – Construction is still not done but people are now in there. Elevator was going only to the 3rd floor but not to the 4th floor – problem for people with disabilities. The elevator is tied into fire system so until everything is working properly we are not in a safe situation. Some detectors are still covered. Spiral stairwell is not close to being done – people can walk into area where the construction is right now – this needs to be addressed. Lincoln said to contact Warren regarding deficiencies. Stacey will send info to Warren highlighting these deficiencies. Law library still empty at this point.</p>	<p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p>
2	<p>Chemistry prep room and chemical bunker safety Stacey Jyrkkanen/Gord Maurits</p> <p>October 7, 2013 - Stacey went to UBCO to look at their chemical bunker – we were told they had a really good system and we should go look at it. Our problem at TRU is the chemical bunker location near Human Resources. When</p>	Open

	<p>the bunker was originally built there wasn't a large campus. Part of problem is moving the chemicals from the bunker to the science building. Problem of moving the chemicals across and up the street. Looking at a proposal where the bunker will be on the south side near the science building. The bunker unit will be self-contained, fire proof, and have heating, cooling and alarm systems. Foundation to contain any spills that may occur. Concern about location and cost of building – stability of slope. Currently instructors are trying to use better practices to access the chemicals. The current bunker has had problems with heating and cooling – at times chemicals have frozen or got too hot in the summer and they had to get rid of some chemicals. Location of new bunker a concern of being near student residence. Process for making decisions – Stacey meeting with Les Tabata, Warren Asuchak and Lincoln Chua to see what is a good idea and what isn't. Maybe bringing in outside consultant. Whatever decision that is being made Stacey will bring back to JOHSC for discussion.</p> <p>December 2, 2013 – Stacey took pictures of the UBCO bunker – all in one contained unit with a spill-proof bottom. This unit was \$80,000.00. Stacey to work with Facilities about logistics of building in relation to where bunker can go. Problems with the current storage bunker: distance from science building (transporting the chemicals), heating, cooling. Room where they are storing chemicals in science building was never meant as the main storage area. Have to find a solution – if they are all moved to the storage bunker the distance becomes a problem. Storage room in the Science building is small and doesn't hold the volumes of chemicals that are required, also a fire hazard issue - going against code. Need a properly designed bunker for the chemicals - bunker looks like a trailer. There is room next to chemistry labs for a bunker – if this space can be made to work. Could be better than fixing the internal room in science building and current bunker. Need to get an engineer to make sure that this bunker can go in this location – possibly need to reinforce slope. Concern was noted that the bunker will be on the McGill housing side. Stacey said that the bunker is explosion proof. If there is a spill inside the bunker there is a grate over the floor that will catch the spill. Completely self-contained. Have to look at access for trucks being able to reach bunker so they can remove the waste. Chemicals can be delivered to the Science building and wheeled straight out into bunker. UBCO will give us the information on this bunker – Julie Gemin worked with consultants in the purchasing of this bunker for UBCO. Julie will see if she can get any documents/specs on this bunker.</p> <p>January 6, 2014 – Julie Gemin sent Stacey information from UBCO on their bunker. Stacey contacted the company and they are going to send her further information. Gord and Stacey sent in some measurements in area behind the Science building to the company and are waiting for ballpark numbers back from them – looking at roughly 12 by 32. If we do decide to get a new bunker</p>	<p>Open</p> <p>Open</p>
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	<p>we will need to send out for bids. Lincoln working with science to see how much it would cost to bring our current bunker up to code. Then Stacy can give report outlining the costs of upgrading our current bunker and the cost of a new bunker to the Executive. Ideal new bunker location would be near round-about between science and gym. Very convenient for chemistry people. This could help reduce risk of moving chemicals from current bunker to building. A pad would have to be put down – floating concrete pad would be sufficient. Alternate spot is next to car parking area by science – not as good because would still need to transport the chemicals across parking lot. The new bunker could actually be put right up against building. Will update next meeting with costs.</p>	
<p>3</p>	<p>Omega newspaper article – Active Threat Training Lloyd Bennett October 7, 2013 - Article in Omega newspaper about what is going to happen in the event of a large scale event – practice run with a mock shooter. This is TRU’s way of ensuring we are prepared for any emergency. Won’t happen until 2015. Lot of practices and table top exercises leading up to this event. This will involve TRU, RCMP, bomb squad, dog teams, fire department, ambulance. Allows all groups to practice. Won’t be done when we have full capacity of students. This was requested from upper management – there is a worry about this type of situation and our preparedness on these situations. This is part of our emergency planning – we have to plan for any type of scenario. Previous concern were doors not locking properly in Old Main – figuring out ways to lock/secure doors and actions people can take. Certain doors (4th floor BCCOL and HOL) have some doors that are programmed to unlock at specific times. BCIT did this procedure last year – other institutions have done same planning to test their emergency preparedness. Just making sure we are prepared – for everyone’s benefit.</p> <p>December 2, 2013 – Ken Tessier, Stacey and the RCMP went through all buildings on campus and looked at which buildings can be used for lock downs. RCMP agreed with the locations that they suggested. Stacey will write a report and give to Denis. Active threat training to begin this Wednesday, December 4th. Stacey will go to different staff meetings to give training to groups on campus.</p> <p>January 6, 2014 – First set-up of clock tower safety committee went very well. This is Active Threat Training on how to recognize someone in crisis and how to get them the resources they need. Also looked at if a shooter was on campus. Feel this should be mandatory for all employees. Stacey will talk to Denis and Matt and see if they agree about making this mandatory for all employees. Training would be tailored to different areas/buildings on campus. Hopefully going to start training sessions within the next 3-4 weeks.</p>	<p>Update</p> <p>Update</p> <p>Update</p>

<p>4</p>	<p>Handicap Parking – New Parking Meters Pat Barringer December 2, 2013 - Handicap student was trying to use parking meter and wasn't able to do from a wheelchair – the new parking meters are too high. Facilities has stepped in and the student has been able to purchase a parking permit for him to use – they will also make sure that a clear path from the handicap space to the Trades building will be kept clear. Also no lights on the parking meter stations and can't see what is on the screens to get a ticket when it is dark outside. Have policy online regarding awareness for handicap people in accessing parking. Send a note to Warren letting him know about height problems for people in wheelchairs and the back lighting when it's dark outside.</p> <p>January 6, 2014 – Warren is aware of issues, notice has been sent.</p>	<p>Open</p> <p>Closed</p>
<p>5</p>	<p>Emergency phones Stacey Jyrkkanen December 2, 2013 – Stacey and Ken Tessier tested all the emergency phones on campus and made a list as to which phones work and which ones don't. Stacey will make note of which phones are redundant and not required anymore. Some factors include: how many people are in area during the day/evening, cell phone issues in particular buildings, activities in buildings, where buildings are located. Stacey made a report with phones that need to be fixed or replaced. We are putting ourselves at a liability when we know the emergency phones don't work – this is a priority issue. Of the roughly 30 phones that Stacey looked at there are 3 dead phones, 8-10 phones won't be replaced as there are multiple phones in same general area or a blue light phone has been installed, along with some phones that have a noise/echo that work but are not reliable. One question was do we need an emergency phone in a parking lot – yes, they are needed, especially at night if someone feels they are being followed. These phones were deemed needed when originally place in these locations. JOHSC to put in a recommendation that the emergency phones be replaced right now – Stacey has spoken with Denis Powers and it is agreed that this is an important issue and the phones need to be replaced/fixed as soon as possible, at this time there is no need to prepare a letter. IT needs to be involved for connecting these phones into the system and has information on where to get phones and cost of the phones. New phones will all have the location of the phones listed so if it is a panic situation this can be accessed. Need to find out if someone picks up the phone and for reason they can't talk that security will know which phone they are at – for all the phones, emergency and pay phones.</p> <p>January 6, 2014 – Right now it is up to capital funding to move forward with the purchase of new phones. All recommendations have been sent in. Phones that are not working should either be removed or have bags put over them so if there is an emergency people won't be trying to use them – safety issue. Stacey will talk to Facilities about covering up the phones that aren't working. No</p>	<p>Open</p> <p>Open</p>

	<p>timeline for phones being replaced has been given at this point.</p>	
6	<p>Students and large sums of money Stacey Jyrkkanen January 6, 2014 – Stacey was told about students getting large sums of money from bank and carrying to TRU to pay their tuition. TRU doesn’t take transfers directly from banking institutions and it was noted that it can be a safety issue for students carrying large sums of money from the bank to TRU. It was noted that students can pay online so they don’t need to carry around large sums of money – if they can only pay a certain amount per transaction this may take a number of times to completely pay.</p>	Information
7	<p>Attendance at JOHSC meetings Duane Seibel January 6, 2014 - There are a number of representatives that have not been attending the JOHSC meetings on a regular basis – or there are vacant positions still to be filled. Emails to be sent out to try and fill these positions. Adventure Tourism – Duane to contact Chair of department Sharman Learie Culinary Arts – Duane to contact Harold Richins and Ed Walker McGill and TRU Residence – to be moved to Moderate Risk section TRUFA – Susan Purdy to contact Joanna Urban Human Resources – Debbie to check in HR Department Wellness – Duane to contact Chelsea Corsi CAC – Duane to contact Nathan Lane for TRUSU for representative and also contact Glenn Read Gym – move to Lower Risk section Williams Lake – remove from list, they have their own committee – Carried A&E – Duane to see if he can get someone Library – Duane to see if he can get someone</p>	
Health & Safety Report		
	<p><u>December Summary:</u></p> <ul style="list-style-type: none"> • Reportable – 1 (slip and fall) • First aid – 0 • Recordable – 1 (slip and fall) • Environmental – 0 • Near miss – 1 (false fire alarm OM) <p>WorkSafe Claims – 1 Incident investigations – 1 Days of work lost – 4 First Aid for staff – 0</p> <p><u>First Aid breakdown for students in December:</u></p> <ul style="list-style-type: none"> • Trades – 0 • Adventure Tourism – 0 • Culinary Arts – 0 • Nursing – 0 • Respiratory Therapy - 0 	<p style="text-align: right;"><u>Year-end totals for 2013</u></p> <p style="text-align: right;">13 10 17 0 15</p>

2	<p>Investigation Report – Material Distribution Centre</p> <p><i>Worker was breaking down 6 pallets of boxes containing books. Worker was transferring the boxes from the pallet to a work table a couple of feet apart and in the process twisted his upper body. Pallets were raised to waist height by means of a forklift, while the work table sits slightly lower than waist height. Average weight of the boxes were between 35 and 40 pounds, under the WorkSafeBC recommended 50 pound maximum.</i></p> <p>Investigation done on December 4th – lower back pain injury, repetitive strain injury. Worker was performing repetitive motion while transferring boxes from pallets to working table. Motions included repetitive lifting and twisting.</p> <p>Direct causes: unsafe work practices, improper lifting, twisting upper body in box transfer process. Personal factors: rushing, physically unfit/medical problems. Hazardous conditions: inadequate procedure, no formal instruction on proper manual material handling.</p> <p>Correct action:</p> <ol style="list-style-type: none"> 1. Instruction on proper manual material procedures (lifting, lowering, twisting) 2. Administrative controls – switching task with other duties or other workers to vary work task and allow muscle groups to recuperate. Break down repetitive task duties. <p>Handcart with a scissor lift would be useful – lifts heavy materials up to desk height. Bob Munro looking into purchasing item.</p>	
New Business		
1		
2		
3		
Next meeting at 2:30 pm on Monday, February 3, 2014 in TRUSU Boardroom		