

**Attendance September 2016 – August 2017**

Name	Area	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Worker representatives							No Mtg						
Pat Barringer (Co-Chair)	Trades	X	A	X	X	A		X	A	X	X		
Chris Montoya	Arts	A	A	A	X	X		A	X	X	X		
Lloyd Bennett	Visual and Performing Arts	A	A	X	A	X		X	X	X	X		
Susan Purdy	Science	X	X	X	A	A		A	A	X	X		
Iain Stewart-Patterson	FACT	X	A	A	A	A		X	A	A	X		
Mark Hardy (Dave Verhoeff)	Library	X	X	X	X	A		X	X	X	X		
Linda Huntington	CUPE	-	-	-	-	-		X	X	A	X		
Sherry Bennett	Registrar's Office	A	X	A	X	A		X	X	A	A		
Nancy Bepple (on leave until May 2017)	Student Development	X	A	A	X	-		-	-	-	A		
Katrina Harding	Law	-	-	-	-	-		A	X	X	X		
Amy Tucker	TRUFA	-	-	-	-	-	-	-	-	-	A		
Employer representatives													
Jolanta Belliveau (Co-Chair)	Finance	X	X	A	A	X		X	X	X	X		
Warren Asuchak	Facilities	X	X	X	X	X		X	X	X	X		
Jenny Gomes	Human Resources	X	X	X	A	X		X	X	X	X		
Jane Hewes	FESW	-	-	-	-	-		A	A	A	A		
Resource members													
Jacquetta Goy	Risk Mgmt Services / Clock Tower	X	X	X	X	X		X	X	X	X		
Stacey Jyrkkanen	Safety & Emergency Management	X	A	A	X	X		X	X	A	X		
Gordon Maurits	Safety & Emergency Management	A	X	X	X	X		X	A	A	X		
Peter Fairman	Safety & Emergency Management	X	X	X	X	X		X	X	X	X		
Debra McNichol	Recording Secretary	X	X	X	X	X		X	X	X	X		
Community members													
Ken Tessier Kevin Larsen	Paladin Security	X	X	A	X	X		A	X	X	X		
Brandon de Krieger Raina Shortreed	TRU Residences	X	A	X	X	X		X	A	A	X		

X=Present

P=Proxy received

A=Absent

	<p><b>Call meeting to order – Jola Belliveau</b>  <b>Geordan Parker and Jayme Hoxic from Stuart Olson (construction for new Trades building) were present at the beginning of the meeting</b></p>	
	<p><b>Adopt minutes from last meeting – Adopted</b></p>	
	<p><b>Health &amp; Safety Report – Gordon Maurits</b></p>	
	<p><u>April Summary:</u></p> <ul style="list-style-type: none"> <li>• Reportable – 1 (cut requiring stitches)</li> <li>• First aid – 3 (nosebleed, 2 slip and fall)</li> <li>• Environmental – 0</li> <li>• Near miss – 2 (loose bricks on Campus round, security slip and fall on stairs)</li> <li>• Report only – 1 (struck against injury)</li> </ul> <p>Work Safe Claims in April – 1                  Incident investigations completed in April - 0</p> <p><u>First Aid breakdown for students in April:</u></p> <ul style="list-style-type: none"> <li>• Trades – 3 (caught hand under a jack, burn)</li> <li>• Nursing – 1 (over exertion on practicum)</li> <li>• Chemistry – 1 (minor cuts from broken beaker)</li> <li>• Student General – 2 (diabetic episode in OM, ingrown toenail in IB)</li> </ul> <p>Student WorkSafe Claims through Ministry of Advance Education – 1</p> <p><u>May Summary:</u></p> <ul style="list-style-type: none"> <li>• Reportable – 1 (MSI repetitive injury)</li> <li>• First aid – 2 (foreign body in eye, struck head on cabinet)</li> <li>• Environmental – 0</li> <li>• Near miss – 0</li> <li>• Report only – 1 (hand strain)</li> </ul> <p>Work Safe Claims in May – 1                  Incident investigations completed in May - 0</p> <p><u>First Aid breakdown for students in May:</u></p> <ul style="list-style-type: none"> <li>• Trades – 5 (struck hand with hammer, burn, foreign body in eye, minor cut, struck head)</li> <li>• Nursing – 3 (euphoria episode, needle stick injury, strain to help patient)</li> <li>• Biology – 1 (trip and fall while off campus with class)</li> <li>• Student General – 1 (fell off bicycle – was former student, not current student)</li> </ul> <p>Student WorkSafe Claims through Ministry of Advance Education – 2</p>	

	<p>Explanation for near miss for student in May – student experiencing euphoria episode – was driving to work but not feeling well, was found on 3<sup>rd</sup> floor OM and security was called and she was taken to the hospital.</p> <p>Found some issues with the security phones on campus. Phones are all due for testing.</p> <p>No catch policy - if someone is falling let them fall to help reduce the amount of injuries. Students need to know the protocols.</p> <p>Gordon happy to receive information for anyone on the committee to add to his Safety Newsletters.</p>	
<b>Accident Investigations</b>		
1		
<b>Minutes</b>		
1	<p><b>New Construction at Trades      Geordan Parker and Jayme Hoxic</b>                  Stuart Olson Management staff Geordan Parker, QAQC Superintendent and Jayme Hoxie, Construction Safety Coordinator attended the meeting to address any public safety concerns. They passed around job site photos and talked about:</p> <ul style="list-style-type: none"> <li>• Project Overview &amp; Duration Synopsis: TRU – Industrial Training &amp; Technology Centre. There is an accelerated timeline with the roof which is scheduled to go on by November and the Centre itself completed by April.</li> <li>• Public Safety Plan (one long blast for fire, three short blasts for medical/first aid); Kenna Cartwright Nature Park Trail (sign at entrance to park in Lot N alerting people to the construction site and have no trespassing signs/danger excavation signed posted), Adventure Studies Students, Social Networking Clubs &amp; others. Brandon de Krieger will also mention at the next Residence meeting (to deter students from trying to climb the crane, keep distance from construction site, etc.)</li> <li>• Job-Site After Hours Security via Houle Video Monitoring in conjunction with TRU Security Staff &amp; Protocols. Monitors can detect body heat/fire. Motion sensor on site which also alerts TRU Security. Typical work day is 6:00 a.m. to 6:00 p.m.</li> <li>• JASO 300 Tower Crane – Attractive nuisance. De-energized at end-of-day; there is an 8 foot high wall/boarding structure at the base to help deter people from climbing; crane base locked at end of day; crane free moves with the wind so not to worry if anyone sees it moving after hours.</li> </ul> <p>In addition they asked if there were any questions or concerns pertaining to</p>	

	<ul style="list-style-type: none"> <li>• Horticultural Centre Saturday Wedding Schedule</li> <li>• Dust from vehicle traffic entering site</li> <li>• Catch-Basin Covers</li> <li>• Job-site Noise</li> <li>• Others</li> </ul>	
2	<p><b>Chemistry prep room and chemical bunker project</b>      <b>Stacey Jyrkkanen</b></p> <p>Gordon attended pre-construction meeting on June 1<sup>st</sup> with contractor. Company doing preparation work and foundation is True Construction – will start preliminary work on June 8<sup>th</sup>. Will get land prepped, remove any trees, etc. Ensure electricity gets to location. Need some spots blocked off in parking lot for crane to move.</p> <p>July 27<sup>th</sup> is the date the bunker will arrive – should be ready to go the first week in August.</p> <p>Not sure what will be happening with old bunker. It has been repainted recently and the dark colour is creating too much heat in building. Building could be used for storage but there may be some contamination issues. Warren will look into what will happen with old bunker.</p>	Open
3	<p><b>Traffic Management</b>      <b>Gordon Maurits</b></p> <p>Stacey went out with Gord Setka to see where signs can be placed. A post has been put in across from Science building – aligned so when people come through they will be able to see the sign. Some larger speed bumps may also help slow people down (like in front of HR).</p>	Open
<b>Updates on Safety Committees</b>		
	<p>Stacey Jyrkkanen – Safety &amp; Emergency Management</p> <p>At the end of every semester Stacey provides a report to the Board of Governors – this was distributed to the committee. The report compares this semester with the previous semester. Shows trends happening in the department.</p> <p>Contract for campus signage given to Funk signs – local company. Over next couple of months all signage will go up. 911 is now connected with the Telbook so you can find the address/office number of person who is calling.</p> <p>Finishing audit of lockdown process - locks and window frosting. Found some that were missed and some window frosting that shouldn't have been done.</p> <p>WHMIS online training program is being well utilized and saving TRU significant amount of money. Going to launch new employee orientation program. Can sign on and do orientation when convenient to person which should hopefully work better. Let Stacey know if there is any training that you are interested in and Peter and Gordon will see if they can put up on Moodle.</p> <p>Summary of all incidents in report. Definitely seeing problem with timely reporting – anywhere from a month to a year. Can't investigate incident</p>	

	<p>properly and in a timely fashion without timely reporting. Legal requirement if a person gets injured that they let their supervisor know. Suggestions – when new employee is hired let them know the process (orientation), targeting supervisors, have same consistent messaging, working with TRUFA/CUPE.</p>	
	<p>Peter Fairman – Safety &amp; Emergency Management– Will need signage for emergency washing stations in Arts.                  There will be a visually impaired student coming to campus. Peter walked around campus with person who is coordinating the logistics for this student. Been in touch with Chris Adam and Facilities - need to move a stone garbage can, move a sign in middle of crosswalk and more painting of crosswalks. Will send information to Brandon de Krieger about the student for the Residence. Will give progress as we move forward</p>	
	<p>Gordon Maurits – Safety &amp; Emergency Management – Need to get the crosswalks painted – too far behind in getting this done this year. Some are quite bad.                  Trades – level 2 first aid attendant’s ticket expires shortly and the other person is part-time. First aid coverage by November in Trades may be non-existent. As this is a high-risk environment we will be relying on Security. Must have a first aid attendant in Trades – need to discuss with the Dean. This is a volunteer position – hard for instructors because if they leave the classroom then the students can’t learn. Possibility of a floating tool crib attendant. Trades safety meeting is on Wednesday and Gordon will bring up at that time as well as contacting the Dean.</p>	
	<p>Brandon de Krieger – Nothing to report</p>	
	<p>Pat Barringer – Trades - Still no update on the grinding shed/gouging bays. Letter had been sent back in January and resent again in May to the Dean and Trades safety committee – trying to get some money.</p>	
	<p>Jola Belliveau – Finance – Nothing to report</p>	
	<p>Ken Tessier – Palladin Security – There was a sink hole in Lot L – about 3 feet deep. Water most likely the cause. There is a barricade around sink hole.</p>	
	<p>Jacquetta Goy – Risk Management – Have decided on a winner in the safety quiz done in the Clock Tower which turned out to be the 1<sup>st</sup> floor. Next time will open up to other buildings.                  Emergency Marshalls and turnover is causing problem. Having modules for Emergency Marshalls would be a good idea.                  Smoking has decreased now that exams are over – problems with both students and employees. Work with Chelsea in Wellness Centre to get information out. Bad areas: out in front of Paul Manhas’ office in OM (people putting rock or stick to keep door open and smoke was coming into building), opposite glass elevator at new entrance to Law Department. Can</p>	

	<p>be no marijuana sites on campus at all – will have to research into what other institutions have been doing. Can use medical marijuana currently and have policies for smudging. Vaping must also be in designated smoking areas.</p>	
	<p>Warren Asuchak – Facilities – Offices have shared sensors which tend to shut off the heat for the entire area when space heaters are on. Facilities is currently doing a lot of work to try to regulate the heat in all the buildings. Trying to get the ultimate temperature to all areas is quite difficult – aiming for temperatures between 20-24. Still working on system. Facilities can put devices in separate areas in a department/building which will track the temperatures for a period of time to give a snapshot of the temperature range.</p>	
	<p>Lloyd Bennett – Visual and Performing Arts – Had renovations done recently - ready to go in the Fall. The painting studio still needs a new eye wash station – might be coming still but Lloyd has made a note that it needs to be installed.</p>	
	<p>Katrina Harding – Law – Locks haven’t been changed yet. Put in work order to have fire exit sign moved.                  Still need to discuss who will cover the costs of JOHSC training – there currently is no budget. Will offer 8 hours of in-house training modules. Peter currently working on the training modules and they will be no cost. Doing one on inspections and investigations - what are responsibilities for members of JOHSC committee. Hoping to have ready for the Fall.                  Concern with casual shirt day as it might get too hot in office with temperatures being raised. Temperatures still within WorkSafe boundaries.</p>	
	<p>Linda Huntington – CUPE – Nothing to report</p>	
	<p>Susan Purdy – Science – A little while ago the fire alarms were being tested – had electricians in hallways. Not everyone got message and they didn’t know it was a test so the people left the building when they didn’t have to. Security and Safety should have gotten call about this happening. Contractor knows protocol – Warren will follow up. Contractor seems to be parking right outside of building in loading zone.                  Susan will communicate with Amy Tucker about TRUFA AGM and FPSE and role on JOHSC.                  Concern about the frosting on some doors – will not be removed on some of the classrooms and labs. Can leave door open if they don’t like the frosting on the door – no option to remove if someone doesn’t like it.                  Lockdown rooms did not get any special type of door – only got the locks/door handles replaced. Old Main, A&amp;E, IB, Clock Tower and Science – almost every single room is lockable from the inside. Looking at alternatives for Trades and HOL as there are a lot of windows.</p>	

	Iain Stewart-Patterson – FACT - Students back from being in the field – soft tissue injury on kayak trip, some sun blisters as well. One foot infection from stepping on sea urchin. Will change policy on footwear. Generally too cold in Adventure offices – Facilities working on it.	
	David Verhoeff for Mark Hardy - Library – believe abandoned car has been removed behind Culinary Arts/Library. Nothing new in Library. Did see a snake in the concrete barriers around campus – believe it to be a bull snake as they are on campus, not a rattle snake.	
	Chris Montoya – Arts – Nothing to report	
	Jenny Gomes – Human Resources – Nothing to report	

Meeting adjourned at 3:53 pm