

## TRU - Williams Lake Campus

### Occupational Health & Safety Meeting

#### Minutes

**Date: March 8, 2010 Time: 3:00 p.m. Place: Room 1260**

1. Attendance: Chris Montoya, Randy Underwood, Ken Poulsen, Tom Hewett, Bruce Jenkins, Christina Nilsen, Julie Bowser, Betty Turatus, Pat Biblow, Mike Shields, Karen Moberg, John Salvadore
  2. Call to order: 3:00 pm
  3. Minutes from last meeting:  
C. Montoya motioned to accept the minutes with the corrections. B. Jenkins seconded. Voted and carried.
  4. Additions/Adoption of Agenda:
    - Due Diligence – B. Jenkins
    - Mice – M. Shields
    - Compound Vandalism – M. Shields
    - Power Source outages – M. Shields
    - Faculty printer – M. Shields
- T. Hewett motioned to accept the addenda as presented. C. Montoya seconded. Voted and carried.

#### Review of Outstanding Items:

1. Lock on Compound Gate – concerns with traffic in Compound during class time was broached. This is especially a concern with delivery of supplies. Trades are working on ideas as locking the compound raises fire safety issues. **B. Jenkins spoke to G. Simpson in regards to locking the gate and posting a sign indicating authorized personnel only, also suggested painted lines for safe exit.**  
**Motion: C. Montoya motions that the Authorize Personnel Only signs to be put up in place of the slow signs. K. Poulsen seconded – voted; carried.**
2. Defibrillator for TRU WL Campus- C. Nilsen emailed a report on her research.
3. **ACTION** - C. Nilson will follow up with John Sparks' office to about procuring an AED and the liabilities for using it at eh WL campus. **Tabled – waiting for response from legal & OH&S Kamloops.**
4. Confine Space- T. Hewett still has not received training. **Tabled**
5. MSDS Website Bookmarked – Tabled due to R. Higgins absences **Tabled**
6. Tool Crib - metal shelving – to be added to the Capital Fund requests **Done**
7. Review of past minutes for compliance/completion – checked minutes from Nov. 2008 to present. Most items have been completed but not necessarily in a timely manner. Discussion was to ensure outstanding items were reviewed monthly. **Done**
8. Change of Agenda titles to be: **Done**
  - a. Outstanding Items
  - b. Current Review
  - c. New Business

#### Current Business Review:

1. Carpentry Shop – safety use of power tool with guards etc, are not being done by user groups ( non-course students), K. Poulsen would like a sign in the carpentry shop that reads “ authorized personnel only”; suggested that lock –outs on all equipment be used.

M. Shields motioned that trades puts up sign for equipment uses on all doors and windows stating “authorized personnel only, please contact instructor”. K. Poulsen seconded; voted, carried. **Done**

K. Poulsen to research what is needed to lock out each power tool. **Individual locks will be placed on the power tool plugs.**

**ACTION: T. Hewett to purchase 2 locks for the carpentry shop**

Rewiring lights to be on a separate system then the plugs will not be done by the Electrical Class this year.

**ACTION: T. Hewett to request quotes for the rewiring.**

2. Smoking mess – still an issue

B. Jenkins motioned to have smoking areas moved from the front to the back of the building. K. Poulsen seconded, discussion resulted in an amendment to the motion to be: B. Jenkins

Amended motion B. Jenkins motioned to have smoking areas moved from the front to the back of the building as a pilot and to be enforced by management. Voted, carried

**ACTION: B. Jenkins to ask Grace to move the area after construction of the Gathering Place has been completed. G. Simpson has agreed to move the smoking areas to the back of the building with a Fall implementation.**

3. Library vandalism – recently there has been some campus vandalism where there have been toilet issues; ceiling tiles in the computer labs were removed and damaged.

J. Bowser motioned to have cameras installed in the computer labs. K. Poulsen seconded.

Discussion was raised concerning privacy of students and a suggestion of having lab monitors hired for each lab. Another suggestion was to only have one lab open at a time I the evenings. Discussion resulted in an amendment of the motion to be:

J. Bowser motioned to have ‘dummy’ cameras installed in the computer labs with additional signage noting the labs are under surveillance. K. Poulsen seconded. Voted, 1 opposed, carried

4. Bed sheets in First Aid room – sheets were donated by the Nursing lab and will be cleaned with their laundry.

**ACTION: P. Biblow to request update from G. Simpson**

New Business:

1. Chalkboard Dust/ Sensitivity to Whiteboard Pens – Chalkboards verses Whiteboards. – It was suggested that the chalkboard trays be cleaned nightly and clothes be used for the white boards be cleaned weekly

**ACTION: P. Biblow will ask the janitor to clean the trays nightly and will look into the clothes being changed weekly.**

2. Ergonomics, office chairs, keyboards tray, etc to be completed Feb 12 – Results are with G. Simpson waiting for capital funding. Some trays have already been replaced.

3. Due Diligence – from the training meeting it was learned that 1<sup>st</sup> Aid doesn’t have to be provided to the students by the First Aid Attendant on duty. There is supervision confusion and protocol should be followed – i.e. requests should go through proper supervisor and past down to employee. Safety for employees – working in 2s when working in dangerous situations. Instructors should instruct students to wear safety vests when in compound or in the field. Discussion of the “confined space” area insured as the area was shown to the Due Diligence instructor.

**Motion: C. Montoya moved that a nipple be placed on the tank in the crawl space as per suggestion by Tim Ambrus- Ministry of Labour as a precaution. K. Poulsen seconded – discussed.**

**Amended Motion: Campus Maintenance should do an air test on the crawl space before entering as per Tim Ambrus suggestions. C. Montoya, seconded by K. Poulsen, voted and carried.**

4. Mice – Have been reported to be seen in the Mechanic shop – traps have been set to no avail.
5. Compound Vandalism - A bottle was smashed on the ‘man’ door from what appears to be from the top parking lot. Lots of glass was found by the door.
6. Power Source shut down – a concern was expressed as power shut downs are a safety issue in the shops with the air and hydraulic machinery. As Due Diligence better communication is needed as Trades instructors are not always on their computers. Trades should be notified to close down operations for safety.

**Motion: K. Poulsen motioned that TRU purchase a low air warning indicator for the compressor room for when electricity or air goes out. C. Montoya seconded. Voted and carries.**

**Note: T. Hewett has indicated that he will verbally tell each Trades instructor when electricity outages will be occurring.**

7. Faculty Printer – It was reported that the printer in the Faculty workroom was not situated correctly and almost fell on an instructor. **This has already been addressed and taken care of.**
8. Painted Lines – for safety in the compound.

**Motion: C. Montoya motioned that the Trades instructors get together to discuss locations of the safety lines. K. Poulsen seconded. Carried**

**ACTION: Trades instructors take initiative and email G. Simpson with locations.**

Adjournment: 3:58 pm

**Next meeting: April 12, 2010, 3 pm Room 1260**