

# TRU JOINT HEALTH AND SAFETY COMMITTEE (JOHSC) MINUTES

**Date: Monday, March 7, 2011 @ 2:30**

**Location: HR Meeting Room, TRU**

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**Present:**

Gordon Maurits, OHS	Stacey Jyrkkanen, OHS
Jean Crowe, Open Learning	Duane Seibel, Student & Judicial Affairs
Ken Tessier, Security	Victoria Baker, TRU World
Lincoln Chua, Facilities	Carolynne Fardy, TRUFA
Carey Miggins, Trades	Shima Iuchi, Visual Arts
Marge Huntley, Disability Serv.	Dave Freeze, Adventure Guide
Waldemar Miskurka, Finance	

*Pamela MacIntosh-Snell, Recording Secretary*

**Guests:**

No guests at this meeting.

**Co-Chairs:**

Stacey Jyrkkanen, Interim Employer Representative  
Carolynne Fardy, Interim Employee Representative

Meeting called to order at: 2:34 p.m.

Lesley-Anne Hudie is no longer with TRU and Cheryl Delling is on leave. Stacey and Carolynne are interim co-chairs today. Goal to elect new co-chairs by next meeting in April.

**Adoption of Previous Minutes** - Moved by Jean Crowe and Seconded by Carolynne Fardy, Motion Carried.

**Adoption of Agenda** - addition of the following items to New Business:

- Building Inspection
- WorkSafe

Moved by Carolynne Fardy and Seconded by Gordon Maurits, Motion Carried.

Stacey conducted the Safety Orientation.

Introductions were made for new committee members.

Note: The recommended time limit of the meeting is one and a half hours. If there is unfinished business after that time, a special meeting may be scheduled (in time sensitive matters) or the issue can be carried over to the next meeting.

### **OLD BUSINESS:**

1. Update/Recap on In-Camera Session from November 1, 2010 given by Stacey Jyrkkanen
2. Transportation of Injured Parties – after Stacey Jyrkkanen spoke with other Universities the best options decided by the committee are:
  - If the injury requires an Ambulance then use one
  - If not offer and cab to the injured party and TRU will cover the cost
    - A receipt will be collected and a expense claim made
3. Outstanding Building Sub-committees – Gordon and Stacey presented a list of outstanding buildings to Lynn Joly for additional follow up. At this time there are only a few functioning committees.
  - Management and worker reps need to be involved and trained. Stacey and/or Gordon will go to the sub-committee meetings to orient them. According to WorkSafe this is a must.
4. Response to Air Quality JOSHC recommendation – response sent by Les Tabata (see attached). Committee feels that the response misses the little jobs, like the sidewalk sealant. It is not about the major capital projects, more the maintenance issues. Lincoln Chua informed committee that Facilities does not have the man power to update a website or email a notification for every small job. Jean Crowe suggested signage where working. Marge suggested placing signs at the entrances where the work is being done. Lincoln Chua said that this protocol could be worked into their process. Co-chairs will follow up to response from Les Tabata with new suggestion.

### **INSPECTION REPORT DATA:**

1. Nothing to discuss this month.

### **FIRST AID/INCIDENT INVESTIGATION DATA:**

1. Gordon handed out an information sheet – Accident Statistics and First Aid Data (see attached). Discussion of what JOHSC would like to see moving forward. Carolynne Fardy suggested listing the nature of the incidents, so trends could be observed. Carrey Miggins suggested the incidents be listed by School/Department – also for tracking purposes. Could help reinforce need for sub-committee in that area.
  - Gordon explained the difference between Reportable and Recordable incidents.
    - Reportable is when medical attention is required by a Physician
    - Recordable is when it is reported without a Dr. visit
  - Nursing was discussed – students on Practicum ex. Needle sticks – is it a protocol issue? Does Nursing have their own STATS?

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## **NEW BUSINESS:**

1. Stacey Jyrkkanen: WorkSafe – TRU’s representative, Colin has retired. We now have two new reps a Safety Officer and a Hygienist. A meet and greet was arranged, which turned into a 2.5 hour question period. We are aware of the holes. Colin focused on Trades, there is now a new focus, with 4 orders:
  - First Aid Form – we have now adopted a new form. Previous one was too detailed.
    - Inadequate First Aid Program
      - Security as First Responders for First Aid is an issue. Now looking at dividing the Campus into Geographical areas and have a First Aid Level II for each area, each with their own “go bag”. The individual’s contact information will be given to the Switchboard operator. Yellow Emergency boards across campus state calling 1111 for first aid – this number gets people to the Switchboard.
  - Lack of Incident Investigation – investigations are to be conducted with a worker rep and an employer rep with those personnel coming from the JOHSC as much as possible.
  - Inspection Frequency – WorkSafe is now suggesting that every building needs to be inspected every month. Suggested by committee that this is not in the regulations and seems excessive. May appeal on “regular basis”. There will now be a formalized process. Trades will stay as is. Waldemar Miskurka suggested we understand the rationalization behind the WorkSafe request.
    - This committee needs to be trained on Inspections and Investigations. Carolynne Fardy suggested that a mentoring system be used.
  - – Alan Shaver, Cliff Neufeld and Lynn Joly are meeting with the two new reps from WorkSafe this afternoon. We have hired an outside Contractor, Dorothy Beckett, to update our Safety Program.

Discussion on how to go about electing new Co-Chairs. Duane Seibel suggested ideally one Co-Chair for two years and one Co-Chair for one year so there is an overlap in the rotation. Interim Co-Chairs will discuss and communicate with the committee by email.

Carolynne Fardy announced that TRUFA has Health & Safety funding and that a lunch and learn on March 11 at 12:30 in OM1791 “*Nicotine Dependence and Tools of Success for Tobacco Cessation*”

### **Education Monthly Topic: March – WHMIS Labels**

1. Presentation was not made at this meeting

### **RECOMMENDATIONS to TRU:**

1. No new recommendations this month.

Stacey Jyrkkanen adjourned the meeting at 3:45.

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