

**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			
Chris Montoya	Arts	A	A	A	X	X		A	X	X			
Lloyd Bennett	Visual and Performing Arts	A	A	X	A	X		X	X	X			
Susan Purdy	Science (TRUFA)	X	X	X	A	A		A	A	X			
Iain Stewart-Patterson	FACT	X	A	A	A	A		X	A	A			
Mark Hardy	Library	X	X	X	X	A		X	X	X			
Linda Huntington	CUPE	-	-	-	-	-		X	X	A			
Sherry Bennett	Registrar's Office	A	X	A	X	A		X	X	A			
Nancy Beppe (on leave until May 2017)	Student Development	X	A	A	X	-		-	-	-			
Katrina Harding	Law	-	-	-	-	-		A	X	X			
Employer representatives													
Jolanta Belliveau (Co-Chair)	Finance	X	X	A	A	X		X	X	X			
Warren Asuchak	Facilities	X	X	X	X	X		X	X	X			
Jenny Gomes	Human Resources	X	X	X	A	X		X	X	X			
Jane Hewes	FESW	-	-	-	-	-		A	A	A			
Resource members													
Jacquetta Goy	Risk Mgmt Services / Clock Tower	X	X	X	X	X		X	X	X			
Stacey Jyrkkanen	Safety & Emergency Management	X	A	A	X	X		X	X	A			
Gordon Maurits	Safety & Emergency Management	A	X	X	X	X		X	A	A			
Peter Fairman	Safety & Emergency Management	X	X	X	X	X		X	X	X			
Debra McNichol	Recording Secretary	X	X	X	X	X		X	X	X			
Community members													
Ken Tessier Kevin Larsen	Paladin Security	X	X	A	X	X		A	X	X			
Brandon de Krieger Raina Shortreed	TRU Residences	X	A	X	X	X		X	A	A			

X=Present

P=Proxy received

A=Absent

	<b>Call meeting to order – Pat Barringer</b>	
	<b>Adopt minutes from last meeting – Adopted</b>	
	<b>Health &amp; Safety Report – Gordon Maurits</b>	
	April statistics will be noted in June minutes as they have not been received	
	<b>Accident Investigations</b>	
	Put reminder into next Safety newsletter about why paperwork needs to be submitted in a timely manner. <i>Action: Katrina Harding has offered to write and send to Gordon to submit in the next Safety newsletter.</i>	
1	<p><i>Performing CPR and the patient's bone punctured through skin into palm of hand. (This was a nursing student performing CPR in practicum at RIH)</i></p> <p>Injury in detail: small puncture wound to palm of right hand</p> <p>Incident date: March 26, 2017</p> <p>Severity of injury/incident - minor</p> <p>Contributing factors:</p> <ul style="list-style-type: none"> <li>• Sharp edge</li> </ul> <p>No recommended action to be taken noted on form – as incident occurred at Royal Inland Hospital, they will do their own investigation if they feel it is warranted</p>	
2	<p><i>Student was cleaning a beaker containing saltwater when the beaker broke and cut the top of her right hand.</i></p> <p>Injury in detail – small laceration to lateral two knuckles on right hand</p> <p>Incident date: April 11, 2017</p> <p>Severity of injury/incident – minor</p> <p>Contributing factors:</p> <ul style="list-style-type: none"> <li>• Other – minor cuts</li> </ul> <p>Action taken/recommended:                  First aid should have been called from first aid phone in Science to reduce response time</p>	
3	<p><i>Student was working with another student installing a transmission into a Freightliner Truck. The transmission was secured on a transmission jack by a strap. While pushing the transmission into place the end of the strap wound around the jack lowering knob. During moving, the knob was activated and caused the jack</i></p>	

	<p><i>to drop where it caught student's right hand. Transmission is approximately 800 pounds.</i></p> <p>Injury in detail – scrapes to top of right hand along with bruising and some swelling. Student had full range of movement of his fingers. Student was sent to RIH to have it checked out and possibly x-rayed.</p> <p>Incident date: April 20, 2017</p> <p>Severity of injury/incident – moderate</p> <p>Contributing factors:</p> <ul style="list-style-type: none"> <li>• Struck</li> </ul> <p>Action taken/recommended: Ensure all loose straps are contained and not hanging free</p>	
4	<p><i>Security guard was doing his inspection in Trades. He went up the stairs to the check-in point. On his way back down he tripped on the top three steps and fell onto the landing. Guard called fellow guard, who arrived and assessed his condition and called 911 due to neck pain. Ambulance arrived at 2:36 am and packaged him up. Paramedics did not leave until 3:13 am due to trying to control the guard's blood sugar levels (diabetes).</i></p> <p>Injury in detail – pain in neck and right ankle</p> <p>Incident date: April 16, 2017</p> <p>Severity of injury/incident – moderate</p> <p>Contributing factors:</p> <ul style="list-style-type: none"> <li>• Slip or trip</li> </ul> <p>No recommended action to be taken noted on form – person is a contractor and Paladin will conduct their own investigation</p>	
5	<p>Visual Arts instructor that required stitches due to cut – incomplete incident report form was received and eventually a WorkSafe 7 form. Summary or formal investigation does not appear to be practicable, due to age of incident, and are waiting on direction from WorkSafe.</p>	
<b>Minutes</b>		
1	<p><b>Chemistry prep room and chemical bunker project</b>      <b>Stacey Jyrkkanen</b> Trying to get contractor selected</p>	Open
2	<p><b>Traffic Management</b>      <b>Gordon Maurits</b> Warren will meet with Ken and Stacy in early May to pick locations.</p>	Open
3	<p><b>Fire drills</b>      <b>Stacey Jyrkkanen</b> More Fire Marshalls are calling in to do radio checks.</p>	Closed

	Ongoing recruitment for more Fire Marshalls.	
<b>Updates on Safety Committees</b>		
	Chris Montoya – Arts – There have been complaints about the temperature in the A&E building. Warren commented that they try to provide temperatures around 21/22. This doesn't apply on weekends but this can be overridden - Environment & Sustainability have small heaters that don't use a lot energy – contact James Gordon.	
	Jacquetta Goy – Risk Management – Still no winner in the Clock Tower as which floor is more safety engaged. Bit of issue with people smoking in non-smoking areas. Have asked TRU World to let new international students know where smoking areas are located. Stacey will put out reminder to people as well. Looking at getting names and let supervisor/ student affairs know as to which employees/ students are smoking in non-smoking areas. Initial publicity has died down and Security can only do so much.	
	Jenny Gomes – Human Resources – Nothing to report	
	Jolanta Belliveau – Finance – Nothing to report	
	Ken Tessier – Paladin Security – Nothing to report	
	Katrina Harding – Law – Main Law Reception area's electronic locks – on April 21 <sup>st</sup> they weren't able to lock the door so they ended up having to put up a barricade as it was exam time and they didn't want the students coming in. When the batteries die the locks default to being unlocked. They would like this lock replaced with a manual lock to prevent this situation from happening again in the future. There is a fire exit sign on the 4 <sup>th</sup> floor that is blocked by a beam so hard to see. Is it possible to have sign moved or a new one put it in? Katrina found some health and safety training courses in Kelowna in the summer. Supervisor to give approval to attend these courses. New provincial training state that if you have been on a safety committee less than 2 years your employer must allow 8 hours of training - this is in addition to the 8 hours of yearly training. Courses from the BC Federation of Health and Safety Centre - \$135 for Occupation H&S part 1 and same for part 2. Being held in Kamloops in September. Who would pay for course/travel/hotel/food, etc? Will have to look into as previous training was free of charge. <b>Action: Jacquetta will look into and let committee know</b> – check in with departments. Need to start thinking about whether or not we need to run our own training program out of TRU. Peter is working on some courses – investigations is just about done.	
	Lloyd Bennett – Visual and Performing Arts - Plumber found cause of smell – was from an old colour processor that was still hooked up to the drain that was causing the small. Plumber capped the outlet on the processor so	

	<p>it has been fixed and smell is gone. Can do an incident investigation to document issue in case it should ever happen again.</p>	
	<p>Mark Hardy - Library – There is an abandoned, uninsured car in the parking lot behind Culinary Arts/Library with a jack holding up back wheel. Most likely it has an e-permit or it would have been ticketed and removed.</p>	
	<p>Pat Barringer – Trades – Still can't see in the grinding shed/gouging bays when they are using them – needs correcting. Welders are at the point where they won't be able to use them any longer as this is a safety concern. Peter said to send an email and he will bring up to Stacey again.</p>	
	<p>Peter Fairman – Safety &amp; Emergency Management – Would like to talk the janitor about autoclave waste. Peter can contact Warren who let him know who to speak with.                  Fire hydrant testing – no notice went out letting anyone know they were going to be tested. They had contacted someone in Facilities prior to coming on campus. Need a better protocol about informing everyone that the testing will be held. Once Peter knew they were on campus he told the Fire Marshalls that this was happening for their information.</p>	
	<p>Warren Asuchak – Facilities -Nothing to report</p>	

Meeting adjourned at 3:44 pm