

**Attendance September 2015 – August 2016**

Name	Area	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
<b>Worker representatives</b>													
Pat Barringer (Co-Chair)	Trades	X	X	A	X	X	X	A	X	X			
Chris Montoya	Arts	-	-	X	X	X	X	X	X	X			
Lloyd Bennett	Arts	A	A	A	A	X	X	A	A	A			
Susan Purdy	Science (TRUFA)	X	X	X	A	A	X	X	A	A			
Iain Stewart-Patterson	FACT	X	X	X	X	A	X	X	X	A			
Mark Hardy	Library	X	A	A	A	X	X	X	X	X			
Bart Cummins	MarCom (CUPE)	X	A	A	A	A	A	A	A	A			
Sherry Bennett	Registrar's Office	-	-	-	-	-	-	X	X	X			
<b>Employee representatives</b>													
Julie Gemin (Co-Chair)	Supply Chain Management	A	X	X	X	X	X	X	X	A			
Waldemar Miskurka	Finance	A	A	A	A	X	A	X	A	A			
Warren Asuchak	Facilities	A	X	X	A	X	X	A	X	X			
Jenny Gomes	Human Resources	A	X	X	X	X	X	A	X	A			
Megan Gerow	Student Services	A	-	-	-	A	X	X	X	A			
Christi McAuley	Law	-	-	-	-	X	X	A	X	A			
Cindy Piwowar	FESW	-	-	-	-	X	A	A	A	X			
<b>Resource members</b>													
Jacquetta Goy	Risk Management Services	X	X	X	X	X	X	X	X	X			
Stacey Jyrkkanen	Safety & Emergency Management	X	A	A	A	X	X	A	A	X			
Gordon Maurits	Safety	A	X	X	A	X	A	X	A	A			
Debra McNichol	Recording Secretary	X	X	X	X	X	X	X	X	X			
<b>Community members</b>													
Ken Tessier	Concord Security	A	X	X	X	X	X	A	X	X			
Tammy Desrocher	On Campus Housing	X	X	A	A	A	A	X	A	X			
Brandon de Krieger	TRU residence	X	X	X	A	A	A	A	X	X			

X=Present

P=Proxy received

A=Absent

	<b>Call meeting to order – Pat Barringer</b>		
	<b>Adopt minutes from last meeting –</b>		
	<b>Adopt agenda –</b>		
<b>Item</b>	<b>Description</b>	<b>Responsible</b>	<b>Status</b>
<b>Minutes</b>			
1	<b>Chemistry prep room and chemical bunker project</b> RFP closed and submissions have been reviewed. Committee was not comfortable with submissions that were received. RFP has been collapsed and will start again. Needed more weight given to the product – not the install. Stacey will be working with Julie Gemin to look at the RFP will then put out again. Prep room will continue and should be finished by the end of the summer.	<b>Stacey Jyrkkanen</b>	Continued Open
2	<b>Restructuring</b> Pat Barringer will send his Terms of Reference (TOR) for his subcommittee to Debbie to send to the committee. If anyone else has their TOR ready please send to Debbie to distribute to the committee.	<b>Stacey Jyrkkanen &amp; Jacquetta Goy</b>	Closed
3	<b>Case Study</b> Small investigations can be done by the committee. Anything large/major would be led by Stacey/Gordon. Possibly do more training for the group – Stacey/Gordon running training session is a possibility. Maybe use one of the summer meetings as a training session.	<b>Stacey Jyrkkanen</b>	Open
4	<b>Elevators</b> Elevators all up and running, maintenance will be done on all the elevators. Elevator in the Science building is in a bad location. Electric chairs cannot fit into elevator in Science building. If emergency person must be carried out on stretcher to ambulance. Respiratory therapy on the third floor of Science building sometimes does cause issues. New expansion for Nursing will be separate from the Science building so there won't be access to any new elevator.	<b>Susan Purdy</b>	Closed
5	<b>3D printers – ARET program</b> No update – work order has been put in.	<b>Susan Purdy</b>	Open
<b>Updates on Safety Committees</b>			
	Ken Tessier – Security – Nothing to report		
	Tammy Desrocher – On Campus Housing – Nothing to report		
	Warren Asuchak – Facilities – Nothing to report		
	Sherry Bennett – Registrar's Office – Nothing to report		
	Cindy Piwowar – FESW – Nothing to report		
	Jacquetta Goy – Risk Management – Revised Health & Safety Policy has been updated and on website. <a href="http://www.tru.ca/_shared/assets/Health_and_Safety5587.pdf">http://www.tru.ca/_shared/assets/Health_and_Safety5587.pdf</a> Good idea to have a look and see how it applies to everyone's department.		

	Mark Hardy – Library – Nothing to report	
	Brandon de Krieger – TRU Residence – Nothing to report	
	Stacey Jyrkkanen – Safety & Emergency Management – Biosafety Officer position has now been posted.	
	Chris Montoya – Faculty of Arts – Question to group: If a person doesn't want to put in claim of injury do they have to? If Committee doesn't know about the situation then nothing that can be done to help/improve – learning opportunity if we know situations. If there was a subsequent injury or illness it would be difficult to claim.	
	Pat Barringer – Trades – Rig and lift course a few weeks ago. Number of instructors now certified.	
<b>Health &amp; Safety Report - Gordon</b>		
	<p><u>March Summary:</u></p> <ul style="list-style-type: none"> <li>• Reportable – 0</li> <li>• First aid – 1 cut</li> <li>• Environmental – 0</li> <li>• Near miss – 0</li> <li>• Report only – 4 falls, 2 confrontations, MSI</li> </ul> <p>Work Safe Claims in March – 0                  Incident investigations completed in March – 1</p> <p><u>First Aid breakdown for students in March:</u></p> <ul style="list-style-type: none"> <li>• Trades – 9</li> <li>• Trades WL – 4</li> <li>• Tourism – 1</li> <li>• Culinary Arts – 2</li> <li>• Nursing – 1</li> </ul> <p>Student WorkSafe Claims through Ministry of Advance Education – 0                  Contractor Work Safe Claim – 0</p> <p><u>April Summary:</u></p> <ul style="list-style-type: none"> <li>• Reportable – 0</li> <li>• First aid – 0</li> <li>• Environmental – 0</li> <li>• Near miss – 6 (Grand Hall damage, Nursing Instructor cleaning mannequin, camp Cook – improper jacking, care truck operation)</li> <li>• Report only – 1 trip and fall</li> </ul> <p>Work Safe Claims in April – 0                  Incident investigations completed in April – 2</p> <p><u>First Aid breakdown for students in April:</u></p> <ul style="list-style-type: none"> <li>• Trades – 10</li> <li>• Adventure Studies – 1</li> </ul>	

	<ul style="list-style-type: none"> <li>• Nursing – 1</li> <li>• Disability Testing - 1</li> </ul> <p>Student WorkSafe Claims through Ministry of Advance Education – 0                  Contractor Work Safe Claim – 0</p>	
<b>Accident Investigations</b>		
1	<p><i>Employee was installing cabling for the new scanning system in the carpentry tool crib room in the Trades Building. Part of the task required the employee to install cabling above the counter area. Employee climbed up onto the counter to do the installation. Once the employee had completed the task he hopped down from the counter, a height of 3 feet, when he landed on the floor he felt localized pain in his right foot. Employee continued his work and at the end of the day he went home, he also worked full 7 hour shifts on the 23<sup>rd</sup> and 24<sup>th</sup> of March.</i></p> <p>Date of incident: March 22, 2016                  Investigation started: April 7, 2016                  Location: Trades &amp; Technology Building                  Immediate/Direct Causes:</p> <ul style="list-style-type: none"> <li>• Failure to identify hazard/risk</li> </ul> <p>Substandard Conditions:</p> <ul style="list-style-type: none"> <li>• Inadequate preparation/planning</li> <li>• Inadequate procedures</li> </ul> <p>Basic causes:</p> <ul style="list-style-type: none"> <li>• Undue care and attention</li> </ul> <p>Summary of Root Cause:</p> <ul style="list-style-type: none"> <li>• Employee failed to identify the hazard of climbing and dismounting associated with climbing up on the counter to install cabling for the new scanning system</li> <li>• The employee should have used a ladder or step stool to access and descent from the counter</li> <li>• Employee didn't plan properly to acquire and use appropriate safety equipment (ie ladder or step stool)</li> </ul> <p>Corrective action – actions taken/required:</p> <ul style="list-style-type: none"> <li>• Review this investigation with all staff at the next staff meeting</li> <li>• Inform the staff the importance of early reporting of any injuries no matter how minor</li> <li>• Employees to use ladders or stools when accessing high areas for installations</li> <li>• Look into developing task procedures for frequent jobs performed by IT analysts</li> </ul>	
2	<p><i>Employee was placing an HP 600 printer onto a cart when he lowered it and struck his left elbow on the corner of the plastic cart. Employee did not realize the extent of the cut until he got home, at which point he bandaged it on his own.</i></p>	

	<p><i>On April 2<sup>nd</sup> the employee awoke to find the wound swollen and painful and went to the Emergency Department. The physician determined the wound had become infected. The employee was treated and discharged with orders for follow-up dressing changes.</i></p> <p><i>Employee is off work until the infection heals with a possible return date of April 14, 2016.</i></p> <p>Date of incident: March 31, 2016          Investigation started: April 7, 2016          Location: Old Main Building          Basic causes:</p> <ul style="list-style-type: none"> <li>• Undue care and attention</li> </ul> <p>Summary of Root Cause:</p> <ul style="list-style-type: none"> <li>• Employee striking his elbow on the corner of the cart when he was placing the printer onto it</li> <li>• The edges of the cart are a little rough but not to the extent of producing any really sharp edges</li> </ul> <p>Corrective action – action taken/required:</p> <ul style="list-style-type: none"> <li>• Review with staff this incident and stress the importance as to how an injury can become worse in a short period of time</li> <li>• Inspect all carts for any sharp edges</li> </ul>	
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Meeting adjourned at 3:11 pm

Notes: 06-06-2016

- 1) Look into more investigation training for JOHSC Committee.
- 2) Interesting people coming into Library, not sure of procedures to deal with issue.
- 3) Safety competition between buildings
- 4) Further questions about 3D printers.
- 5) Put out a notification to campus community about speed limits on campus. Look into remote speed indicators to be put into place.