Attendees (marked with an “X”)

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| **Core Group for Quorum** |
|  | **Affiliation** | **Representative** | **Alternate** |
| X | Adventure Studies | Dave Freeze (WR) |  |
|  | APA/Admin | Waldemar Misazkurka (ER) |  |
|  | Culinary Arts Training Centre |  |  |
| X | CUPE 4879 | (X) Amit Goel (WR) | Malcolm Henry (WR) |
| X | Facilities | (X) Lincoln Chua (ER) | Warren Auschak (ER) |
| X | Health & Safety | (X) Stacey Jyrkkanen (ER) | (X) Gordon Maurits (WR) |
|  | McGill Residence | Tammy Descrocher |  |
| X | Science | Susan Purdy (WR) |  |
| X | Security | Ken Tessier |  |
| X | Student Services | Duane Seibel (ER) Co-Chair |  |
| X | Trades | Pat Barringer (WR) Co-Chair |  |
| X | TRU Residence | Jordan Piper |  |
|  | TRUFA | Neil Burnett (WR) |  |
| X | Visual & Performing Arts | Lloyd Bennett (WR) |  |
| X | Warehouse | Julie Gemin (ER) |  |
| X | Wellness | (X) Karen Ross (WR) | Chelsea Corsi (WR) |
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| **Auxiliary Members** |
|  | **Moderate Rick – Building sub-committees** |
|  | Campus Activity Centre |  |  |
| X | Clock Tower | Stephanie Westendorp (WR) |  |
|  | Gym |  |  |
|  | Williams Lake Campus | Mike Shields (WR) |  |
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|  | **Low Risk – Building sub-committees** |
|  | Arts & Education |  |  |
|  | BCOUFA |  |  |
|  | House of Learning |  |  |
| X | International | Amit Goel (WR) |  |
|  | Library |  |  |
|  | Open Learning |  |  |
|  | TRUSU |  |  |
|  |  |  |  |
|  | **Other Members/Guests** |
| X | Recording Secretary | Debbie McNichol |  |
| X | TRU Residence | Ryan McNaughton |  |
| X | TRU Residence | Reuben Onyango |  |

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|  | **Call meeting to order – Duane Seibel** |  |
|  | **Adopt minutes from last meeting - Karen Ross/Gordon Maurits** | **Carried** |
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| **Item** | **Description Responsible** | **Status** |
| **Old Business** |
| 1 | **Speeding on Campus Gordon Maurits** August 20, 2012 - New speed bump added to roadway around campus. Speed watch coming back in the fall with speed reader board – no date yet.September 10, 2012– Gord waiting to hear back from Speed Watch as to when they can come – possibly early to mid-October.October 1, 2012 – Speed Watch came on September 11, 2012. Waiting for data report from Speed Watch on the information they collected as to how may were speeding and by how much. Will bring forward for November meeting. ***Action: Gordon and Stacey to do report to put on staff list, Omega newspaper showing the results from the Speed Watch.***November 5, 2012 – Article posted on website -<http://inside.tru.ca/2012/10/31/truspeedwatchfall2012/> On average 40% of cars were speeding (47% from East Gate and 34% from West Gate). Highest speed recorded was 67 km/h. We have seen double the amount of traffic coming onto campus. NL radio did interview with Stacey last Friday. Next this will go to the Omega and onto the eboards around campus, also will be put on staff list and admin list. Speed is still an issue, becomes more of an issue as we get bad weather. Speed Watch will come again in April.  | OpenOpenOpenClosed |
| 2 | **Smoking Task Force Stacey Jyrkkanen**August 20, 2012 - On hold at moment until new AVP of HR and Planning starts in October. Williams Lake has designated smoking area. Cost was $3000. Can get some usage results from William Lake to bring forward. Air health policy would be helpful for smoking, cars, etc.September 10, 2012 – Still on hold - committee continuing to look through items. Pat has design of Williams Lake smoking area – if we don’t use cedar could be $2000. Warren to send cost to Stacey about repainting smoking lines around buildings. Chelsea Corsi working with Nursing, Wellness & Respiratory to update statistics done in 2009 and adding in more information. This information will then be used in report to Clock Tower.October 1, 2012 – Smoking lines not repainted yet. Nothing to report at this timeNovember 5, 2012 – Denis Powers, AVP HR & Planning is very supportive of reducing smoking on campus. He agrees with having a central smoking area. Stacey will get the smoking committee back together to move forward. | OpenOpenOpenOpen |
| 3 | **Scent-reduced signage Karen Ross**August 20, 2012 - Karen Ross will check with Chelsea Corsi about what has been done. This is briefly touched upon in orientation at TRU World. Sultan (International Student Advisor) is doing his best to address this issue with his students. Put on signs on TV monitors in multiple languages.September 10, 2012 – Karen checked with Chelsea Corsi – 2 types of signage were talked about – small BC Lung scent free signs and full-size posters that can go on doors. These can be ordered from the BC Lung Association. These signs are currently only in English. Need to find them in alternate languages. Stacey has smaller signs in English. Idea was to have this information on the TVs in other languages as well. Can probably work with International Student Advisors to get the information in different languages for TV screens. Stacey will contact BC Lung Association about whether or not they have the signs in other languages. Some people in Trades & Tech took offence to signs - this never went through their faculty council, signs just appeared. ***Action:*** ***Karen & Duane will look into getting signs in different languages. Pat to check in Trades & Tech about the signs. If there is someone that needs a scent-free zone, can make a specific designated area for the person. Increase education if there are people with sensitivities. If there are specific concerns in buildings please contact OH&S.***October 1, 2012 – Duane gave signs to TRU World and they are going to translate them into Chinese and Arabic. Pat found out that the office staff were putting up the signs. Pat mentioned to office staff to consult with him first before any additional signs are put up.November 5, 2012 – Signs are still at TRU world to interpret, Duane has not received anything back yet. | OpenOpenOpenOpen |
| 4 | **Protocol for power outages Pat Barringer/Stacey Jyrkkanen**September 10, 2012 – ***Action:*** ***Stacey working on something that works for everyone***November 5, 2012 – to be revisted at a later date. | OpenOpen |
| 5 | **Insurance coverage for Grad Students Stacey Jyrkkanen**August 20, 2012 - Challenges regarding insurance coverage for grad students. Insurance covers students in some situations. Student’s accident insurance covers undergrad students not grad students. Insurance considers them as employees if they are doing research. Insurance company doesn’t see it this way. Can’t get liability insurance for grad students either. TRU doesn’t pay extra to cover extra costs of insurance. Working right now to try to solve this situation. Any masters students or PhD students who leave campus are not currently covered. Stacey will report back once she has more information.September 10, 2012 – Ongoing – ***Action: Stacey meeting with legal on September 17th to review (Andrew McKay – Director of Graduate Studies)***October 1, 2012 – Stacey met with legal, this is a very complex issue. The TRU legal department is working on it. The original coverage was created for colleges, when we became a university the insurance program didn’t change which is why grad students weren’t mentioned. Information is being passed along to grad students so they are aware of the coverage they have. They can then look into additional insurance coverage right now. Legal is continuing to work on this and when there is something to report they will let Stacey know**.**November 5, 2012 – Legal and Andrew McKay are dealing with this issue, when they have something they will let Stacey know. If anything goes wrong this will be an issue for the legal department. This is a large issue that affects a lot of people. | OpenOpenOpenOpen |
| 6 | **JOHSC Committee – Quorum Stacey/Pat/Karen**September 10, 2012 - Difficult over summer to have meetings. People can send in proxy if they can’t make it – not reliable as most don’t sent anything in. Building safety committees meet once or twice a year. Higher risk buildings are trades, science, culinary. Look over membership and see if there is an easier way to reach quorum – maybe make quorum a smaller number. Can possibly look into what other institutions do for their Health & Safety meetings.***Action: Small committee to look at membership and quorum to include Pat Barringer, Stacey Jyrkkanen and Karen Ross*** October 1, 2012 – ***Action: Subcommittee meeting on October 18th. Committee can look into attendance – see how many meetings JOHSC members are attending. Discuss whether or not to make a policy stating if “X” number of meetings are missed, person needs to be replaced.*** Can look into when we have two people in same area – consider them one 1 vote. This should help bring number of JOHSC members down and may require less number of members for quorum. A representative from every area should be in attendance at JOHSC meetings.November 5, 2012 - Subcommittee met and looked at terms of reference, attendance records for last year, and building subcommittees. Came up with core group for quorum – high risk groups, make sure enough worker reps/employer reps. One vote for each group. Quorum would be based on the core group. Those in the core group would be expected to attend or provide a physical or written proxy if they could not attend. Those classified as “auxiliary members” - moderate and low risk building sub-committees - if they can come that’s great but doesn’t stop meeting from proceeding. Culinary Arts have contacted Stacey for terms of reference to create a group there – Ed Walker will most likely be person coming to meetings. Two CUPE members are elected – if they can’t both make meetings, maybe they can alternate. Elections are being held in January 2013 again for CUPE members – right now Amit Goel and Malcolm Henry. Quorum is a third of committee members. Attendance policy for the core group – after missing two consecutive meetings, an email reminder would be sent, if no response or a third consecutive meeting is missed they would be asked to find a replacement. This will be put into the terms of reference. Motion: Amit Goel/Karen Ross, all in favour - carried | OpenOpenClosed |
| 7 | **Construction in Old Main Stacey Jyrkkanen** September 10, 2012 - There was a construction meeting 2 weeks ago – construction to continue until the end of September, beginning of October. Some stairwells have signs/barricades - #3at far end of A block can’t be used as exit, middle stairwell can be used on inside but no exit to outside. If we need to evacuate the building there is an arrangement with the contractors that if alarm bells go off in building, everyone stops working and the workers go to their muster station. TRU can then use their closest exits to leave building as usual - closest to them as per fire regulations. First and second floors are now useable. Stacey has been using TRU Announcements to keep staff updated.Access to third floor and fourth floor in evenings – ***Action: Ken will send one of his guards to check on how building is secured. Second floor access to new elevator was blocked off partially. Ken asked and it was barricaded completely. Committee recommends no access to upstairs after hours.***October 1, 2012 – Could be end of October for this phase of construction to be completed. Once construction is done work barricades will be placed so nobody can get into new area. Can’t do much on weekends and evenings while construction is in progress, temporary blockades are constructed. Ken mentioned that to date they haven’t found anyone up there. Stacey has raised concerns and made construction company aware of potential problems – can’t do anything else.November 5, 2012 – This stage of the construction should be completed this week and the parking lot can be used by employees once again. Next stage of the construction will start up again in January. | UpdateOpenClosed |
| 8 | **Health and Safety Update Stacey Jyrkkanen, Gordon Maurits** | Update |
| 9 | **Health and Safety Website Gordon Maurits**October 1, 2012 – it was requested by Les Tabata that the JOHSC minutes be posted on the website. Gord doesn’t get regular minutes from WL. Gord sent email to all subcommittee requesting minutes from their meetings, change in membership, meeting schedule/frequency. This way he can keep everything up to date. ***Action: Gordon Maurits to post the JOHSC minutes, and keep the website updated.***November 5, 2012 – the minutes are posted on the Health and Safety website | OpenClosed |
| 10 | **Liability regarding classroom size/student limits Lloyd Bennett**October 1, 2012 - Liability if studio/classroom capacity over limit. ***Action: Gordon Maurits looking into what the capacity numbers are for different classrooms.*** Is liability for size of classroom or is it for number of students? BC Building and fire code – depends on what is in the room and the use of the room (example: lab, shop, studio), are there fixed items or movable items in room (example: desks). Collective agreement says the Dean is responsible for the capacity limits. If there is problem with capacity, raise your concern with the Dean. Trades send students away if over capacity amount – they go by who registered first/last. This is a safety issue for them.November 5, 2012 – If TRU was to over book a class then TRU is liable if any event happened. If an instructor brought too many students into the class themselves on their own accord then the instructor is liable. Gordon Maurits uses capacity amounts based on BC fire and safety codes for shops/classrooms/theatre/labs – vary for each type of classroom. Stephanie Westendorp mentioned that the capacity amounts in Banner and what they have in IPA have discrepancies. ***Action: create a subcommittee to look at capacity amounts. Subcommittee to consist of: Gordon Maurits, Stephanie Westendorp, Pat Barringer and Lloyd Bennett.*** | OpenOpen |
|  | **Health & Safety Report** |  |
|  | October Summary:* 1 reportable (MVA)
* 2 first aid (sore back – lifting heavy objects, 1 cut finger)
* 4 recordable (4 slip, trip and falls)
* 0 environmental
* 1 near miss (fire alarm in Old Main – Contractor)

WorkSafe Claims – 1Incident investigations – 2Days of work lost - 5First Aid breakdown for students in October:* Trades – 4
* Adventure Tourism – 0
* Culinary Arts – 0
* Nursing – 0
* Other – 0
* VPA – 3
* International – 2
* Unknown - 1

WorkSafe Claims from students – 0If you want more information listed on the Accident Statistics report please let Gordon know and he’ll see what he can do. |  |
|  | **Accident Investigations** |  |
| 1 | November5, 2012: There has been an increase in slips and falls on campus. Gordon has posted information on the Health and Safety website to bring awareness to this. Try to get people to be more aware of conditions outside when walking. Facilities does the best they can. If you notice any bad areas let Facilities or Health and Safety know so it can be looked at.Gordon has one accident investigation for Science building – will try to bring other people to help – Pat Barringer and Susan Purdy volunteered to assist | Update |
| 2 | Open Learning building – worker walking upstairs and missed stair – landed on hand and knees and got some bruising. Stairs checked and they are in good shape - nothing wrong, no defects. Worker just missed stepped and fell forward. Recommendations – people to utilize stair handrails, keep your mind on task going up and down stairs. Supervisor put notice out in building for people to be more cautious. Recommendations accepted. | Closed |
| 3 | Old Main building – worker was walking down hallway on first floor where there was water on the floor - worker slipped and fell hard. Went to Health and Safety then went to doctor later. Sore ankles, wrist, knee, back. Continual discomfort. Let people know if there is a problem so a sign can be put up – Janitor, Security, Facilities, Health and Safety. If you can put something in front of water before calling so nobody else slips would be helpful. Notify Warren to increase monitoring in hallways. Everyone can work towards safety on campus. Emergency phones have button you can push for Health and Safety. Recommendations accepted. | Closed |
| **New Business** |  |
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| Next meeting at 2:30 pm on Monday, December 3, 2012 in TRUSU Boardroom |