

TRU Joint Occupational Health & Safety Committee (JOHSC)

Meeting Minutes

November 7, 2011

I. Call to order

Susan Purdy called to order the regular meeting of the **TRU JOHSC** at **2:30** on **November 7, 2011** in **HR Meeting Room**.

II. Roll call

The following persons were present:

Susan Purdy Science	Yoshnika Shah Student Representative	Gordon Maurits Health and Safety
Marge Huntley Disability Services	Lloyd Bennett VPA	Glenn Read Ancillary Services
Pat Barringer Trades	Amit Goel CUPE	Lincoln Chua Facilities
Waldemar Miskurka Finance	Stacey Jyrkkanen Health and Safety	Bernie Mahoney Recording Secretary

Regrets: Jean Crowe, David Freeze, Chelsea Corsi, Duane Seibel -

III. Adoption of minutes from last meeting (October 3, 2011)

Moved by Lloyd Bennett
Seconded by Gord Maurits
CARRIED

IV. Adoption of Agenda

Moved by Stacey Jyrkkanen
Seconded by Pat Barringer
CARRIED

V. Open Issues

1. Pesticide Recommendation

- a. Would like to use the form now that it has been adopted, (3 uses) Stacey indicated that the recommendations should go to Stacey first and then she will forward to Lynn (minor changes to form – application versus use). Clarified that it is still addressed to Lynn – then Lynn and Stacey will discuss, and Lynn will reply.
point 2 – minimum of a week of Application, and of weed control

MOTION

Moved by: Lincoln Chau
Seconded by: Pat Barringer

2. New Employee/Faculty Orientation – update

- a. Marge said that she would check with Larry re: information on P: //Drive. Stacey Jyrkkanen provided a general safety orientation, still need to provide employee specific orientation if (1) new to TRU or (2) changing jobs. Lack of resources to be able to do this. Once every 3 months is not enough. Look to create an on-line training – then the supervisor would need to sit with employee for the parts that cannot be done via the intranet. This can include employees who have not every had the training. Stacey is looking at companies that offer this service.

3. Membership Update: Student, CAC, HoL

- a. we have a new student representative (Yoshnika Shah)
- b. Glenn Read, represents the CAC
- c. HoL does not have a subcommittee set up yet – Gord is working on this. Stacey is hoping she can influence some people
- d. Williams Lake has own separate JoHSC committee (Betty Turatus and Mike Shields) – We can look to invite them to our meetings and have them attend via video conference Add them to the JOHSC distribution list
- e. Culinary Arts – Jeff Jordan – Stacey has contacted the Dean
- f. TRU Residence – Jordan Piper – Stacey to contact

4. Terms of Reference – Update

- a. The terms of reference (Section 9) that were worked on an adopted are now up on the web. [Remove Assistant Director from Section 3 \(vi\)](#) was formerly Dan Haley. Stacey will look at and make recommendations to Bernie so that she can send out to the committee prior the meeting.

5. Sharps Container – Update

- Chelsea brought up this issue last week regarding the safe disposal of sharps. She is; however, away on vacation this week.

Stacey indicated that Steri cycle \$110 per pick up for each site, each time they come to pick-up. Someone would have to take on the responsibility (i.e. Sue suggested Science could walk them over here – (every 3 months) this could eliminate pick-up but not disposal. The Wal-Mart pharmacy will also provide sharps containers to people and then they can return it at no cost to the patron (Wal-Mart).RECOMMENDATION OM1464 to drop sharps into On campus if it is during regular hours, students/staff the Doctor's office has sharps containers and could accept sharps.(8:30 – 4:00 M-R and 8:30 to 3:00.Friday

VI. New business

1. JOHSC member for Environmental Advisory Committee

- a. 4:30 – 6:00 on Wednesdays. Tom Owen is the Chair.
- b. Looking to provide input to academic plan etc.
- c. Susan Purdy can continue to do this but wants others to have the opportunity. Stacey more information re: committee if unsure what the committee entails.

Susan will provide link for this. TABLE to December meeting.

2. Smoking outside

- d. There is some concern that there might be a possible conflict between smokers and non-smokers. People smoking inside the lines are being asked to move outside the lines. In particular International Smokers – conflict is heating up. Stacey says that they are aware of this. Issue has now been sent to HR to handle it as it is an employee conflict issue. Discussion ensued about posting on the web doors that will not have smoking. I.e. Lindsay in trades – Perhaps have one small area for smoking and the rest will be non-smoking. Have smoking areas? Suggestion that international students would like a shed that would provide shelter from the rain, snow etc. otherwise they will seek cover by the doors of the building. Would need at least 11 gazebos – but a pilot of one or two was suggested– glass like bus shelter – open. McMaster University had them – cost ~\$10,000 each. Trades people might be able to assist. Update that because of government regulations smoking cannot be inside. Some campuses are completely non smoking i.e. Dalhousie – people stand on public roads and smoke. Both sides might be hyper sensitive. **Develop a SUB committee: Amit, Pat, Lloyd – probably Chelsea – she might be able to access funds. (what to do, where to put it, etc) Stacey and Gordon to co-chair.** Look for Facilities rep – perhaps Warren Asuchak. The mandate of committee is to make recommendations to the JOSCH committee who can do recommendations form. Update for January.

VII. First Aid & Incident Investigation – H7S Office

1. JOHSC member for Environmental Advisory Committee

2. Health and safety REPORTS

Any time an employee seeks medical aid, or if there is a near miss they must do a safety investigation. Many people who are already trained are CUPE or FACULTY but according to regulations you must have a representative from each area. Stacey Management, Gordon CUPE. Will encourage trained reps to attend so they don't lose their skills. Then it goes to the JOSCH committee because they have final say about closing the investigation.

- I. **September 6/11** – tractor – new horticulture student was operating tractor with bucket in front. South side of CT building bringing bark mulch. Dropped load but when she went to back up, she panicked, hit gas - lurched forward and bucket hit the CT and did some damage to bricks. Inadequate training. Corrective Action All controls of equipment properly shown and demonstrated and to observe students until they feel student is competent. Instructors provide training (Lisa, Chad, Kevin) Recommendation from JOSCH that you provide training, take a TEST before use. No licensing required. Gordon will forward recommendations to Horticulture
- II. **September 23/11**– light diffuser – near miss – class in session OM 2712 (computer lab) one of the diffusers for light came loose and swung down.

Once clip broke, another held in place. Student instructor lowered diffuser – H&S conducted investigation. 4 clips – 2 are permanent that hold it in place. The prime contractor who was working on diffusers attended investigation. Result: one clip was not securely put into place – significant construction – no connection to vibrations etc. Diffusers were re-installed – design faults were ruled out. Corrective action: took down all diffusers. Recommend that maintenance add visual checks to the schedule every 6 months. Gordon also checks during his safe building inspections. Other suggestions/recommendations from committee REVIEWED – done

- III. **October 11/11**– brick – employee went into office and found a brick sitting on her desk – crushed the Kleenex box. Hole in the ceiling panel. On the opposite side – metal reinforcement plates looks like the brick was pushed out. Further inspections down the hall Financial Aid and Awards – brick was loose – falling. Still OPEN b/c need to check the integrity of the opposite walls to ensure there are no more near misses. Pinning for shear and ? up in ceiling. Expert to check area. because of seismic upgrade.
- IV. **September 27/11** – open learning – strained torn muscles in back, slipped on stairs, momentum pulled on back as he reached for the handrail Conditions of stairs were clean and dry – treads on stairs were in good shape. Unsafe act was mind on task – not watching what he was doing. Corrective action for workers to be mindful when descending stairs. Inform other workers in building to be aware and prevent future incidents in that building or others. COMPLETE

- 3. **Flu clinics** – had 2 this year. Certain groups (nursing, homecare workers etc – but this year b/c of possible liability issues (BC College of nurses – worried not licensed to do) they are not putting it on. – Stacey contacted Wal-Mart – vaccine, supplies, documentations – they vaccinated about 450 people (giving back to the community) have some vaccines left over so they will put a call out to people who usually get their vaccine for free can provide documentation and access
- 4. **Speed Watch** - October 19th – - set up for 4 hours (2 hours at Westgate and 2 hours at East gate) they will provide stats and bring to committee.

VIII. Adjournment

Susan adjourned the meeting at **3:49**.