Attendees (marked with an “X”)

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| X | Pat Barringer (Co-Chair)– Trades & Tech |  | Waldemar Miszkurka - Finance |
| X | Lloyd Bennett – Visual & Performing Arts |  | Mark Perry – Culinary Arts |
|  | Neil Burnett - TRUFA | X | Jordan Piper – GM TRU Residence |
|  | Lincoln Chua - Facilities | X | Susan Purdy - Sciences |
| X | Tammy Desrocher – McGill Housing |  | Glenn Read – Ancillary Services |
|  | David Freeze – Adventure Tourism | X | Karen Ross - Wellness |
|  | Amit Goel – TRU World, CUPE | X | Duane Seibel (Co-Chair) – Student & Judicial Affairs |
|  | Malcolm Henry – CUPE |  | Yoshnika Shah – Student Representative |
|  | Lyle Hirowatari – Trades & Tech |  | Michael Shields – Williams Lake |
|  | Jeff Jordan – Culinary Arts | X | Les Tabata - Facilities |
| X | Stacey Jyrkkanen – H & S Manager | X | Ken Tessier - Security |
| X | Gordon Maurits – H & S Officer |  | Stephanie Westendorp – Clock Tower |
| X | Debbie McNichol (Recording secretary) – Human Resources |  |  |

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|  | **Call meeting to order – Pat Barringer** |  |
|  | **Adopt minutes from last meeting**  | **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.*** | OpenOpenOpen |
| 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 time | OpenOpenOpen |
| 3 | **Incident Investigation Training Stacey Jyrkkanen**August 20, 2012 - Poor response to Doodle poll. Need minimum of 10 people to sign up for class to run. Worker rep and employer rep should be doing investigations – right now Gordon does most everything. August 30th is date of training. Stacey has list of people who have already taken training. If training session has to be cancelled, possibly change to end of September. New people need this training session.September 10, 2012 – Training done on August 30, 2012. Twelve people completed the course. Gord to invite JOHSC members who have taken training (2 or 3) to come to an investigation so they can see what the procedure is. Rotate people who took training to investigations to try and include everyone. ***Action: Stacey to get clarification regarding worker representatives – does this include both CUPE and Faculty members on JOHSC Committee or only CUPE members***. A worker representative and management representative must do investigations together. October 1, 2012 – Part 3, Division 10, Section 174 of the Workers Compensation Act states: "An investigation required under this Division must be carried out by persons knowledgeable about the type of work involved and, if they are reasonably available, with the participation of the employer or a representative of the employer and a worker representative." Stacey also confirmed with the WorkSafe Safety Officer that this does not mean that the worker representative (if involved at all) must be a CUPE member, simply a worker - so in this case it can be a CUPE member or a faculty member. | OpenOpenClosed |
| 4 | **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. | OpenOpenOpen |
| 5 | **Protocol for power outages Pat Barringer/Stacey Jyrkkanen**August 20, 2012 - Is there a university protocol for when power goes out? What does staff do with students? Stacey found old policy and sent it to facilities. Emergency lights last 30 minutes. Students should assemble outside and wait for instruction. Need to sit down and make a procedure that works for everyone – might be difficult. Within 30 minutes we should have an idea if power will be out for a longer term. May have to look at building specific or department specific. Looking at what Brock University has done as they have a varied campus like TRU. Another thing to consider is the “arm” from the parking lots that need to be removed if staff need to leave during power outage. Security doesn’t ask anyone to leave an area/building unless they have been asked to. Power has to be down quite a while before security is called in to help shut down facility.September 10, 2012 – ***Action:*** ***Stacey working on something that works for everyone***October 1, 2012 – Stacey is still working on this. | OpenOpenOpen |
| 6 | **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**.** | OpenOpenOpen |
| 7 | **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. | OpenOpen |
| 8 | **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. | UpdateOpen |
| 9 | **Health and Safety Update Stacey Jyrkkanen, Gordon Maurits**October 1, 2012 – Fire drills last week went well. Few issues where some people didn’t leave building. Need better signage showing the areas of refuge in the House of Learning. There are standards for putting up signs in stairwells.WHMIS and TDG (Transport of Dangerous Goods) training being done.Emergency program – Stacey got a call last week and she had to pick three items to work on and was given a budget of $8,500.00. Stacey is going to get started on the first pieces of the emergency program – hazardous assessment, EOC set up and starting communication committee and protocol. These items must be completed by first of February.Trades - Eye wash areas to be cleaned and flushed on consistent basis. | Update |
| 10 | **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.*** | Open |
| 11 | **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. | Open |
|  | **Health & Safety Report** |  |
|  | September Summary:* 1 reportable
* 2 first aids
* 1 near miss
* 1 environmental

WorkSafe Claims – 1Incident investigations - 1Gord will send out enquiry to people qualified to do investigation if someone wants to assist him with an investigationFirst Aid breakdown for students in September:* Trades – 1
* Adventure Tourism – 0
* Culinary Arts – 1
* Nursing – 0
* Other - 4

WorkSafe Claims from students – 0 |  |
|  | **Accident Investigations** |  |
| 1 | September 10, 2012 - Science building (July 3/12) person moving large cylinder of nitrogen. Used 2 wheel dolly to transport – strained back. Not appropriate dolly. Recommendation – contact Praxair that cylinders are moved to appropriate area. If wrong place, contact facilities and they will move with proper equipment. Also look into purchasing a 4 wheel dolly for easier movability.Respiratory has one of these 4 wheel dollies – Science will purchase proper dolly**.** Trades Department is using 2 wheel dolly with chain right now. Recommend Trades to get a 4 wheel dolly as well. Pat said that it’s better for students to get used to what they will use on the jobsite. ***Action: Pat will take to safety meeting in Trades about welding department purchasing a 4 wheel type of dolly – or any other areas that are required to use large tanks.*** October 1, 2012 – Pat said that Trades have ordered dolly for welding department. | Closed |
| 2 | October 1, 2012 - Problem at clock tower – strong fumes in building. Investigated – contractor was seal coating new concrete sidewalks. Did in middle of day right near air intake of building. Very strong odour. Once people got out into the fresh air they felt better. Some people stayed away for couple of days while odour dissipated. Would have been fine if after hours or on weekend. Working with facilities to make sure doesn’t happen again. | Update |
| **New Business** |  |
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| Next meeting at 2:30 pm on Monday, November 5, 2012 in TRUSU Boardroom |