

TRU Joint Occupational Health & Safety Committee (JOHSC)

Meeting Minutes

October 3, 2011

I. Call to order

Marge Huntley called to order the regular meeting of the **TRU JOHSC** at **2:30** on **October 3, 2011** in **HR Meeting Room**.

II. Present

The following persons were present:

Susan Purdy Science	Jean Crowe Open Learning	Malcolm Henry CUPE
Marge Huntley Disability Services	Lloyd Bennett VPA	Chelsea Corsi Wellness/Counselling
Carolynne Fardy TRUFA	Duane Seibel ADMIN	Lincoln Chua Facilities
David Freeze Adventure	Ken Tessier Security	Amit Goel CUPE
Victoria Baker TRU World	Pat Barringer Trades	Bernie Mahoney Recording Secretary

Regrets Stacey Jyrkkanen – Health & Safety

III. Adoption of minutes from last meeting (June 6, 2011)

Moved by: Sue
Seconded by: Ken
CARRIED

IV. Adoption of Agenda

Moved by: Duane
Seconded by: Chelsea
CARRIED

V. Membership

1. List Bernie has does not match what is on the web – ACTION Compare current email list with what is on webpage
2. Student representative required - Chelsea has a student here for this term who may be interested; however, Duane suggested that TRUSA would still like to be involved– ACTION contact TRUSU to get the word out (Sue/Marge) Bernie also offered to speak to her business classes to let people know we are looking for a student representative.

3. Representative and sub-committee from HOL required ACTION – talk to Gordon to see if he can coordinate this.
4. Representative from Williams Lake required – ACTION Pat will contact Mike Shield to see if he is interested otherwise, email to Grace to see if she can find a representative
5. Representative from CAC required – ACTION –contact Lorna Crouse – to see if she is interested

VI. Old Business

1. Path Near OL
 - a. Stemmed from an accident investigation – ACTION Lincoln will check with Warren about the status of this.
2. Use of Cosmetic pesticides on campus. Sue, Gordon, and Marge met with Lynn Joly (Chelsea sent a letter) Gained more information – ACTION – Write A letter to Lynn’s office to get in writing what was discussed and agreed upon.
 - I. Two week’s notice (signed notice on grounds and email notice – TRU Announcements so that it goes into everyone’s email address
 - II. Affected areas are roped off for at least a week
 - III. minimal use

Lisa Nielsen (Groundskeeper) indicated that on website – facilities then grounds –there are TRU guidelines on pesticides. Use as sparingly as possible – and avoid herbicides whenever possible. Lisa has been diligent in this regard.

MOTION

Moved by: Malcolm

Seconded by: Carolynne

That we adopt a proper recommendation form – CARRIED.

VII. New business

1. Suggested Revisions to the Terms of Reference for this committee following the work done at the planning session on August 30, 2011. The intent is to streamline document– not to affect safety. Referred to Section 9 from and went through step by step
 - a. add “[or seek advice](#)”
 - b. no changes
 - c. Require co-chairs to attend sub-committee meetings at least once a year for better communication and be on the email list serves for the minutes of sub-committees.

Increased education for employees of TRU that JOHSC and that they are a place to bring H&S safety issues. Discussion point that HR doesn’t have a Health and Safety Orientation; however on

October 18th there is an employee orientation for all new employees at TRU. Not know if H&S is on the agenda. ACTION – Marge to check with Larry Phillips/Katy Stowell.

Malcolm addressed that this campus wide orientation is not the same as individual employee orientation to the hazards of the work place – i.e. fire muster points etc. – are we in compliance? ACTION determine if Gordon has plans for these orientations.

- d. Recommendation form was attached with email to JOSCH committee. Agreed that other than some minor typographical errors “note” vs. “not”, and a comma correction – it is a good form and we should use it.

Given that JOHSC reports to Lynn Joly completed forms should be sent to her. It is the responsibility of the JOHSC or subcommittees to complete this form – ACTION – Add to the form language “[recommendations to be cc'd to appropriate safety-sub committees](#)” – Sue will make the changes

- e. Discussion point – stems back to awareness and orientation. Many people on campus don't know the JOHSC exists – need to increase awareness of our existence. Stacey Jyrkkanen is currently working on improving their information – updated website
- f. Pretty much the same. ACTION – Gordon will forward new WorkSafe BC regulations to JOHSC and sub-committees – This is currently happening with trades –
- g. Mainly done at department level but should be brought to sub committees and then this committee if needed
- h. Gordon has been providing this information
- i. Recommend that more people on the JOHSC and sub- committees are trained to perform investigations. Conducting investigations are part of the duties of JOHSC – ACTION Add words “[To Assign representatives](#)”

A number of JOHSC committee members have been trained but have not been asked to attend investigations. – ACTION (1) discuss with Gordon and Stacey to utilize JOHSC (2) Ask OH&S to coordinate training sessions- (ensure that the trainers are accredited)

- j. Keep this item based on discussions on e)

- k. Remove as it is repetitive of c, d, and f – (j to a certain degree)
- l. Keep
- m. Remove – repeat of a
- n. Add “and inspection”
- o. Remove – repeat of a, b, and i
- p. Add “every month of year” no longer able to exclude July and August due to WorkSafe BC requirements.

MOTION

Moved by: Jean

Seconded by: Chelsea

That we change our quorum from 50 percent plus one to 1/3 with a mix that does not have more ADMIN than workers. – CARRIED

- q. Remove
- r. Improve file keeping of recommendations
- s. Ensure sub committees provide chair of JOHSC meeting minutes – ACTION ask Gordon (safety officer) – to forward to Chair(s) of JOHSC and post them
- t. Remove
- u. Remove
- v. Keep

MOTION

Moved by: Malcolm

Seconded by: Victoria

That we make the above noted changes – CARRIED.

- 2. Tobacco Funding Update - Chelsea
 - a. Received \$5000 to educate faculty, teach Respiratory Therapy students
 - b. Use students to do educate - had a table at Student Street on Friday – working in conjunction with Stamp out Smoking Initiatives.

- c. Goal is to target trade students and international students while ensuring all students are aware
 - d. Possibility to receive another \$5000
3. Sharps Containers - Chelsea
- a. Has received request to access sharps containers. Discussion point. While they are on campus, some are behind keyed doors and in locked cabinets; therefore, not readily accessible.
 - b. Currently located in public washrooms at airports. Discussion point: If we had them on campus who would be responsible for the maintenance and cost of them? ACTION – Chelsea will talk to Gord and come back to committee if need be.

VIII. First Aid & Incident Investigation data – H&S Office

- 1. Gordon was in Williams Lake –he can address these next month

IX. Adjournment

MOTION

Moved by: Chelsea

Seconded by: Duane

That we adjourn the meeting at 4:00pm – CARRIED.