

**Attendance September 2013 – August 2013**

Meeting dates 2013 – 14		9. 9 NOT HELD	10. 7	11.4	12.2	1. 6	2.3	3.3	4.7	5.5	6.2	7.7	8.11
Affiliation	Representative												
<b>Core Group for Quorum</b>													
Student Services	Duane Seibel, (ER) Co-chair		X										
Trades	Pat Barringer, (WR) Co-chair		A										
Adventure Studies	Dave Freeze (WR)		A										
APA/Admin	Waldemar Misazkurka (ER)		X										
Culinary Arts	Ed Walker (WR)		A										
CUPE 4879	Wilma DeJong (WR)		X										
- alternate	Ann Scott (WR)		X										
Facilities	Lincoln Chua (ER)		X										
- alternate	Warren Asuchak (ER)		A										
Health & Safety	Stacey Jyrkkanen (ER)		A										
	Gordon Maurits (WR)		X										
McGill Residence	Tammy Desrocher (c)		A										
Science	Susan Purdy (WR)		X										
Security	Ken Tessier (c)		X										
TRU Residence	Joel Ingram (c)		A										
TRUFA	Joanna Urban (WR)		A										
VPA	Lloyd Bennett (WR)		X										
Warehouse/Purchasing	Julie Gemin (ER)		X										
Human Resources			-										
Wellness	Chelsea Corsi (WR)		A										
<b>Auxiliary Members</b>													
<b>Moderate Risk Building sub-committees</b>													
CAC			-										
Clock Tower	S. Klassen (WR)		X										
Gym			-										
Williams Lake	Mike Shields (WR)		A										
<b>Low Risk Building sub-committees</b>													
Arts & Education			-										
BCOUFA			-										
International (Temp)	Gaye Dunkley (WR)		A										
Library			-										
Open Learning	Loretta Teng (WR)		X										
TRUSU			-										
<b>Other Members</b>													
Recording Secretary	Debbie McNichol		X										

X=Present P= Proxy received A=Absent



<p>2</p>	<p><b>WorkSafe Bullying and Harassment Policies</b>     <b>Gordon Maurits</b>                  June 3, 2013 – WorkSafe hasn’t come out with the guidelines yet. They have come out with a Prevention Manual. Hopefully in July the guidelines will come out. <i>Action: Stacey to email Prevention Manual to Debbie to distribute to committee. As soon as Stacey gets the guidelines from WorkSafe she will send to Debbie to distribute to the committee.</i></p>	<p>Hold (all material archived)</p>
<p>3</p>	<p><b>TRUFA Survey – will JOHSC support?</b>     <b>Stacey Jyrkkanen</b>                  June 3, 2010 - Stacey with TRUFA President – TRUFA wants to send out survey to membership and would like JOHSC committee to support survey. <i>Action: Stacey to send survey to Debbie to distribute to Committee.</i> Stacey wants to know what they are planning to do with the results. At this point TRUFA hasn’t said what they are planning on doing with the results of the survey. There are questions on the survey about conflict and discrimination – this kind of information would be good to have especially with looking at new WorkSafe policies. Some of the questions are interesting but not sure what JOHSC can do with results. There are also some general/vague questions and not sure what you can do with results of these questions. Before can be sent out to Faculty the survey must go to their ethics committee – this survey was originally used in Ontario. Will discuss further at next JOHSC meeting and Stacey can give JOHSC’s comments regarding their support for the survey. Denis Powers has also been shown the survey.</p> <p>August 26, 2013 – Stacey was asking if the Committee will support this survey. Stephanie checked and it wasn’t the same survey that TRUFA had distributed before. <i>Action: Debbie to resend survey to Committee one more time for feedback at the next JOHSC meeting.</i></p> <p>October 7, 2013 – Questions around survey: Is survey only going to faculty? / How relevant is this survey? / Who are they surveying? / What is data being used for? / Is it relevant to Health &amp; Safety? / What is the purpose of the survey? Not clear at this point. A number of questions don’t relate to Health &amp; Safety. Not sure it is Health &amp; Safety’s job to support – not enough information for JOHSC to support.</p> <p>Based on the information we have, JOHSC will not support at this point – Ann Scott / Wilma Price - carried</p>	<p>Open</p> <p>Open</p> <p>Closed</p>
<p>4</p>	<p><b>Update on Old Main</b>     <b>Stacey Jyrkkanen</b>                  Looking more like January 2014 until 3<sup>rd</sup> floor Old Main construction is completed. Construction workers will be around until this time. Some error was made and they have to use jack hammer to correct on 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> floors. Construction company has agreed to move all of materials out of parking lot so it can be used. At times we will still have to make areas secure and be taped off when cranes, etc are present. Meetings are held every 2 weeks with PM, trades</p>	<p>Update</p>

	<p>and sub trades. Will do our best to work around this project one more semester. Trying to keep dust down where Starbucks will be going in on first floor. Redesign of 2<sup>nd</sup> floor where new food court is to be located is due to be completed around September 2014.</p> <p>October 7, 2013 – They are a little behind schedule at this point. Looking at moving furniture the middle of December (around December 16<sup>th</sup>). Hoping for everything to be in place by beginning of January.</p>	Update
5	<p><b>Fire drill report Gord Maurits</b></p> <p>October 7, 2013 - Fire drills were conducted September 25<sup>th</sup> and 26<sup>th</sup>. Some areas on campus challenged people about alternate exits. In Old Main the two main doors in Student Street were blocked off – worked really well with everyone. Few issues: no fire bells on outside of building – very important so that people know not to enter building during an evacuation; shortage of Emergency Fire Marshalls in some of the buildings – CAC, 2<sup>nd</sup> floor Old Main; vending machine contractor didn't want to leave; in the International building at Seattle's Best Coffee the employees were unsure if they needed to leave the building. In the Library Emergency Fire Marshalls couldn't do sweep of complete building so evacuation time was delayed – this will be corrected by giving them fobs for all areas. BCCOL building had an incident where someone didn't want to leave. Also the bells in BCCOL building couldn't be heard in stairwell so this needs to be looked into further. Signage in HOL – everyone going down stairs on the west side took the stairs all the way down and ended up in basement – missed their doorway. There needs to be better, clearer signs showing where exit is located. Overall – large percentage of the buildings were evacuated in under 5 minutes, the larger buildings with more floors took a little longer. Overall very good.</p>	Update
6	<p><b>New procedures in Trades – Gord Maurits/Stacey Jyrkkanen</b></p> <p>October 7, 2013 - Upper management in Clock Tower are concerned about the number and frequency of incidents in trades. They suggested that Gord moves over to the Trades Building. Gord has more to do than just look after trades and even if he was in the Trades Building he can't prevent accidents occurring. At one time Trades were reporting everything (all scraps, cuts and burns). Now they are going to only be reporting the larger, more serious incidents. Gord will spend one day per week in Trades and will try and visit classes and observe what they do, how they do, and note if they are following procedures. Hopefully this will alleviate some of the worries in the Clock Tower. Will do upgrade in procedures for trades. Recording procedures and Gord's presence in the Trades Building will be weekly.</p>	Update
7	<p><b>Chemistry prep room and chemical bunker safety Stacey Jyrkkanen/Gord Maurits</b></p> <p>October 7, 2013 - Stacey went to UBCO to look at their chemical bunker – we were told they had a really good system and we should go look at it. Our</p>	Open

	<p>problem at TRU is the chemical bunker location near Human Resources. When the bunker was originally built there wasn't a large campus. Part of problem is moving the chemicals from the bunker to the science building. Problem of moving the chemicals across and up the street. Looking at a proposal where the bunker will be on the south side near the science building. The bunker unit will be self-contained, fire proof, and have heating, cooling and alarm systems. Foundation to contain any spills that may occur. Concern about location and cost of building – stability of slope. Currently instructors are trying to use better practices to access the chemicals. The current bunker has had problems with heating and cooling – at times chemicals have frozen or got too hot in the summer and they had to get rid of some chemicals. Location of new bunker a concern of being near student residence. Process for making decisions – Stacey meeting with Les Tabata, Warren Asuchak and Lincoln Chua to see what is a good idea and what isn't. Maybe bringing in outside consultant. Whatever decision that is being made Stacey will bring back to JOHSC for discussion.</p>	
<p>8</p>	<p><b>Omega newspaper article</b>                      <b>Lloyd Bennett</b>                  October 7, 2013 - Article in Omega newspaper about what is going to happen in the event of a large scale event – practice run with a mock shooter. This is TRU's way of ensuring we are prepared for any emergency. Won't happen until 2015. Lot of practices and table top exercises leading up to this event. This will involve TRU, RCMP, bomb squad, dog teams, fire department, ambulance. Allows all groups to practice. Won't be done when we have full capacity of students. This was requested from upper management – there is a worry about this type of situation and our preparedness on these situations. This is part of our emergency planning – we have to plan for any type of scenario. Previous concern were doors not locking properly in Old Main – figuring out ways to lock/secure doors and actions people can take. Certain doors (4<sup>th</sup> floor BCCOL and HOL) have some doors that are programmed to unlock at specific times. BCIT did this procedure last year – other institutions have done same planning to test their emergency preparedness. Just making sure we are prepared – for everyone's benefit.</p>	<p>Update</p>
<p><b>Health &amp; Safety Report</b></p>		
	<p><u>August Summary:</u></p> <ul style="list-style-type: none"> <li>• Reportable – 1 (dislocated knee cap)</li> <li>• First aid – 2 (cuts)</li> <li>• Recordable – 2 (sprains)</li> <li>• Environmental - 0</li> <li>• Near miss – 1 (fire alarm Old Main)</li> </ul> <p>WorkSafe Claims – 0                  Incident investigations – 0                  Days of work lost – 0 days                  First Aid for staff - 2</p>	

<p><u>First Aid breakdown for students in August:</u></p> <ul style="list-style-type: none"> <li>• Trades – 1</li> <li>• Adventure Tourism – 0</li> <li>• Culinary Arts – 0</li> <li>• Nursing – 0</li> <li>• Respiratory Therapy - 0</li> <li>• VPA – 0</li> <li>• Human Services - 0</li> <li>• International – 0</li> <li>• Other – 0</li> <li>• Contractor - 0</li> </ul> <p>WorkSafe Claims from students – 0</p> <p><u>September Summary:</u></p> <ul style="list-style-type: none"> <li>• Reportable – 0</li> <li>• First aid – 0</li> <li>• Recordable – 1 (slip and fall)</li> <li>• Environmental – 0</li> <li>• Near miss – 3 (fire alarms)</li> </ul> <p>WorkSafe Claims – 0</p> <p>Incident investigations – 0</p> <p>Days of work lost – 0 days</p> <p>First Aid for staff – 0</p> <p><u>First Aid breakdown for students in September:</u></p> <ul style="list-style-type: none"> <li>• Trades – 1</li> <li>• Adventure Tourism – 0</li> <li>• Culinary Arts – 0</li> <li>• Nursing – 0</li> <li>• Respiratory Therapy - 0</li> <li>• VPA – 0</li> <li>• Human Services - 0</li> <li>• International – 0</li> <li>• Other – 1 (student from ESTR program)</li> <li>• Contractor - 0</li> </ul> <p>WorkSafe Claims from students – 0</p> <p>Anything reportable with regards to a student should go through Student Development office. TRU World wants information regarding international students.</p> <p>October 7, 2013 - Only going to start noting student incidents when they are more serious – require more than our first aid attendants, need to go to hospital</p>	
---	--

Accident Investigations		
1	<p><b>Trip and Fall Audit      Stacey Jyrkkanen and Gordon Maurits</b></p> <p>April 8, 2013 - Need to go through some of the reports from last year and see what areas have been fixed around campus and what hasn't been fixed – trips and falls caused from uneven ground. Check to see what has been fixed and then send note back to Facilities noting the deficiencies. When reports are pulled from last year, other members of the committee can also go and check out these areas.</p> <p>May 6, 2013 – Gord will bring some information regarding these to the next meeting.</p> <p>June 3, 2013 –                      2011 had 17 injuries from slips trips and falls                      2012 – 18 injuries from slips and falls                      2013 – 7 injuries from slips and falls so far this year                      Majority come in December, January and February due to weather conditions. Surprisingly a lot come in March – just basic trips and falls, tripping going up stairs and on walkways. Levels off until October when start to increase again. Main causes: Improper footwear for conditions, and people not paying attention to what they are doing. Talked to Warren about walkways on campus and problem areas – uneven, broken walkways. They have a person working for facilities and he did drive around campus and identified a number of places (found 45 different areas that can use some attention). Warren has put in a call to get these different areas fixed. Hopefully this will help reduce the numbers of slips and falls in the future.</p> <p>October 7, 2013 – Warren has done lot of repairs on walkways. Extended sideway up to bus depot. At next meeting confirm that these have been checked.</p>	<p>Open</p> <p>Open</p> <p>Open</p> <p>Open</p>
2	<p><b>Trades &amp; Technology – Student Injury</b></p> <p><i>The student was in the compound with other students. The instructor set up the metal slab for cutting using oxyacetylene torch with the appropriate balance point which, when the slab was cut, would have resulted in the slab falling inwards onto the supporting table. After confirming with the student what he was doing the instructor walked over to the next group of students to set up and instruct them on their slab. The student cut the slab in the wrong direction resulting in the slab having its weight on the wrong side of the balance point. The 120 lb cut portion of slab fell toward the student, hit the concrete and rolled onto the students left foot. The student was wearing appropriate CSA approved steel toed boots. The scene was made safe and security/first aid was called. The student was treated in the Trades first aid room by Sean Lavallee and released. A first aid record was completed. The student went to the hospital for xrays and was found to have 3 broken metatarsals.</i></p>	

TRUSU Boardroom

Meeting Minutes

	This situation was a result of the student not following safety procedures even after they were reviewed with him. The instructor did his due diligence. After the incident, the instructor went over the proper procedures with his entire class - they discussed as a group what went wrong, why and how it should be done. He reviewed this again at the end of class and again the next day before starting class.	
3		
4		
5		
<b>New Business</b>		
Next meeting at 2:30 pm on Monday, November 4, 2013 in TRUSU Boardroom		