**TRU - Williams Lake Campus**

**Joint Occupational Health &Safety Meeting - Williams Lake Campus**

**Minutes**

 **Date:** Oct 2, 2012 **Time:** 3:30 pm **Place:** Conference Room

1. **Attendance** (Y, N or R=Regrets)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Admin.** | **Y/N/R** | **Cupe** | **Y/N/R** | **Faculty** | **Y/N/R** | **Faculty** | **Y/N/R** |
| Bowser, Julie |  | Hewett, Tom | Y | Bentham, Donna |  | Poulsen, Ken | Y |
| Simpson, Grace | Y |  |  | Jenkins, Bruce | Y | Salvatore, John |  |
|  |  |  |  | Lettinga, Marten | Y | Shields, Mike (Co-chair) | Y |
| Turatus, Betty (Co-chair) |  |  |  | Moberg, Karen |  | Underwood, Randy |  |
|  |  |  |  | Neifer, Shane |  |  |  |

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| --- | --- | --- |
| **Item** | **Discussion** | **Action** |
| 2. **Call to order** | 3:35 pm |  |
| 3, **Minutes from last meeting** | No meetings in April or May. Circulate last minutes for next meeting. |  |
| 4. **Additions/Adoption of Agenda** | 7.2 – Campus Council – Terms of Reference7.3 – WHMIS Training for Staff7.4 – K. Poulsen |  |
| 5. **Ongoing Items:** |  |  |
| 1. Monthly Building Inspections | Done today. Small things fixed. Need to collect papers in classrooms. | T. Hewett |
|  2. Trade Student hearing tests | WorkSafe BC only covers tests for students in Construction Trades and not Mechanics. |  |
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|  |  |  |
| 6. **Current Review:**  1. OHSC Training (Grace)
 | Training is still needed for committee members as there were insufficient people for the session scheduled in April 2012.G. Simpson to follow-up with Tim Ambrus for either Jan. 3 or 4, 2013.  | G. Simpson |
| 1. Overflow Parking Lot (Betty)
 | Lighting has been fixed.  |  |
| 1. Emergency Lock Down system (Grace/Ray)
 | A lockdown drill will be scheduled for Spring 2013.  |  |
| 1. Scent Reduction
 | Policy is in place.  |  |
| 7. **New**:1. Fire Drill
 |  A drill should be scheduled for October 2012.  | M. Shields/ G.Simpson |
| 1. Campus Council – Terms of Reference
 | These should be done in time for the Campus Council meeting on Oct. 25, 2012. Motion: B. Jenkins and G. Simpson to draft Terms of Reference and circulate it to members.  | B. Jenkins/ G.Simpson |
| 1. WHMIS Training for Staff
 | Who needs it? Who wants to have it? M. Lettinga to review costs and work with Continuing Studies to offer a course. | M. Lettinga |
| 1. K. Poulsen
 | K. Poulsen announced that this will be his last meeting as he is retiring. Thanks to Ken for participating on this committee and all his hard work with TRU.  |  |
| 8.  **Adjournment** | Adjourned at 4:15 pm. **Next meeting Nov. 6 at 3:30pm in the Conference Room.**  |  |