Attendees (marked with an “X”)

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

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|  | **Call meeting to order – Duane Seibel** |  |
|  | **Adopt agenda – Karen Ross & Ken Tessier** | **Carried** |
|  | **Adopt minutes from last meeting – Lloyd Bennett & Pat Barringer** | **Carried** |
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| **Item** | **Description Responsible** | **Status** |
| **Old Business** | | |
| 1 | **Speeding on Campus**  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. | Open  Open |
| 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. | Open  Open |
| 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. | Open  Open |
| 4 | **NAOSH Week – May 7-11, 2012 Gordon Maurits**  August 20, 2012 Gordon followed up with CSSE people – no response yet as to any awards being given out. Over 100 people came to station to check out over the course of the 4 days. Next year rotate locations – few hours in different areas. Good learning experience as first NAOSH week.  September 10, 2012 – Gord received letter from CSSE. TRU is being awarded Honourable Mention in Educational Institutions (copy of letter attached). Gord & Lloyd were instrumental to making NAOSH week happen. | Open  Closed |
| 5 | **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.*** | Open  Open |
| 6 | **Idle-free zones Susan Purdy**  August 20, 2012 - If there is a problem on campus let Warren Aushak or Lincoln Chua know and they will look into. If it is a problem area they will put up a sign. Potential problem area is by the Printshop as the round-a-about between Clock Tower and Old Main is gone. This area now seems to be the new drop off/pick up.  September 10, 2012 – Closed unless people have any new areas they want addressed. | Open  Closed |
| 7 | **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*** | Open  Open |
| 8 | **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)*** | Open  Open |
| 9 | **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*** | Open |
| 10 | **Construction in Old Main Stacey Jyrkkanen**  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.*** | Update |
|  | **Health & Safety Report** |  |
|  | August Summary:   * 2 reportables * 3 first aids   WorkSafe Claims – 2  First Aid breakdown for students in August:   * Trades – 0 * Adventure Tourism – 0 * Culinary Arts – 0 * Nursing – 0   WorkSafe Claims from students – 0 |  |
| 1 | Accident investigation  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.*** |  |
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| **New Business** | | |
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|  | **Accident Statistics** |  |
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| Next meeting at 2:30 pm on Monday, October 1, 2012 in TRUSU Boardroom | | |