

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

**Date:** April 2, 2013    **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	Y	Hewett, Tom	Y	Bentham, Donna	Y	Underwood, Randy	Y
Simpson, Grace	Y			Jenkins, Bruce	N		
Turatus, Betty (Co-chair)	Y			Lettinga, Marten	Y	Shields, Mike (Co-chair)	Y
Sanders, Ray	Y			Moberg, Karen	N		
				Neifer, Shane	N		

**N**

Item	Discussion	Action
<b>2. Call to order</b>	3:30 pm	
<b>3, Minutes from last meeting</b>	Accept – GS; seconded – TH. Bruce Jenkins resigned from this committee effective last week. M. Shields recognized his contributions to the committee over many years.	
<b>4. Additions/Adoption of Agenda</b>	Addition – G Maurits here from JOSH today. No other additions.	
<b>5. Ongoing Items:</b>		
1. Monthly Building Inspections	Mostly good. A few housekeeping items. A bit behind this month with these items. Most everything passed. Not submitted yet.	T. Hewett
2. OHSC Training (Grace)	Free WorkSafeBC seminars are being held in WL on April 18 (location is TBA): Joint OHS Committee – 8:30 am – 12 noon Accident Investigation – 1 – 4:30 pm.  The following members are available: Joint OHS Committee – J. Bowser, K. Moberg Accident Investigation – M. Lettinga Both sessions – B. Jenkins, R. Underwood, T. Hewett Not available – D. Bentham, G. Simpson  Please register at: <a href="http://www.labour.gov.bc.ca/eao/easr.htm">www.labour.gov.bc.ca/eao/easr.htm</a> .  People were to register directly on the website per the minutes of the last meeting. All members will need to do so asap.	All members
<b>6. Emergency Lock Down/Fire Warden Training</b>	Emergency Lockdown – had a good turnout. Challenge with radios. GS enquired with JOSH in Kamloops as our radios are not functioning properly. G. Maurits indicated that they are not the highest quality radios and they have the same problems – batteries won't	

	<p>hold charge and crackling. Stacy has ordered some different radios from Omega Communications and will try them out. M. Shields noted that the batteries need to be recycled. On our test of the lockdown system, people were not prepared and didn't know what was going on. Did the test at 4:30 pm. Couldn't hear the "Lockdown" announcement. G. Maurits asked how we lockdown the classrooms. All doors should be locked when classes are in session so it can be quickly closed. If this isn't done, it would take 15 seconds to secure the door. Blinds in classrooms are needed and are on our Capital Request. Trades offices have windows but need visibility for instructors. One call needs to be made to the Gathering Place and Tool Room Attendant who locks the hall door first then advises the instructors. We rent facilities out – they don't have keys or know our system. Most of our doors swing out so can't be barricaded. Problems to be resolved. G. Maurits – doing gradual survey of all doors in buildings in Kamloops. Some doors have deadbolts (offices are lockable from the inside).</p> <p>G. Maurits advised the procedure is different for a bomb threat. Don't panic people. Need to do a sweep and control the situation then evacuate in an orderly manner, if needed. Stacy is working on re-writing the whole procedure for emergencies.</p> <p>AlertUs – working on this in Kamloops. For a situation where there is an emergency in our building – all pcs will be locked up and a notice will tell people what to do. Call and let them know in Kamloops- procedure not confirmed. The system gives a warning of what to do and you can't proceed without acknowledging this. All classrooms, labs, offices will be notified. There will be a test in May – more info to follow on how to send out the notice and how WL will fit in.</p> <p>Social media is also being addressed (using an automatic text message so we are notified). Can be a problem. Working with Communications/Marketing so we ensure the proper info is getting out and how to respond. This is all new and is going out for testing next month.</p> <p>For the lockdown, we will de-brief at the next meeting. G. Maurits will discuss any major issues with G. Simpson.</p> <p>Some safety procedures are not in Waterfall document but is on the Powerpoint presentation. We can add this to the agenda of next meeting.</p> <p>For external groups, we give them an info sheet or the powerpoint info when they apply to use the space.</p> <p>Drill will be after lunch. Keep confidential.</p>	<p>G. Maruits</p> <p>M. Shields/ B. Turatus</p> <p>G. Simpson</p>
<p><b>7. Current Review:</b></p>		
<p>1. Update from G. Maurits</p>	<p>G. Maurits did an inspection with T. Hewett Fire extinguishers are out of date but will be taken care of shortly.</p> <p>Updating waterfall document – update for Kamloops and WL. Will change the paper to</p>	<p>G. Maurits</p>

	<p>something more durable and use brighter paper (red?). Looking at improving this.</p> <p>More info to be provided by Grace for lockdown.</p> <p>Shops clear – everything in its place.</p>	G. Simpson
2.		
3.		
8. <b>New:</b>		
1.		
2.		
3.		
4.		
9. <b>Adjournment</b>	<p>Adjourned at 3:55 pm. <b>Next meeting – May 7, 2013 at 3:30pm in the Conference Room. D. Bentham sends regrets.</b></p>	