

**TRU - Williams Lake Campus**  
**Joint Occupational Health & Safety Meeting - Williams Lake Campus**  
**Minutes**  
**Date: Dec. 10, 2013 Time: 3:33 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	R	Hewett, Tom	Y	Bentham, Donna	Y	Underwood, Randy Chair	Y
Simpson, Grace	R	Wallace, Tania	Y	Moberg, Karen	R	Shields, Mike (Co-chair)	R
Wong, Stacy	R			Lettinga, Marten	Y		

Item	Discussion	Action
<b>2. Call to order</b>	3:33	
<b>3, Minutes from last meeting</b>	Approved as circulated	
<b>4. Additions/Adoption of Agenda</b>	Recording Secretary – Donna Addition: New Business Annual Report	
<b>5. Ongoing Items:</b>		
1. Monthly Building Inspections	Performed by Tom on a monthly basis. December report only minor concerns.	
2. Waterfall Documents	Waterfall docs will be updated, hopefully early in the new year. Add Working Alone policy? Satisfied with it?	G. Maurits
3. Fire wardens	From last meeting: List is updated (Gord will add radio #s). An updated map will be produced to show renovation to the student services offices.	G. Simpson
<b>4. New</b> 1. Annual Report	Annual report compiled by Randy and submitted to Campus Council.	

<b>8. Adjournment</b>	3:41	
Next Meeting	January 7 <sup>th</sup> at 3:30	