

**TRU - Williams Lake Campus**  
**Joint Occupational Health & Safety Meeting - Williams Lake Campus**  
**Agenda**  
**Date: Oct. 7th, 2014      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	R	Hewett, Tom	Y	Bentham, Donna	R	Underwood, Randy Chair	Y
Simpson, Grace	Y	Wallace, Tania	N	Moberg, Karen	Y	Shields, Mike	N
Wong, Stacy	Y						
Amy Carson	R						

Item	Discussion	Action
2. Call to order	<b>3:36</b>	R Underwood
3, Minutes from last meeting	<b>Ok</b>	R Underwood
4. Additions/Adoption of Agenda	Recording Secretary – Grace Simpson Addition: New Business - None	
<b>5. Ongoing Items:</b>		
1. Monthly Building Inspections	Report – all good. Cleaned up some rooms.	T Hewett
2. Waterfall Documents	E-mail sent to Gord M. Sept. 9 <sup>th</sup> and he replied they are still working on them and to use the old ones for now.  Done.	
3. Firewardens	E-mail was sent out Sept. 9 <sup>th</sup> Campus wide looking for volunteers with no responses. Should set up a training session asap. Firedrill should be planned in the near future. Review zones for coverage.  Missing coverage for Zone 9 – Nursing lab, Science. RU to email Donna B. about covering this zone and not the Library.  Next drill – potentially Tues. Nov. 4; meeting on the 4 <sup>th</sup> . Tom – looks after setting it off. Training on radios and emergency wardens on the 3 <sup>rd</sup> in the afternoon (3:30), drill on the morning of the 4 <sup>th</sup> and OH&S debrief in the afternoon. GS to onfirm Gord’s availability.	R. Underwood  G. Simpson
4. Recycling room	Shredding company update. Scheduling by Amy	K Moberg

	No update. Struggling with date with company. Hard to communicate. Pulled in Procurement. Need some lead time. Tried 2 years ago – never materialized. Really difficult. That’s who we have a contract with so we’re obligated to use them. Karen indicated that they’re doing shredding on Wed. afternoons until its removed. Lots of boxes. Need some lead time to ask faculty and staff if they have shredding.	Stacy Wong/Amy Carson
5. Chemicals put into system	Update From previous meeting in May (date changed). If there’s a fire – what chemicals are on site? RU to check with Susan. John S. may also have this info.	R. Underwood
6. Shipping/receiving area	Restructuring or moving of Shipping/Receiving. Has the Physical Resources committee finalized this?  In progress.	Physical Resources Committee/ G Simpson
7. Accident reporting	<b>Monthly accident reports</b>  No injuries in Sept. Near miss – advised by Gord Maurits. No report received.. SON may have had an incident? We don’t have those reports. We should be reporting it and SON should receive a copy. Need to talk to Rhonda M.  Send copy of report to Randy.	Stacy Wong
8. New Business	<b>None</b>	
9. Adjournment	<u>3:56. Next meeting – Nov. 4 at 3:30 pm.</u>	