

THOMPSON RIVERS UNIVERSITY
Minutes of
Joint Occupational Health and Safety Committee
(JOHSC)

Monday, December 7, 2009
Human Resources Boardroom 2:30 – 4:00

Present: **Nancy Twynam (Co-Chair)**
Cheryl Delling (Co-Chair)
Dave Trevitt (Facilities)
Jean Crowe (BCCOL Building)
Stacey Jyrkkanen (H&S)
Ken Tessier (Security)
Victoria Baker (TRU World)
Lincoln Chua (Facilities)
Shima Iuchi (VPA)
Carey Miggins (Trades) (will attend when Lyle Hirowatari not available)
Mike Shields (Williams Lake)
Carol Ryujin-Kawa (Registrar's Office) New CUPE
Malcolm Henry (Facilities) CUPE Rep
Carolynne Fardy
Chris Montoya (Williams Lake Campus)

Recording Secretary: Susan Petrovcic

Regrets: Lincoln Chua (Facilities)
Glenn Read (Bookstore)
Stephanie Haslam (Wellness Centre)
Susan Purdy (Science)
Rick Papp
Victoria Baker (TRU World)
Warren Asuchak (Facilities)
Joi Freed-Garrod
Lyle Hirowatari
Jeff Jordan
Calida McArthur (Student Rep)

1. Adoption of Agenda

The December 7, 2009 agenda was adopted with the following additions under #4 - New Business:

4. i. WHMIS
- ii. Fall arrest for roofers
- iii. Clarification of first responders

Moved/Seconded

2. Adoption of Minutes from Nov. 2, 2009.

Minutes from last meeting (November 2/09) adopted as distributed.

Moved/Seconded

3. Business Arising from Previous Minutes:

Discussion and updates:

(a) 3.i - JOHSC Subcommittee reports:

Stacey advised that we still have buildings without safety subcommittees. Asked for updated list of subcommittee members and minutes for Trades; Science; VPA; Williams Lake; Culinary Arts; Adventure Programs etc.

Discussion:

- Victoria Baker put together a subcommittee for the International Bldg.
- Jonathon Shephard put together subcommittee for the Gym.
- Kate Sutherland will be rep for A&E
- Glenn Read rep for Bookstore
- Carol Ryujin-Kawa (new CUPE rep)
- Need to review with Gerard Hayes re Service area reps (Print shop/Student Residences/Bookstore/Warehouse)
- Stacey indicated that it makes sense to have reps by building rather than depts although Carey Miggins suggested that in Trades, there can be program related issues.
- Malcolm suggested that perhaps Facilities/Print Shop/Warehouse etc. should be combined.
- Science indicated that TRU also has Research areas i.e. Wells Gray facility.

Action: Nancy Twynam will follow up with Gerard Hayes and work with Caroline Fardy and Stacey Jyrkkanen to resolve issues around subcommittees and reports.

(b) 3.ii (a)– Bulletin Space on the TRU Webpage:

Nancy reported that JOHSC will be given a tab on the Home Page. Need Web experts to setup. Stacey J. & Cheryl D. will work on webpage. Discussion around how projects are going to be publicized. Only urgent happenings will go on the Website. Access needs to be developed.

(c) 3.ii (b) People crossing between OL & Gym at undesignated points:

Jean Crowe met with Warren Asuchak to discuss concerns re people crossing where there is no crosswalk, especially in winter. Warren indicated that Facilities has budgeted for sidewalks so both sides going up Hillside will have sidewalks

(d) 3.ii (c) Terms of Reference template: Jean Crowe and Cheryl Delling met. Still in progress.

(e) 3.ii (d) Subcommittee template: Jean Crowe and Cheryl Delling - posted on the Website.

(f) 3.ii (e) Staff exiting Lot A from behind Old Main Building: Committee received confirmation from Warren A. that a line and stop sign will be installed to improve safety for those exiting the Staff Lot A from behind Old Main.

(g) 3.ii (f) Smoking on Campus: Stacey J. and Susan Purdy met. Discussion. Possibility of having gazebos built. JOHSC advised that Trades is looking for spring projects so possibility structures could be build for reasonable price. Would make smoking in designated areas only. Structures could be used for other purposes if Campus goes non-smoking. Security expressed concern re enforcement.

Both Ken (Security) and Carolynne Fardy (Science) requested to be included on the subcommittee. Members now include Stacey, Stephanie, Susan Purdy, Carolynne Fardy and Ken (Security) along with others who were involved in such a group a couple of years ago.

4. New Business

4.1 WHMIS Training:

JOHSC was advised that there are a number of people on Campus who have not yet done the WHMIS training. Link on the Website to a two hour exam. Once an individual has done the training, there is no expiry.

Action: Clarification as to whether everyone at TRU needs WHMIS training and the process for taking the training. (Stacey)

4.2 Fall arrest for roofers:

- Roofers on Science Building –6.5' edge safe zone is being monitored. They are following procedures and are in compliance. There is a safety monitor.
- Malcolm H. of Facilities suggested that facilities staff could use fall restraint training. Current training consists of approx. 15 minutes. Carey Miggins (Trades) took a 1 day Fall Restraint course and suggests it could be offered through Continuing Studies.
- The issue of trial fire drills and evacuation was brought up as anyone working on the roof would not hear the fire alarm and wardens do not check the roof.

Action: Stacey J. advised that Facilities and Security will follow up for next meeting.

- There was further discussion as to whether all those employees requiring fall protection equipment have the necessary equipment assigned to them. It was also suggested that an audit and regular inspections of the equipment be established. For ease of completion, Carolynne Fardy suggested that a checklist could be posted to the Web and run off as required.

-The Committee also expressed a desire to have Warren A. (Facilities) attend the monthly JOHSC meetings.

Action: Nancy Twynam will follow up with Warren A. and Les Tabata (Facilities)

4.3 Clarification of First (1st) Responders:

Carey M. (Trades) requested clarification of first responders. Some First Aid attendants have Level 1 and some have Level 2 training. Asked if first responders should always have Level 2? Looking for options and guidance in getting more people trained; establishing a first responder list.

Stacey J. has been working with Lindsay Langill to establish first responder list.

- Questions around how many people are trained and how many do we need?

- Stipend?

- Suggest reps from other areas be involved because recommendations will cover other buildings on Campus.

- TRU Switchboard has a list of current first responders.

Action: Carey will work with Stacey J. who is also working with Lindsay Langill (Dean, School of Trades and Technology) re this issue. Stacey will bring an update to February 2010 JOHSC meeting.

5. Reports:

(a) Health & Safety: Review of open orders/investigations/accidents (Stacey Jyrkkanen)

- 7 open orders from Williams Lake – WCB audit.

Action: Stacey following up re First Aid training and the granting of certification to some who did not attend or pass the course.

(b) Subcommittee Reports:

i. Trades and Tech

▪ No Report

- ii. Science and Nursing
 - Research Building inspected and lack of basic safety equipment noted.

Action: Stacey advised that all have been addressed and should be cleared up very soon.

- iii. Facilities Services
 - No Report
- iv. Visual and Performing Arts
 - No Report.
- v. Gymnasium
 - No Report
- vi. Adventure Programs
 - Submitted 2 weeks ago.
- vii. Food Training and Meat Cutting
 - No Report
- viii. Williams Lake
 - No Report.
- ix. Ancillary Services and bookies
 - No Report
- x. Residences
 - No Report

(c) Accidents/incidents and consequent investigations (Stacey):

All okay.

6. Adjournment

It was moved and seconded that the meeting be adjourned at 3:55pm.

7. NEXT MEETING: January 11, 2010 @ 2:30 – 4:00 in the HR Meeting Room

S. Petrovic, Recording Secretary