

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

Monday, June 1, 2009

Human Resources Boardroom 2:30 – 4:00

Present: Carolynne Fardy (Co-Chair)                      Jean Crowe  
              Malcolm Henry                                         Ken Tessier  
              Cheryl Delling                                         Susan Purdy  
              Shima Iuchi    Rick Papp  
              Tanya Sanders

Regrets: Nancy Twynam (Co-Chair)                      Warren Asuchak  
              Stacey Jyrkkanen                                         Lincoln Chua  
              Kim Johnstone

**1. Adoption of Agenda:**

The June 1, 2009 agenda was adopted as presented.  
Moved/Seconded

**2. Adoption of Minutes:**

May 4, 2009 minutes were adopted as read.  
Moved/Seconded

**3. Business arising from Previous Minutes**

- A new email account ([JOHSC@TRU.ca](mailto:JOHSC@TRU.ca)) has been setup and Dave MacNeill will set rule in Groupwise so that any email will automatically be forwarded to the Chair(s) of JOHSC.
- Behind the Lines will be done.  
**Action: (Carolynne will follow-up with Warren & Malcolm)**
- Update to traffic management for Open Learning Building: Jean Crowe reports that buses are now stopping at crosswalks by BCCOL Building.
- A letter of appreciation sent to Warren Asuchak thanking him for his support and follow up action to recommendations put forth by JOHSC re the traffic situation in BCCOL Building area.
- Malcolm is still looking into issue of filing cabinets against cubicle walls and if there is a WorkSafeBC policy regarding securing those cabinets. **Tabled until September.**

## JOSHC Minutes of June 1, 2009

- Spraying on Campus:
  - Warren Asuchak has advised Les Tabata (Director, Facilities Services) and Tom Owen (TRU Environmental Officer) that pesticide use on Campus will be phased out.
  - Signs on campus indicated spraying of the pine trees happened May 31.
  - Lawns were sprayed May 23 & 24.
    - Concerns brought forward that not many signs were visible after spraying warning people not to sit on the lawns etc.

**Action: Susan Purdy and Carolynne Fardy will follow-up with Warren about the phase-out of pesticides on Campus and signage.**
- Pandemic Planning:
  - Lynn Joly currently heading up the planning group however is looking for someone to take it over.
- Hand sanitizers:
  - Handwashing signs are posted. **Carolynne will follow-up with Warren re location and installation of hand sanitizer dispensers.**
- Chemistry (smells coming back into the building):

Fume hoods are working however need to be adjusted. **Issue is still being investigated.**

#### 4. New Business

(a) **Due Diligence Training (Rick Papp):**

Training sessions scheduled for June 16<sup>th</sup> a.m. and p.m. with Tim Ambrus from WorkSafeBC. Rick Papp is encouraging JOHSC Committee members to participate in inspections and investigations. He noted that for low risk areas the annual inspections should be two (2) and in higher risk areas (i.e. Science, Trades) the annual inspections should be four (4). Please forward your phone numbers to Rick who will generate an updated schedule identifying managers/supervisors and committee member for each area represented and contact info. Rick noted that WorkSafeBC needs to see a written record of inspections. Draft inspection report form discussed and approved. Committee discussed downloading inspection form. Carolynne will speak with Rick Browning re downloading and accessing the form. It will eventually be distributed to LRAC.

(b) **Orientation for new employees (Students & Faculty)**

Checklist – Rick Papp found online and will forward to the Committee by email for review.

**Action: Committee members to review and respond to Rick Papp. Carolynne will forward to Lynn Joly once Rick Papp has received responses. Will recommend that the Website be made more user-friendly.**

**c. Inspection Reports from WorkSafeBC:**

WSBC Inspector observed three (3) workers on the roof with no fall protection. JOHSC was advised by Malcolm Henry that there are no anchor places on our building roofs.

WorkSafe BC issued 2 orders (which must be posted). We need the following:

Written plan must be produced and in place

Workers must have fall protection

Work must be supervised

WSBC also needs to see a record of employee training

**Action: Lynn Joly will be drafting a memo to supervisors re the importance of Safety Committees in the areas identified as needing subcommittees - especially concerned with high risk areas.**

**5. Reports:**

a) Health and Safety (Rick Papp)

For this month there were a reported 39 orders from Fire Marshall (mostly maintenance issues).

4 WorkSafeBC orders with 2 complied with immediately.

Rick reports that any outstanding orders are kept in OH&S. Suggest that info related to a particular area should be reviewed before an inspection by the Fire Department.

(b) Subcommittee Reports:

i. Science - Susan Purdy spoke generally to the orders and maintenance issues affecting the Science area.

ii. Tobacco Reduction update: (Tanya Sanders)

i. Reported that they did get the funding and did a survey of both the Williams Lake and Kamloops Campuses. Received hundreds of suggestions and 130 written responses. About 50/50 support for going non-smoking campus-wide. Committee looking at cessation support options. BC Lung Association is looking to develop material/posters targeting students because there is not a lot for 20 year olds that we will have access to.

## JOSHHC Minutes of June 1, 2009

**Action: Carolynne will follow-up with Warren (in Stacey's absence) re receptacles for cigarette butts. Note from April 6<sup>th</sup>, 2009 minutes - Stacey was to discuss with Facilities whether there was a different type of ashtray that could be used.**

iii. Location of Wellness Centre: There was discussion around the location and accessibility of the Wellness Centre. It was decided that Cheryl and Carolynne will meet with Lynn Joly to discuss the location of the Centre.

(c) Accidents/Incidents: None reported.

### 6. **Important Notes:**

1. Carolynne Fardy has indicated that she will resign as co-chair of the JOHSC effective September 2009. Cheryl Delling has volunteered to step into the position.
2. Kimberley Johnstone has advised in an email dated June 1, 2009 that she is no longer the Chair of Culinary Arts. Jeffery Jordon is the new Chair and will be the JOHSC rep for Culinary Arts.
3. Cheryl Delling will request a free display table for the BBQ.
4. Next meeting is booked for September 14, 2009 in the HR Meeting Room (2:30 – 4:00). The agenda will include a review of action items from the May 11, 2009 Planning Session.

HAVE A WONDERFUL SUMMER!

Minutes by S. Petrovic