

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

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

Present: **Cheryl Delling (Co-Chair)**
Nancy Twynam (Co-Chair)
Glenn Read (Bookstore)
Dave Freeze (Adventure Studies)
Jean Crowe (BCCOL Building)
Stephanie Haslam (Wellness Coordinator)
Stacey Jyrkkanen (H&S)
Susan Purdy (Science)
Ken Tessier (Security)
Victoria Baker (TRU World)
Lincoln Chua (Facilities)
Shima Iuchi (VPA)
Calida McArthur (Student Rep)
Recording Secretary: Susan Petrovcic

Regrets: Chris Montoya (Williams Lake Campus)
Dave Trevitt (Facilities)
Warren Asuchak
Joi Freed-Garrod
Lyle Hirowatari
Jeff Jordan
Mike Shields (Williams Lake)
Debbie Blackwell (no longer member of JOHSC)

1. Adoption of Agenda

The November 2, 2009 agenda was adopted with the following adjustments/additions:

1. Under Business Arising from Previous Minutes:
 - o add (iv) – Smoking update (Stacey)
2. Under New Business:
 - o delete (i) as already covered under (b) of Business Arising
 - o add (ii) JOHSC Website (Stacey)

Moved/Seconded

2. Adoption of Minutes from October 5, 2009:

Minutes from the last meeting were adopted as distributed.

Moved/Seconded.

3. Business Arising from Previous Minutes

i. JOHSC Subcommittees Report, review of JOHSC Terms of Reference and determination of who should attend JOHSC meetings:

Review of Subcommittees – [Stacey sent out revised Terms of Reference to Kate Sutherland (A&E), Ken Olynyk (Gym) and TRU World]

A&E – has call out for nominations to JOHSC

Trades – Lyle Hirowatari no longer available for JOHSC meetings (need to find alternate)

Facilities – need CUPE rep (Lincoln advised that Subcommittee in Facilities hasn't met for a while)

Need reps for: FTC & Meatcutting; Gym; Student Residences.

IT is included in the OL Committee

➤ **Action: Need to continue with review of the JOHSC Terms of Reference; getting sub-committees established and tracking JOHSC attendance. (Stacey and Carolynne)**

ii. (a) Bulletin space on the TRU Webpage (Nancy)

This is on the agenda for the November 16th meeting of the MyTRU Committee.

Action: Will bring forward for December 7/09 JOHSC meeting.

(b) People crossing between OL & Gym at undesignated points (Jean)

Concern re no direct crossing from OL to Lot S on Hillside Dr. No crosswalks at points where people are crossing. With winter coming, there is a concern around vehicles' ability to stop on the hill when people crossing. Also concern expressed that the sidewalk does not continue up to traffic lights.

➤ **Action: Jean and Lincoln will set meeting with Warren Asuchak to discuss concerns.**

(c) Terms of Reference Template (Jean & Cheryl)

➤ **Action: Jean/Cheryl & Nancy need to meet.**

(d) Subcommittee template (Jean & Cheryl). Posted to the website.

- **Action: Jean will email checklist to Stacey to ensure all are using the same list.**

iii. Update to draft letter to Director of Facilities re Fall Protection Training and installation of roof anchors (Stacey)

Policy is being developed. There is a list of buildings with anchors. Procedures are in place to deal with buildings that do not have the anchors. Those buildings with HVAC in middle of building are okay to service; however, no edge work unless anchors. Procedure training in place for using the lift and every person now has their own fall protection equipment.

- **Action: None. Stacey has checked with TRU and WCB and since all procedures are in place, it is not necessary to send letter to Director of Facilities re the Fall Protection Training and installation of roof anchors.**

iv. Smoking Update (Stacey)

We have some problems with the outside painted lines designating smoking areas. Thermal plastic lines would be expensive but need to look at the long term plan. Warren suggested that cost be put in budget and do what we can each year.

Concern that in some areas we not only have doors opening, we also have windows that open. At Trades and Culinary Arts, smokers are continually reported smoking inside the lines. Bad weather tends to force smokers closer to the buildings. Discussion around providing alternate smoking areas. Suggestion of a pilot project, perhaps a gazebo to give a dry place for smokers.

- **Action: Subcommittee will look at the issue of smoking on campus. Members to include Stacey, Stephanie and Susan Purdy along with others who were involved in such a group a couple of years ago.**

4. New Business

4.1 Staff exiting parking lot behind Old Main

As Staff are exiting the staff lot behind OM through the gates, traffic is coming from Lot A and not yielding or watching for those exiting through the gate. The concern is that those exiting through the gate believe they have only so much time to get under the arms before they come down on their vehicle. Staff reporting near misses at this location.

- **Action:** Lincoln will meet with Warren Asuchak to see if a yield sign or painted stop line would alleviate situation.

4.2 Posting Minutes to the Website:

- **Action:** Stacey will follow-up and make a request to Jennifer Leibel to post JOHSC minutes to the Website.

5. Reports:

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

- All orders are closed.
- November is fire drill month. Drills will be conducted in the weeks of Nov. 16th and 23rd. Need to notify Stacey if exams scheduled.
- Early December is hazardous waste pickup.
- Level 1 First Aid training being offered on November 10th. Stacey explained that they are currently working through the details and logistics. Mostly directed to those in Trades and Tech area. Want trained second and third backup for higher risk areas.
 - Question around what level of FA is required:
 - Level 2 for Trades & Tech and like areas
 - Level 1 sufficient for offices.

(b) Subcommittee Reports:

- i. Trades and Tech
 - No Report
- ii. Science and Nursing
 - No Report
- 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 3:30pm.

S. Petrovic, Recording Secretary