

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

Monday, October 5, 2009
Human Resources Boardroom 2:30 – 4:00

Present: Nancy Twynam (Co-Chair)
Jean Crowe
Cheryl Delling (VPA)
Malcolm Henry (CUPE)
Carolynne Fardy
Stephanie Haslam (Wellness Coordinator)
Stacey Jyrkkanen (H&S)
Chris Montoya (by phone from Williams Lake Campus)
Susan Purdy (Science)
Ken Tessier (Security)
Dave Trevitt (Facilities)
Recording Secretary: Lleona Livingston for Susan Petrovic

Guest: Dennis Acreman for item 1.

Regrets: Warren Asuchak
Victoria Baker (TRU World)
Lincoln Chua (Facilities)
Joi Freed-Garrod
Dave Freeze (Adventure Studies)
Lyle Hirowatari
Shima Iuchi
Jeff Jordan
Calinda McArthur (Student Rep)
Mike Shields

1. Election of Co-Chairs

Quorum was reached and upon review of the Terms of Reference it was agreed that Chris Montoya who was taking part by phone, would be a voting participant in the election of Co-Chairs.

D. Acreman gave a brief overview of the election process and advised that there were two nominees: Nancy Twynam (management) & Cheryl Delling (worker).

By a show of hands and a verbal confirmation by phone, it was unanimously agreed that Cheryl Delling and Nancy Twynam were elected as co-chairs of JOHSC for the 2009/2010 school year.

- Cheryl will chair the next meeting as it was noted that Nancy would be off campus.
- Carolynne was thanked for her years of service to the committee.

2. Adoption of Agenda

The October 5, 2009 agenda was adopted with the following adjustments/additions:

- Item 6.2 would be limited to reports that are pertinent to JOHSC.
- Items 6.1 & 6.3 would be blended and addressed together under 6.1 Health & Safety: Review of open orders/investigations/accidents

Moved/Seconded.

3. Adoption of Minutes from September 14, 2009

Minutes from the last meeting were adopted as distributed.

Moved /Seconded.

4. Business Arising from Previous Minutes

i. JOHSC Subcommittees Report (Stacey)

The committee heard that Stacey has had a great deal of challenge getting the sub-committees up and running and in some cases forming a sub-committee at all. Deans/Directors will be brought on board as needed to get things rolling.

Stacey has been asked to mentor some people while they get their sub-committees going and that there have been a few requests for a Sub-Committee Terms of Reference template.

Discussion turned to committee participation. It was agreed that the JOHSC membership list was in need of updating and that the Terms of Reference should be adhered to when it comes to participation on the committee. A volunteer was requested and Carolynne agreed to examine the Terms of Reference, determine who are supposed to attend JOHSC meetings and cross examine the attendance from the past meetings. Carolynne will work with Susan Petrovcic on the attendance piece over the next two weeks so that appropriate contacts may be made before the next meeting.

ACTION: Carolynne to examine the Terms of Reference, determine who are supposed to attend JOHSC meetings and cross examine the attendance from the past meetings.

ii. **Education Committee Report (Cheryl)**

The committee heard that Cheryl has created a “go bucket” of JOHSC promotion materials for grab & go when representing JOHSC at events.

iii. **Review smoking zones (Stacey)**

The committee heard that Stacey is still looking into establishing some non-smoking picnic tables on campus.

iv. **Smoke free day (Carolynne)**

Approximately nine institutions will participate in the *Smoke Out* (smoke free day) Thursday, October 8 from 10am-3pm.

As there are 100 people who die every day from smoking related illnesses, volunteers will offer smokers a pack of gum in exchange for one cigarette in hopes of collecting 100 cigarettes during the campaign.

The committee heard that anyone visiting the booth on Student Street that day would be given small gifts. Volunteers were sought to cover the booth between 10am-3pm on Thursday.

The *Smoke Out* information will be added to the TRU website.

5. **New Business**

5.1 **OH&S pertinent info space on website**

Carolynne commented that it would be nice to have a spot on the website where JOHSC could post health related bulletins. Nancy advised that she sits on the MyTRU Committee and advised that she would bring this forward for discussion.

ACTION: Nancy to bring forward the JOHSC request for bulletin space on the TRU webpage.

5.2 **Open Learning Crosswalk (Malcolm Henry)**

The committee heard about a hazardous road area without a legitimate crosswalk between the OL building and the gym. It's just a matter of time before someone is injured. Following some discussion, Jean advised that she would put in a request to

Gord (building manager) for a remedy i.e. add a crosswalk or re-educate people to use the existing crosswalk.

ACTION: Jean, on behalf of JOHSC and to avoid a potential accident, request that the Open Learning Building Manager find a remedy for the scores of people crossing the road between the OL building and the gym at points that are not designated as crossings.

5.3 Sub-committee Template (Jean Crowe)

Jean spoke to the template she created and advised that ultimately it would be a matter of filling in the blanks. Following some discussion, Cheryl agreed to assist in creating a merge field template that could be posted on the JOHSC website for easy access.

ACTION: Jean and Cheryl to finish the JOHSC Sub-Committee Terms of Reference template and have it placed on the JOHSC webpage.

6. Reports

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

It was noted that in the past JOHSC hasn't been reviewing incident reports and declaring them closed/completed. This will be a regular part of the agenda as we go forward.

Stacey referred to the report that was distributed electronically titled "*Incident Summary by Campus – 3rd Quarter 2009 (July-Sept)*" and provided an overview to the Investigations and Orders on the third page.

Incident 1:

May 28, 2009

"Three workers (one of which was a supervisor) were working on the edge of the CAC roof (with elevation in excess of 50ft) with no fall protection."

BACKGROUND:

The committee heard that a four hour fall protection course was completed. WorkSafe BC has not declared this training as insufficient but Stacey feels that it is. She went into detail about further training (a 16 hour course) which would include equipment inspection and reporting practices that she feels needs to be done. Stacey wants JOHSC to put forth a recommendation that this additional training be completed.

MOTION:

“In order to comply with the open order, JOHSC to recommend further practical training (16 hour competency training in fall protection) to the Director of Facilities and that anchors be installed on buildings where it’s necessary to work near the edge of the roof and that additional personal protective equipment be purchased as required.”

The motion was seconded by Jean and discussion ensued.

TRU needs to be aware of the fact that there are many contractors on campus at any given time that should be held to this required training and level of safety as well. If they are non-compliant to this safety measure, they should be shut down. It was noted that the recommendation is not more than WCB requires, it complies with their expectations/regulations. It was further noted that the Williams Lake campus should be included in the directive.

VOTE: The motion was put to vote and passed unanimously.

ACTION: Lleonora to draft the letter to the Director of Facilities on behalf of JOHSC and forward to Cheryl, Stacey and Nancy for review by end of day tomorrow (Oct. 6).

Incident #2:

May 28, 2009

“No written protection plan in place.”

- WSBC order.
- Protection Plan has now been written, some basic training has occurred.
- JOHSC closed the order.

Incident #3:

April 29, 2009

“Two orders dealing with building construction – Trades”

- WSBC order.
- Committee heard that the issue has been corrected.
- JOHSC closed the order.

Incident #4:

May 26, 2009

“Fire Orders – 39”

- All deficiencies have been corrected.
- JOHSC closed the order.

Incident #5:

September 27, 2009

“Non-campus member stepped on glass outside FAA and received serious injury to foot requiring hospitalization.”

- This is an on-going internal investigation.

6.2 Subcommittee Reports on Items Pertinent to JOHSC

- i. Trades and Tech
 - No Report
- ii. Science and Nursing
 - No Report
- iii. Services
 - No Report
- iv. Visual and Performing Arts
 - Faculty & staff have completed due diligence training as of last Friday.
- v. Gymnasium
 - No Report
- vi. Adventure Programs
 - No Report
- vii. Food Training and Meat Cutting
 - No Report
- viii. Williams Lake
 - Will participate in the Smoke Out on Thursday.
- ix. Ancillary Services and bookies
 - No Report
- x. Residence
 - No Report

7. Adjournment

It was moved and seconded that the meeting be adjourned at 3:54pm.

L. Livingston, Recording Secretary