

**Faculty of Science and School of Nursing
Health & Safety Committee MINUTES
March 20, 2013 S301, 11:30-12:30**

Attendance Jan-June 2013

Meeting dates and times →			1.23	2.27	3.20	4.17	5.15	6.19	2012-2013 Members
Chan	Janine	Resp/ Chair	☐	☐	☐				
Fardy	Carolynne	Micro	☐	☐	☐				
Ford	Laura	Nursing	■	P	☐				
Jyrkkanen	Stacey	OH&S	■	■	☐				
Karpluk	Janice	Admin	■	■	■				No need to attend
MacKay	Andrew	Grad Studies Bldg	■	■	■				
Maurits	Gordon	OHS	■	☐	☐				
Noyes	Heather	Resp	☐	☐	☐				
Prescott	Walter	ARET/OM	☐	☐	☐				
Purdy	Susan	Bio	☐	☐	■				
Reed	Norm	Chem	☐	☐	☐				
Robinson	Lesley	Math	☐	■	■				
Jasmine	Korcok	U Prep	☐	☐	☐				
Sorensen	Jacque	NRS	☐	P	☐				
Taylor	Colin	Physics	☐	☐	☐				
Van Wagoner	Nancy	Geology	■	■	■				
Walczak	Sonia	AHT	■	P	P				Unable to attend WTR
Desrosiers	Marcy	Secretary	■	☐	☐				

☐=Present P= Proxy received ■=absent R= reinstated

Inspection Reminders

- Fire Equipment Check Sheet Due Monthly - send to Gordon.
- Department Inspections Due: Jan, March, May, July, Sept, Nov.

A. Adoption of Agenda

New topics added

- Janine – Update: Smoking sub-committee
- Janine – Chemical transport
- Norm – Ventilation
- Stacey – Update on emergency program

B. Adoption of past Minutes (February 2013)

- Adopted.

C. Business arising from past minutes:

1. Questions for Lincoln Chua, Facilities? Send them to Janine by March 15th.
 - No questions received from the committee.
 - Norm - may have questions re: ventilation.
2. Stress Incidence Reporting to Safety Committee: Stacey to update us.
 - Stacey – OH&S committee is made aware of all Work Safe claims.
3. National Psychological Standards Document, JOHSCH Agenda Item, Institutional Statistics for sick days, stress leave, etc.: Email update from Chelsea ***“March 10, 2013: Yes, we are completely aware of the stats that ended as of October 2011, but HR would have the most current stats of people on STD, LTD, as well as employee assistance usage. TRUFA might be able to get the data but I am not sure. The whole TRUFA faculty survey strained some relationships between HR and TRUFA. My***

recommendation that your committee make a formal request to HR for the stats and see what unfolds from there.

- Stacey provided history on the development of this document and suggested we wait until WorkSafe comes up with final document. TRU will then take best practices and use those to create our procedure so we can be compliant with WorkSafe.
 - Janine – Is it a consultative process, once we get WorkSafe document? If people have a chance to speak, bring the groups together, can hear what others are feeling. Perhaps have all the Safety committees do the consultative process; be delegates for our areas and bring the comments back to OH& S?
 - Stacey: Hugh McInnis is our harassment officer and performs investigations in potential claims. There may be direction for institutional (?) education/training in the areas of harassment/ bullying and preventative measures.
 - **ACTION: Stacey will send a copy of the WorkSafe report to the committee when she receives it.**
4. Spring 2013 Ventilation Questionnaires: 1st floor East Science Bldg: Archived/**ACTION Janine**
 - Janine will do end of April; on hold.
 5. Emergency numbers for Safety Training Checklist for New Employees: **Update Janine**
 - Emergency number on science website has been updated.

D. New Business:

1. Need someone to chair April 17 meeting as I am away during that time. Room needs to be booked as well b/c of final exams in s301.
 - Janine - Have someone else chair or wait until the May date?
 - Unless something pressing, group feeling is to wait for the May date.
2. Update: Smoking sub-committee – Janine
 - Group feels time is right to propose gazebos for smoking; have designated areas on campus .
 - Chelsea Corsi (WELLNESS) and Janine will co-chair the committee.
 - Made suggestion of a new funding grant CUEF, where we can do things on campus, can propose an interdisciplinary project – have carpentry students build the gazebos, have students do something year long to support Educating and getting Buy In from campus (RT, Nursing) , get funding for the disposables (print material, competition prizes/incentives) that are needed to do the education. Can involve Social Work in behavior change training project?
 - Institution received the BC Coalition (BC Lung/Heart and Stroke Foundation) Clean Air award for work moving our campus toward smoke free ; only post-secondary institution in BC to receive this award.
 - Walter suggested that we call Dale Parkes from the ARET program to have students design the gazebos. Have them do up a building plan (considering uses for the gazebo down the road if we end up smoke free. Can we enter the building design into a national competition – can open the door to national grants?**ACTION: Janine will contact Dale Parkes.**
 - Laura - Nursing does a community project in semester 6. Contact is Cheryl Zawaduk. **ACTION: Janine to contact Cheryl Zawaduk.**
 - Stacey: Need to present a plan to Denis Powers - then can get a capital proposal together and look at funding. I have a meeting on Thursday with the Landscape Advisory Committee and they may be able to pitch in some money. Capital requests – can apply to have some of that money- need to look at asap.
3. Chemical transport
 - Chemistry is the biggest transporter. Stopped transporting 20L metal drums of solvent - use to carry in a converted baby buggy. Now Christina calls facilities, and facilities comes over and gets it.

- If procedure changes, Norm will let the committee know.
- Down the road would be better to have a bunker closer to our labs and would also accommodate stuff currently being stored in S269 (Christina's area).

4. Norm – **ventilation s269**

- Currently solvents are stored in three yellow cabinets in S269. Can always smell a little bit of the solvents. Really shouldn't be smelling anything.
- Took a look at the venting and one is vented at the top and one is vented at the bottom.
- Christina mentioned that some engineers were here at one point and filed a report. Want to know if that was checked. Did it get installed properly? Where is the report?
- Stacey suggested contacting Lincoln - if there was a report generated to do with any kind of ventilation, he should know where it is.
- Janine - There was a reno waiting to happen in that area – was an action item that never got closure because we were waiting for money.
- **ACTION:** Norm will ask Lincoln for a copy of the report. Will keep the committee updated on this item.

5. Update on Emergency Plan for Campus- Stacey

- A lot work going on in the last little while, some procedures have been completed, active threat procedure (hostage taking, shooter etc.) currently with RCMP being reviewed.
- Have emergency notification system that has been purchased thanks to IT – looks like it's going to work out really well. Two parts – One, a pop up that comes up on your computer screen (any computer) - pops up with an alert and procedures to take.
- Other aspect is email, text message, voice message, Twitter, Facebook and campus tv's. All linked to our website.
- Program is called **TRU Alert**. Draft is just about ready and will go out to a variety of stakeholders on campus for feedback first.
- Hoping to run a test around May 1st.
- Hoping to have our own emergency website as well.
- **September 2013:** Advertising of this system will occur at the Orientation BBQ. There will be procedures/ education for departments. Bulletin Board RED information folder (vs Yellow Information Folder) will contain this information.
- Education is coming on how to respond to an Active Shooter situation

E. Reports

- **Health and Safety Report: Feb-March 20**
 - One staff claim for repetitive injury.
 - Four first aid claims (three needle pokes, one slip & fall) - practicum students off campus (from Nursing).
- **Incident**

Next meeting: Wednesday, May 15th

No meeting in April.