

**Attendance August 2018 – June 2019**

✓=Present

P=Proxy received

A=Absent

Name	Area	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Lucille Anderson	Biology		✓	✓	✓							
Trent Hammer	Chemistry	✓	✓	✓	✓							
Colin Taylor	Physics	A	✓	✓	✓							
Tim Crowe	Biology	A	✓	✓	A							
Sonia Walczak	AHT	A	P	A	A							
Wendy McKenzie	Nursing	✓	✓	A	A							
Jamie Ushko	Biology	✓	✓	✓	✓							
Janine Rostron	Respiratory Therapy	✓	✓	✓	A							
Dayton Shaw	Chemistry	✓	✓	✓	✓							
Mridula Sharma	Computing			A	A							
Christine Miller	UPrep	✓	✓	✓	✓							
Marten Lettinga	Chemistry	A	A	✓	A							
Jacque Sorensen	NRS		P	A	✓							
TBD	Micro				A							
TBD	Math				A							
Nancy Van Wagoner	Geology		✓	A	A							
Resource members												
Stacey Jyrkkanen	AD, OSEM	✓	✓	A	✓							
Peter Fairman	Biosafety, OSEM	P	✓	✓	✓							

1	<b>Meeting Called to order Motion</b> to adopt agenda by Stacy Jurkkanen , seconded by Lucille Anderson
<b>Review of Minutes from October 31, 2018</b>	
2	<p><b>Review Minutes from October 31, 2018:</b></p> <p><i>“Concerns for pedestrians...f) cross walk at Lot C not designed well – will have look at it”</i></p> <p><i>“Laser Safety j) Peter – handouts on Laser Safety readings – ???”</i></p> <p><i>“SHSC Terms of Reference “currently not following all rules, but is working fine – do we need to change? NO – leave as is”</i></p> <p><b>Motion</b> to adopt <b>November 28, 2018</b> minutes by Trent Hammer, seconded Colin Taylor</p>
3	<b>Old Business (from October 31, 2018)</b>
Dayton Shaw	<p>1. Old Business (taken from October 31 minutes)</p> <p>a) <b>New Chemical Storage, Labelling and Inventory System – update from Dayton</b></p> <p><b>Visual Arts-</b> Follow up – sent 2nd follow-up email, no response– Stacey will get a hold of the Dean and copy Dayton – December 1<sup>st</sup> is the deadline (<b>was she emailing Leah Bucknell?</b>)</p>

	<p>Horticulture- Contact Cameron Lyndsey Water Treatment Plant- Needs cabinets</p> <p><b>Horticulture</b> – need new labels, need new storage cabinets or gated shed, still using gerry cans to store gas and diesel, will talk to Warren at Facilities,</p> <p><b>Animal Health</b> - alcohol needs to be stored in flammable storage cabinet.</p> <p><b>Greenhouse and Research Cabinets</b> - Jacque will follow up with Loch Fraser re: ethanol use and storage Research</p> <p>b) Sign-offs: Table until next meeting (Colin)</p> <p>c) Office security New lock and code for mailroom and photocopy room. Colin spoke with facilities and may be switching to fobs for main doors - Colin will talk to Sid from Facilities. There should be no personal altering of TRU property by staff</p> <p>d) Concerns for pedestrians/cyclists/vehicles near Science Building due to construction. Peter walked over and had a look – says the signs and fences are effective and do not need sidewalk monitors. No more to be done at this time</p> <p>e) Handicap parking around the Science Building-Peter had a follow-up meeting with facilities. 4 People in Science building need handicap parking. Warren will open up more spots for handicap parking. If spots being misused, report to Janice at Parking Office. Stacey will follow-up with JOSH Committee. Need more drop-off/loading spots. Jamie will talk to JOSH committee about zones.</p> <p>f) Emergency Marshals List of marshals in Ken Lepin Building – nine on list – Peter will send list. Wanting more people trained.</p> <p>g) Scent Reduced Awareness-Update from Janine – Stacey clarified there is no actual policy, only a Scent Awareness. Any complaints need to go through the supervisor to deal with.</p> <p>h) Excess Chemical-Dayton – Williams Lake did not get back – need to cc Martin and Tom. Hazard Waste pickup coming up – Gord sends out date</p> <p>i) Laser Safety – Peter/Colin – No lasers are safe. Need to use safety cautions indoors , have safety glasses available. Eureka students should be warned and have glasses.</p> <p>j) Website update – Trent – update not done yet, content needs update and send to Marcom to update.</p>
<b>4</b>	<b>New Business</b>
	<p>a) JOSH Committee Update- Jamie Lee Discussion on window coverings in Science Bldg – will send an email to faculty to see who wants the window coverings removed, then give list to Facilities to remove.</p> <p>b) Proxy reports- One from Nancy Van Wagoner - concerns regarding electrical outlets tripping hazard. Nancy needs to talk to Chair to have request placed on renovation wishlist.</p> <p>c) New back door handicap access not working – Stacey to contact Security re: switch on door to turn on</p>

	<p>d) Incidents (Peter)</p> <ol style="list-style-type: none"> <li>1. Nursing: Student fainted in class from low blood sugar, 911 was called before First Aid was called, issue with responders not knowing where to go once they got here</li> <li>2. Nursing: Student fainted at hospital fell face first and lost tooth</li> <li>3. Nursing: Student hit head on tv above patients bed and got concussion</li> <li>4. Science: student got burnt in Chem Lab and did not tell instructor</li> </ol> <p>Discussion on calling First Aid at TRU before 911, education re: TRU Get Help App Nursing needs to promote self-care to students. Discussion on instructors advising students to report incidents. Stacy presenting at Faculty Council how to report incidents for new employee orientation. Talked about putting it on Moodle.</p>
	Next Meeting January 30, 2019
	<b>Adjournment</b>
	Meeting adjourned at 10:40 am