

**Faculty of Science and School of Nursing
Health & Safety Committee MINUTES
December 10, 2012, S301, 11:30-12:30**

Attendance Aug-Dec 2012

Meeting dates and times →			8.28	9.17	10.15	11.19	12.10		2012-2013 Members
Chan	Janine	Resp/ Chair	☐	☐	☐	☐	☐		
Fardy	Carolynne	Micro	☐	P	☐	☐	☐		
Ford	Laura	Nursing	☐	P	☐	■	P		
Jyrkkanen	Stacey	OH&S	☐	☐	■	■	☐		
Karpluk	Janice	Admin	■	P	P	P	P		No need to attend
MacKay	Andrew	Grad Studies Bldg	■	☐	■	■	■		New Rep
Maurits	Gordon	OHS	☐	☐	☐	☐	☐		
Noyes	Heather	Resp	☐	☐	P	☐	☐		
Prescott	Walter	ARET/OM	☐	☐	☐	☐	☐		
Purdy	Susan	Bio	☐	☐	☐	☐	☐		
Reed	Norm	Chem	☐	☐	☐	■	☐		
Robinson	Lesley	Math	☐	P	■	P	☐		Unable to attend Fall
Schumacher	Janie	U Prep	☐	☐	☐	☐	☐		
Sorensen	Jacque	NRS	■	P	■	■	☐		Unable to attend Fall
Taylor	Colin	Physics	☐	☐	☐	☐	☐		Replaces George W.
Van Wagoner	Nancy	Geology	■	☐	■	■	P		New Rep
Walczak	Sonia	AHT	■	P	■	P	P		Unable to attend Fall
Desrosiers	Marcy	Secretary	☐	☐	☐	■	☐		

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

A. Adoption of Agenda

- **New Business:** Animal Health Proxy request for ergo assessments and defibrillator update.

B. Adoption of past Minutes (November 2012)

C. Business arising from past minutes:

1. Field Trip Documents/Confidentiality and TRU Legal: Update

- Steve reconnected w/ John Sparks re:TRU Legal's expressed issues w/ FoS Field Trip Medical Questionnaire and was then sent to talk to Lian Dumouchel who is working on the TRU Student Off Campus Safety Policy. Lian will take the medical questionnaire forward for review by TRU Legal, but she didn't express any concerns with the content currently. Until we hear differently, we are to use our package as is.
- **ACTION:** Janine to request current safety document from Lian Dumouchel, forward to committee and ask for feedback.

2. Stress Workshop Update

- Attended by our OH & S officer and manager. Workshop was presented by a lawyer and focused on new WorkSafe BC legislation that deals with the subtle, psychological issues around bullying and harassment of employees (student issues are to be directed to Dwayne Geiger). The legislation requires an anti bullying/harassment institutional policy and training in this area be made available (who to be trained remains unanswered). There will be funding available for those to be trained. Stacey mentioned that we have a Respectful Workplace Policy in place that recognizes these issues. Previous to the legislation, one could file a claim for mental stress for a traumatic incident at work. It has now been expanded to being traumatized at work, but is not limited to just one incident. The focus is the psychological issues from excessive bullying or harassment. The psychological impact

arising from the bullying/harassment must be diagnosed by psychologist or psychiatrist. The program/training is being rolled out soon.

- **ACTION:** Carolynne wishes to increase awareness of this issue by having some posters put up. She will send Stacey the link. She also requested that our Safety Committee be made aware of the incidences that arise. Stacey expressed concern re: issues of confidentiality.
- **ACTION:** Stacey will check with Hugh McInnis (TRU Legal) and WorkSafe about bringing up cases at Safety meetings.

3. **3A. Fire Code Question: 1800 Hallway, OM: Update AND 3.B. Fire Alarms s365: Update**

- **3.A.** Stacey and Gordon discussed and decided that an Emergency Marshall will be posted at the end of the 1800 hallway to direct people to the right exit doors when there is a fire drill.
- Walter mentioned the low roof issue of the centre staircase exit (safety issue for tall people). Stacey replied that's not going to be the main exit anymore, so it's okay as is.
- **ACTION:** Stacy will point out next time fire inspector comes over.
- **3.B.** Gordon: The fire alarms in s365 have been installed. Will be tested on the 16th and 17th of December.

4. **Ventilation Questionnaires: 1st floor East Science Bldg**

- Sent out questionnaires to faculty on first floor to gather feedback on air quality with ↑ Ventilation to that area of the building. N= 5 (of 13 questionnaires handed out). Out of the 13 sent, got 5 back. > 50% say there is improvement in air quality.
- **ACTION:** Maintain current ventilation levels to that floor and Janine to redo questionnaire in April 2013.

5. **Motion Sensor Lights in s237 (Bruno)**

- Although called in by Bruno to Facilities, to date the lights continue to turn off in the lab leaving students in the dark. There are windows in this lab.
- Jacque had same problem in 364 and facilities rectified it.
- **ACTION:** Bruno to contact Facilities again to adjust light motion detectors/timers.

6. **No downspouts at high corner of new roof on OM**

- Stacey took pictures and sent to Steve (Superintendent). Steve responded: they already know about it and are looking into it.

7. **Doodle Poll results for Winter 2013 meetings**

- Meetings will be held on the third Wednesday of the month, starting January 23rd. Same time and place – 11:30 to 12:30 in S301.

D. New Business

1. **Non ambulatory persons/fire drills/duties of fire wardens**

- **Situation that occurred:** During the last fire drill, a student on crutches was left at the top of the stairs and an emergency warden never came.
- Clarification of Warden Duties in this situation (Stacey): For non or partial ambulatory individuals (crutches, wheel chairs, etc) the Emergency Marshall is to escort them to a place of refuge (eg. fireproof stairwell) and then radio in to the incident commander to let them know that the person is in the refuge area. Incident commander reports to fire department when they arrive, and fire crew will go in and pull that person out.
- Emergency Marshall **CAN** stay with the person, if it is safe to do so. If otherwise, the Marshall shall leave the building to tend to those outside and ensure their safety.

- **ACTION:** Stacey will send out a message about the refuge area procedures along with her fire drill announcement in January. Further signage to be placed to help with recognition of appropriate areas of refuge.
- 2. **Chemistry odours s269 (11/27 email from Christina Mohr Email to Janine)**
 - Facilities has been contacted and have been unable to locate the source of the smell to date.
 - Janine has asked Christina and all working in that area to keep a journal of when the smell occurs to help solve this issue.
 - Stacey advises to call Facilities immediately when the smell happens.
 - **ACTION:** Journaling by Department and Facilities to Troubleshoot
- 3. **Animal Health Proxy requests:** Sonja requested that Gordon do checks in her area for computer workstation ergonomics and an AED refresher.
ACTION: Gordon

E. Reports

- **Health and Safety**
 - There was a flood last week in Old Main. The entire north wing of B block was flooded with sewage (last Tuesday).
 - Departments have been moved: Health and Safety now in HOL, Medical Office in Counselling area.
 - Hoping that all will be status quo by Jan 7th
 - **ACTION:** Stacey will send out an email advising of the relocations.
- **Incidents**
 - No incidents.