

**Attendance August 2018 – June 2019**

✓=Present

P=Proxy received

A=Absent

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

1	<p><b>Meeting Called to order</b> – Trent Hammer 1035hrs</p> <p><b>Welcome Back and Introduction of New Members</b> –</p> <ul style="list-style-type: none"> <li>• Jamie Lee Ushko – Biology (will be the JOHSC Rep)</li> <li>• Janine Rostron – Respiratory Therapy</li> </ul> <p><b>ACTION:</b> Stacey to add Jamie to the JOHSC distribution list</p> <p><b>Adoption of agenda</b> – Motion By: Wendy - Seconded By: Jamie</p> <p>Additions – none</p>
<b>Review of Minutes from June 28, 2018</b>	
2	<p><b>Additions/deletions to the minutes</b> – none</p> <p><b>Adoption of Minutes</b> – Motion by: Wendy    Seconded by: Trent</p>
3	<b>Old Business (from May 31 and June 28 Minutes)</b>
Dayton Shaw	<p><u>Chemical Storage, Labelling &amp; Inventory System</u></p> <ul style="list-style-type: none"> <li>• Nursing doesn't have any</li> <li>• Animal Health – need to check</li> <li>• Biology – working with Jamie and Tim</li> <li>• Visual Arts – TBD</li> </ul>

	<ul style="list-style-type: none"> <li>• Horticulture – TBD</li> <li>• Water Treatment Plant - TBD</li> </ul> <p><b>ACTION:</b> Dayton to continue working on this. Trent to contact Water Treatment Center rep.</p>
Peter	<p><u>Sign-offs:</u></p> <ul style="list-style-type: none"> <li>• Tabled until next meeting.</li> </ul>
Stacey	<p><u>Office Security</u></p> <ul style="list-style-type: none"> <li>• A reminder to keep office doors locked. Security has been moving a lot of transients off campus from dumpsters and within buildings.</li> <li>• New lock and codes for mailroom and photocopy room – TBD at next faculty meeting.</li> <li>•</li> </ul>
Stacey	<p><u>WHMIS Training</u></p> <ul style="list-style-type: none"> <li>• ARET (Walter) – Gordon has provided the information for his students to access.</li> <li>• ARET has moved from Old Main to Trades – will probably sit on Trades Safety Committee.</li> <li>• Chemistry is suggesting that all students take the course. Stacey agreed – it is free and will provide students with safety knowledge surrounding controlled products and gives them an edge when applying for jobs.</li> <li>• Contact Peter or Gordon for login info.</li> </ul>
Trent	<p><u>Smoking Near Entrances</u></p> <ul style="list-style-type: none"> <li>• The TRU Policy for smoking, vaping, and cannabis – comment period has been extended to Sept 14. Comment at <a href="mailto:secretariat@tru.ca">secretariat@tru.ca</a></li> <li>• Aaron Ladd (Allied Health) will present at future meeting.</li> </ul>
Trent/Stacey	<p><u>Fire Alarm and Other Testing</u></p> <ul style="list-style-type: none"> <li>• More advanced warning of alarms or testing/work to be done in the Lepin Building.</li> <li>• Facilities has been asked to provide email notification to the Science Secretary for distribution to those within the building.</li> <li>• Fire Alarm schedule for the calendar year is emailed via TRU Announcements in December and then 3 weeks in advance of each of the January and September drills.</li> </ul>
<b>4</b>	<b>New Business</b>
<b>Stacey/Peter/All</b>	<u>Summer Incidents</u>

	<ul style="list-style-type: none"> <li>Peter provided an overview of incidents that occurred particularly with Eureka – via proxy. There were also a number of procedural issues that occurred with this group.</li> </ul> <p><b>ACTION:</b> Stacey to meet with Verlinda Wale to discuss and look at ways to improve processes for next year.</p>
Trent	<p><u>Concerns for pedestrians/cyclists/vehicles near Lepin Building due to construction</u></p> <ul style="list-style-type: none"> <li>Construction areas have been cleaned up and there is much better and safer access to the building now.</li> <li>Access to Lot R and Lot S (east) has been closed for construction.</li> </ul>
Trent	<p><u>Monthly Meeting Times for Fall 2018 Semester</u></p> <ul style="list-style-type: none"> <li>Trent will send out a doodle poll to determine the best time.</li> <li>Trent will also send an email to Chairs to confirm or request representatives to sit on the committee.</li> </ul>
Open	<p><u>SHSC Chair for 2018/19</u></p> <ul style="list-style-type: none"> <li>Trent and Colin will stay on the committee but will not chair as they have other commitments this year.</li> <li>Need someone (or two to co-chair) to step forward.</li> </ul>
<b>Other New Business</b>	
Stacey	<p><u>Emergency Marshals</u></p> <ul style="list-style-type: none"> <li>Need to determine current status of marshals in the building.</li> <li>Stacey provided information on the transition of emergency marshals to CERT – Campus Emergency Response Team with expanded responsibilities.</li> </ul> <p><b>ACTION:</b> Stacey to send info on CERT program and list of those currently listed as marshals to Trent.</p> <p>Trent to send list of marshals to Chairs to confirm or request representatives.</p>
Wendy	<p><u>Scent Free Policy</u></p> <ul style="list-style-type: none"> <li>Is there a policy for scent free? There are a number of scent free signs around. How is this policy enforced?</li> <li>Stacey explained that there is no policy as it cannot be enforced. The Scent-Reduced Campus initiative was started by Wellness a number of years ago and is supported by TRU. It is endorsed by OSEM as for some people, this is actually a health issue and can affect people’s ability to work. For some individuals, where possible, their work space has been designated ‘scent free’. OSEM provides ‘Scent Reduced’ and ‘Scent Free’ signage around campus.</li> <li>Education is key – a good idea to provide this info at first class</li> <li>For more information see TRU Website</li> </ul>

	<p><a href="https://www.tru.ca/about/campuses/scent-reduced-environment.html">https://www.tru.ca/about/campuses/scent-reduced-environment.html</a></p> <ul style="list-style-type: none"> <li>Wendy asked if Stacey could provide a briefing of information that could be delivered to students on the first day of classes.</li> </ul> <p><b>ACTION:</b> Stacey to provide a briefing document</p>
<p>Jamie</p>	<p><u>Excess Chemicals</u></p> <ul style="list-style-type: none"> <li>Jamie stated that there are a number of very old chemicals on site that should probably be disposed of.</li> <li>There is also a very large number of old and dangerous chemicals in WL that need to be disposed of.</li> <li>Dayton clarified that according to the new WHMIS legislation, we should only be keeping 2-3 years' worth of chemicals on site.</li> <li>OSEM pays for annual chemical waste disposal but does not have a budget for large purges of chemicals. If we need to dispose of these very old and dangerous chemicals for safety and regulatory purposes, Stacey suggests that the Dean of Science be informed of the situation and request a budget for the disposal. This should be the last purge that is required.</li> </ul> <p><b>ACTION:</b> Stacey to provide Dayton with contact info for Randy Unrau of Sybertek Waste Removal in order to get a costing/quote for disposal.                  Trent to provide memo to Tom Dickinson regarding the situation.</p>
<p>5</p>	<p><b>Adjournment</b></p>
	<p>Motion to Adjourn By: Wendy Seconded by: Jamie                  Meeting adjourned at 1116hrs</p>