Tyndale University College & Seminary
Joint Health & Safety Committee

MINUTES

Date: May 18, 2016 (Meeting #2 of 2016)
Location: B321
Time: 2:00 pm
Present: Kathleen Steadman, Becky Wismer, Brian Bertrim, Scott Rough, Bryan Tai
Regrets: Grace Pat, Misa Mochinaga

ITEM	MINUTES	ACTION
1. Opening Prayer	**BW**	
2. Review/acceptance of minutes – Feb. 17, 2016	**ALL** – Accepted as presented	
3. Accident and Incident Reports	**SR –** 5 incidents since last meeting: **March 12 –** A residential student had a panic attack. 911 was called, paramedics attended and dealt with the situation. **April 8 –** A residential student passed out prior to an exam. 911 was called; the student refused to go to the hospital with them. Student was ok after returning to the residence. Immediately following the above incident, another student believed s/he was about to have a seizure. The paramedics were recalled and took the student to the hospital to be checked. The student is fine. **April 27** – A staff member tripped on a small step while exiting the building at the front admissions entrance, slightly injuring an arm. The step in question has now been painted with a warning strip. The staff member is fine. **May 4 –** A commuter student had 2 fingers broken when a window they were trying to open fell on their hand. A fellow student and the professor acted quickly to deal with the bleeding. The facilities team has	**BB –** Ensure window repair is completed. **SR –** Ensure Sharon Chuah and Leah Lundy are scheduled for 1st Aid training as requested.

	now marked the window with a "Do Not Open" sign and a repair is being scheduled. The facilities team has cleaned up the area. Sharon Chuah and Leah Lundy have completed a Mental Health First Aid course and have requested First Aid training as well to better assist as first responders when needed.	
4. Inspection Reports	**SR –** 2 sections were not completed when the thorough inspections were scheduled; would like to have these sections checked. For the inspections that were completed, there were no "Class A" concerns. There were a couple of "Class B" concerns that have been dealt with. **SR –** Noted that we are permitted to have responsible, non-committee members perform inspections if the committee feels we wish to do so.	**SR/BW –** Complete a thorough inspection of one of the areas that was not covered. **ALL –** Volunteer (s) needed to complete the thorough inspection of the second area that got missed.
5. Follow up items from last meeting: a. Feedback re: inspection routes	**KS** – The routes are long when it comes time for the thorough inspections, but are otherwise manageable. BW agreed. General consensus seems to be that the routes are manageable.	**SR –** Take a look to see if we need to re-assign routes based on a now smaller committee.
b. Recommendation re: extension cords	**SR –** An initial recommendation was drawn up by Grace but has not been finalized and presented to cabinet as of yet; apologies by SR for not completing this. **KS –** Please take into account areas that have a regular set-up and extension cords are taped down (eg. BEd. Classrooms).	**SR –** Re-write/review the recommendation(s) and send it to committee members to review. **All** – Review recommendation(s) once received from SR and provide feedback as necessary.
c. Fire Safety Plan	SR – The fire safety plan was received from the fire department late February; all aspects of the plan have been approved. Copies of the document are located in SR's office, BB's office and in the Fire Safety Plan box at the front of the building.	
d. Exterior Lighting (including new	**SR** – All exterior lighting has been checked and is functioning.	

parking lot summer 2016)		
e. Fire Wardens	**SR** – No update available.	**SR –** Check with GP to see what progess has been made on this issue.
f. Employee Emergency Contact Information	**SR** – No update available.	**SR** – Check with GP to see what progress has been made on this issue.
g. H&S Bulletin Boards – location, maintenance	**BB** - The bulletin boards have been relocated. They are in the following locations: Seminary Copy Room (B300), Kitchenette by the President's Suite (CH400), UC Copy Room (F400). Boards need to be more clearly marked as being for the exclusive use of the Health & Safety committee.	**BB –** Label bulletin boards appropriately.
h. Facilities safety shower	**BB –** Shower has been installed in CH100 mechanical room near where chemicals are typically used. The facilities team is responsible for inspecting it monthly to ensure there is a full water flow in the shower and eyewash station.	**BB** – Ensure a log is being maintained for the shower inspections. Provide signage for the shower. **SR** – This log needs to be checked by the committee in December – add this to the annual checklist.
6. Facilities (& IT) – online training courses: year 2	**BB –** Fast Rescue Online Training courses are being done by the facilities team. Some of the team have already completed several components. **SR –** Four IT staff members have been asked to complete certain components of the training (WHMIS, Ladder Safety, Ergonomics & Back Care). They are working on the training.	
7. Informal AED training/refresher	**BB –** The training has not yet been initiated. It will likely be set up for June or July. A notice will be sent inviting anyone who would like a refresher to attend.	**BB –** Set-up informal AED training and issue invitation
8. First Aid training – next session	**SR –** Several of the First Aid certificates of committee menbers have expired. He would like to get the training done again, and work towards yearly certifications,	**SR –** Plan a training session and determine who should be asked to participate in it.

	especially for first responders. In light of the "window incident" that happened recently, he would also like to offer training to a select number of faculty members.	
9. AED location	**BB** – The AED at the front entrance is not in an ideal location (slightly behind the desk and behind a locked glass door when Reception is closed). He is looking for a new location where it is accessible 24/7.	**BB –** Determine an appropriate location (the 4 corners "intersection" by the chapel maybe) and relocate the device.
10. JHSC members – losses & changes	**SR –** Due to changes in employment status at Tyndale, Bill Friesen and Elizabeth Koshie are no longer on the committee. Grace Pat is now a part-time employee who will assist the committee until a new co-chair is named. Best practices show that an HR representative should not be a member of the committee. Discussion followed regarding the need/desire for additional people to be added to the committee. We do not need more management reps. **BW –** Stated it is easier to complete the required inspections when the committee has more members. **BT** – Agreed it would be good to have two people per inspection team plus a 'spare". General agreement that we would like to look for two non-management reps to add to the committee; we would like to see if we could add a faculty member or two. **SR –** The non-mgmt reps need to propose and agree on names of people to approach.	**SR** – Contact UC and Seminary Deans to see if they have any ideas as to who on their faculties might be interested in serving on this committee. **BT** – Talk to Justin and Sharon (Staff Association) to see if there is anyone they would recommend. **All other non-mgmt reps –** Propose suggestions for reps to each other over the next week.
11. Other Business a. Pest Control b. Next meeting date	a. **KS -** Mice in Rick Cunningham's office - traps are in place – how often are they being checked? What is the plan to clean up droppings if they appear again? **SR** – Area should be checked monthly unless there is an evident on-going problem. We can call the pest control company in at any time.	**a. BB** – Check with Rick and the pest control company to see what the status is in his area.

	b. **SR –** next meeting date has not been determined.	**b. SR -** Check our terms of reference and figure out when our next meeting is supposed to be and notify the committee members.
12. Closing Prayer	n/a	

Co-Chair

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