

Joint Health and Safety Committee
Meeting Minutes
October 2nd, 2008
11:00 am- 12:00 pm
Room # 2041

Co-Chair: Scott Rough

Co-Chair: Chris Ricci

Members Present: Tori Bartosik, Peter Chow, Kaarina Hsieh, Tina Kim, Cynthia Yoon

Note-Taker: Tori Bartosik

1. Prayer- Cynthia

2. Review of Minutes- reviewed and passed by all committee members

3. Accident and Incident Reports

a.) a few minor injuries have been reported (bike injury, sprained ankle)

b) a more serious incident occurred this summer in the bookstore.

-Peter Chow was doing work on the overhead lights in the Bookstore. The ballast cover was loose on one of the lights and fell on student worker Katrina Carson.

-It hit her back and neck. No one was at fault as it was an accident. A letter was written up and will be attached with these minutes.

-For the future, it needs to be made known if work is being done in a common area where people could be walking. An example would be put up cones around the area as well as signs.

c) Resident Incident: A TV that was on an unstable mount fell on a student's head while trying to adjust the TV. The student had no injuries. The TV mount was replaced and very sturdy. Still waiting for an incident report

Action: Kaarina will speak with Josh to get an incident report.

d) Victor Shepherd- had a heart attack during Seminary Orientation

- Ruth Whitt was there to help him until the paramedics came.

-was mentioned in meeting that the emergency plan should possibly state that spaces should be cleared immediately, in the event of an emergency. Kaarina was able to do this for this incident

-**Follow-up:** Victor is doing well at home/cottage. Has taken this semester off to recuperate, but is still meeting with students from home and staying involved at a lower degree

4. Inspection Reports

-there were no A's reported. Only B's and C's.

5. Items for Review/New Items

a) Policies (Contractor, Lockout Tagout, Confined Spaces)

-were put on hold over summer due to B.Ed Construction

-Will be completed by Scott within the next couple of weeks

b.) Bayview Campus-Inspection areas: 1st floor, basement and 3rd Floor (E & F Wing)

-Key box will be put in place for all keys to the building to be put into. Tori will have a key to this box

-Rep for H& S committee from Bayview Campus will now be Tori.

-Info Board: has been put in place, just outside of Tori's office before entering in the faculty/staff offices

-policies, minutes (Tori will post them) and H&S book will be on this board

-a contact sheet of all H&S representatives will be on this board as well

c.) 1st Aid: had nineteen (19) people come

-all of the student leaders are certified

-Karen Soltau, new Reception Coordinator, will need to be trained at next session

Action: A contact list needs to be given to Josh Philip to review with the RA's to know what to do in the event of an emergency. Bookstore should get one as well since they are open later than business hours.

-Cell phone numbers of the committee will be given to Tori, Albert and Ricki to have in case of emergencies at the Bayview Campus

d) Faculty and New Staff Health & Safety Training

-student leaders were trained in the summer

-have not completed training with faculty.

Action: Tina will ask Janet to start the Faculty meeting on December 10th half an hour earlier to accommodate training.

Cynthia will find a date for new staff training for November

e) Defibrillator-Tyndale has been approved by Brian Stiller to purchase a defibrillator for the school.

-Chris will complete the paperwork to submit to Randy and then the machine will be purchased

-Ten staff/faculty members will be required to have training. Security will be trained as well.

-the committee feels that it should be mandatory for Student Life, Sports Coordinator and at least one person from the Seminary for training.

f) Additional Rep-Scott mentioned that we ask Karen Soltau to be our new Health and Safety rep.

-She has H&S experience from previous jobs

-Cynthia has already mentioned it to Karen and she seems open to the idea

Action: The committee agrees to bring Karen Soltau on as an additional non-management representative for the Health & Safety Committee

-News: Tina is expecting a baby in February. This means that the committee needs to fill her position with another staff member from the Seminary. Possibilities mentioned were Nelly Chau or Dahlia Fraser

Action: Committee needs to start thinking and make a decision by the December meeting

6. Other Business:

a) Cleaning-complaints have decreased, but the cleaners have not shown significant improvement

b) Cynthia received confirmation of certification Health & Safety training. She is now fully trained

c) Incident-cleaner fell on wet soapy floor. No signs had been posted.

-hit head pretty hard, was taken to the ER. No injuries. Signs always need to be posted by cleaners

d) Flu shot clinic-will set up dates and times at the end of October or beginning of November

Action: Cynthia will be in contact with Kaarina and Ashley Saunders about times for clinics

e) Staff Lounge- would be nice if lounge could be upgraded so that staff can use it.

Action: Chris will talk to Randy about this

f) Parking on Garnier: Tyndale can not ticket vehicles on road

-Tyndale has been in contact with the Parking Authority, but can not do anything other than that. The residents on the street must contact them in order for anything to change

7. Prayer-Tina