

Meeting Minutes

June 15, 2011

Ballyconnor Boardroom

11:30am – 12:30pm

Management Chair: Nancy Dodsworth

Non-management Chair: Nathan Veley

Members Present: Allan Marriage, Benjamin Reynolds, Karen Soltau, , Scott Rough,
Kaarina Hsieh, Becky Wismer

Regrets: None

1. Nancy opened in prayer
2. Review of Minutes – Nathan
 - a. Item 1b. Scott and Nathan will attend the fire drill on July 26, 2011 on Bayview Campus. This will be when the new students have arrived. Allan observed that during the last drill, upstairs cleared out in 3 minutes. Scott said the library was cleared out quickly too.

Scott noted that the PA speakers on Ballyconnor campus will be tested during the month of August, when there are no classes going on.
 - b. Item 3d Defibrillator training
On July 11, the new defibrillator dummy will be set up in a room for people to practice on. Those who have not been trained, will be shown what to do and given time to practice. The Health & Safety team needs to run through the procedure.
2. Accident and Incident Reports – For May & June there were only 2 accidents reported – 1 sprain and 1 scratch.
Scott is going to meet with Nancy to work on the Incident and Accident forms, making it easier and clearer for filling out. There is different information needed for each form, and sometimes the correct information is not being entered.
3. Items for Review / New Items
 - a. Workplace violence survey results –Nancy
Nancy handed out a summary of the workplace violence survey findings. The actual number of people who completed it was down from 79 last year) to 66, but there were more faculty members who took part this year. Nancy commented that if things are not going well employees generally make it a point to complete such surveys anonymously, but if things are going well, employees often tend not to

complete such surveys. The fact that the number of responses is down is not necessarily a bad thing.

There were only 4 people who stated they had experienced verbal abuse. Of these 3 stated that they had reported the matter and 1 chose not report the matter. , It was also noted that no one reported threats of Physical violence or of physical attack.

Nancy listed the responses of those who indicated security measures at Tyndale were inadequate. (6 regarding security within the building and 7 outside the building). From the responses it appeared that these individuals were not aware of some of the security arrangements (such as cameras) that are already in place. Nancy stated that an e-mail summarizing the feedback received and action taken to address the concerns raised would be sent to all employees.

Scott commented on the question “How susceptible do you believe our environment is to workplace violence (verbal abuse, physical force, or physical attack)? He wondered if we needed to separate these three attacks into three different questions.

The issue of receiving an online abuse email was raised. It was clarified that this would be categorized as an incident of verbal abuse.

There was discussion about security in relation to the residences. It was noted that Student Life needs to communicate to students about this matter. It was noted that there will be more RA’s on each floor next year. Students will be encouraged to keep their rooms locked. The issue of having secure entrances on each of the residential floors was looked into for this building, but the costs were too high for the two years we have left here. The existing security measures (security cameras, rounds by Security Officer during evening hours) are considered adequate for the time being. When we move to the new campus, this issue will be taken up again.

ACTION ITEM NANCY: Send summary of feedback and measures taken to address concerns to all employees.

Nancy asked for input about what to do about the survey next year. She felt the full online survey could be done every 2 years. Scott suggested sending the questionnaire to Tyndale Operations Committee (TOC) members before the TOC meeting next year and request them to get feedback from their teams.

Scott also suggested that it would be a good idea for Operations Management to meet with each department and discuss safety concerns as part of the “Transition to the new campus”.

- b. Draft of Emergency Preparedness policies – Nancy
Nancy handed out the draft of the procedures to be followed in each of the

following cases

- i. Fire – Attachment A
- ii. Violent situations –
- iii. Power Failure – Attachment C
- iv. Suspicious letter or parcel – Attachment D
- v. Medical Emergency – Attachment E)
- vi. Civil Emergency – Attachment F
- vii. Public Health – Attachment G
- viii. Extreme weather

ACTION ITEM ALL: Review all the attachments and submit any comments to Nancy by **June 29, 2011**.

Some comments were made on Attachment C : Power failure. Scott will send Nancy a list of house phones that do continue to operate during a power failure.

ACTION ITEM: SCOTT AND NANCY A brief chart of what to do in certain emergencies will be made up, laminated and placed in prominent places around the campus similar to the one in the elevator.

- c. Recommendation regarding candles at the Bayview campus
Nancy and Nathan completed the final draft and Scott examined it.
Recommendations by student life were included.

ACTION ITEM NANCY AND NATHAN: Print the document and submit to Randy for signing.

4. Other Business

At the very end there was some discussion about posting signs about being a scent free campus. Nancy said that she had sent out an email about this and hadn't received any feedback.

5. Closing Prayer

Alan closed in prayer.

ACTION ITEMS AT A GLANCE

EVERYONE:

- Review handout from Nancy about emergency polices and provide feedback, if any, to Nancy by June 29, 2011.

SCOTT & NATHAN:

- Attend on July 26, 2011 the fire drill on Bayview campus.
- In August, check the PA system at Ballyconnor campus.

NANCY & NATHAN

- Print the recommendations about candles on Bayview campus, submit to Randy for signing.

NANCY

- Summarize the results of the Workplace violence risk assessment survey and send to everyone.
- Finalize the “emergency preparedness polices” and obtain necessary approvals.

NANCY & SCOTT:

- Make charts of procedures that everyone needs to know, laminate and hang in prominent places.

**Next Meeting:
Wednesday, September 21, 2011
11:30a.m. – 12:30 p.m.**