



TYNDALE
University College & Seminary

Joint Health and Safety Committee

Meeting Minutes

January 11, 2007

11:00 am – 12:00 pm

Attendees: Scott Rough, Chris Ricci, Tina Choe, Kaarina Hsieh, Peter Chow

Regrets: Cynthia Yoon

1. Prayer

- Chris opened in prayer

2. Items for Review from last meeting

a) Diesel Generator

- We do not yet have an answer as to what to do with the generator. A Smith and Anderson report was found and is being processed. A company will be called in to do an assessment of what needs to be done. We will also be extending the exhaust pipe, but are waiting to make sure that it can be extended before proceeding. We hope to have further updates for next meeting.

b) Fall Arrest Training

- Chris has contacted Steve Pauls at The Peoples Church to conduct training, however Steve is busy and has not yet had time to schedule us for training. Chris will follow-up with this.

c) Plenum Spaces

- George has identified two confirmed plenum spaces, and the possibility of a third. The two confirmed spaces are the seminary (both floors) hallways, and the new admissions offices. The other possible area is the new student life wing. George will find out about the student life wing. If the student life wing is found to be plenum ceiling than we may have to contact Trace electric as they are the ones that ran the original wiring and should have ensure that it was properly fire rated.

- Chris will be writing a formal policy stating that all future wiring in these area's must be FT-6 (plenum) fire rated.

d) Confined Spaces

- We have identified the confined spaces in the building. The two boiler as well as a two tanks in the boiler room qualify. George and Scott will be deciding on how to handle the confined spaces; either we will write our own procedures (based on the new laws) and have proper equipment purchased, or we will hire a company to perform all work in these spaces.

- The freezers in the kitchen are not considered confined spaces, but should have signs indicating that one should let another know if entering these area's.

3. Report from inspections on January 9, 2007

- The reports were discussed. No class A or B hazards were found, but some class C hazards were. Chris is compiling the list and will work with Scott to have the hazards fixed.

4. Hand Sanitizer

- We discussed having hand sanitizer in the building during the winter months and having individual department purchase them as the health and safety budget is running low.

5. First Aid Training for receptionists & purchase of materials

- Cynthia is waiting for some of the receptionists to give her a copy of their first aid training cards to prove that they have taken the course and are current. She is booking first aid training for those who have not been trained yet.

4. Other Business

1) Train the trainer training update

- There is no money for this in the health and safety budget right now, but administration is working on finding the money to do this asap.

2) Sexual Harassment Training

- Kaarina brought up that she, George, and Deepa had taken a course on sexual harassment in order to train those in the workplace. We will attempt to put this together with the other training (WHMIS) that needs to be done for all employees.

5. Closing Prayer

- Kaarina closed in prayer.