**Call to Order:**

**Committee Member Attendance:**

Donna Drover, Co-Chair and Management Rep [x]  Rod Fayant, Co-Chair and PPWC Rep [ ]

Rob Macrae, SCFA Rep [x]  Barb Ihlen, Management Rep [ ]

Niki Menard, PPWC Rep [x]  Rhonda Schmitz, Management Rep [x]

Arleen Gallo, Management Rep [x]  Jason Dacosta, SCFA Rep [x]

Jennifer Pascoe, PPWC Rep [x]  Jodie Reay, PPWC Rep [x]

Paul Rodrigues, PPWC Rep [x]  Brad McVittie, BCGEU Rep [x]

Ron Zaitsoff, Management Rep [x]  Emily Moorhead, Minute Taker [x]

Kerry Clark, Guest [x]

**Review and adopt previous meeting’s minutes of 12/11/2018.**

Approved [x]

Declined [ ]

**Approve Agenda:**

Additions [ ]

Nothing to add [x]

**Old Business:**

1. Inspection Reports (Inspection reports for previous years are available in the shared committee folder on the s:drive)

Review:

* Monashee and Granite Blocks (November) – Jodie Reay/Donna Drover
* Sentinel Block (December) – Donna Drover/Jodie Reay

***Previous Action Items:***

* Donna to locate previous Sentinel inspection report.
* Jodie and Donna completed Monashee, Granite and Sentinel on December 21.
* Used a template from iAuditor for the above inspections. It was more thorough than what has been completed in the past. A copy of the inspections will be placed on the S:drive.
* Pictures were taken, notes taken through audio and converted to text, work orders were then created.
* No major issues noted – general housekeeping items (inspection of fire extinguishers not completed, properly label chemicals, etc.).
* One thing noted from the inspections is it is useful to have someone who works in the space being inspected be present to assist with questions. When inspections scheduled, a representative should be scheduled too.
* The iAuditor tool can create hallmarks, or areas we want to be consistent in throughout both campuses.

 ***Action Items:*** Donna to go over the iAuditor template/tool next meeting.

1. Stats Report (Standing Item) – Donna and Jodie
* No new WorkWafe claims for December.
* No new FirstAid claims for December.
1. Work Alone Update – Donna

 ***Previous Action Items:***

* Revisit this for the next meeting.
	+ Waiting on approval of PIA
	+ Kerry Clarke invited to meeting to speak on behalf of leadership.
	+ Revised the Work Alone policy, which has been sent to Arleen for review and will be sent to the Policy Review Committee to approve.
	+ Revised the Hazard Risk Assessment. As assessment used by UBC in Work Alone – removes a lot of guesswork. Excel spreadsheet sent to members and Jodie reviewed during the meeting. The Assessment is a tool that rates the hazard severity and designates a numerical score. Based on the score, guidelines are provided and alerts the employee/supervisor to create an action plan.
	+ Kerry: what about employees who choose to come in outside of regular hours – how are they monitored? Donna: the employee could use the Work Alone App that is being reviewed.
	+ Records will be kept in the employee file; central worksheet will

 ***Action Items:*** Committee members to review the risk assessment before it is sent to Leadership and Supervisors to complete.

1. Smoking

 ***Previous Action Items:*** Ron to look into designated smoking gazeebos.

* Ron met with Leslie – it is on the list for 2019, yet to be prioritized.
* The gazeebos will require lighting, concrete walkway, etc. for safety.
* Healthy Campus survey and research results to come out in June that will guide the implementation of the designated areas. The goal is to create a healthy culture.

 ***Action Items:*** Designate areas prior to approval of the gazebos.

1. Terms of Reference
* Tabled for next meeting.
* Need to be in line with WCB.

 ***Action Items:*** Committee members to review the TOR before they are accepted.

**New Business:** No new business.