**Call to Order:**

**Committee Member Attendance:**

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

Rob Macrae, SCFA Rep  Barb Ihlen, Management Rep

Niki Menard, PPWC Rep  Rhonda Schmitz, Management Rep

Arleen Gallo, Management Rep  Jason Dacosta, SCFA Rep

Jennifer Pascoe, PPWC Rep  Jodie Reay, PPWC Rep

Paul Rodrigues, PPWC Rep  Brad McVittie, BCGEU Rep

Ron Zaitsoff, Management Rep  Emily Moorhead, Minute Taker

Kerry Clark, Guest

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

Approved

Declined

**Approve Agenda:**

Additions

Nothing to add

**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.