



**Castlegar JOHS Committee Agenda**  
**February 12, 2019**  
**Monashee 14, 1-2 pm**

**Call to Order:**

**Committee Member Attendance:**

Donna Drover, Co-Chair and Management Rep <input checked="" type="checkbox"/>	Rod Fayant, Co-Chair and PPWC Rep <input checked="" type="checkbox"/>
Rob Macrae, SCFA Rep <input type="checkbox"/>	Barb Ihlen, Management Rep <input type="checkbox"/>
Niki Menard, PPWC Rep <input type="checkbox"/>	Rhonda Schmitz, Management Rep <input checked="" type="checkbox"/>
Arleen Gallo, Management Rep <input checked="" type="checkbox"/>	Jason Dacosta, SCFA Rep <input checked="" type="checkbox"/>
Jennifer Pascoe, PPWC Rep <input checked="" type="checkbox"/>	Brad McVittie, BCGEU Rep <input type="checkbox"/>
Paul Rodrigues, PPWC Rep <input checked="" type="checkbox"/>	Ron Zaitsoff, Management Rep <input checked="" type="checkbox"/>
	Emily Moorhead, Minute Taker <input checked="" type="checkbox"/>

**Review and adopt previous meeting's minutes of 2/12/2019.**

Approved  Typo – Workwafe; change to Worksafe.  
Central worksheet will be stored in S drive.

Declined

**Approve Agenda:**

Additions  2. TOR

Nothing to add

**Old Business:**

1. Inspection Reports (Inspection reports for previous years are available in the shared committee folder on the s:drive)
  - January does not have inspections.
  - New 2019 schedule handed out during meeting and can be found on the shared JOSH Committee S drive.
  - Recommended the new Coordinator to be present at the inspections, but the owner of the inspection to complete it. Committee would like more input to ensure there was a JOSH Committee member present for each inspection, which is being done, and does not see any problem with the Coordinator observing.
  - Committee went over iAuditor with Donna to gauge if they would like to use it for future inspections.
    - i. Can be accessed on any tablet, phone, and computer.
    - ii. Cost increases with more users.
    - iii. OH&S to have access to read/write and members of the Committee can have access to read inspections. The report will be exported and saved to the S Drive.
    - iv. Templates specific to each inspection to be completed jointly by the Committee.



**Castlegar JOHS Committee Agenda  
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***Previous Action Items:***

- Donna to locate previous Sentinel inspection report.
- Donna to go over iAuditor/template – Completed.

2. Stats Report (Standing Item) – Donna and Jodie

**First Aid:**

- Castlegar campus:
  - Student burned their hand at home and had blistering – sought first aid while on campus.
  - Faculty fell pushing risers up – documentation not fully received. Donna to follow up.
- Trail campus – student burned themselves outside of campus and sought first aid.
- Trail campus – occurred in February; senior community member attended a luncheon and cut their finger.
- Silver King campus – occurred January; student had a seizure. This is a known condition. Unconscious for a few minutes.
- 10<sup>th</sup> Street – student fainted used the bike and felt light headed and fainted after. No further injury.

First Aid/ Near Misses should be investigated (on case by case basis) or there should be follow up to avoid accidents in the future.

**WCB:**

- Work practicum student fell while on placement – fell on the ice twice.
  - Questions that came up:
    - Should there be documentation/communication on winter conditions?
- Claim for carpal tunnel started in December – denied.
- Employee in a car accident early this Fall – approved for any health care that is required.

3. Work Alone Update – Donna

- Waiting on approval of PIA – Approvals have to go through IT. Employee responsible for this is off on leave, and we are at a standstill.
- Using non employees as contacts – Hazard risk assessment sent out to members in January and walked through at the meeting. Questions came back around non employees being used as “check in buddies” as opposed to a supervisor or paid employee. Worksafe Officer stated it can be a partner/friend/spouse, but they need to be aware of your work alone procedures and the escalation process and who to contact.



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- i. Who is liable if you check in with your partner and not another employee? Are we moving forward with this process?
- ii. Where does the law fall if you check in with your partner?
  1. Worksafe states partner needs to be aware of procedures and it needs to be documented. Text and email creates a trail of checking in.
    - a. Partners recommended to not be a priority. Partners should be used in a case by case basis.
    - b. Structure positions to make safer i.e. complete high risk tasks when other staff are present, and complete low risk tasks when alone.
  2. The College also needs to look at liability. The above procedure can create exposure on the College. There needs to be accountability – will the supervisor be checking that everything is being documented and the spouse is check in?
    - a. Supervisors to look at the hazard assessment and get a response rating and create a work alone procedure based on the results and work with their employees. Supervisors to audit the plans to ensure they are effective.
- Any instructor working in a classroom with a student is not considered to be alone.
  - i. Different scenarios walked through with a Worksafe Officer such as a gym attendant alone versus gym attendant with community members. The gym attendant can create a work alone procedure at any time, but if there are people in that space, it reduces the risk.
- Many College employees do not require check in procedures as they are not considered “working alone” or “high risk.”
  - i. Even if you are not considered high risk, a work alone procedure can be created.
- Is there a benefit to have a WCB officer come in to answer questions?
  - i. Complete the Hazard Risk Assessments first, create procedures and go from there to see what is working or not.
- Assessments to be completed by supervisors by February 28<sup>th</sup>.

***Previous Action Items:***

- Revisit this for the next meeting.



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4. Smoking

- Standing item - to be touched on in June when approval on budget comes in May.

***Previous Action Items***

- Ron to look into designated smoking gazeebos.

**New Business:**

1. EFAP

- Counselling (i.e. for potential substance abuse issue), does our EFAP program fully fund for rehab?
  - There is a process through Homewood Health you need to complete. First step is to contact them.
  - It is not black or white, and is dependent on the situation (context, the program, etc.)

***Action Item***

- Donna to follow up with Arleen.

2. TOR

- Deferred to next meeting for the majority of the Committee members to approve.
- Nelson JOSH Committee to review over the next month.