

**Selkirk College**  
**Castlegar JOH&S Committee Meeting Minutes**  
**08/03/13**

Attendees: Jeff Schuepfer, Liana Zwick, Peter Leach

Absent: Corrine Major, Rob Macrae, Ian Dawe, Steve Podovennikoff

Guests: Mike Dion

Minutes: P. Leach

#	Item	Discussion	Outcome/Action
1	Old Business	<ul style="list-style-type: none"> <li>- Employee orientation</li> <li>- H&amp;S videos</li> <li>- Greenhouse wiring</li> <li>- Defibrillators</li> <li>- Smoking on campus</li> <li>- Sentinel Handicap lift</li> </ul>	<ul style="list-style-type: none"> <li>- Employee orientation records are required by WorkSafe BC. Human Resources are preparing procedures and forms.</li> <li>- Health and Safety videos are available for everyone to view at the Castlegar Campus Library: Peter will send this information to the Grapevine with a suggestion to view the ergonomics video.</li> <li>- The greenhouse is slated for an extensive renovation after the end of the semester; wiring will be replaced at that time.</li> <li>- The advantages of having Automated External Defibrillators on campus were discussed again with an emphasis on funding to purchase units. Mike Dion had several suggestions that he is going to pursue.</li> <li>- Smoking restrictions are going into affect March 31<sup>st</sup> to comply with Bill C-10 2007. Signs are being placed at all building entry/exits stating no smoking within 10 meters. A complete smoking ban was discussed favorably by all present. Peter brought up the possibility of legal contest to a complete ban as duty to accommodate addictions has been argued with court precedence being set. Four free standing ashtrays have been ordered and will be placed in the areas most frequented by smokers.</li> <li>- The key for the handicap lift in lower Sentinel is at the reception</li> </ul>

			<p>desk; Peter will post a sign at the lift with the key location.</p> <p>-</p>
2	First Aid Stats.	<ul style="list-style-type: none"> <li>- Gym</li> <li>- Main building</li> </ul>	<ul style="list-style-type: none"> <li>- Puncture 1 (staff)</li> <li>- Laceration 4 ( 2 student, 2 staff; 2 referrals for stitches, 1 student, 1 staff)</li> <li>- Nosebleed 1 (student)</li> <li>- Air quality 1 (staff, sent home)</li> <li>- Dizzy, loss of consciousness 1 (student)</li> <li>- Soft tissue 2 (staff)</li> <li>- Office fall 1 (staff)</li> </ul>
3	New Business	<ul style="list-style-type: none"> <li>- Risk Management</li> <li>- Medical condition records</li> <li>- First Aid forms</li> <li>- Fire alarm strobes</li> </ul>	<ul style="list-style-type: none"> <li>- The campus Risk Management committee still needs to meet, areas of risk need to be identified, clarified, policies need to be in place so procedure can be developed and instituted. Mike brought up the lack of communication available if a situation arose where lockdowns were necessary.</li> <li>- Peter will send out a notice asking people to notify Health and Safety of medical conditions, this is strictly voluntary. The information is confidential, accessible only to the first aid attendant(s) on the employee's campus.</li> <li>- WorkSafe BC has started using new forms as of January 2008; the form 7A has been eliminated, FAA's must now forward a Copy of the First Aid Record form and the Patient Assessment form to Liana or Peter when patients are referred. All FAA's have been notified. Forms have been provided to most campuses, Trail is still waiting.</li> <li>- Fire Alarms on all campuses need the old bells replaced with Siren/Strobes to meet fire code requirements regarding hearing impaired staff/students on our campuses. Silver King has been brought up to date.</li> </ul>
4	Inspection	<ul style="list-style-type: none"> <li>- Library; Jeff, Liana, Peter</li> </ul>	<ul style="list-style-type: none"> <li>- A low voltage light switch was found hanging from the wall. (REPAIRED) The elevator needs a notice stating that it is not to be used in</li> </ul>

			case of fire. A clearly defined fire refuge area needs to be established for handicapped users of the library. The local Fire Department needs to be informed of the location of any handicap fire refuges. This will be in the Fire Safety Plan.
5	Next meeting	- April 10 <sup>th</sup> , 12:30 room to be announced	