

## Castlegar OH&S Committee Meeting Minutes December 13, 2007

Attendees: Ron Orton, Jeff Schuepfer, Steve Podovennikoff, Rob Macrae, Peter Leach, Liana Zwick

Absent: Corrine Major

Guests:

Recorder: Liana Zwick

#	ITEM	DISCUSSION	OUTCOME/ACTION
1	Old Business:	<ul style="list-style-type: none"> <li>• Admin Attendance</li> <li>• Ergonomic Assessment</li> </ul>	<ul style="list-style-type: none"> <li>• Steve P, Liana Z and Corrine M will be attending meetings as management representatives</li> <li>• Ergonomic workshop being considered for Selkirk PD Day</li> <li>• Peter waiting for information on the possibility of a consultant to come in to do a review of high risk areas</li> </ul>
2	Smoking	<ul style="list-style-type: none"> <li>• On March 31/08 Bill 10 will be in effect</li> <li>• Must be 3 meters away from entryways and air intakes</li> </ul>	
3	Safety Meeting dates	<ul style="list-style-type: none"> <li>• Second Thursday of every month between noon and 2:00 pm</li> </ul>	
4	FA Stats	<ul style="list-style-type: none"> <li>• 1 Burn (employee)</li> <li>• 1 Cut (employee)</li> <li>• 1 Soft Tissue Injury (employee)</li> <li>• 1 Significant Near Miss (truck)</li> <li>• 1 Spray back of boiler chemical materials (MSDS was reviewed)</li> <li>• 1 Hyperdermic needle found in front of salad bar in the cafeteria</li> </ul>	<ul style="list-style-type: none"> <li>• Discussed related investigations and recommendations</li> </ul>
5	Emergency Procedures	<ul style="list-style-type: none"> <li>• FA call out problems identified and corrected (issue with radios)</li> <li>• Emergency contact for people calling in after 3:00 pm</li> <li>• Evacuation procedures need updating</li> </ul>	<ul style="list-style-type: none"> <li>• Peter will discuss emergency call-in options with Corrine</li> <li>• Peter will work on updating campus emergency</li> </ul>

			procedures
6	Greenhouse Lightbulbs	<ul style="list-style-type: none"> <li>• Having problems replacing them; so moist that the outlets are corroded</li> </ul>	<ul style="list-style-type: none"> <li>• Peter to follow-up</li> </ul>
7	Mir House	<ul style="list-style-type: none"> <li>• Handrail missing into the basement area</li> </ul>	<ul style="list-style-type: none"> <li>• Peter to follow-up</li> </ul>
7	Adjournment	<ul style="list-style-type: none"> <li>• The meeting adjourned at 1:30 pm.</li> <li>• Next meeting Jan 10, 12:00 – 2:00, Room TBA</li> </ul>	

Scheduled meetings: February 14/08; March 13/08; April 10/08; May 8/08; June 12/08

Pending Projects: Emergency Evacuation Procedures (as per Fires Safety Plan); Bomb Threat Procedure Review; First Aid Services; Ergonomic Assessment and Program Development