

**Selkirk College**  
**Castlegar OH&S Committee Meeting Minutes**  
**January 10, 2008**

Attendees: Corrine Major, Ron Orton, Jeff Schuepfer, Steve Podovennikoff, Rob Macrae, Peter Leach, Liana Zwick  
 Absent:  
 Guests:  
 Recorder: Liana Zwick

#	ITEM	DISCUSSION	OUTCOME/ACTION
1	Old Business:	<ul style="list-style-type: none"> <li>• Ergonomic Assessment</li> <li>• Smoking on Campus</li> <li>• Emergency Call-In Options</li> <li>• Greenhouse Lightbulbs</li> <li>• Mir House</li> </ul>	<ul style="list-style-type: none"> <li>• Ergonomic workshop being considered for Selkirk PD Day</li> <li>• Initial consultant rates came in VERY high; Peter will seek quotes from other consultants in the area</li> <li>• <u>Smoking</u>: Peter got a written air quality complaint where people are smoking by an air intake; he will check into possible resolution of this; Peter will also check regarding AVED intentions regarding campus smoking policies and he will look into signage</li> <li>• <u>Emergency Call-In Options</u>: Incoming Message will be changes (CM)</li> <li>• <u>Greenhouse</u>: Maintenance will re-wire</li> <li>• <u>Mir House</u>: Temporary handrail up</li> </ul>
2	FA Stats	<ul style="list-style-type: none"> <li>• 1 Fall – employee standing on insecure boxes – Dec</li> <li>• 1 Finger caught in restroom door (employee) – Jan</li> </ul>	<ul style="list-style-type: none"> <li>• Discussed related investigations and recommendations</li> </ul>
3	New Employee Safety Orientation	<ul style="list-style-type: none"> <li>• Peter reviewed WCB requirements regarding orientation and circulated a proposed</li> </ul>	<ul style="list-style-type: none"> <li>• Liana will incorporate into</li> </ul>

		form/template for documentations purposes	her project on revising the New Employee Orientation process. Target time-frame is this spring
4	Claims Costs	<ul style="list-style-type: none"> <li>Liana brought and discussed information about Selkirk's WCB claims costs which will be increasing for 2008. She will copy the Safety Committee members on more detailed information that she will be providing the Operations Committee</li> </ul>	<ul style="list-style-type: none"> <li>Liana to follow-up with more detailed info</li> </ul>
5	Defibrillators	<ul style="list-style-type: none"> <li>\$1800 per unit; if you buy 2, can get a training unit</li> <li>Would be well worth the expense</li> <li>Discussed the possibility of applying for grants in order to purchase</li> <li>The Committee recommended starting with the Ergonomic Assessments if we had to prioritize</li> </ul>	<ul style="list-style-type: none"> <li>Peter to follow-up</li> </ul>
6	Pension & Benefits Officer	<ul style="list-style-type: none"> <li>Michele Laurin has a standing invitation to sit in on our meetings as she deems necessary; we would also invite her to participate with us on any overlapping issues</li> </ul>	<ul style="list-style-type: none"> <li>Liana to invite Michele on this basis</li> </ul>
7	Inspection	<ul style="list-style-type: none"> <li>Sentinel, Lardeau and Kokanee wing areas were inspected</li> <li>Key availability for the wheelchair lift was uncertain – Peter to inquire</li> <li>Custodial Closets were clean and free of debris</li> <li>Fire Extinguishers were inspected according to schedule</li> <li>Emergency Access areas were clear</li> </ul>	
7	Adjournment	<ul style="list-style-type: none"> <li>The meeting adjourned at 1:30 pm.</li> <li>Next meeting February 14, 12:00 – 2:00, Room TBA</li> <li>NOTE: Jeff Schuepfer will chair this meeting as Liana and Peter will not be able to attend</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