

Selkirk College
Castlegar OH&S Committee Meeting Minutes
May 8, 2008

Attendees: Corrine Major, Jeff Schuepfer, Peter Leach, Liana Zwick
 Absent: Steve Podovennikoff, Rob Macrae
 Guests:
 Recorder: Liana Zwick
 CC: Michele Laurin

#	ITEM	DISCUSSION	OUTCOME/ACTION
1	Old Business:	<ul style="list-style-type: none"> Ergonomics Defibs Risk Mgmt 	<ul style="list-style-type: none"> <u>Ergonomics</u>: Heather had 2 days of training and may be able to assist with ergonomic training <u>Defibs</u>: Gerry may be able to pay for 2 (one in the Gym; one in the main bldg) Peter to get quotes <u>Risk Management</u>: Liana to check with Louise re: Risk Mgmt Committee; Trail Campus is a higher risk area (Corrine gave some examples of past incidents); Selkirk Security (based in Trail) is a sub-contractor for Selkirk College – come out if there is a call
2	FA Stats	<ul style="list-style-type: none"> 1 Soft Tissue injury in Castlegar 1 Eye splash in Nelson 	<ul style="list-style-type: none"> A WHMIS upgrade would be good as well as orientation forms for the Maintenance crew. Steve is supportive of both.
3	Library Safety DVDs	<ul style="list-style-type: none"> Are they in yet? 	<ul style="list-style-type: none"> Peter to inquire
4	Inspections	<ul style="list-style-type: none"> A more organized format is going to be introduced soon This will include an educational component on the inspection topic at the meeting prior 	<ul style="list-style-type: none"> Peter
5	Student Safety Issues	<ul style="list-style-type: none"> Students not paying attention while listening to their mp3 players and/or iPods; one was nearly run over 	<ul style="list-style-type: none"> Peter has asked the Student Union to highlight the issue in their newsletter
6	Future Deaf Student	<ul style="list-style-type: none"> A plan is being drawn up to ensure this student's safety while on campus and in residence 	<ul style="list-style-type: none"> Peter working with others to finalize the plan; he needs to know the classrooms that the student will be in
7	Safety Planning	<ul style="list-style-type: none"> Liana and Peter are meeting on a regular basis to review the needs and priorities of all safety activities; we will be bringing information to the committees as it is being developed in order to 	<ul style="list-style-type: none"> Peter to bring information forward Liana to circulate potential training topics to Jeff/Corrine; one will be selected and a session

		<p>obtain your feedback and suggestions. For example, we are looking at developing a Terms of Reference for the Committees. Priorities at this time are the Fire Safety Plans and Emergency Procedures.</p> <ul style="list-style-type: none"> • A new format for reporting stats is also being considered • Training for committee members was also discussed 	<p>booked and held for all committee members – session to be held at the Nelson Campus to accommodate the 3 committees in that area.</p>
8	Toolbox Meetings	<ul style="list-style-type: none"> • Orientation forms will be reviewed • Dave Briggeman stepped forward to conduct the toolbox meetings • Other items to address include the daily mileage logs and the driver's daily checklist • As for other campuses we can consider that a teleconference be conducted periodically with weekly toolbox meetings being held on their own 	<ul style="list-style-type: none"> • Peter to follow-up on
9	First Aid Rooms	<ul style="list-style-type: none"> • All are equipped properly • Peter replaces the Gym FA supplies upon useage • Peter is behind on replacing the fluid in the eyewash bottles • Supply cupboards are kept locked • Peter would like to meet with the attendants on a regular basis; this is pending full-time status of the job • It is important to debrief FA incidents with the attendants after they happen • Peter was invited to attend meetings of the STAT (Selkirk Trauma Assistant Team) group • If STAT is just a student service, Peter would like to initiate discussion to encompass procedures that would cover all staff 	
7	Adjournment	<ul style="list-style-type: none"> • Next meeting June 12/08, 12:30 – 2:00, Room TBA 	

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