

Selkirk College
Castlegar OH&S Committee Meeting Minutes
October 9, 2008

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

#	ITEM	DISCUSSION	OUTCOME/ACTION
1	Old Business:	<ul style="list-style-type: none"> Peter noted that a very casual meeting was held in September as there were only 2 people present 	<ul style="list-style-type: none">
2	Agenda	<ul style="list-style-type: none"> An agenda of the following items was listed for this meeting: Security and dogs on Campus WCB Claims Air Quality Website/Procedures Fire Safety Plan Training (Violence in the Workplace/Working Alone) 	<ul style="list-style-type: none">
3	Security	<ul style="list-style-type: none"> A female instructor has experienced 2 incidents where a male student, when asked to stop smoking by the entrance door, blew smoke in her face and told her to F-off. 	<ul style="list-style-type: none"> Peter to inquire with the instructor and ask her to contact Gerry G. Gerry is the first point of contact for any student related issues. Peter to submit an update article to the Grapevine informing employees about the procedures to use in the event of such aggressive behavior; and to forward the article to the chairs asking them to raise the issue with their Dept members
4	Dogs on Campus	<ul style="list-style-type: none"> There have been a few nervous encounters with dogs on campus Melanie had sent out a friendly e-mail asking instructors and others to ask students not to bring their dogs on campus; she got a number of rude responses in reply 	<ul style="list-style-type: none"> Peter will send an e-mail to the PRC recommending a College Policy regarding dogs/pets/critters on campus
5	WCB Claims	<ul style="list-style-type: none"> Liana indicated that in general claims seem to be increasing; she will prepare and bring a summary spreadsheet to the next meeting Liana gave an overview of an RRS student claim that was accepted in which case the student experienced permanent and irreparable lung damage She also raised the point that there were many soft tissue injury 	<ul style="list-style-type: none"> Liana to bring an updated claims spreadsheet to the next meeting

		claims being submitted.	
6	Ergonomics	<ul style="list-style-type: none"> • Liana discussed the need to provide Management Committee with a full update on the status of soft-tissue injuries and the need for improved communications regarding safety issues. • Rob took issue with this as he felt that this has already been done numerous times to no avail; he is very discouraged as he feels that the safety committee’s past messages have not been heard; feels that even suggestions for low-cost strategies have been ignored; he also feels that this is the #1 safety issue that faculty faces. • Peter noted that he has dealt with many calls regarding ergonomic complaints; and has provided many beneficial recommendations for positive change. 	<ul style="list-style-type: none"> • Peter noted he is in the middle of completing an ergonomic course (for which he is solely paying for) after which he will be in a better position to provide ergonomic recommendations • Liana will look for previous information submitted; update and meet with Louise and/or the Management Committee to discuss the College’s ergonomic needs
7	Employee Safety Orientation	<ul style="list-style-type: none"> • Peter mentioned that he has submitted info to HR and it is awaiting implementation • Liana discussed that Barb Kidd was going to help move this forward but she is no longer at the College; the HR Dept is in the process of re-allocating the work that she had taken on • Corrine suggested that we move on this immediately with the new employees that we hire and then look to capture existing employees in stages after that • Rob was frustrated that there is no way to log/document not only safety orientation but also safety training • Liana discussed the possibility of a new HRIS system which would be able to capture and track such safety related info • Liana also discussed the development of a Deans/Chairs handbook with a preliminary focus on contracts but that it will be expanding to include a section on health and safety responsibilities • Rob felt that it was not an SCFA members role to be responsible for such items but that orientation and training should rest with someone who has hiring/firing capability such as the Dean • Liana mentioned that in industrial construction, for example, it was common and expected for foremen on the job who are in the union to take an active role in such safety initiatives. 	<ul style="list-style-type: none"> • Liana and Peter to move this process forward to implementation
8	Safety Training	<ul style="list-style-type: none"> • Rob was also frustrated that training has not been coordinated/provided in a consistent and on-going approach (nor logged as mentioned in the orientation section) He finds that many past initiatives have not seen completion; nor recommendations heard when clearly management has the responsibility to respond. • This lead to a lively discussion on where safety responsibilities did lie 	<ul style="list-style-type: none"> •

9	Adjournment	<ul style="list-style-type: none"> • Corrine and Rob had to leave to other meetings/classes so the meeting was adjourned • Next meeting on November 13/08, 12:30 pm, Room TBA 	
7	Tabled Agenda Items	<ul style="list-style-type: none"> • Air Quality • Website/Procedures • Fire Safety Plan • FA Incidents/Claims Summary 	

Scheduled meetings: December 11/08

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