

Selkirk College
KSA Joint Health and Safety Committee Meeting Minutes
2008/03/12

Attendees: Chris Boven, Peter Leach

Absent: Dan Armstrong, Monique Lalonde, Corrine Major, Laura White

Guests:

Minutes: P. Leach

#	Item	Discussion	Outcome/Action
1	Old Business	<ul style="list-style-type: none"> - Entry Doors - Blocking entry/exits - Trip Hammer 	<ul style="list-style-type: none"> - The public access front entry/exit doors (handicap access) are not always unlocked during operational hours. These doors must be unlocked during regular KSA hours. - Instructors need to be reminded that all doors must be able to swing fully open; placing materials in the opening path of a door is not acceptable. - The trip hammer in the foundry area does not have adequate safety guards; trip hammer should be locked out until corrected. This was noted in early January, an instructor was given verbal notice. - A letter will be sent to KSA administration asking for compliance with above issues.
2	First Aid Stats.	No statistics were available	
3	New Business	N/A	
4	Inspection	<ul style="list-style-type: none"> - All floors were inspected 	<ul style="list-style-type: none"> - The main entry/handicap access was still locked at 9 am; these doors must be unlocked during KSA hours of operation. - Metal Studio trip hammer was fully operational even though a protective guard was removed. The trip hammer must be locked out until properly assembled with safety

			<p>guards. Peter turned of the breaker to the trip hammer; the Faculty assistant was notified. A letter will be sent to the Metal Studio instructors; it is extremely dangerous to work on a machine that can be turned on. Full lockout procedure <u>must</u> be followed when working on any equipment. This cannot be taken lightly.</p> <ul style="list-style-type: none"> - The second year clay studio had a cart of green pottery blocking the fire exit. - The fire exit door from the second year jewelry studio was partially blocked with materials in the fiber studio. - All fire egresses must be kept clear at all times; Peter will send a letter to Laura and Angus regarding observed deficiencies.
5	Next Meeting	8 am; Wednesday April, 9 th , 2008	