

Selkirk College

KSA Joint Health and Safety Meeting Minutes

2008/04/09

Attendees: Chris Boven, Corrine Major, Dan Armstrong, Laura White, Peter Leach

Absent: Monique Lalonde

Guests:

Minutes: P. Leach

| # | Item | Discussion | Out come/action |
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| 1 | Old Business | <ul style="list-style-type: none"> - Public Entry Doors - Exterior Fire doors - Blocking Fire Egress - Trip Hammer | <ul style="list-style-type: none"> - The main entry doors are being relocked after Chris B. unlocks them on his morning rounds. These doors <u>must</u> remain unlocked during normal operating hours. The meeting participants walked up to examine entry problems and found that the handicap interior entry doors had been relocked. The door that accesses directly into the administration office is locked, has a no entry sign and no view of individuals entering the building because of blinds. It was decided that the blinds should be removed to provide a clear view from the front desk of those entering and leaving the building; the no entry sign should be replaced with an, “administration,” sign. This door is the best access for delivery of mail, small parcels, and inquiries. The campus manager has concurred. Maintenance will be asked to carry this out. - Exterior fire doors from the clay studios and the third floor alley are still being blocked open leading the committee to wonder why they must be kept locked. - Instructors have been better about keeping fire egress’ clear; there should be a reminder at staff planning meetings. - The Trip Hammer in the metal studio has been locked out |
| 2 | First Aid Stats. | Statistics not available | <ul style="list-style-type: none"> - The statistics were not available, they will be provided for the May 14th meeting. One first aid incident is being investigated |

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| 3 | New Business | <ul style="list-style-type: none"> - Public Entry Doors - First Aid Incident - Due Diligence - Student Safety Meetings - Students Working Alone - First Aid Coverage | <ul style="list-style-type: none"> - Please refer to old business - A student working alone in the metal studio, received a cut to the base of his thumb when using a disk grinder. The grinder did not have the OSHA approved guard in place, a violation of WorkSafe BC regulations, the student was also violating school policy by working alone. Probationary letters, for students that habitually violate rules, were discussed; this will be brought up in the May KSA faculty meetings. - Peter has offered to attend a meeting with faculty in May to clear up any outstanding safety issues and try and clarify faculties responsibility to practice and promote due diligence. - Peter recommended that, “tailgate,” safety meetings be held with students once per week, either at the end or the beginning of the week, to discuss hazards, hazard prevention, and any questions or problems concerning safety that students;/staff have. These meetings would be regarding safety in the particular studios being used by students. Laura mentioned that she had been doing week end meetings of a like nature to the tool box meetings. This recommendation will be presented at the faculty meeting in May. - Students need to be reminded that they must have a buddy system in place, no working alone. Faculty needs to be advised of working alone policy. Peter will prepare information for the May faculty meetings. - First aid coverage was questioned; is there always an attendant on duty? There appear to be lapses in coverage occasionally, the Health and Safety Coordinator will look into setting up a system for all campuses to make sure lapses in coverage are avoided. |
| 4 | Inspection | Metal Studio | <ul style="list-style-type: none"> - An inspection of the Metal Studio was conducted by Peter Leach and Chris Boven. Three mini grinders were found plugged in incorrectly left with the power button down in a position that could allow the grinder to start accidentally; these grinders were without there required OSHA approved guards. All equipment within the school must meet OSHA and WorkSafe BC requirements for safety. The floor and work surfaces in the studio were in need of cleaning. Extension cords |

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| | | | were positioned in a way that created tripping hazards. Peter will send a letter to the Metal Studio instructors requesting that equipment be brought up to standard and a clean up after use policy be enforced. |
| 5 | Next meeting | May 14 th at 8 AM | |
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