

# Selkirk College KSA

## JOH&S Committee Meeting Minutes

### 2008-05-14

Attendees: Dan Armstrong, Chris Boven, Monique Lalonde, Laura White, Corrine Major, Heather Shannon, Peter Leach

Absent:

Guests:

Minutes: P. Leach

#	Item	Discussion	Outcome/Action
1	Old Business	<ul style="list-style-type: none"> <li>- Public Entry Doors</li> <li>- First Aid coverage</li> </ul>	<ul style="list-style-type: none"> <li>- The main entry doors continue to be locked when the administration office is empty. Arrangements must be made to keep these doors unlocked during normal operating hours; emergency personnel, delivery persons, students and the general public need access. Peter will contact the campus manager(s) and ask that they clarify the issue with the administration office personnel.</li> <li>- First aid coverage is generally good at KSA there have been times when neither Carter, nor Monique have been on campus. Peter will look carefully at the situation and see if another “on call” first aid attendant is necessary.</li> </ul>
2	First Aid Stats.	<ul style="list-style-type: none"> <li>- No recent incidents</li> <li>- Eye wash stations</li> </ul>	<ul style="list-style-type: none"> <li>- There were no incidents to report since the student grinding incident in early April.</li> <li>- Carter has replaced the fluid in the eye wash stations.</li> </ul>
3	New Business	<ul style="list-style-type: none"> <li>- New Campus Manager</li> <li>- Fire Safety and evacuation procedures</li> <li>- Risk Management/ Security</li> </ul>	<ul style="list-style-type: none"> <li>- Heather Shannon is the new campus manager for Nelson campuses.</li> <li>- A false fire alarm highlighted the need for staff fire/emergency evacuation procedure training. Though a fire plan is in place wardens need to be identified and trained; because of rotating class times it was decided that two wardens per floor should be appointed. Wardens will be trained in the use of fire extinguishers, “shut down”, and evacuation procedures required in their specific areas. Concern was expressed that there was a lack of knowledge about what to do with the fire alarm control panel. Peter will make</li> </ul>

			<p>sure fire panel instructions are made available.</p> <ul style="list-style-type: none"> <li>- Risk Management: Procedures are being developed for all campuses to prepare for the possibility of a situation requiring, "lockdown." Lock down is a term used to describe the protocol used when there is a threat from an individual(s) to students, and faculty/staff. Bomb threat procedures are also being developed. Threats to an individual such as death threats are to be covered by the Risk Management/ Security Policy and Procedures as well.</li> </ul>
4	Inspection	<ul style="list-style-type: none"> <li>- Clay studios</li> </ul>	<ul style="list-style-type: none"> <li>- Door accesses were clear.</li> <li>- The windows in the first year clay studio have no latches to lock them closed. According to Carter students have used the windows for after hours access to the building. Peter will send a request to maintenance to have latches installed.</li> </ul>
5	Next meeting	<ul style="list-style-type: none"> <li>- July 11<sup>th</sup> at 8:30</li> </ul>	<ul style="list-style-type: none"> <li>- The meeting will be held if there are enough members attending.</li> </ul>