

Selkirk College KSA

JOH&S Committee Meeting Minutes

2008-05-14

Attendees: Dan Armstrong, Monique Lalonde, Laura White, Heather Shannon, Carter Balzer

Absent: Peter Leach, Chris Boven

Guests:

Minutes:

#	Item	Discussion	Outcome/Action
1	Old Business	<ul style="list-style-type: none"> -Wardens -Alarm Company -Fire Drills -First Aid Coverage -Fire Alarm Panel 	<ul style="list-style-type: none"> - Monique will contact Dan Markin about setting up training for Fire extinguishers. Will find Warden protocol sheet. Find out cost to have Dan come to our campus and train all employees and faculty on fire safety and extinguishers (aim for mid to late august as training date) From this training we will have those who show break into studio's and work out a studio specific warden plan. - Heather and Monique will follow up with Alarm/Security Company about proper procedures when an alarm goes off. - Laura to plan a fire drill when students are back in the Fall. - First Aid coverage seems relatively good overall. For Evening coverage and safety reasons it was discussed that Carter should have use of the maintenance cell phone during the evening shift as the radio's do not always work well. Heather to discuss with Steve P about Carter and Chris sharing maintenance cell phone. - Find out if Peter has come up with Fire Panel Instructions
2	First Aid Stats.	<ul style="list-style-type: none"> - No new stats 	<ul style="list-style-type: none"> - .
3	New Business	<ul style="list-style-type: none"> - Cell Phone - Lock Down Procedures 	<ul style="list-style-type: none"> - Invite Dan Markin as a guest to our next meeting to discuss Fire Safety training. - Heather will check into cell phone coverage for first aid attendants. - Monique to check with school board about their lock down procedures and guidelines
4	Inspection	<ul style="list-style-type: none"> - Metal Studio 	<ul style="list-style-type: none"> - Clutter in the welding area in the Metal Studio. Dan will be meeting

			with Kevin today and they will walk through the Metal studio and have the students clean up the clutter.
5	Next meeting	- July 9 th at 8:30	- Invite Dan Markin as guest Speaker.