

Selkirk College

KSA Joint Health and Safety Committee Meeting Minutes

2008/08/13

Attendees: Monique Lalonde, Heather Shannon, Chris Boven, Laura White, Peter Leach

Absent: Dan Armstrong

Minutes: P. Leach

#	Item	Discussion	Outcome/Action
1	Old Business	<ul style="list-style-type: none">- Fire Wardens- Fire Extinguisher training- Window locks yr. 1 clay studio	<ul style="list-style-type: none">- Instructors will be notified of the need for Fire/Emergency Evacuation Wardens. This will be done by Heather, there have been several volunteers. It was brought forward that many instructors are teaching for one term so would not be available as wardens all school year. It was decided that all instructors will be required to orient their students in evacuation procedures; instructors will need to familiarize themselves with the Building Fire Plan, and the Fire and Emergency Warden Plan.- Fire Extinguisher training has been arranged with Nelson Fire Department providing an approximately 1 ½ hour course, part classroom part hands on. It was agreed upon to ask the Nelson F.D. to provide the course on Wednesday August 27th between 10 and 12noon.- Facilities and Maintenance has installed window latches on the windows in the 1st year clay studio, preventing clandestine student access.
2	First Aid Stats.	<ul style="list-style-type: none">- 1 laceration – staff.	<ul style="list-style-type: none">- A laceration was received by a custodian that required referral to KLH emergency for stitches. An

			<p>investigation concluded that extra caution is required while cleaning and maintaining KSA facilities do to the nature of equipment and displays in the facilities. Location of displays, how they affect the safety of staff and students, need to be considered carefully.</p>
3	New Business	<ul style="list-style-type: none"> - Electric lift - Silk Screen exposure table - Emergency lighting failure 	<ul style="list-style-type: none"> - An electric lift for stacking pallets of clay etc. has been purchased. Peter was questioned as to whether an operator needed Forklift operators certification. Peter will research operator and supervisor responsibilities. (see below) <p>16.4 Competency of operators (1) A person must not operate mobile equipment unless the person</p> <ul style="list-style-type: none"> (a) has received adequate instruction in the safe use of the equipment, (b) has demonstrated to a qualified supervisor or instructor competency in operating the equipment, (c) if operating equipment with air brakes, has a valid air brake certificate or a driver's license with an air brake endorsement, or evidence of successful completion of a course of instruction on air brake systems by an organization acceptable to the Board, and (d) is familiar with the operating instructions for the equipment. <ul style="list-style-type: none"> - Laura asked if the door to an electrical breaker panel could be trimmed so it would open over a silk screen exposure table in the 2nd floor fiber studio. <p>Peter looked at this; the panel door should not be trimmed. The silk screen table needs to be re-located as it blocks access to an electrical panel, an eyewash station, paper towel dispenser and sinks.</p> <ul style="list-style-type: none"> - During a power outage on August 1st, Carter noticed that many of the emergency lights were not functioning. He e-mailed Steve Podovennikoff listing the mal-functioning emergency lights. Peter will connect with Dave Briggeman to make sure

			the situation is corrected immediately.
4	- Inspection	- Second floor	- Peter and Chris toured the second floor, they examined the location of the Silk Screen Exposure table in the fiber Studio (recommendations in new business). The 1 st year clay studio window latches, and the electric pallet lift in the second year clay studio (recommendations in new business).
5	- Next meeting	- September 10 th 8:30 AM	- Location TBA