

Selkirk College

KSA JOH&S Committee Meeting Minutes

2008-09-10

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

Absent: Carter Balzer

Guests:

| # | ITEM | DISCUSSION | OUTCOME/ACTION |
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| 1 | Old Business: | <ul style="list-style-type: none">- Fire Wardens- Fire Extinguisher Training- Electric pallet lift- Emergency Lighting- Security- Handicap access to first floor | <ul style="list-style-type: none">- Fire and Emergency Evacuation Warden procedures have been developed and are ready to circulate. Due to the varying work schedules of instructors at KSA the committee decided to recommend that all instructors be initiated to the Fire Plan and evacuation procedures. They should be responsible for the evacuation of their students first and then do a floor and office check on the floor they are working on. This should be communicated to instructors during orientation and followed up by members of the JOHS committee.- Fire extinguisher training was provided to 9 staff participants by Captain Gordon Rae of the Nelson Fire Department.- The electric pallet lift does require training. Though it is not required to take the forklift training course the committee felt it would be a good idea to have some staff take the course. Suggested participants were: Wright, Chris Boven, Terry Balyk and Rob Jmaiff.- Emergency lighting had not been brought back on line at the time of the meeting. Peter is to talk to maintenance regarding this. (<i>Repairs have been completed</i>)- Building security is an issue that is brought up |

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| | | | <p>at all meetings. At issue is the vulnerability of students, staff, and their projects/equipment. A security presence (person) would be the ideal solution. Peter has been told there is no money for security, he will continue to lobby for visible security.</p> <ul style="list-style-type: none"> - The first floor does not have handicap access. Peter says this is not a concern unless we have a handicap staff or student needing access to the first floor studios. A ramp can be poured to provide access if it becomes necessary. There are height differences (stairs and steps) that would have to be dealt with as well. |
| 2 | First Aid Stats. | <ul style="list-style-type: none"> - 1 Musculoskeletal Injury (staff) | <ul style="list-style-type: none"> - The injury is accumulate workplace (computer station) related. The work station has been modified. The worker is being monitored. |
| 3 | New Business | <ul style="list-style-type: none"> - First Aid Coverage - Stair Well Handicap lift - Smoking at Main Entrance - Fire Drill - Security/ Fire - Draft, Violence in the Work Place and Working Alone Policies | <ul style="list-style-type: none"> - Monique will not be able to provide first aid coverage as her job description has changed. She will continue to provide part time coverage until a new attendant is found. - The electric handicap lift between the 2nd and 3rd floors needs to have the key placed in a location in the front office that is readily accessible. Weekend attendants need to be trained in the use of the lift. Chris will provide the training. - Smokers stand under cover at the front entrance which means that people entering the building must walk through the smoke. Selkirk College has a 10 meter from opening windows policy. BC regulations require that people do not smoke in entry causeways. Peter will send the draft of the revised smoking policy. - A fire drill must be held at least once per year. Concerns were raised that the security company. - Selkirk Security, that contracts with the college had not called the Nelson Fire Department when there was aa alarm. Steve Podevennikoff says this has been taken care of. - The committee reviewed the Draft Violence in the Work Place and Working Alone Policies with related documents. Carter expressed |

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| | | | <p>concerns that a supervisor could take shortcuts. Peter says that the risk assessments and safe work plans require approval and supervisors are liable under the Criminal Code of Canada, <i>Criminal Liability of Organizations Si-2004/22</i> section 217.1. Bob Falle of Tenth Street Campus suggested that motor vehicle travel should be included in the Working Alone Policy</p> |
| 4 | Inspection | - Third floor and roof | <ul style="list-style-type: none"> - The halls on the 3rd floor are being used for storage. Instructors are going to have to find room for the equipment within their studios. - The second floor roof has several piles of construction garbage left from HVAC work; this needs to be cleaned up. The third floor roof has some construction garbage (needs to be removed) and building materials stored on it. The building materials do not appear to cause a risk. |
| 5 | Next Meeting | - October 8 th , 8:30 AM | |
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