

Selkirk College

KSA Joint Occupational Health and Safety Committee Meeting Minutes

2008/11/12

Attendees: Monique Lalonde, Heather Shannon (left ill), Laura White, Dan Armstrong, Peter Leach

Absent: Chris Boven, Carter Balzer

#	ITEM	DISCUSSION	OUTCOME/ACTION
1	Old Business	<ul style="list-style-type: none">- Security- Electric pallet lift- Fire Alarm- Fire Alarm/evacuation drill	<ul style="list-style-type: none">- Peter is holding off on sending a letter of concern regarding security until the committee can review the recommendations made by Okanagan College's head of security after his visit to all campuses.- There are two approved forklift training videos in the Montie Safety DVDs. Peter has this on a laptop and can provide some instruction for persons using the electric pallet lift. This will not provide certification, but would provide adequate training for due diligence. Laura or Monique can arrange for a mutually acceptable time for instruction.- Peter checked with Steve P. who called Selkirk Security to see if Nelson Fire Department will be contacted when the alarm goes off. Steve was assured that NFD would get the call.- Because of the poor response by staff and students when the Fire Alarm was activated on October 8th, it has been decided to have a fire drill in December or early January while students are in attendance.
2	First Aid	<ul style="list-style-type: none">- 1 particulate in eye – student- 1 gouge – student	<ul style="list-style-type: none">- Wright Simmonds will be taking the OFA level 1 class November 15th. This will provide coverage when Monique is away.

3	New Business	<ul style="list-style-type: none"> - Montie Safety video - Safety orientation for faculty and students - Evacuation orientation - Maintenance presence - WHMIS - Letter to Faculty 	<ul style="list-style-type: none"> - Peter has the “Montie Safety Videos” loaded on a laptop, he described some of what is presented on the videos. He will bring the laptop to the next meeting for viewing. - Faculty need proper safety orientation so they can provide adequate orientation for the students. The Montie Safety series has a lot of relevant information that would help with this. - Instructors need to understand evacuation procedure and orient their students in this. There should be documentation that this has been achieved. - If the maintenance person assigned to KSA worked from 8-4 at KSA, and the custodian starts at 4; the coverage would provide a more secure working environment for all staff and students. - Peter asked if all faculty had WHMIS training, do they have MSDS sheets for materials in their studios. The answer is NO. This must be remedied. - Peter will be writing a letter to faculty reminding them of the need to keep studios clean, fire egress and exits clear, and to unplug appliances not in use. The instructors are responsible for insuring that the students cleanup work areas at the end of class.
4	Inspection	<ul style="list-style-type: none"> - Floors 1,2 and 3 	<ul style="list-style-type: none"> - 1.The metal studio was hazardous. One exit door blocked by two chairs, one of the double doors blocked by boxes of miscellaneous bits of metal and a twenty liter pail of gear oil with the top laying, not attached. The oil could easily be tipped making any attempt at escape deadly. Tools and projects spread on the floor and tables. Unfinished repair projects scattered about. A vehicle rear end casing filled with oily rags on the floor below a grinding table, air

			<p>tools left plugged in over the long weekend. 4 hand held grinders plugged in, extension cords and power bars in a tangle across the floor, un swept floor. The shop is in a unacceptable state. Automotive projects should not be undertaken in the metal studio. Oil should be stored in sealed containers away from the forge, welding and any other areas where heat or flame are used. 2. The second year clay studio had restricted egress, carts blocking exit doors. The glaze room has no MSDS. The first year clay had chairs and a cart blocking the exit from the fiber studio. 3. The jewelry studios were in good order and clean. The dying room: a table was pulled in front of the 1st year jewelry studio exit door a steamer was in front of the second year jewelry studio exit door, an extension cord laying across the fire exit path. No eye protection available for students working with dyes, photo solutions and solvents. No MSDS. The fiber studio work stations had piles of materials and fibers on the floor creating tripping hazards. An extension cord that was repaired with electricians tape was in use.</p> <p>Faculty must take responsibility for keeping studios clean and safe. Peter will be sending a letter with these faults listed. It should be noted that Dan had instructed a class to clean the metal studio, it was being done as Peter left at 10:30</p>
5	Next meeting	December 10 th 8:30 the little meeting room.	