**Call to Order:**

**Committee Member Attendance:**

Sophie Connelly, Co-Chair and Management Rep  Rod Fayant, Co-Chair and PPWC Rep

Rob Macrae, SCFA Rep  Niki Menard, PPWC Rep

Rhonda Schmitz, Management Rep  Kerry Clarke, Management Rep

Jason Dacosta, SCFA Rep  Emily Moorhead, Minute Taker

Jennifer Pascoe, PPWC Rep  Brad McVittie, BCGEU Rep

Paul Rodrigues, PPWC Rep  Kirsten Gear, BCGEU Rep

Ron Zaitsoff, Management Rep

**Review and adopt previous meeting’s minutes of 3/10/2020.**

Approved

Declined

**Approve Agenda:**

Additions

Nothing to add

**Old Business:**

1. Inspection Reports (Inspection reports for previous years are available in the shared committee folder on the s:drive)

* Inspection Schedule 2020
* No updated inspection reports due to the current situation and lack of access to the campus – inspections will resume once back on campus.
* At this time, there is not an identified risk to conduct an inspection at this time, and it was agreed to complete these at this time.

1. Stats Report (Standing Item) – Sophie

* No new WorkSafe claims – four total claims since January. There are two claims for one individual.
* January – open wound to finger.
* February – injury to finger.
* March – back injury.

1. Invite Jon to attend JOHS meetings in an advisory capacity.
   * Invite Jon intermittently, and not as a standing committee member.

* Information to be passed along to Tarunjit for relay to the Committee.

**Action:** Sophie to follow up with Arleen.

1. M20 Lab Storage
   * Company based out of Vancouver can collect the hazardous waste.
   * OH&S to work with users of the storage unit to create a list of waste for removal.
   * Protocol on reporting and storage of hazardous waste will be developed.
   * Last waste removal was in 2018 and was organized by Ron.

**Action:** Sophie and Donna to follow up with Ron on removal procedure.

1. Cleaning products for staff
   * Less relevant as majority of staff is working remotely.
   * Sanitization practices will be reviewed and adjusted when employees return to work.
2. COVID-19
   * COVID task force is beginning to review and brainstorm returning to work and how that will look.

* It is possible that the campus would reopen, but continue to implement social distancing.

1. Organization of the S:Drive
   * This is still in process.
2. Action Items to be added to the Agenda
   * This will be a standing item for further discussion.

Outstanding Items:

* + Speed signs and guns – Rhonda and Kirsten.
  + Adjusting the meeting by half an hour to extend time – TBD.
  + Smokehouses – Ron.
  + Rob’s report to be reviewed and approved by the JOHS committee.

**New Business:**

1. Mental Health Communication
   * Guidelines, practices and resources around mental health would be beneficial to be communicated as all work has moved to online (employee response time, expectations, etc.)
     + Rhonda is creating a small document that will be released to faculty around expectations/responsibilities in the cyber world.
     + Instructors are encouraged to create an outline with expectations including office hours, response times, and availability.
       - This could be a School policy as it relates to COVID and “furthermore.”
2. Healthy and Safety Support
   * If departments/employees are requiring support, it is encouraged to bring OH&S into the conversation as soon as possible.