**Call to Order:**

**Committee Member Attendance:**

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

Rob Macrae, SCFA Rep [ ]  Niki Menard, PPWC Rep [x]

Rhonda Schmitz, Management Rep [x]  Kerry Clarke, Management Rep [x]

Jason Dacosta, SCFA Rep [x]  Emily Moorhead, Minute Taker [x]

Jennifer Pascoe, PPWC Rep [ ]  Brad McVittie, BCGEU Rep [ ]

Paul Rodrigues, PPWC Rep [ ]  Kirsten Gear, BCGEU Rep [ ]

Ron Zaitsoff, Management Rep [x]

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

Approved [x]

Declined [ ]

**Approve Agenda:**

Additions [ ]

Nothing to add [x]

**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.