**Call to Order:**

**Committee Member Attendance:**

Donna Drover, Co-Chair and Management Rep [x]  Rod Fayant, Co-Chair and PPWC Rep [x]

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

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

Jason Dacosta, SCFA Rep [x]  Jim Leitch, BCGEU Rep [x]

Jennifer Pascoe, PPWC Rep [x]  Paul Rodrigues, PPWC Rep [x]

Kirsten Gear, BCGEU Rep [x]  Ron Zaitsoff, Management Rep [x]

Emily Moorhead, Minute Taker [x]

**Review and adopt previous meeting’s minutes of 1/12/2021.**

Approved [x]  Minutes approved as presented.

Declined [ ]

**Approve Agenda:**

Additions [ ]

Nothing to add [x]

**Old Business:**

1. Review action items from previous meeting
	* Kirsten has accepted the position of co-chair – definition not needed.
	* Donna to connect with Rob on the Wellness program/schedule – Donna to schedule a meeting after reading week.
	* Donna distrubted the articles on lithium batteries.
	* Members to complete the evaluation report.
2. Stats Update: First Aid and WCB – Donna
	* No new First Aid or WCB claims for the previous month submitted to H&S.
3. Review October Inspection Reports
	* Gym – Rhonda Schmitz (carried from the month of October).
		1. Deferred to next meeting.
	* Maintenance Building, Valahalla, Pumphouse and Treatment Facilities – Rod Fayant & Jim Leitch
		1. Not completed. Deferred to next meeting.

**New Business:**

1. Covid-19 Update (Standing Item) – Kerry
	* Deferred to next meeting.
	* It has been noted a few employee have been coming to campus exhibiting symptoms. Donna is working with marketing to remind employees that employees are not to be on campus if they have symptoms.
2. Employee Rep Co-Chair Position – Donna
	* Kirsten has stepped in as the Employee Co-Chair.
3. JOHS Committee Annual Evaluation Report – Donna
	* Donna has only received a handful of evaluations. Members are to complete this evaluation prior to the March 2021 meeting.
	* **Complete the evaluation by Friday, January 29, 2021**

**Action:** To be added to the next meeting.

1. 2021 Inspection Schedule – Donna
	* February Inspection: Cafeteria Block – Ron and Rob
	* Inspection schedule has been sent out to members.
	* It was suggested that an inspection schedule for the AEDs be created for members to alternate through. This is currently being handled by H&S. Inspections are monthly.
		1. The committee does not feel comfortable with this inspection as it is more advanced.
		2. The committee members are being asked to ensure that the inspections are being completed during their scheduled inspection, but are not being asked to complete the inspection itself.
2. Radon Testing – Donna/Rob
	* Donna has received 45 long-term tests to be placed around campus.
	* Rob has completed radon testing previously in various locations (10 tests completed in total) – Rob to share locations and findings with Donna and the committee.
		1. The gym has also been tested over a year period, and the levels were safe.
	* Short-term tests must be followed by long-term tests. A certified mitigation specialist will need to come in and complete their own testing and offer solutions.

**Action:** Donna to speak with Kerry to order an electronic test that can be moved around campus.

1. Physical Distancing – Paul
* It has been noted that tables are being pushed closer together, and social distancing is beginning to lapse. Tables need to be spread further apart.
* If it is noted that there are tables closer than required, please connect with Donna.
* Security is monitoring the PIT and ensuring students do not get closer than mandated.
* All tables have been structured and labeled according to regulations. The College is following the Go Forward guidelines.

**Action:** Donna to take a closer look at the problem areas (S113) and to work with marketing to get a communication out and additional signage.

1. Gym Roof
	* Students are getting on to the gym roof. There is a permanent ladder up to the roof and it is blocked off. The ladder is to protect the gas line below. There are other ways for students to get on to the gym.
	* John Kincaid is going to have a communication released.
	* Suggested to have a deterrent such as a fake camera or motion sensors.

**Action:** Ron to have signage placed around the gym.

Rhonda to speak with student ambassadors within student housing to make students aware this is a serious issue.