



Castlegar JOHS Committee Minutes
March 12, 2019
Monashee 14, 1-2 pm

Call to Order:

Committee Member Attendance:

Donna Drover, Co-Chair and Management Rep <input checked="" type="checkbox"/>	Rod Fayant, Co-Chair and PPWC Rep <input checked="" type="checkbox"/>
Rob Macrae, SCFA Rep <input type="checkbox"/>	Barb Ihlen, Management Rep <input type="checkbox"/>
Niki Menard, PPWC Rep <input checked="" type="checkbox"/>	Rhonda Schmitz, Management Rep <input checked="" type="checkbox"/>
Arleen Gallo, Management Rep <input checked="" type="checkbox"/>	Jason Dacosta, SCFA Rep <input checked="" type="checkbox"/>
Jennifer Pascoe, PPWC Rep <input type="checkbox"/>	Paul Rodrigues, PPWC Rep <input checked="" type="checkbox"/>
Brad McVittie, BCGEU Rep <input type="checkbox"/>	Sophie Connelly <input checked="" type="checkbox"/>
Ron Zaitsoff, Management Rep <input checked="" type="checkbox"/>	Emily Moorhead, Minute Taker <input checked="" type="checkbox"/>

Review and adopt previous meeting's minutes of 3/12/2019.

Approved
Declined

Clarification: Working alone – “case by case basis” on using a spouse infers as part of a policy or procedure, in which it shouldn't be.

- Donna: Employees have reached out to me to use spouse as a contact, and Donna has stated it is not the first choice, however, if there are not any other viable options for check in, then a spouse can be used. As a whole, cannot provide a general answer or solution.
- Ron: I do not think we can use a spouse – they need to be trained. To be discussed later in meeting.

Approve Agenda:

Additions
Nothing to add

- Introduction of Sophie of OH&S Coordinator.
- OH&S Training for the Committee

Old Business:

1. Inspection Reports (Inspection reports for previous years are available in the shared committee folder on the s:drive)
 - Arleen had set inspection date with Jonathan, however had an emergent meeting to attend. Donna and Jenni completed the inspection in the cafeteria with the App and used a template. The report was sent to Arleen and Jonathan. Overall the inspection was good. Work order for:



Castlegar JOHS Committee Minutes
March 12, 2019
Monashee 14, 1-2 pm

- a new hook
- dry storage needed a ladder to access higher shelving
- MSDS sheets were outdated – need to make sure their inventory is up to date
- add caution tape in the staff lounge going into bar to prevent tripping.
- Side entrance there is no light. You have to walk across the kitchen in the dark to get to a light and this is a tripping hazard.
- Donna saved the inspection under Inspection in OH&S and will be moved into the shared Drive.

- **Previous Action Items:**

Donna to locate previous Sentinel inspection report.

Action Item:

- Donna to follow up with Ron to look at getting lighting in the kitchen. Previous Sentinel inspection report to be located.

2. Stats Report (Standing Item) – Donna

First Aid:

- One First Aid at Silver King for employee who fell and slipped on his way to work.

WCB:

- One WCB claim that was accepted – repetitive strain injury.
- One WCB in process for mental health – workload related. Dates back to December 2017.
- Statistics from Homewood health are available for which programs are being used and how the company bases premiums off of this.
 - Are these resources being utilized? What are the percentages?
 - EFAP is more utilized than Best Doctors.

Action Item:

- Arleen to look into statistics – i.e. services being used with Homewood Health, Best Doctors.



Castlegar JOHS Committee Minutes
March 12, 2019
Monashee 14, 1-2 pm

3. Work Alone Update – Donna

Previous Action Items:

- **Who is responsible for the liability of using a partner as a check in buddy?**
 - The College is liable for having a Work Alone procedure. If a third party (spouse) is part of the procedure, it needs to be documented and the spouse needs to know the escalation procedure. It is not recommended as a first choice for a spouse to be a check in partner as the College is responsible. Due diligence of documentation is needed.
- **Will supervisor be responsible for the partner's training and compliance?**
 - Donna: we do not have anything that stipulates that. It would be up to the supervisor and employee to create that dialogue and procedure. The employee is responsible for the training of their spouse.
 - Rod: WCB states there needs to be training/ accountability.
 - Use of spouse is voluntary and is a second or third choice. When the app is functional, employees encouraged to use this, opposed to partners.
- **Supervisor Hazard Risk Assessments**
 - Majority have been done; a few supervisors requiring additional time and one on one assistance to complete the assessment.
 - Of the completed assessments, only a handful of employees require a work alone procedure and none have listed a spouse as a check in buddy.
 - No timeline has been set for completion of the assessments. Review of the completed assessments occur annually.
- Waiting on approval of PIA
 - No timeline as of now – Arleen to follow up.

Action Item:

- Donna to create a checklist for the spouse to follow as part of the escalation/ work alone procedure.
- Arleen to meet with Kerry on PIA for Work Alone approval.

4. Smoking

- **Previous Action Items:** Ron to look into designated smoking gazebos.
- Standing Item – to be touched upon in June when approval on budget comes in May



Castlegar JOHS Committee Minutes
March 12, 2019
Monashee 14, 1-2 pm

5. Terms of Reference

- Did the Nelson JOSH committee review?

Action Item: Donna to circulate edits made by Rhonda and Rod to the Committee to review.

- TOR are on the S drive – all revisions can be made on the same document.
- Nelson JOSH – next meeting the Committee will go through the TOR to provide feedback at once, and the Castlegar Committee to join.

Action Item:

- Donna to arrange meeting through Blue Jeans for both JOSH Committees to generate feedback.

6. EFAP

- College's commitment?
- Drug Addict or Alcoholic – what commitment does the College have to provide treatment? How many days and how much will the College coverage?
 - Best Doctors, AMA can be utilized.
 - Rehab – local in Trail (4 days) with follow up. AA meetings. On case-by-case basis may go on an independent medical based on doctor's recommendations.
 - Private Rehab – company does not have obligations to employee, but does have to provide accommodations.
 - Homewood Health has great programs through government funding if you qualify.

Action Item:

- Sophie to look into coverage/College's commitment.

New Business:

1. Live Minutes

- When minutes are being done, they are to be made live for the Committee to see. This is common practice. This will be done when possible.

2. Diphoterine – chemical neutralizer

- Rod: Do we have it in labs? It is more effective than water.
- Jason: Better than water is a stretch – you always know where water is, but you don't always know where you store your chemical agents, and with chemical burns you are working with minutes.



Castlegar JOHS Committee Minutes
March 12, 2019
Monashee 14, 1-2 pm

- Sophie is working on a chemical management program - looking at what we need to have in place to help eliminate confusion around the chemicals we have on campus – better chemical management.
 - First aid groups like this agent as water can spread it.
3. DATS – Digital Action Tracking System
- A program system that allows everyone to see what is going on – puts everything in one place, minutes, links to training (who has taken it, etc.), and reminders for action items to individuals.
 - Stand alone – cost associated with it.
 - Potential to add to Aurora.

Action Item:

- **Rod to send a link to Committee members to review.**

4. MSDS
- After 2015 the risk level was changed to the opposite of pre 2015, which creates confusion.
 - Sophie: three year roll out program, by 2018 no one should be using the old format. This needs to be updated on campus to eliminate confusion.
 - Work study student did take on the project, but abandoned it.

Action Item:

- **Sophie focusing on updating this.**

5. Radon monitoring
- Donna to look into if a schedule was created by Jodie and Ron to look to see if Jodie emailed him around this.
 - We do not have a regimented program. Testing is done on when asked basis.
6. Fire Evacuations for those working in the evening
- Are employees trained?
 - Fire drill never done in the evening.
 - To host a fire drill after the normal 7am-5pm; around 8pm. We would need to organize with the Fire Hall so they are not called in.
 - Tabletop completed in January with Leadership to introduce the Incident Command System.



Castlegar JOHS Committee Minutes
March 12, 2019
Monashee 14, 1-2 pm

Action Item:

- Add to fire drill protocol.
- Donna to follow up with Ron on feasibility of a drill or if training the employee is a better option.

7. OH&S Training:

- Various members from both Committees looking into training – employer advisor would like to come in to go over the role of the Committee so everyone is on the same page.
 - Can provide training for The Role JOSH Committee – it would qualify your 8 hours.
- Set up two College training sessions (mental health and JOSH), but if a member has already taken the training, they do not have to do it again.
- Mental Health First Aid – Matty Hillman willing to provide the training for one day at a lesser cost.

Action Item:

- Donna and Rod to discuss hosting training sessions.
- Host a mental health first aid training with first aiders and JOSH Committee.