



Castlegar JOHS Committee Minutes
July 3, 2018
Sentinel 118, 1-2 pm

Call to Order:

Committee Member Attendance:

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

Review and adopt previous meeting's minutes of 6/5/2018.

Approved Donna Hicks
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)

ARIC Building – Donna Drover/Brad Mcvittie

Inspection was completed and work orders submitted.

- Room 123 needs to have a GFI receptacle by the toaster.
- Front door accumulates snow/ice during winter months due to glass roof not extending to the door.
 - Will monitor next winter and see what can be done if snow accumulates.
- Handicap button works to open door after hours, even when key fob does not.
 - Update: there is a power closer on the door. Usually a custodian is the last to leave the building and will push the door closed to make sure that the door latches properly. If the door latches properly then the handicap button will not work during the off hours.

Action: Donna to ask Sharon S to send a message to all ARIC employees to ask them to push the door closed if they are the last person leaving the building.

- Complaints of fumes from helicopters.



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- Update: Charcoal air filters have been installed.
- Insufficient shelving for storage in mechanical/electrical room.
- Poor snow removal during winter months.
- Emergency lighting in Ladies Washroom did not turn on during the last power outage.
 - Maintenance has corrected the problem.
- Staff have request that they have an AED on site.
 - Update: AED was purchased and a work order has been submitted to have it installed.

Maintenance building, Valhalla Center, Pump house, treatment facilities (July) – Ron and Paul

Action: Jodie to create a Radon testing schedule, similar to Health and Safety Inspection schedule – carried from last meeting

2. Stats Report (Standing Item) – Donna and Jodie

WCB Claims - No new claims to report. We received a letter from WCB regarding a claim for Donna Hicks, further inquiry showed that she was not an employee of Selkirk College and that the claim was wrongly assigned to us.

First Aid – no stats to report for June.

Inspection for finger injury was completed, resulting recommendations are:

- Cafeteria staff should use Kevlar gloves when cutting with knives
- Knife training
- Refresher knife safety training to be provided in August

Action: Rob, Arleen and Teresa to complete an investigation re: rib fracture in August

3. Incident Response Team – still doing research. Donna and Jodie are currently taking the Incident Command System Level 100 course and will provide feedback once the course is completed.

Action: Donna and Jodie to research best practices regarding what other institutions are doing/who are on the team/what the team is called.

4. Chalkboards in Classrooms – Have not received anything from Rob



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Action: Rob to provide chalk report at next meeting.

5. Lights outside U6 (keep on agenda but update to say that it is gym/daycare lighting)
 - Mike has recently replaced a bunch of lights outside U6.
 - Area outside of daycare and gym ramp are very dark. Could we look at solar lights by the daycare? Maintenance is looking at installing more lighting. Lights currently have plastic bags over them to keep the shad flies out right now. Lights are flickering; Paul and Ron will bring this to Mike's attention.

Action: Paul will visually verify during his shift today that this has taken place.

6. Work Alone Update – Feedback from a few JOHS committee members was received. We can pilot more than one App but will start with Ok Alone. Donna is working with a rep to extend the trial period from 7 days to 14.

Action: Donna to send trial information out to Gym Attendants, Library Staff and Custodians

7. Urinal trap in gym – urinal trap was fixed. A work order has been submitted for another one. (item can be removed from next agenda)

New Business

1. Chair/Co-chair Positions – in the fall we will re-visit the chair and co-chair positions. Arleen would like to step down from this position. Co-chair – would like to have an alternate to cover when Niki is not available to attend a meeting.
2. Next JOHS committee meeting is scheduled for August 28th – this is the new employee orientation.

Action: Jodie to cancel this meeting, committee will meet in September.

Action: Jodie to add Ron to 2018/2019 meetings

3. Gophers – is there a plan in place for control? People are now petting them. Weekend snap trapper as well as an environmental group from Trail that are relocating them to non-flat areas. Both are offering marginal improvement. Gophers are being fed by students that are on campus during the summer and are becoming domesticated.

Action: Rhonda to ask Shana or Danny to have international students not feed the gophers. There have been 3 or 4 rabies cases in BC.



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Next Meeting: September 18, 2018 - Sentinel 118

A handwritten signature in cursive script, appearing to read "Arleen Gallo".

Co-Chair – Arleen Gallo/Niki Menard