



Castlegar JOHS Committee Minutes
June 5, 2018
Sentinel 118, 1-2 pm

Call to Order:

Committee Member Attendance:

Arleen Gallo, Co-Chair and Management Rep
Rob Macrae, SCFA Rep
Rod Fayant, PPWC Rep
Donna Drover, Management Rep
Jennifer Pascoe, PPWC Rep
Paul Rodrigues, PPWC Rep
Ron Zaitsoff, Management Rep

Niki Menard, Co-Chair and PPWC Rep
Barb Ihlen, Management Rep
Rhonda Schmitz, Management Rep
Jason Dacosta, SCFA Rep
Jodie Reay, PPWC Rep
Brad McVittie, BCGEU Rep

Review and adopt previous meeting's minutes of 5/8/2018.

Approved Update minutes to reflect that Selkirk is 30 years behind in complying to WHMIS standards. Add a header to identify that the left column is for previous action items. Ensure that red font is for action items only.

Declined

Approve Agenda:

Additions Add office window coverings to old business, add water treatment, fire plan and urinal trap in gym to new business.

Nothing to add

Old Business:

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

Main Lounge, Upper and Lower Corridor (A-wing) – Arleen Gallo/Rob Macrae

- Inspection was completed, a work order was submitted to Mel.

ARIC Building – Donna Drover/Brad Mcvittie

- This inspection is scheduled to take place this week.

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



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

WCB Claims

- Two accepted claims for 2018; 1 fractured rib and 1 cut finger. Both of these were brought to our attention through WorkSafe; this highlights that our staff/faculty do not understand the process. Donna will be putting out an educational campaign.
- One declined claim re: suggested RSI
- In addition to the EIR and Form 6a an accident investigation needs to be completed
 - It was discussed that the injured person's supervisor, union rep and a member of Health and Safety/HR to perform the investigation. This should take place as soon as possible following the incident.
- One FA in the month of May, a student came in from the surrounding trails and had a tick on them, FA attendant wiped the tick off and killed it.

Action: Rob, Arleen and Teresa to complete an investigation re: rib fracture
Arleen, Rod and Jon L to complete an accident investigation re: cut finger

3. Incident Response Team

- Team consists of Arleen, Barb and Kerry
 - Suggestion to add Pauline, Rob S and Rod F to IRT
 - Suggestion to not have everyone on the IRT be from the same campus
- Individuals on the IRT need to be in positions of authority and have the ability to make decisions such as closing the campus.
- IRT will take ICS100 course (Incident Command System)
- Suggestion to add "emergency" to the title of the team to more accurately reflect the function of this team.
- Definition of Incident Response Team: An **incident response team** or **emergency response team** (ERT) is a **group** of people who prepare for and respond to any emergency **incident**, such as a natural disaster or an interruption of business operations. **Incident response teams** are common in public service organizations as well as in organizations.

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

Subcommittee of Rob M and Brad M was created during the previous meeting. Rob is compiling a report and will provide at the next meeting.

Action: Rob to provide chalk report at next meeting.



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5. Lights outside U6

Mike has recently replaced a bunch of lights outside U6.

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

6. Work Alone Update

- Donna provided information to Kerry and Arleen regarding call in center and work alone apps.
- Can run a pilot project commencing beginning of July
- Selkirk currently has a Work Alone policy that can be used, it is not user friendly for supervisors who have employees that work evenings and weekends.

Action: Donna to send Work Alone info to JOHS committee members for feedback by June 15, 2018

New Business

1. Grad overcapacity

Carried from last meeting. JOHS committee would like to make a recommendation to split the graduation ceremonies into 2 events so that the gym is not over capacity next year.

Action: Jodie to write a letter for Arleen and Niki to sign and send to the institution.

2. Protocol for confronting individuals who are not allowed on Selkirk Property

A student was banned from being on Selkirk property but was seen using the gym. How should Selkirk employees deal with this situation? Should they be expected to interact with the individual. Was a registered letter delivered to the student? If yes, then employees should immediately contact police to have them removed.

Action: Arleen and Rod to discuss offline.

3. Urinal trap in gym

Urinal trap in men's washroom is leaking. Was reported to maintenance and a plastic bag placed over the trap. It is now dripping on a desk.

Action: Rod to send Arleen an email so that she can follow up directly.

4. False Fire Alarm

An false alarm took place on May 30th, Rob grabbed the warden kit bag and noted that after speaking to an 18 year marine officer that he thought the phrasing on the clipboard was wrong, he



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also noted that there was no chalk with clipboard to put checkmarks on the office doors in the A wing.

- Jodie clarified that the A Wing the fire warden is automatically the Deputy Warden and that the phrasing is correct. For further information, please see the Fire Warden Training Course at <https://committee.selkirk.ca/>.

5. Window Coverings

- Two years ago the JOHS Committee passed a motion that all window coverings should be removed from office door windows. This was to help promote a safe campus in the event of a violent, medical or fire situation.
- In the Inspection report from last year it was noted that the window cannot be blocked and the blind should be removed.
- Suggestions to leave the blind but keep it open or to keep the outside facing window clear were not supported.
- Suggestion to have campus manager send out a reminder email to all employees or to allow a management rep the opportunity to address the situation were also not supported.
- A letter to be sent to the LT was presented.

Action: Arleen to submit the provided letter.

Next Meeting: September 18, 2018 - Sentinel 118

A handwritten signature in cursive script, appearing to read "Arleen Gallo", positioned above a horizontal line.

Co-Chair – Arleen Gallo/Niki Menard