**Call to Order:**

**Committee Member Attendance:**

Arleen Gallo, Co-Chair and Management Rep [x]  Dave Briggeman, Co-Chair and BCGEU Rep [ ]

Rob Schwarzer, Management Rep [x]  Terry Balyk, PPWC Rep [ ]

Martin Keyserlingk, BCGEU Rep [x]  David Feldman, Management Rep [x]  Carter Balzer, BCGEU Rep [ ]  Donna Drover, Management Rep [x]

Larry Perepolkin, PPWC Rep [ ]  Sophie Connelly, PPWC Rep [x]

Holly Martin, PPWC Rep [x]  Daryl Jolly, Management Rep [ ]

Ross White, BCGEU Rep [ ]  David Ringheim, BCGEU Rep [x]

**Review Previous Minutes: March 26, 2020**

Approved [x]

Revisions Needed [ ]

**Approve Agenda:**

Additions [ ]  See below

Nothing to add [x]

**Old Business:**

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| 1. Stats Report (Standing item) |  |
| 2. Inspection Report:  | *Inspections will be paused temporarily - will remain active item on the JOHS committee agenda*  |
| 3. Fine Wood Working Dust Handling System – Update - Sophie | ***Action:*** Ron to provide ongoing updates ***Action:*** Tarunjit to follow up with Ron for update* *Ron Provides Update:* Completed the 3 immediate recommendations from the dust collector consultant's report.
* Cleaning any accumulations inside the ducting, installing clean-out ports, sealing system leaks and installing a magnehelic gage over the filter bags
* Maintenance have completed dry mopping and vacuuming the accumulated dust from the outside of the ventilation system ducting
* New dust collection system proposal still to be finalized
* Sophiecreated subcommittee to monitor process & expedite RFP proposal, subcommittee members, ***David F, David R, Rob S, Ron Z & Sophie C***
* As far as replacing the entire dust collection system, that project that will be decided on later in January along with a review of other capital project requests.
* Ron to report back for next meeting (Immediate & long term solutions)
* Ron confirmed that the interim recommendations included in the dust collection report will be completed.
* $30K in the budget for next fiscal year, will work to establish priorities for the repairs in accordance with WorkSafeBC regulations.
* Recommendation made to re-start subcommittee to evaluate priorities & provide guidance on WorkSafeBC regulatory requirements to the maintenance team.
* Request made to perform another evaluation of the dust collection system following the completion of the interim solutions to establish the effectiveness of these repairs on the overall function of the dust collection system.
* Ron to provide ongoing updates.
* Ron unavailable for update.
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| 4. Safety Audit *Each building to have a safety audit which was promised to be done at the end of the renovations. Renovations have been completed so audit should begin*  | ***Action:*** Sophie to add inspection reports to the S:Drive * Sophie add inspections to S:Drive, Rob S to review
* JOHS members to check to see if they have access to the shared drive, report back to health & safety
* Established all members have access to the drive
* All members now have access to S:Drive
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| 5. Instructor Training/Liability | * Sub-committee formed – Members, Sophie, Terry, Matt
* Moved to lower priority due to Victoria Street Chemical Management Program
* Request sent to Dan & Terry for inventory of shop equipment
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| 6. First Aid  | ***Action:*** Arleen and Martin - follow up on job requirements for first aid * First aid attendants, unclear of current procedures.
* First aid audit is currently under way to address known gaps.
* Gym attendant at 10th street, cannot leave the gym to preform first aid duties, as the gym cannot be left unattended
* First aid audit now complete
* Arleen to follow up with gym attendants supervisor
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| 7. Bullying & Harassment Refresher | * Ongoing refreshers required, need to anticipate the people who require recertification for 2020
* Martin to report on non-completed training
* Moodle, survey monkey, Teaching and learning (Marta to reach out to Teresa Sutherland)
* bullying & harassment refresher training now being offered online in an interactive zoom format
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| 8. Incident Investigation & Workplace Injury Reporting  | ***Action:*** Arleen - will follow up on resources to facilitate a refresher training * WSBC is receiving reports of injuries that have not first been reported internally
* Work with marketing to put out a communication reminding all staff of the injury reporting process
* Template email created to respond to reported injuries
* Recommendation to send a reminder to all staff about reporting workplace incidents/injuries
* Consider a refresher training for incident investigations & workplace injury reporting
* Currently covered in supervisor training & employee orientation training
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**New Business:**

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| 1. Update **Template -** JOHS **Committee Members**
 | ***Action:*** Terry – to bring forward new PPWC Rep* Larry Perepolkin, PPWC Rep is retiring from the college, need another PPWC Rep appointed to the committee
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| 1. Reopening of School of Industry Trades Shops
 | * UPDATE: We have a number of trades programs that started in February, these programs are now running out of theory, they have a week or two left of practical work that requires being on campus.
* Health & safety have been working with the various steak holders to conduct risk assessments to determine if a safe partial return to operations is possible.
* Development of SWP’s for various trades programs underway
* We have been working closely with the sector to ensure that we are adhering to the relevant regulatory requirements for a safe return to operations.

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| 1. Covid-19 Update
 | * Health & safety are working to develop an exposure control plan, this plan will include responsibilities of college students and staff, information on good hand hygiene, PPE requirements etc.
* Health & safety is currently working with health and human services, along with, trades as they required access to finish practical components of their courses.
* Health and safety will start working with other departments to develop their safe work procedures shortly
* Kerry has shared a copy of the ECP document with the leadership team and will send a copy to all employees once the leadership team has had a chance to review
* Ongoing updates will be available on our website as the situation evolves
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Next Meeting: May 28, 2020