**Call to Order:**

**Committee Member Attendance:**

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

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

Martin Keyserlingk, BCGEU Rep [x]  David Feldman, Management Rep [x]  Carter Balzer, PPWC Rep [x]  Tarunjit Jassar, Management Rep [ ]

Larry Perepolkin, PPWC Rep [ ]  Holly Martin, PPWC Rep [x]

Tom Babott, BCGEU Rep [ ]  Ross White, BCGEU Rep [ ]

Daryl Jolly, SCFA Rep [x]  Sophie Connelly, Management Rep [x]

David Ringheim, BCGEU Rep [x]  Isabelle De Pauw, PPWC Rep [x]

**Review Previous Minutes: December 19, 2019**

Approved [x]

Revisions Needed [ ]

**Approve Agenda:**

Additions [ ]  See below

Nothing to add [ ]

**Old Business:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Stats Report (Standing item) | Sophie to Report  |
| 1. Inspection Report:
 | ***Action:*** Ronto follow up on ice buildup, walk in freezer 10th Street kitchen.*10th Street floors 1,2 &3 Grounds – Completed by Isabelle De Pauw & Sophie Connelly* *(Report on S:Drive)* |
| 1. Fine Wood Working Dust Handling System – Update - Sophie
 | ***Action:*** Ron to report back for next meeting (Immediate & long term solutions) * *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 provide ongoing updates.
 |
| 1. 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:*** JOHS members to check to see if they have access to the shared drive & report back to health & safety. * Sophie add inspections to S:Drive, Rob S to review
 |
| 1. Instructor Training/Liability
 | * Subcommittee formed Sophie, Terry & Matt
 |
| 1. Co-Chairs
 | Action: Isabelle to update co-chairs to Dave & Dave |
| 1. First Aid
 | ***Action:*** Arleen to follow up with gym attendants supervisor* 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 while in use* First aid audit now complete.
 |
| 1. Committee evaluation
 | ***Action:*** JOHS evaluation to be completed by individual JOHS members **for next meeting February 27, 2020**, new meeting time of 1:30 to give committee the opportunity to review as a group.* Resent evaluation form
* update mailing list
* Committee evaluation form, Castlegar & Nelson JOSH members to complete & return
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**New Business:**

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| 1. Coronavirus  | ***Action:*** Sophie & Arleen to attend conference call on Coronavirus * Kerry Clarke will be handling all communication with relation to the Coronavirus
* Check if extra custodial staff could be assigned to assist in cleaning during winter months
* KSA being a priority, extra cleaning requirements assigned to custodial staff at KSA without additional staff to help assist
 |
| 2. Reminder: Workplace injury reporting  | ***Action:*** Email reminder to all staff on Injury reporting * 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
 |
| 3. Bullying & Harassment Refresher | ***Action:*** Martin to report on non-completed training* Ongoing refreshers required, need to anticipate the people who require recertification for 2020
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Next Meeting: March 26, 2020.

**Silver King Campus: Classroom 16**