**Call to Order:**

**Committee Member Attendance:**

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

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

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

Bob Kalmakoff, PPWC Rep [ ]  Sophie Connelly, PPWC Rep [ ]

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

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

Tracy Punchard [x]

**Review Previous Minutes: June 25, 2020**

Approved [ ]

Revisions Needed [ ]

**Approve Agenda:**

Additions [ ]  See below

Nothing to add [x]

**Old Business:**

|  |  |
| --- | --- |
| 1. Stats Report (Standing item)
 | * Two WCB claims since we started working from home, one was not a result of work (employee was taking a meeting but was sitting on their foot, when they stood up the foot was asleep and the employee fell. Claim was not approved. Sought guidance from Employers Advisor as this was a claim that we have not had to deal with from home.
* Employees who are working from home will need to continue to report injuries from home. Arleen will be updating a flow chart on my.selkirk.ca and is turning the Working from Home guidelines to a Policy so there is more clarity for employees.
* No first aid reports
 |
| 1. Inspection Report:
 | * We have not been doing inspections during COVID-19 but will have a new schedule for the next meeting.
 |
| 1. Fine Wood Working Dust Handling System - Update
 | * Second engineer gave an opinion on what the dust collector system should look like. Mike Giesler is now the Project Manager.

Action: Rob to follow up with Mike Giesler (Mike could come provide an update) |
| 1. Safety Audit
 | * We have completed quite a few COVID inspections

Action: Arleen to add audits to the s:drive Action: Donna to submit a ticket to add Tracy and Donna |
| 1. First Aid
 | * Arleen and Kim met to talk about the First Aid in the gym and decided that cooking instructors will be trained to provide OFA1. Gym Attendant will now become a second call. Cook instructors will not need to have cell phones.
 |
| 7. Bullying & Harassment Refresher  | * Training took place.
* Rod F and Kirsten G are trying to create a Moodle course.
* Training is about an hour and half, it is a requirement of WSBC.
* Arleen will report when the Moodle course is available. Trained excess of 80 people.

Action: Arleen to have Marta create a list of who has taken the training |
| 8. Incident Investigation & Workplace Injury Reporting  | * Will have a schematic so that everyone knows the process, will be embedded in the new Policy: Working from Home
* Arleen is the WCB Coordinator
 |
| 9. My Selkirk JOHS Minutes  | * Action Marta or Emily to add minutes to my.selkirk.ca
 |
| 10. 10th Street Front Entrance | * Entrance has been patched and is much better than it was
* We can remove from the agenda and revisit in the spring
 |

**New Business:**

|  |  |
| --- | --- |
| 1. Covid-19 Update
 | * Campuses have been prepared for students and employees to return
* Employees and students will need to complete the online COVID-19 orientation and WHMIS training
* H&S will provide in-person orientation to many programs
 |

Next Meeting: September 24, 2020