**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 [x]  Terry Balyk, PPWC Rep [x]

Martin Keyserlingk, Management Rep [ ]  Carter Balzer, BCGEU Rep [ ]

Donna Drover, Management Rep [x]  Bob Kalmakoff, PPWC Rep [x]

Tracy Punchard, Management Rep [ ]  Daryl Jolly, Management Rep [x]

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

Holly Martin, PPWC Rep [x]  Emily Moorhead, Minute taker [x]

Tarunjit Jassar [x]

**Review Previous Minutes: October 29, 2020**

Approved [x]  Minutes approved as presented.

Revisions Needed [ ]

**Outstanding Action Items:** Inspection reports uploaded to S:Drive.

 Tarunjit forwarded [report] to Donna.

Terry updated Tarunjit as to landscaping drain. Terry to follow up with Dave Briggeman on action plan and remedies.

**Approve Agenda:**

Additions [x]  See below – item 2 under New Business.

Nothing to add [ ]

**Old Business:**

|  |  |
| --- | --- |
| 1. Stats Report (Standing item)
 | * Two new WorkSafe claims – MSI claims (muscular skeletal). Both are still in the investigation stage. One has no lost time, and the other has a potential for up to three weeks lost time. WorkSafe will complete an assessment to see if it is an aggravated injury or due to ergonomics.
* 20 Year Review of WCB Injuries presented to the Committee by Arleen.
* Finger, hands and back claims are higher than the rest.
* Rate for 2021 continues to fall, which indicates the College is doing a good job at mitigating injuries. The rate has dropped from 35 to 25, which resulted in a significant cost savings on premiums.
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| 1. Inspection Review:
	1. South Trades: Arleen Gallo
	2. SK Classroom Block: Holly Martin
	3. Shambalah Music Studio: Ross White
 | * South Trades not complete.

**Action:** Arleen to connect with Rob to assist with the inspection. * SK Classroom not complete.

**Action:** Holly to complete prior to next meeting, and Rob will assist.* Mary Hall completed by Ross and Martin. Shambalah not complete.

**Action:** Martin to connect with Ross to complete Shambalah inspection |
|  |  |

**New Business:**

|  |  |
| --- | --- |
| 1. Covid-19 Update
2. Self-Administered First Aid Procedures
3. Is there a call in number for those working from home?
4. River rock landscaping at SK
 | * New public health orders. The College is in compliance with the orders.
* A communication will be distributed tomorrow to all employees regarding mask use. It will discuss how the College will handle situations where individuals refuse to wear masks. If the individual has a medical condition that prevents them from wearing a mask, we must respect that.
* Employees have the right to deny service to an individual who refuses to wear a mask.
* Athletics and recreation programs have been adjusted based on the current provincial guidelines. Group exercise programs will be suspended until December 7, and will be reassessed at that time. The Cube in Nelson has been asked to suspend activity during this time as well.
* There has been an increase in aches and pains claims due to ergonomics. More information, through communications, will be distributed.
* If students are in classes and are not willing to oblige, instructors have a right to ask them to leave. It is a provincial mandate and individuals can be fined.
* Hand sanitization stations are being moved around to assist with cleaning.

**Action:** Donna to follow up with Tarunjit to remind cleaning staff that they need to remain in the way.* For employees/students working on campus, the same first aid procedure is in effect.
* First Aid Attendants have new safe work procedures that were implemented in June. They are to ask if they are experiencing certain symptoms. If the individual answers yes, the First Aid Attendant is to don PPE.
* If it is a minor injury, the First Aid Attendant will walk the individual through the self-treatment process, but complete the paperwork.
* If an employee injures themselves and treats themselves at home, paperwork may not be submitted.
* Suggested that a call in line be initiated that triggers a notice to the supervisor to check in with that employee. Employees to call their main campus. North or South trades at SK. Erin can filter calls at KSA and Lonnie at 10th Street.
* First aid forms to be available on MySelkirk.ca for the employee to complete at home.
* Q: What if employees are working from home, and injury themselves, but not on work hours? A: If the injury is out of, or arising, from employment – how does it relate to your work? The injury will be investigated, but it has to arise out of employment. Communication defined injuries working from home.

**Action:** Arleen and Donna to review the working from home guidelines, and revise as necessary.* Move the river rock so when the snow is plowed, it is not in the way.

**Action:** Tarunjit to follow up with Rob. |
| Next Meeting | * Emily to find a new date in December and send out invite.
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