

**Nelson JOHS Committee Minutes
September 26, 2019
Silver King Boardroom**

Call to Order:

Committee Member Attendance:

Arleen Gallo, Co-Chair and Management Rep
 Rob Schwarzer, BCGEU Rep
 Martin Keyserlingk, BCGEU Rep
 Carter Balzer, PPWC Rep
 Larry Perepolkin, PPWC Rep
 Tom Babott, BCGEU Rep
 Daryl Jolly, SCFA Rep

Dave Briggeman, Co-Chair and BCGEU Rep
 Terry Balyk, PPWC Rep
 David Feldman, Management Rep
 Donna Drover, Management Rep
 Holly Martin, PPWC Rep
 Ross White, BCGEU Rep
 Sophie Connelly, PPWC Rep

Review Previous Minutes: June 27, 2019

Approved
 Revisions Needed

Approve Agenda:

Additions See below
 Nothing to add

Old Business:

<p>1. Stats Report (Standing item) – Donna</p>	<p>The committee did not meet during July or August so these stats include those months.</p> <p>First Aid</p> <ul style="list-style-type: none"> • Castlegar Campus <ul style="list-style-type: none"> ○ July - 1 employee for a sore right wrist & 1 student who may have had a spider bit at home. ○ August - 1 employee with a cut finger and 1 employee with a wrist injury (possible sprain). ○ September - 1 employee slip and fall and 1 employee hit their head. • Silver King Campus <ul style="list-style-type: none"> ○ No first aid reports. <p>WCB Claims</p>
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	<ul style="list-style-type: none"> • No new WBC claims to report. • As previously mentioned we have a claim that was denied for a repetitive strain injury that has been appealed. We are just going through that process and will have a response by the end of October.
<p>2. Inspection Report:</p>	<p>10th Street Campus</p> <ul style="list-style-type: none"> • Student Residence <ul style="list-style-type: none"> ○ Inspection Completed by Sophie & Donna (April 2019) ○ Report Available • Gym & Kitchen <ul style="list-style-type: none"> ○ Daryl Jolly & Sophie Connelly to Complete by next meeting. <p>Victoria Street Campus</p> <ul style="list-style-type: none"> • Full Campus Inspection <ul style="list-style-type: none"> ○ Arleen Gallo & Carter Blazer (July 2019). ○ Not Complete. <p>Castlegar Campus</p> <ul style="list-style-type: none"> • Administration Building <ul style="list-style-type: none"> ○ Inspection Completed by Donna Drover & Sophie Connelly ○ Report available. <p>Silver King Campus</p> <ul style="list-style-type: none"> • Welding and Metal Work Shops <ul style="list-style-type: none"> ○ Donna to ask David to do inspection. ○ Donna to follow-up with Christine and Terry on the Inspection.
<p>3. Fine Wood Working Dust Handling System - Update</p>	<p>Donna & Sophie to follow-up on this.</p>
<p>4. Safety Audit</p>	<p>Rob S. requested safety audit following renovations.</p>

<p><i>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 – Sophie to update</i></p>	<ul style="list-style-type: none"> • Sophie to carry out inspections. • South trades, electrical fine Woodworking, North Trades -completed. • Carried over to request removing from minutes.
<p>5. Terms of Reference</p>	<p>Terms of Reference approval required from Nelson & Castlegar Committee.</p> <ul style="list-style-type: none"> • Tom B. BCGEU requires 2 members. Once appointed they will do an evaluation on, on BCGEU member attendance, no end dates to terms. (Committee Reports 10 B – Article 24.3 states that will happen for Castlegar, sent to area 09 office). Tom will send to Health & Safety, 14 (d) wording – all workers 4 hours minimum, 3.27 (3) minimum of 4 hours. • Tom B. will appoint new JOHS Rep, Dave, & Rob as well discussed changed Carter to PPWC. <p>TOR – Dictated by WorkSafeBC Regulations.</p>
<p>6. Co-chairs</p>	<ul style="list-style-type: none"> • Arleen & David will continue unless there are others that would like to come forward – carry over to next meeting.
<p>7. Instructor Training/Liability</p>	<p>Donna will have conversation with Rob, carry over to next meeting.</p> <ul style="list-style-type: none"> • How do we make sure that our tool room attendants or relief instructors are properly trained on machinery? • Hazard assessment for maintenance so that the correct information is passed along. • Laminated procedures for machines. • Lock out procedures need to be posted all machines. • Create a reference book “hot book” • Safe work procedures need to be developed from KSA and Silver King <p>Recommendation: safety talks/tool talks</p>

New Business:

<p>1. Chemical Management Program (Donna/Sophie)</p>	<p>Chemical Management Program</p> <p>Sophie to provide updates;</p> <p>Victoria Street Campus</p> <ul style="list-style-type: none">○ Health & Safety previously followed a systematic process to update the current chemical management, the ventilation report required interim corrective actions & controls to be undertaken immediately, to ensure a safe working environment for the staff & students○ Ventilation interim corrective actions completed, ongoing, maintenance coordinating with Rocky Point Engineering.○ WHIMIS Training students & staff complete○ Occupational hygienist completed an assessment, results & report to be received○ Students & staff supplied with, fit tested for respirators○ Daryl Jolly would like it recorded that the instructors at the Victoria Street Campus fully support the ongoing updates to the chemical management program. <p>Castlegar Campus</p> <ul style="list-style-type: none">○ Preliminary audit indicated Castlegar chemical management program requires various updates, categorized as lower risk○ Sophie will conduct an audit following the implementation of corrective actions at Victoria Street Campus.
<p>2. Air Quality – New Student Commons Building</p>	<p>Student Commons Building</p> <ul style="list-style-type: none">○ Fresh air intake is diesel fumes, trucks are parked it comes into their building. Fumes coming in is on-going issue○ Follow chain of command – Report to Supervisors○ Health & Safety sent an email to Larry – Donna Drover will follow-up.○ Suggestions, shutdown fresh air intake before trucks arrive, open doors for air to circulate

	<ul style="list-style-type: none"> ○ Long term work with maintenance to change the intake air location
3. Old Business	<p>Donna D. to give update on FWW dust collector, it was inspected last winter – not sufficient, recommendation to get another dust collector.</p> <ul style="list-style-type: none"> ○ Friday/Saturday – deep clean and removed surface dust when students aren't around ○ Put out an RFP with Ron Z. for new Dust Collector, dust masks – students or respirator ○ Donna D. speaking once we have list of what they're using – Sophie will look and let them know.
4. Joint Health and Safety Committee Evaluation Tool (Arleen)	<ul style="list-style-type: none"> ○ Sophie will send out a link – for committee members to review.

Next Meeting: **October 31, 2019**

Silver King Campus: Classroom 16