



Castlegar JOHS Committee Agenda
April 9, 2019
Sen 118, 1-2 pm

Call to Order:

Committee Member Attendance:

| | |
|---|---|
| Donna Drover, Co-Chair and Management Rep <input checked="" type="checkbox"/> | Rod Fayant, Co-Chair and PPWC Rep <input checked="" type="checkbox"/> |
| Rob Macrae, SCFA Rep <input checked="" type="checkbox"/> | Barb Ihlen, Management Rep <input checked="" type="checkbox"/> |
| Niki Menard, PPWC Rep <input checked="" type="checkbox"/> | Rhonda Schmitz, Management Rep <input checked="" type="checkbox"/> |
| Arleen Gallo, Management Rep <input checked="" type="checkbox"/> | Jason Dacosta, SCFA Rep <input checked="" type="checkbox"/> |
| Jennifer Pascoe, PPWC Rep <input checked="" type="checkbox"/> | Paul Rodrigues, PPWC Rep <input type="checkbox"/> |
| Brad McVittie, BCGEU Rep <input type="checkbox"/> | Sophie Connelly, PPWC Rep <input checked="" type="checkbox"/> |
| Ron Zaitsoff, Management Rep <input checked="" type="checkbox"/> | Emily Moorhead, Minute Taker <input checked="" type="checkbox"/> |

Review and adopt previous meeting's minutes of 3/12/2019.

Approved
Declined

Approve Agenda:

Additions
Nothing to add

Old Business:

1. Inspection Reports (Inspection reports for previous years are available in the shared committee folder on the s:drive)

Review: March Inspection – Gymnasium: Rhonda Schmitz/Rod Fayant

- Completed – report submitted to Donna.
 - No major issues – request to do radon testing.
 - Storage is an issue.
 - Previous mold issue remedied.
2. Stats Report (Standing Item) – Donna
 - **First Aid:**
 - Student fell in Nelson at bus stop and received treatment in Castlegar.
 - Employee slipped in Castlegar.
 - **WorkSafe BC:**
 - One claim in March accepted for muscular skeletal injury – health care expenses only covered.
 - Mental health claim suspended for now – WorkSafe requires more information.



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3. Work Alone Update – Arleen

- Waiting on approval of PIA
- Arleen met with Kerry on PIA for Ok Alone app – developed two strategies:
 - i. Emily to house PIA similar to the contract registry.
 - ii. Donna has completed the PIA and sent to Barb to review. IT to be contacted if need be for any recommendations, and Barb to sign off as our Privacy Officer. Moving forward.
- Check in procedure – check in designate to sign off and acknowledge their role and process. Partner/ spouse to sign off on this form acknowledging their responsibility. Supervisor then signs off.
- Will there be a procedure to oversee the process is being followed as approved (i.e. will the supervisor be monitoring compliance)? There needs to be evidence that the supervisor is ensuring the process is being followed.
 - i. Concern that the process will fall off the table after the form is signed off by the supervisor.
- Ok App will eliminate the need to check in with a partner/ spouse, dependent on how the app is rolled out. Many of the positions at the College are low risk and will not require a check in, if they do, we do not recommend using a spouse.
- Donna working with supervisors who do require a check in process to utilize other employees on campus at the same time.
- Risk assessment submission deadline has passed – still waiting on a few assessments. Donna following up on an individual basis.

Action: Decision on process to be put on hold until PIA approved.

4. Smoking

- Standing Item – to be touched upon in June when approval on budget comes in May

5. Terms of Reference

- Did the Nelson JOSH committee review? – the last meeting was cancelled, TOR not reviewed.
- There is no meeting time that will work for both committees to meet at the same time.
- Committees to do individually or a subcommittee?
 - Subcommittee agreed upon – 8 in total (4 members from each committee and each member group is to be represented).
 - Castlegar: Rod, Donna, Rob, Brad.

Action: Subcommittee to be formed – need four representatives from Nelson.



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6. EFAP
- Paul inquired about College's commitment last meeting.

Action: Arleen to follow up with Paul.

New Business:

1. DATS – Digital Action Tracking System
 - Unit 4 may be able to do some of the same functions of DATS.
 - DATS may be more than the College requires at this time.
2. Chemical Management Program update: Sophie
 - Multi-phase project to update SDS sheets in all campuses and review their inventory to develop safe work practices that are relevant to the SDS sheets.
 - Phase 1 complete - completed the spreadsheet. Update current inventory to be in compliance.
 - Next steps to contact the suppliers to provide the correct SDS sheet and instructors to get their inventory.
 - All instructors have a list of what chemicals they have.
 - Large change management component – need Dean/Instructor buy in. Deans and chairs can get overwhelmed; best to work together as a joint effort and not to mandate it.
 - SDS to be updated every three years, however, suppliers are to send in any new findings as they come. MSDS was replaced in December 2018 – Selkirk is passed the replacement deadline.
 - Unable to set a deadline at this moment given supplier variability.

Action: To establish a tentative deadline

3. Radon monitoring update: Donna
 - No schedule was created.
 - All floor plans for all campuses were submitted to establish how many kits required. Selkirk will need 320 detectors – \$16,000 to \$18,000 (if starting from scratch).
 - There are different standards of testing – if there are areas testing high, they should be rescheduled and retested. If an area is testing normal, there does not need to be retesting unless there are changes in the footprint.
 - Gym and daycare tested high – to be retested. Remediation done in 2014 for the gym, daycare was earlier.



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- Winter is the best time to test.

Action: Look into purchasing radon testers independently and test gym and daycare.

4. Smudging

- Recently done in the G wing in a classroom without any windows and there was a strong scent with visible smoke. Employees
- Smudging to only be done in the Gathering place –Donna to follow up with Jessica to ensure that is correct.

5. Elevator – Brad/ Ron

- Lower Bonnington – returned to service last week. It is on emergency back-up power.

6. Fire Evacuations (evening)

- Agreed to move ahead with a drill at the last meeting – to be done at the same time as the regular fire drill in September.
- Alertus is not linked to the fire panel – the alert needs to be trigger by Alertus administrators. If there is a fire, people are to evacuate prior to receiving a notification. Alertus will send out communications. Alertus does not replace active procedures.
- If there is an evacuation in the evening, those on site are to track down administrators to send out alerts/communications. There is no employee designated at this time to be the point of contact (Ron is Incident Commander). Protocols are currently being established as the system deploys.
- Look into waterfall calling for ease of notification.

Action: Donna to follow up with Gerald.

7. Dual Grad – Increase in safety resources

- Arrangements made with first aid attendant to be present at morning grad.
- Create two parking lots: one for the morning, one for the afternoon?