



Castlegar JOHS Committee Minutes
January 8, 2019
Monashee 14, 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 type="checkbox"/>
Rob Macrae, SCFA Rep <input checked="" type="checkbox"/>	Barb Ihlen, Management Rep <input 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"/>	Jodie Reay, PPWC Rep <input checked="" type="checkbox"/>
Paul Rodrigues, PPWC Rep <input checked="" type="checkbox"/>	Brad McVittie, BCGEU Rep <input checked="" type="checkbox"/>
Ron Zaitsoff, Management Rep <input checked="" type="checkbox"/>	Emily Moorhead, Minute Taker <input checked="" type="checkbox"/>
Kerry Clark, Guest <input checked="" type="checkbox"/>	

Review and adopt previous meeting's minutes of 12/11/2018.

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:

- o Monashee and Granite Blocks (November) – Jodie Reay/Donna Drover
- o Sentinel Block (December) – Donna Drover/Jodie Reay

Previous Action Items:

- Donna to locate previous Sentinel inspection report.
- Jodie and Donna completed Monashee, Granite and Sentinel on December 21.
- Used a template from iAuditor for the above inspections. It was more thorough than what has been completed in the past. A copy of the inspections will be placed on the S:drive.
- Pictures were taken, notes taken through audio and converted to text, work orders were then created.
- No major issues noted – general housekeeping items (inspection of fire extinguishers not completed, properly label chemicals, etc.).



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- One thing noted from the inspections is it is useful to have someone who works in the space being inspected be present to assist with questions. When inspections scheduled, a representative should be scheduled too.
- The iAuditor tool can create hallmarks, or areas we want to be consistent in throughout both campuses.

Action Items: Donna to go over the iAuditor template/tool next meeting.

2. Stats Report (Standing Item) – Donna and Jodie
 - No new WorkWafe claims for December.
 - No new FirstAid claims for December.

3. Work Alone Update – Donna

Previous Action Items:

- Revisit this for the next meeting.
- Waiting on approval of PIA
- Kerry Clarke invited to meeting to speak on behalf of leadership.
- Revised the Work Alone policy, which has been sent to Arleen for review and will be sent to the Policy Review Committee to approve.
- Revised the Hazard Risk Assessment. As assessment used by UBC in Work Alone – removes a lot of guesswork. Excel spreadsheet sent to members and Jodie reviewed during the meeting. The Assessment is a tool that rates the hazard severity and designates a numerical score. Based on the score, guidelines are provided and alerts the employee/supervisor to create an action plan.
- Kerry: what about employees who choose to come in outside of regular hours – how are they monitored? Donna: the employee could use the Work Alone App that is being reviewed.
- Records will be kept in the employee file; central worksheet will

Action Items: Committee members to review the risk assessment before it is sent to Leadership and Supervisors to complete.

4. Smoking

Previous Action Items: Ron to look into designated smoking gazebos.

- Ron met with Leslie – it is on the list for 2019, yet to be prioritized.
- The gazebos will require lighting, concrete walkway, etc. for safety.



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- Healthy Campus survey and research results to come out in June that will guide the implementation of the designated areas. The goal is to create a healthy culture.

Action Items: Designate areas prior to approval of the gazebos.

5. Terms of Reference

- Tabled for next meeting.
- Need to be in line with WCB.

Action Items: Committee members to review the TOR before they are accepted.

New Business: No new business.