



**Castlegar JOHS Committee Minutes**  
**June 11, 2019**  
**Sentinel 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 type="checkbox"/>
Niki Menard, PPWC Rep <input 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"/>	Brad McVittie, BCGEU Rep <input type="checkbox"/>
Paul Rodrigues, PPWC Rep <input checked="" type="checkbox"/>	Ron Zaitsoff, Management Rep <input type="checkbox"/>
Sophie Connelly, PPWC Rep <input checked="" type="checkbox"/>	Kirsten Gear, BCGEU Rep <input checked="" type="checkbox"/>
	Emily Moorhead, Minute Taker <input checked="" type="checkbox"/>

**Review and adopt previous meeting's minutes of 5/14/2019.**

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)
  - Residence inspection report completed – work orders have been submitted and closed.
2. Stats Report (Standing Item) – Donna and Sophie

**First Aid:**

Castlegar: 1 FSW employee was draining a pot of potatoes and spilled water on her foot, causing a burn, employee returned to work. Issues around PPE and procedure. The incident will require further analysis and recommendations. The accident report will be made available to the committee.

Silver King: 1 employee complained of left and right wrist pain, first aid provided a cold compress, employee returned to work and H&S coordinator has provided an ergonomic assessment. Keyboard tray recommended.

**WorkSafeBC Claims:**

No new claims to report.

An employee who had an MSI claim that was denied has appealed; the process is in the beginning stages.



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3. Work Alone Update – Donna

- Followed up with ProTELEC (Check Mate). The company is based out of Winnipeg and data will be stored in Canada.
- ProTELEC advised call-in centre as an interim solution is not ideal and recommended to use Check Mate as a pilot. Same PIA used for Work Alone can be used, decreasing time for approval.
- 10 people are able to pilot the app – this can begin as early as June 17.
- 20-30 additional risk assessments submitted. Of all submissions, only 15 will require a check-in procedure.
- An employee can call in from a landline to check in. A cellphone or internet access is not required.

*Action:* Donna to follow up with Barb on PIA, and move forward with pilot.

4. Chemical Management Program Update – Sophie

- Met with Daryl Jolly at KSA and discussed high-risk chemicals, need for instructor support, and provision of supplier lists, capturing SDS sheets at purchasing and point of acceptance, and the use of proper PPE.
- Inventory list is complete. Next steps is for a purchasing procedure to be established. There is no firm date for project completion set.
- Daryl has completed preliminary smoke testing at KSA. Victoria Street will be the focus/pilot for the program.
- KSA has no solvent storage. Storage as a whole is an issue. There is currently no estimation on the volume of solvent at KSA.
- Donna and Sophie will be attending a planning session with instructors at Tenth Street at end of the month.

5. Radon Testing Update

- Kits have been purchased and will be placed in the 12 spots indicated by Rob (see email). The results will be sent away for analysis at zero cost.
- Digital kits, as suggested by Rob, will be discussed and considered after results of current tests are in.
- A record of results will be kept by Donna and relayed to the committee.

6. TOR Update – Rod

Changes:

- 1. new language around guests;
- 2. selection of worker representation;



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- 3. language around the power of the committee added;
- 5. role of chair – added preparation of agenda; removal of chair to be unbiased;
- 9. changed to monthly; removed steering committee, change to “employer rep” (c);
- 10. (a) “executive” changed to Leadership Team;
- 11. ?
- 12. ?
- 14. (d) – refers anyone new to committee should be trained;
- 15. addition of training and travel entitlements added in;
- 16. change to meet as needed, not quarterly;
- 17. table of roles and responsibility of employer and committee after a workplace incident occurs.

*Action:* to add to 8 - (h), (i) and (j) language around refusal to work to be added

Present the changes to the subcommittee in Nelson.

**New Business:**

1. Silver King Investigations – Sophie
  - Two investigations:
    - I. Near miss with minor injury in kitchen – basket in deep fryer were not catching on latch. An employee went to place the basket on latch and it splashed hot oil on her arm, resulting in a first degree burn. First aid applied and employee returned to work.
      - a. Larry fixed the baskets latching in the interim. **Next step:** to contact manufacturer to ensure the machine is working correctly to prevent further incidents.
    - II. Near miss with maintenance – carpenter cut a wire during demolition. Wire cutters absorbed the arch. Employee was unharmed (wearing proper PPE – boots, gloves, etc.). Interviews will be completed in the assessment to establish root cause and proper procedure.
      - Both reports to be completed within 30 days – to be distributed during next JOSH.
2. Gas sheds – Jen
  - Locked at all times – a few departments have keys; no sole responsibility assigned. This is to be determined.
  - Require a “light” housekeeping. Unmarked old jars, gas tanks in the middle of the shed, absorbent crystals on the ground.
  - An employee requires WHMIS to use the sheds.
  - *Action:* Sophie and Donna to assess the sheds. Training to be done around cleanliness/tidiness. Assign responsibility



**Castlegar JOHS Committee Minutes**  
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3. First Aid Reports – access to older reports
  - A first aid attendant was unable to locate old first aid reports at the main campus. Old reports should be accessible.
  - Paper copies of reports need to be locked; there are obstacles around lock and key in the first aid office.
  - First aid reports can be found in Health and Safety office in locked drawer.
  - There is potential to have electronic reports on a computer in the first aid office.
  - Query for extra first aid attendants? Student volunteers to be utilized during busy times (grad, etc). Student Union responsible for organizing this; however, the Student Union is not covered under WorkSafe and are liable.

Action: Arleen and Donna to work on getting a computer.

4. Ground squirrels – Kirsten
  - Ongoing issue - international students continuing to feed.
  - Safety issue around holes in the grounds.

**Action:** Signage to be posted around the College – focus the communication around the safety of the animals.

5. Heat alert response system – Rod
  - IHA document – campaign to inform people to take proper precautions (safety around heat stroke and exhaustion); the Kootenays are a hot spot.
  - Smoke alert to go out that will direct employees to health and safety website.
6. Eyewash bottles
  - One time use eyewash bottles received – Donna to look into expiration (saline does not expire; the bottles does).

**Action:** Donna to provide Paul with boxes for custodians.