



**Castlegar JOHS Committee Agenda**  
**May 14, 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 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 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 type="checkbox"/>	Emily Moorhead, Minute Taker <input checked="" type="checkbox"/>
Kirsten Gear, BCGEU Rep	

**Review and adopt previous meeting's minutes of 2/12/2019.**

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)
  - April inspection – to be completed May 15 at 0900 by Jen Pascoe.

2. Stats Report (Standing Item) – Donna and Sophie

**First Aid:**

- Castlegar: 1 employee splashed carpet cleaner in their eyes, causing a slight burn on outer eyelids, first aid attended, employee returned to work.

**Action:** Investigation to be completed – safe work procedure to be completed if needed.

- Silver King: 1 employee cut the back of their hand (dishwasher was jammed), first aid cleaned and bandaged the cut, employee returned to work.

**Action:** Donna to follow up with the employee who cut their hand, and why the dishwasher was jammed.

**WorkSafeBC Claims:**

A practicum student fell while working at their placement, and was attended to by first aid, returned to work, but saw a doctor over the weekend. The student had an x-ray of their knee, it looked fine but could not go to placement on Monday as the swelling had moved down the leg



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and the student could not get their shoe on. The student saw a doctor yesterday and will go for a CT scan as the doctor feels that the student may have broken their leg. This claim will go to the Ministry of Advanced Education as students are deemed Employees of the Crown.

3. Work Alone Update – Donna

- PIA was not approved – date when data can be stored in Canada TBD; currently stored in US.
- Donna has looked into a Call Centre in Winnipeg. Do not need to sign a contract – Selkirk would get our own 1-800; employee would call when leaving their house and when they got to work; employee to create escalation procedures with the call centre.
- The employee would be responsible to call the Call Centre; employee to continually check-in based on the predetermined schedule between supervisor, call centre and employee. If an employee misses a check-in, they will get an alert to their phone. After their third notification, the call centre will try to contact the employee and then call emergency response. Their supervisor will be notified second.
- All employees working alone are technically required to check in. We can audit the system, but the College is not aware of everyone's schedule (should an employee choose to come in on a weekend). Hard to police 100% compliance. Supervisors to enforce compliance.
- The overall risk associated to those working on weekends is low. Those who are "high risk" (trades instructors), check-in procedures have been created: for example, there are no students on Friday, and the employee could call in with a pre-determined schedule.
- Employees are allowed to use a partner for check-in, as long as they have seen a copy of the procedure and understand the requirement of check-in. Not recommended as a check-in procedure. Call Centre will create a record.
- Risk Assessment – 80% completed. Donna in contact with those who still need to complete. There is no time frame at this moment. Arleen working with Donna to have the remaining supervisors complete to be compliant with WorkSafe. The majority outstanding are low risk.

**Action:** Move forward with piloting the Call Centre for 6 months to test for efficiency – Call Centre to create a 1-800.

Donna to explore other Apps – this will be a lengthier process – if the Call Centre not effective.

4. Chemical Management Program – is it finished?

- Completed gathering chemical inventory – reached out to suppliers for SDS sheets. Being met with resistance from suppliers; they are legally required to supply us. We are now waiting on their timeline.



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- On-call personnel to make these phone calls would not be effective – would not have enough background information to answer questions/prompt suppliers.
  - WHMIS training can be done in-house by Sophie when needed.
  - Any time we receive product/supplies/chemicals, we need to keep record of the SDS sheets, and many may not be aware of this – to create work safe procedures around this where Health and Safety is involved in ordering supplies. Pulling “generic” SDS sheets does not always apply to the products we have or create proper safe work procedures to follow.
5. Radon testing – trouble areas need to be re-addressed. Status of Gym & Daycare test?
- Tests have not been collected yet.

*Action:* Donna to collect tests and drop off at daycare and gym this month (May).

6. Elevator to LLB
- Fixed
7. EFAP – college’s commitment was to be looked into by Sophie
- No update at this time – Sophie followed up with WorkSafe.
  - College obligated to work with employee group on accommodations and not funding – if it could be proven it is work related, funding may be possible.
  - 2/4 of the Employee groups have benefit for rehab, the other 2 do not. It is on a case by case basis. BCGEU/SCFA – if there is a requirement the employee works with the Union and the Union lets the College know.
  - EFAP covers counselling and referrals for outpatient resources – EFAP does not pay.
8. TOR
- Rob’s submission
  - Subcommittee - is there Nelson members? There has not been a meeting in Nelson for the past two months to select members. Next Nelson meeting is to be held at the end of May.
  - June as a possible meeting time.

*Action:* Donna to set up meeting time for subcommittee in June  
Rod and Donna to go over Rob’s edits.

9. Fire Evacuations
- Donna’s follow up with Gerald:
  - Fire alarm pulled in the Pit – everyone evacuated prior to fire crew arriving.
  - Health and Safety unaware of the evacuation - maintenance aware. There is not a written procedure for communication.



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*Action:* Donna to follow up with Ron to create a process.

**New Business:**

1. Measles & vaccinations

- Rod sent a link to members.
- The College does not have proper biohazard – storage issue.
- Send out communications to employees to go to their local pharmacy. Promote to students.

*Action:* Donna to send out communication via Bob Hall.

Donna to look into have local agencies provide vaccines similar to what was done with the flu vaccines.

2. Health & Safety policies

- Arleen distributed the checklist; those that have been reviewed have been marked off.
- Policies go out to community for feedback – feedback submitted to PRC (policy review committee). Contact Natasha with any suggestions/edits.

3. Eyewash Policy

- Main eyewash by Pit expired/outdated.
- In First Aid – in a box on a shelf – to be displayed.
- Maintenance building
- Eye wash contaminated once opened and used. Move towards using the one type of eyewash across all campuses and create a procedure.
- Important for all employees to know what is in their classroom/assess their own working space.

*Action:* Donna to follow up to ensure they are all within expiration date.

Sophie to look into creating a procedure for use and disposal.

4. Wasp Nests

- Many in ground and around buildings – communication to be sent out?

**August 27 – new employee orientation.**