



**Castlegar JOHS Committee Minutes**  
**October 9, 2018**  
**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 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 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"/>
Pauline De Grandpre, Management Rep <input type="checkbox"/>	

**Review and adopt previous meeting's minutes of 9/18/2018.**

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 Maintenance building, Valhalla Center, Pump house, treatment facilities (July) – Ron and Paul completed. Storage for VOC to be brought over to maintenance building; work order put in.
- o Administration building/Purchasing-Mailroom – Barb Ihlen/Jenn Pasco
- o Kokanee and Lardeau Block (September) – Rod Fayant/ Rhonda Schmitz

Action Items: **September inspections not completed (Kokanee/ Lardeau) – to be completed after the meeting (Oct 8).**

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

Previous Action Items: **Meet with Deans and Chair to create a solution to assist with orientating employees and creating solutions in the nursing labs. Focus on training inspectors. Utilize a WCB template based on the 7 recommendations laid out in Rob's report.**



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- Three first aids since last meeting:
    - Student with muscle injury at gym (previous injury)
    - Rolled ankle at the gym plying basketball
    - Student worker
  - Forms to be submitted to UCIPP – keep forms in the first aid kits.
  - No WCB claims
  - Accident Investigation courses are up and coming for supervisors to attend.
  - EIIR form procedures – for expediency, follow WCB procedures and meet their expectations (3 signatures rather than 5); supervisor, worker rep, and employer rep.
3. Chalkboards in Classrooms – Everyone to read report for review at meeting
- Report submitted by Rob – there is concern of exposure to fine particular matter (chalk).
  - Risk was found upon inspection in terms of respiratory particular matter.
  - Recommendations outlined in the report.

Previous Action Items: **Perform an air quality test in high-usage classrooms to assess severity and subsequently investigate alternatives to chalkboards if there is a need.**

Action Item: **Look into the company Okanagan College used – Jodie to follow up.**

4. Lights outside U6 (TABLED)
- Mike has recently replaced a bunch of lights outside U6.
- Rod: Left hand side of the gym the lights are still out.
  - Ron reports the custodians have given the “okay.”

All the lights are currently working.

Previous Action Items: **Continue to assess the lights; replace lights as they go out.**

5. Work Alone Update
- Three work alone apps were tested by Jodie and Donna. Two trials were completed on their favourite app (Ok Alone app). With this app you can customize plans based on department and individual’s work day.
  - Issues surrounding of breach of employee confidentiality and FOIPPA raised.

Previous Action Items: **Donna to investigate Confidentiality, and if Canadian based company and then to trial with Gym Attendants. If successful proceed with Custodians and Library Staff.**

- The Ok Alone database in USA with back-up in Canada and will be moving to house the entire database in Canada.



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- Work around may be for employees to sign a confidentiality form. Question raised by Barb: what if an employee does not consent? Discussions around having a back-up App was introduced in the event the PIA process is too long. Potential to borrow a PIA from another Institution or company – needs to be within BC.
- \$64/MONTH- most economical option.
- The Work Alone app would follow the same policy the College currently has in place. The app is simply in addition. College Work Alone Procedure to continue to be followed while PIA being sorted.
- Security (Paladin) started at the Campus this week – communication to go out. Castlegar 9-5 Mon-Fri (trial for this semester)

Action Item: **Before moving forward, a PIA (Privacy Information Assessment) needs to be done. Donna working with Barb to complete this, and then will expand the trial. A work around may be having employees sign a confidentiality form.**

**6. Smoking**

- Institution is not going smoke free, based on research investigating oppression and stigmatization around those who smoke.
- Grant from National Research Institution received to engage in the exploring the culture of smoking on Campus. Rhonda suspects this is a five year plan resulting in inclusion and finding a space for the individuals and not complete elimination of smoking on campus. Cannabis is not allowed on Selkirk proper with the exception of residences. Once this is legal (Oct 15 aim date) a space will be created; behavior will be managed, much like alcohol consumption in the residence.

Previous Action Items: **Ron to look into designated smoking gazeebos.**

- Many institutions (UBC) allow people to smoke anywhere, as long as they are far enough away from others. Other institutions have designated areas, such as gazeebos.
- There is concern around the purchase area, the designated smoking area is close to the office, along with the smoking area near the staff lounge and need to have designated areas.
- Discussions raised around monitoring the gazeebos – who will be responsible for ensuring they are being used? This is a campus community responsibility; security will not be actively monitoring the use of gazeebos.
- One new policy to be passed through PRC (Oct 21/24) to be seen around the community surrounding cannabis.
- Policy 6000 being updated.
- Currently the funding is not in place for the gazeebos – status quo as of now.



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- Word being spread through student-student interactions, as well as from instructors. Mass communications bulletins not as effective.

Action Items: **Ron and Rhonda to discuss smoking gazeebos.**

7. Accident Investigation

- Accident Investigation training took place last February on campus.

Previous Action Items: **Supervisors to take the Accident Investigation training – session to be created. Bring forward to Deans and Chairs to make the training mandatory.**

- WCB has a great document for guidance – to be posted.

Action Item: **Jodie and Donna to speak with Deans and Chairs about training – dates in October are available for instructors to take the course. Trail (Oct 29), Castlegar (Oct 30), Nelson (Oct 31).**

8. Incident S-113 (Rob):

- Fire exits locked from the inside when they should not be.
- Have to push on the door firmly.

Previous Action Items: **Door to be serviced. Additionally, it may be beneficial to look into all other emergency exits to ensure they are properly functioning. Continue to report any hazards according to hazard reporting procedures on my.selkirk.ca in order to ensure quick remediation. Work order completed.**

**\*Addition\* Geology lab in Monashee (M-20) needs an eye wash station. Jen to email Jodie for follow up. Eyewash ordered.**

- Work ordered completed.

Action Item: **Eyewash ordered and sitting with Admissions. Jodie to speak with the UAS chair to find out who works in M-20 and can receive the eyewash.**

**New Business:**

1. Terms of Reference

- Created in 2009 – housed in the S drive in the shared folder.

Action Item: **Committee members to review the current document and provide feedback for next meeting.**

2. Communication regarding the legalization of cannabis around campus.

- Currently certain areas of the campus are lacking bulletins.

Action Items:



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- a. Communications from marketing to go all over campus, including the basement. Majority to go into the bathroom.
  - b. Deans and Chairs were provided briefing notes to pass along to their instructors. To be done again.
  - c. Possibility to look into displaying communications on campus TVs.
  - d. Posters to go at bus stops.
3. C. Diff at ARIC
- o Employee with potential breakout.
  - o IHA Policy distributed.
  - o Worker to stay home until results came back. (came back negative)
  - o Custodial completed a deep clean.
4. Clean up of junk around maintenance
- o Ensure the inspection is done behind the maintenance building as well the inside.
  - o Students go to the back of the building to access the freezers and there is a large safety concern.
    - a. Metal recycling – scrap metal cleaner is no longer working for Selkirk, this needs to be completed in house.
    - b. Couches

Action Item: Work order submitted. Jodie to ensure that the back of the building inspection is added to the next inspection report so it is not missed. Ron to work on having the materials removed.

5. Summer smoke
- o Be more proactive with the smoke indoors versus reactive. Are there steps in place to protect individuals from smoke inhalation?
  - o College is guided by WCB and looks into IHA Policies for reference.
  - o Signs to go on doors, as they are open for prolonged periods of time.
  - o Communication to be increased around the topic.
  - o Air quality advisories linked under the Health and Safety website with precautions.
  - o HEPPA filters discussed, but the cost outweigh the benefits.

Action Items: Supervisors to be trained on safe work areas. Communication to go out next fire season; instructors to pass the information along to their students.

6. Young workers (25 years and younger)
- o How many do we have? Require a certain amount of training. Are there any procedures in place for their training?
  - o There is a site specific training guide.



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Action Item: Supervisor responsible to provide the site specific training. Jodie to reach out to Finance to see how many Supervisors there are, and to provide the training. Add some documentation to the Confidentiality Form. Bring forward to Deans and Chairs and remind them of the responsibility of training.

Next Meeting: November 13, 2018

A handwritten signature in cursive script, appearing to read "Donna Drover".

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Minutes Approved by Co-Chair – Donna Drover/Rod Fayant