**Call to Order:**

**Committee Member Attendance:**

Sophie Connelly, Co-Chair and Management Rep [x]  Rod Fayant, Co-Chair and PPWC Rep [x]

Rob Macrae, SCFA Rep [x]  Niki Menard, PPWC Rep [x]

Rhonda Schmitz, Management Rep [x]  Kerry Clarke, Management Rep [x]

Jason Dacosta, SCFA Rep [x]  Emily Moorhead, Minute Taker [x]

Jennifer Pascoe, PPWC Rep [x]  Brad McVittie, BCGEU Rep ☐

Paul Rodrigues, PPWC Rep [x]  Kirsten Gear, BCGEU Rep [x]

Ron Zaitsoff, Management Rep [x]

**Review and adopt previous meeting’s minutes of 5/12/2020.**

Approved [x]  Approved barring review of the minutes. The last two meetings have not met quorum and minutes are not required; minutes from May will be sent to the Committee for full review.

Declined [ ]

**Approve Agenda:**

Additions [ ]

Nothing to add [x]

**Old Business:**

1. Inspection Reports (Inspection reports for previous years are available in the shared committee folder on the s:drive)
	* Inspections have not taken place, as there are no individuals on campus. Inspections that were to take place April, May, June and July will begin in the fall.
2. Stats Report (Standing Item) – Sophie
	* 6 healthcare only claims this year – one may be a duplicate submission.
		1. Of the 6 claims, only one has resulted in a lost time claim.

**Action:** Donna to get the College’s premium cost and circulate to the Committee.

**New Business:**

1. COVID 19 Update (standing item)
	* The College is currently awaiting Provincial direction – communication should be released this week, which will help guide the College’s plans.
	* H&S have been working with many departments on SWP and risk assessments.
		+ Four trades programs have returned to campus, with two more programs returning next week. Students and Faculty are following protocol.
* There are challenges to in person learning; however, H&S is working on assisting the departments.
	+ - H&S completed an assessment at the Grand Forks campus to plan for in person learning.
* How will the JOHS be involved with the SWP?
	+ Donna and Sophia have attended Provincial meetings on behalf of JOHS and H&S. This is due to timeliness of the documents that need to be created. The Committee would like to review the documents prior to release. These will be housed in the S:Drive that the committee will have access to – these are living documents and are not set in stone.
* The committee has feedback on the ECP they would like to offer, per the regulation. There should be multiple categories for instructors, and not just ‘trades’ and ‘all’ instructors lumped together.
	+ This document was created with the assistance of other PSI. It is similar to the other institution’s, but has specific requirements related to Selkirk. SWP and Hazard Risk Assessments are being completed in each department prior to students and faculty returning to campus.
* Screening of students prior to entry was discussed: limit the amount of doors open on each campus, resulting in students entering through one or two doors where they are screened.
	+ At this time, the College will not be taking this approach. Signage will be set up at each door with sanitization stations, and student ambassadors will be monitoring the campus. Temperature screening has not been proven to be effective.
* There has been feedback on COVID communication – staff and faculty feel there is a lack of information being released.
	+ Information being released isn’t always being read, which has resulted in changing the subject line, editing the email length to increase the response rate. Alertus ticker tape will be used to display information campus wide.
	+ The committee suggested hosting meetings outside of the regular scheduled meetings to discuss the information H&S and Executive are receiving to keep the committee informed.
	+ The committee has agreed to meet quorum each month to have discussions on COVID related information.

**Action:** Jason to send an email to the Committee for the above additions (instructors who can social distance and those who cannot i.e. lab instructors) to be made to the document.

If the committee has suggestions on how to reach the campus community with information, please pass them along to Kerry.

1. IT Server Room
	* There is a strange smell from an IT Server room at campus. H&S has been involved. IT and facilities have worked to identify the source, but were unsuccessful. A WorkSafe representative was onsite and provided four tests to isolate the smell. They suggested bringing a rodent team in to investigate. The report from WorkSafe will be available to the committee next week.
	* Facilities completed an investigation through the HVAC system, as this area has been known to have rodents present in the past.
	* An internal investigation will take place and members from the Committee will be involved.

**Actions:** Facilities will get rid of the ground squirrel droppings on campus.

1. Reaction to protests
	* Angus conveyed a message via communications on the recent events taking place.
	* The College has focused on Diversity and Inclusion and have three committees to address change within the College: Student Experience, Systemic Change, and Gender Diversity in Leadership.
2. Change committee name
	* Item not discussed.
3. WCB & Working from Home: [file:///C:/Users/rfayant/Downloads/working-from-home-pdf-en.pdf](file:///C%3A%5CUsers%5Crfayant%5CDownloads%5Cworking-from-home-pdf-en.pdf) & <https://www.worksafebc.com/en/about-us/news-events/announcements/2020/March/health-safety-responsibilities-when-working-from-home>
	* WCB will still cover employees working from home.
	* The College is providing ergonomic training and documentation can be found on MySelkirk.
	* Ergonomic assessments are still being completed for those who are requesting them.
		1. Remote ergonomic assessment process:
			1. Employee is to notify their supervisor.
			2. Sophie will then send a pre-assessment form.
			3. The employee will be asked to complete the form and send pictures of their working space.
			4. Sophie will send a Zoom link for an assessment.
	* Sit/stand desks will not be provided.
4. Lavatory needle dispensary
	* Lower Sentinel bathroom dispensary is full.
		1. The safe boxes were installed two to three years ago for recreational and medicinal use. The boxes are not replaced until full.
5. Better identification of fire extinguishers and fire alarms.