**Territorial Acknowledgment:** *Selkirk College acknowledges the traditional territories of the Sinixt (Lakes), the Syilx (Okanagan), the Ktunaxa, and the Secwépemc (Shuswap) peoples.*

**Call to Order & Committee Member Attendance:**

Donna Drover, Co-Chair and Management Rep  Kirsten Gear, Co-Chair BCGEU Rep

Rod Fayant, PPWC Rep  Ron Zaitsoff, Management Rep

Rob Macrae, SCFA Rep  Niki Menard, PPWC Rep

Kerry Clarke, Management Rep  Rhonda Schmitz, Management Rep

Jason Dacosta, SCFA Rep  Jim Leitch, BCGEU Rep

Jennifer Pascoe, PPWC Rep  Paul Rodrigues, PPWC Rep

Emily Moorhead, Minute Taker  Tarunjit Jassar, Campus Manager

**Review and adopt previous meeting’s minutes of 4/13/2021.**

Approved

Declined

**Approve Agenda:**

Additions  Working Alone; Security Guard; ToR Standing Agenda Items

Nothing to add

**Campus Business:**

* Tarunjit’s Campus update

**Old Business:**

1. Review action items from previous meeting:
   * **ACTION**: There are several elk on Frank Beinder Way – Tarunjit will work with Ministry of Highways to get signage posted.
     + **Ron will follow up with Tarunjit**
     + **Digital speed sign will be going up this week.**
   * **ACTION**:Donna to send out the report to all members, and the item will be added to the April agenda.
     + **Committee Evaluation Report has been distributed.**

Items of concern:

* + - * Minutes are not posted and accessible to employees – this is a requirement of the committee.
      * Previous inspection reports are not accessible online. Many are missing, but have been completed.
* **Donna and Kirsten will work on the report and send out to the committee.**
  + **ACTION**: There is not a concrete ergonomics plan – there should be a physiotherapist present.
    - Kerry will look into this. Donna is not certified.
    - **Ergonomics is in house. The College works with Human Scale. Donna is certified to do ergonomic assessments. If the situation is outside of Donna’s expertise, an outside PT will come in to assess.**
      * Adaptive aids are also part of ergonomics.
      * Donna to look at possibility of having this information online.
  + **ACTION:** Kerry to touch base with Arleen RE: WHMIS training records of completion.
    - **Carried over to June meet.**
  + **ACTION:** Paul to identify areas that require cleaning and Ron will work on this.
    - **Summer cleaning identified – Monashee and Granite – for return to campus.**
  + **ACTION:** Donna to follow up with S113 physical distancing.
    - **To discuss at the June meeting.**
  + **ACTION:** Donna to distribute the information/results of Radon Testing to the Committee and employees to ease their worries.
    - **The long-term radon kits can be collected next week.** The information will then be sent out to the Committee at the June meeting and make the information available to employees.
    - **Donna to share the spreadsheet of locations to the Committee.**
  + **ACTION**: Training Courses? Suggested to have group training courses engrained into the meetings – take care of old business and then complete a 45-minute course if available.
  + **ACTION:** Kirsten to follow up with JP in the bookstore on the headsets sold in the bookstore.
    - COMPLETE
      * <https://www.amazon.ca/Cancelling-Headphones-Bluetooth-Headphone-Comfortable/dp/B0868MDSL5>
      * [https://www.amazon.ca/Logitech-ClearChat-Comfort-Headset-981-000014/dp/B000UXZQ42/ref=sr\_1\_1?crid=2U5YTXACF4VP3&dchild=1&keywords=logitech+headset&qid=1618348040&s=electronics&sprefix=logitec+head%2Celectronics%2C210&sr=1-1](https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.amazon.ca%2FLogitech-ClearChat-Comfort-Headset-981-000014%2Fdp%2FB000UXZQ42%2Fref%3Dsr_1_1%3Fcrid%3D2U5YTXACF4VP3%26dchild%3D1%26keywords%3Dlogitech%2Bheadset%26qid%3D1618348040%26s%3Delectronics%26sprefix%3Dlogitec%2Bhead%252Celectronics%252C210%26sr%3D1-1&data=04%7C01%7Ckgear%40selkirk.ca%7C975e3c49189843031e2808d8fec0dc26%7Ccdabc53317c74f0b91ad3179d79b634e%7C0%7C0%7C637539451560763250%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=BiDZ0cQ3IAXY7wryUxIRkHFaSoXmZj%2BXJYNgmuznVHA%3D&reserved=0)
        1. One is wired ($69.95)and the other is wireless bluetooth ($88.95). Both are good. If you chose wireless, make sure you have bluetooth. The wireless one will work with your phone as well.

1. Stats Report: First Aid and WCB – Donna
   * No new WCB cases. 4 accepted for the year.
   * One first aid – employee working with another employee moving furniture and squished their shoulder – no injury was sustained.
2. Inspections:
   * Student Residence – Jim Leitch & Kerry Clarke
     + Not completed – carried over to June.

**Action:** Donna to follow up and remind Kerry and Jim.

* + May reminder – Pit and Upper and Lower O Wing – Jen Pasco & Niki Menard

**Action:** Donna to follow up with Jen and Niki for inspection.

1. Promotional BBQ – present the last five years of projects (continuation to May meeting) – Paul Rodigues
   * Removed from the agenda.
   * Review for May/June 2022.

**New Business:**

1. Covid-19 Update (Standing Item) – Kerry
   * Townhall with Bonnie Henry – Presidents, VPs and union executive.
     + A primer document was released to PSIs to begin planning for fall – this was released in an all employee communication. The Go Forward guidelines will be released in June and effective August 1.
     + Students and employees who want it will be receiving their second shots, before return for the fall semester.
     + The townhall was recorded and will be sent out to the JOHS committees.
     + In person programming is anticipated for fall. Daily health screening will still be in place. Hand hygiene will be encouraged and promoted.
     + Cleaning protocol for the fall will change – it is anticipated that regular cleaning can resume.

* The college does have a supply of 1500 fabric masks on hand for new students if needed.
  + It is still to be determined if the College will supply the masks at the fall semester.
  + Reusable masks will be made available.

1. JOHS Group Training – JOHS Members
   * Mental Health First Aid – Donna
     + Nelson committee showed interest in the training: training can be offered internally with Matty. This course can be program down to cater to the committee’s needs.
     + Both committees can have 7 participants. This can also be run another time for additional employees.
   * BCFED Courses - [Course Descriptions - BCFED Health & Safety Centre (healthandsafetybc.ca)](https://www.healthandsafetybc.ca/course-calendar-old/course-descriptions/)
2. Territorial Acknowledgement added to JOHS agenda template – Kirsten
3. Exiting through automatic doors after standard business hours – Paul
   * Instructor could not leave Sentinel wing – the doors unlock when you hit the handicap button, but the door does not open. The individual has to hold the button and push it at the same time. The doors will unlock during a fire, but it is not easily accessible for an immediate threat.

**Action:** Donna to work with Tarunjit and marketing to have signage created.

Add to employee orientation.

1. Working Alone – Rod

* Not discussed.

1. Security Guard – Rod
   * Interior Health has a security guard working on campus from Tuesday – Saturday while the vaccination clinic is operational. Selkirk security will return in August.
   * All employees are responsible to remind students/employees/visitors to wear masks. There are masks at the entrance.
   * There aren’t designated security guards at the other campuses. The welcome centre attendants are mindful to watch for non-compliance. If students are to become confrontational, the by-law officer can be called in.
     + Contact Donna, who will connect with City hall for the by-law officer.
     + If possible, ask for the student’s name to pass along to Rhonda for follow up.
2. Standing Committee Items – Rob
   * Standing items for the agenda for items that are monthly.

**Action:** Donna to send Rob the list of awareness.