**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  Heather Bishop, Admin

Rod Fayant, PPWC Rep  Rob Macrae, SCFA Rep

Niki Menard, PPWC Rep  Laura Neigel, PPWC Rep

Kerry Clarke, Management Rep  Rhonda Schmitz, Management Rep

Jason Dacosta, SCFA Rep  Jim Leitch, BCGEU Rep

Paul Rodrigues, PPWC Rep  Tracy King, PPWC Rep

Gerald Lightburn, PPWC Rep  Cory Gigliotti, PPWC Rep

Carol Currie, Exempt Rep

**Review and adopt previous meeting’s minutes of 5/10/2022. Accepted with date changes.**

Approved

Declined

**Approve Agenda:**

Additions  Flu Clinic, Dangerous trees, needles on trails, staff feeling unsafe added

Nothing to add

**Campus Business:**

Campus Manager update **– Heather – no new business to report.**

**Standing Business:**

1. Review of Old Business
   * Evaluations sent out – please completed in the next two weeks so it can be reported at the next meeting. In December try to do group combined evaluation so we don’t continue to keep asking over and over for the evals to be completed each meeting.
   * For access to minutes they can now also be found posted on myselkirk – under HSE and the JOHS Castlegar tab. See link for reference: <https://my.selkirk.ca/staff/dept/safety/jointoccupationalhealthandsafetycommittee/meetingminutes/> as well as the moodle site. Claire to go into moodle once a month to grab minutes from committee site and post to myselkirk.ca
   * Question about whether there is a physical board to post hard copies of minutes on a board somewhere? Post at each campus? HSE board? Old boardroom at SK? Cory/Laura to find a physical spot to post.
   * BCGEU member request – Jen Cliff-Marks will need to send an email out to BCGEU to find a new member. Nothing new on this item – will move forward to May meeting.
   * Jim is now the successful new member on behalf of Grand Forks. Jennifer Cliff-Marks to find someone for Castlegar. Rob MacRae retiring – will be looking for additional members – Laura & Cory to reach out to Union President – Rob to remain on committee member list until he gives his formal finish date.
   * Testing of waste treatment plant/pit – completed with downhole camera – nothing of significance to report other than a lot of cobwebs.
2. Stats Report: First Aid and WorkSafe – Cory – One first aid in Castlegar, 1 staff member, no loss of time and simply returned to work. No process changes needed. Four first aid in Nelson – 1 staff – no lost time; 1 Victoria Street Student, 2 SK Students.
3. Three worksafe claims this year – we are currently trending to do better than last year. 1 fall in June where medical aid was requested but didn’t go any further.
4. Starting to track near-miss more readily. One cottonwood tree down on a seacan and near a walking trail – dangerous tree assessment needed. Near miss reporting forms can be found at myselkirk.ca.
   * Steve and Josh went through trees to identify dangerous trees and are waiting on contractor to quote taking unsafe trees down.
5. Incident command structure implemented after bus accident and HSE is currently working on the report – will distribute to JOHS members and those who require after management approval.
6. Review Inspections: Inspection List on Moodle – Laura to make some changes to the list with changes to committee members. iAuditor training to be provided to folks by Cory – he will be reaching out to those working on their monthly inspections – July Nelson – Studio and Residence – Martin & Holly; July Castlegar – Pumphouse, treatment facilities, Valhalla, Maintenance – Paul & Donna, August Nelson – SK Floors 1,2,3 – no cafeteria; August Castlegar – Admin, Purchasin/Mailroom – Jason, Kerry, Heather.
7. Laura inspected trail system flooded from June rains – has not receded yet – warning signs for floods and fire to come back from marketing and go to speedpro for printing.
8. JOHS Training – let HSE know if you are having troubles with the link and they can help you out.
9. Radon Inspection – Cory to do random tests all over each campus to determine the best spots for long-term tests. Carol to look around on Trail campus to find previous test site.
10. Continued issues with bears and dumping at 10th street and SK campuses. Heather to work with WM to try to alleviate issues.
11. Trail Campus – Update from Donna – people are aware of the transfer of ownership – taking formal ownership by end of September 2022 w/ current tenants and school working towards a smooth transition.
12. Myselkirk.ca is undergoing an HSE update for content and improvement for finding items. Currently working w/ marketing – keep an eye out for changes – emergency preparedness, warden training, supervisor training. Making it more user friendly.
13. Near miss forms – the more reports we have the better we can plan ahead and avoid bigger issues. Encourage all employees and staff to submit near miss reports. It prevents future injury-identifies hazards.
14. Standing Items –
    * Tick Awareness – ongoing
    * Bear Awareness – early siting occurring now
    * August emergency awareness changes coming
    * JOHS training – link in minutes through moodle and the Worksafe site – everyone should try to get updated and let Laura know when you do to update your training hours.

**New Business:**

* + **Flu Clinic –** Rod was wondering if we were going to be doing a flu clinic this fall? There are 150 flu shots allocated to Selkirk College by the health region. The clinic was well received last year – Laura will figure out where/when once the vaccine is released – should know more in August. We should be able to get more if 150 is not enough. Will it be across all campuses? Trail, Nelson, Castlegar, satellite schools? – Jim to reach out to his contact at Grand Forks Pharmasave to see if staff there can access.
  + **Equipment checklists –** equipment checklists being developed by HSE for proper use – ie.) ladder pre-use form.
  + Some staff feeling unsafe – reminder to be aware of what/who is on campus and be aware – communication to come out about being safe and aware of who is on campus ie.) needles on trails, folks with the potential to be unsafe on campus grounds.

A disposal unit that was installed near the Trail campus was very effective in removing needle hazards elsewhere around their campus.

* + Ongoing - Need to update FOBs so employees who no longer work at the college have FOB use discontinued – HR to create a better offboarding process for those who leave.
  + Jason suggested that we have a significant deposit for the FOB.

Next meeting Aug 25th, 2022