



Combined JOHS Committee Minutes

October 26, 2023

Zoom, Silver King Boardroom, Sentinel 118

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
- Tracy Punchard, Co-Chair and Management Rep
- Dave Briggeman, Co-Chair and BCGEU Rep
- Jason Dacosta, Co-Chair and SCFA Rep
- Heather Bishop, Management Rep
- Rod Fayant, PPWC Rep
- Niki Menard, PPWC Rep
- Kerry Clarke, Management Rep
- Jim Leitch, BCGEU Rep
- Ken Zdebiak, PPWC Rep
- Tracy King, PPWC Rep
- Gerald Lightburn, PPWC Rep
- Carol Currie, Management Rep
- Cory Gigliotti, H&S Rep
- Laura Neigel, Management Rep
- Rob Schwarzer, Management Rep
- Martin Keyserlingk, Management Rep
- Holly Martin, PPWC Rep
- David Ringheim, BCGEU Rep
- Katie Comrie, SCFA Rep
- Marilyn Rivers, Management Rep
- Stacey Ashton, Admin



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Review and adopt previous meeting's minutes of 9/28/2023 (Castlegar & Nelson)

Approved

Declined

Approve Agenda:

Additions

- Transitioning to Teams
- Status of First Aid phone number on campus
- Security
- Radon update

Nothing to add

1. Campus Update (Heather)

	Updates and Action Item(s)
Campus Closure Updates	Closed on Saturday and Monday in lieu of Remembrance Day for all campuses

2. Health & Safety Update (Laura)

	Updates and Action Item(s)
Shifting into Winter	<ul style="list-style-type: none">-Upcoming communication for socials and newsletters in the coming weeks-Promoting student safety and providing helpful driving tips-Facilities team is placing salt buckets at all entrances so that if it is slippery staff and students can use it to help prevent slips and falls

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3. Stats Report

	Near Misses	First Aid	WorkSafeBC Claims
This period	2	14	
This period last year	8	11	
Year-to-date	30	83	11

	Updates and Action Items
<p><u>Near Misses</u></p> <ul style="list-style-type: none"> • 2 – Trespassers at Victoria, argument at Castlegar 	<ul style="list-style-type: none"> -Investigating the trespassers -Reviewing the situation in Castlegar involving an instructor and student, with a focus on addressing mental health concerns
<p><u>First Aid</u></p> <ul style="list-style-type: none"> • Castlegar – 2 Staff, 4 Students • Trail – None Reported • SK – 2 Staff, 3 Students • Tenth – 2 Students • Victoria – 1 Student • ARIC – None Reported 	<ul style="list-style-type: none"> -Noticing more minor first aid reporting -Exploring alternative solutions for first aid options like revisiting a nursing desk/area -Increase in mental health cases is also being noted
<p><u>WorkSafeBC Claims</u> (Donna)</p> <ul style="list-style-type: none"> • No new claims, one under review 	<ul style="list-style-type: none"> -No new claims, one currently under review

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4. Inspections

	Updates and Action Items
<ul style="list-style-type: none"> • Inspections for all campuses are complete • Next inspections due June 2024 	-Monthly inspections are now being conducted in June -If there is a need for an inspection, please contact Health & Safety to schedule ACTION: Keep inspections for all campuses on agenda moving forward

5. Training and Education

	Updates and Action Items
Course Offerings: <ul style="list-style-type: none"> • Check Moodle for training opportunities 	-Remains a crucial item on the agenda and participation for new members is mandatory -No new course schedules to provide updates on at this time. -Reach out if you require any additional training assistance

6. Review of Old Business (Review and updates on outstanding business from previous meeting(s))

	Updates and Action Items
Power Outages – what should custodians do (Laura)	-In the event of a power outage occurring at night, we are currently in the process of refining our procedures to encompass evening scenarios -If this situation arises, please ensure you contact a supervisor, go to well-lit areas or exits at 30 min intervals



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<p>Extension Cords - Shared concern regarding general condition and life expectancy of extension cords that could be a fire hazard (Donna)</p>	<ul style="list-style-type: none"> -Raised concerns about the general condition and potential fire hazards associated with extension cords -Spoke with Heather and have devised a plan that encompasses inspection, awareness and obtaining feedback -Submit a work order request to facilities if you notice an extension cord that needs to be replaced
<p>Small Appliance Use - Use of microwaves and kettles in private offices and certain areas of campus should be removed. Exceptions will be made for Trades Shops. (Laura to provide update)</p>	<ul style="list-style-type: none"> -Campaign being rolled out with marketing in efforts to communicate this change -Phase out personal use of microwaves and kettles in private offices and spaces -Transition to relocating microwaves to communal spaces for the benefit of both staff and students
<p>OFA Coverage (Laura to provide update)</p>	<ul style="list-style-type: none"> -Engaged in discussions with supervisors to encourage participation in joining the first aid program. New members will receive detailed information as part of their welcome package, as we work towards building capacity across all campuses -Important to note that candidates should be full time and onsite to meet the requirements
<p>Flu/COVID Vaccine Clinics (Donna to update)</p>	<ul style="list-style-type: none"> -Scheduled clinics posted across various campuses -Will be providing updates on the number of staff and students who attended



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7. New Business

	Updates and Action Items
Moving to Teams (Laura)	<ul style="list-style-type: none"> -Establishing a channel for JOHS members and organizing the new JOHS Committee Teams Group -First meeting in Teams, ETA January
Phone system (Jason)	<ul style="list-style-type: none"> -Direct line to first aid recently verified operational -IT has confirmed its fully operational -Cory conducts weekly tests on first aid numbers -If you call for OFA3 help and it is not available or if you feel that you should call 911, remember that you need to dial 9 first (9-911) from a landline phone
Security	<ul style="list-style-type: none"> -The operations in Castlegar, Trail, and Nelson exhibit distinct approaches -Castlegar operates 8 am to 3 pm, with incidents increasing after 3:30 pm. Proposing a shift in our security presence from Tues to Sat, spanning 3 pm to 11 pm and have security services extended for student housing -Nelson’s security coverage runs Wed to Sat during the evening -Crucial for confidential information to remain within JOHS -Emphasize the importance of transparent communication, ensuring stakeholders are informed in advance and not taken by surprise
Radon tests	<ul style="list-style-type: none"> -Radon testing kits will be placed in December and left for 3 months over the winter -Anticipate the reports by late spring



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Next meeting: *November 23, 2023, Zoom, Silver King Boardroom, Sentinel 118 (Castlegar) at 2 pm*

Dismissed: 2:30 pm