

Castlegar JOHS Committee Minutes

April 10, 2018

Sentinel 118, 1-2 pm

Call to Order:

Committee Member Attendance:

Arleen Gallo, Co-Chair and Management Rep
 Rob Macrae, SCFA Rep
 Rod Fayant, PPWC Rep
 Donna Drover, Management Rep
 Jennifer Pascoe, PPWC Rep
 Paul Rodrigues, PPWC Rep
 Deborah Wilson (Guest)

Niki Menard, Co-Chair and PPWC Rep
 Barb Ihlen, Management Rep
 Rhonda Schmitz, Management Rep
 Jason Dacosta, SCFA Rep
 Jodie Reay, PPWC Rep
 Brad McVittie, BCGEU Rep

Review and adopt previous meeting's minutes of 3/13/2018.

Approved
 Declined

Approve Agenda:

Additions
 Nothing to add

Old Business:

<p>1. Inspection Report – Inspections reports for previous years are available in the shared committee folder on the S Drive</p> <p>Cafeteria Block- Niki Menard</p> <p>Gymnasium – Rhonda Schmitz/ Jason Da Costa</p> <p>Castlegar Residence – Jodie</p>	<ul style="list-style-type: none"> • Gymnasium inspection - completed (should add to walk around outside of building for next year), work orders have been submitted. • Castlegar Residence – completed, work orders sent out <p>Action: Jodie to place Radon testing schedule in shared folder, check to see when next gym testing is to be completed</p>
<p>2. Stats Report (Standing item) - Arleen</p> <p>Action: Donna to look at what incidents should trigger an incident investigation/report and when do they need to be reviewed by JOHS committee members.</p>	<ul style="list-style-type: none"> • 2 WCB's for the year • 26 lost time days, both are back to work • 1 FA since last meeting, cafeteria worker cut finger while cutting turkey <p>Action: Jodie to check if the cut was caused by using the meat slicer, will follow up with the supervisor to see if there is an improved safety measure that can be implemented.</p>

3. Kirpan Policy

Action: Arleen to look at what other institutions are doing.

- Will be a link in the code of conduct, there will not be a separate policy
- Safe scent has been approved, PRC does not want us to use the hammer with people to enforce it but can bring it to Arleen and Campus Manager
- Donna and Arleen meeting to discuss Work Alone

Action: Arleen to speak to International department to ask them to remind their students about Safe Scent.

4. Entry and Exit Signs in West Parking Lot Completed – Action: Donna to follow up with Mel to verify status of the work order. Jodie followed up with Mel and asked for installation to be completed.

- Mel has received the work order and Bob will be installing the signs

5. Incident Response Team – who should be on it? – Arleen

Action: Donna to have marketing to update IRT members on web-page.

- Ticket has been submitted to Marketing
- Action: Donna to have Rod Fayant added to the list

6. Should First Aid Kits be available in Transitional Training Kitchen

Action: Brad to follow up on getting a first aid kit.

- Brad has a kit and can come to Health and Safety for restocking supplies

7. Man sleeping in van (Jen Pascoe)

Action: Arleen to bring this forward during talks about the need for security

- Security will be a pilot project, will be during peak hours

8. FPSE WHSEC (Rob Macrae)

Action: Donna has contacted Sarah Jones at IH and is waiting for feedback.

- Goal is to have something in place by September
 - If a student is a volunteer and there is an instructor that is responsible for the volunteers
 - Steven Seaborn regarding Biohazard fridge
- Action: Arleen to bring this to LT during the next Safety update as an fyi

New Business:

1. handing out first aid supplies for non-campus related injuries - Arleen

- First Aid for students and staff, if they are here and on campus when injured then we provide service, if there is an off campus injury then we don't weigh in.

Can we have OFA3 on campus until 6pm – We usually do but the attendant was sick

Action: Arleen to talk to Robyn to see if Student Union can stock some safety supplies

Action: Jodie to look at the other 7 rural institutions to see what they are doing.

Action: Can we look into having a student ran OFA program for students

2. Chalkboards in Classrooms – Deborah Wilson

- Having issues with the amount of dust in the classrooms
- Chalk boards are not being cleaned well enough or often enough
- Chalk brushes aren't very good
- One student needs to use an inhaler
- Effects all classrooms with chalkboards
- Would like to eventually look at other recommendations
- Would recommend a docuwriter – there is one in L-12
- Will take a multi-tiered approach looking at technology in the classroom, look at using modified duties employees to do some extra cleaning, order more brushes for classrooms
- Try to not use greasy fingerprints on chalkboards
- Process should be to wipe chalkboard then wash tray and put out 2 new pieces of chalk
- Do we have any PM10 monitoring (look at air quality limits for WCB)

Action: Jodie to look into cost associated to having particulate testing done.

3. UCCIP Forms - Arleen

- Third party insurance for liability
- OFA attendants will need to fill out forms for all students

Action: Barb to follow up with UCIPP regarding use of band-aids and if a form is required.

4. Squash Courts

- Recommendation to seal the squash court floor
- Rod just received a quote for \$5000
- U6 light needs to be replaced – by stairs (3-4 steps)

Action: Donna to submit a work order if the light is still burned out

5. Lights outside U6

Next Meeting: May 8, 2018, Sentinel 118


Co-Chair – Arleen Gallo/Niki Menard

