

Castlegar JOHS Committee Minutes
March 13, 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

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 2/13/2018.

Approved

Declined

Approve Agenda:

Additions

Nothing to add

Old Business:

1. Inspection Report – Cafeteria Block- Niki Menard

- Will be completed for next meeting
- Inspections reports for previous years are available through Jodie
- Can we have OFA3 on campus until 6pm
Action: Jodie to review OFA WorkSafe audit and see if this is necessary given that we have students working in Chemistry labs until that time.
Action: Add handing out first aid supplies for non campus related injuries to next agenda
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. Stats Report (Standing Item) - Arleen

Action: Jodie to look at best practices re: Ibuprofen/Tylenol – Attendants discretion but a first aid report should be written.

Action: Donna to look at what incidents should trigger an incident investigation/report and

- 2 WCB's for this year
 - 1 is a custodian that may turn into a claim, 1 is from a slip that happened before Christmas, we did not get notification until February
- 4 First Aids over the last month – all were students

when do they need to be reviewed by JOHS committee members.

3. JOHS Evaluation review the report- Donna/Jodie

Action: Donna and Jodie to work with Bob Hall to have changes in the Health & Safety my.selkirk.ca webpage communicated through the Grapevine. Completed

4. Scent Safe Policy for Discussion – Changes and Additions

Action: Jodie to submit policy to PRC for review Completed

Action: Jodie to look into new Scent Safe door stickers and posters Completed. Will connect with marketing for design once policy is approved by PRC.

5. Entry and Exit Signs in West Parking Lot Completed – Work order is submitted

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

Arleen and Barb should both be on this team. Rod F would like to be on the team
Need to define skill set, role and coverage

7. Designated Smoking Areas – Donna/Jodie

Action: Donna and Jodie to bring recommendation forward to JOHS committee – Completed. Moving towards designated smoking areas.

8. Committee replacement for Campus Manager

Action: Barb and Arleen to bring this to the LT

- PRC has reviewed the Scent Safe Policy and it is now in the employee community for review.

- Kirpan Policy is currently out for review, questions as to whether there should be a weapons policy instead.

- New Student Code of Conduct will cover weapons and instead of having a Kirpan Policy it will likely get incorporated into SCC.

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

Action: Donna to follow up with Mel to verify status of the work order.

- Current incident response team is Kerry Clarke, Pat Bidart, Rob Schwarzer, Barb, Arleen (look at putting a communications person on this team)
- Emergency Management Planning Committee has been formed to create emergency response plans, crisis communication plans, critical incident plans and business continuity plans

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

- Rhonda is going to bring the idea of a smoke free campus to LT next month.
- Will not move towards designated smoking areas until we hear further.

- Rhonda Schmitz will remain on the JOHS Committee until the new Campus Manager has had a chance to settle into the new role.

9. Work Alone Policy Updated

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

Action: Jodie to check with Bob Falle to see if this is necessary or a requirement by WorkSafeBC – Not a requirement. Departments choice if they want to keep it in there and stock them

- Looking at a using a call in center, currently costing and looking at procedures/guidelines to keep the costs reasonable.

Action: Donna to keep Arleen informed

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

New Business:

Man sleeping in van (Jen Pascoe)

A man and his dog were found sleeping in one of the SEG vans.

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

FPSE WHSEC (Rob Macrae)

Flu program for staff and students – can we do this and what is the cost associated to it. We used to have 3rd year nursing students run the program as part of their Leadership program.

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

Next Meeting: April 10, 2018, Sentinel 118



Co-Chair – Arleen Gallo/Niki Menard

