

Team Meeting Agenda / Minutes

Joint Occupational Health and Safety Committee

Time: 1:00 – 2:00

Date: February 18 2013 **Location:** M10

Participants Invited	Attended	Apologies	Chair	Co-Chair	Minutes
Arleen Gallo- Exempt	x		x		
Holly Shively- Exempt		X			
Bill Winegarden- BCGEU		x			
Niki Menard- PPWC	x				
Rod Fayant- PPWC		X			
Ron Zaitsoff- Exempt	x				X
Ruby Chambers- PPWC		X			
Rob Macrae- SCFA	X	x			
Jen Paseco- PPWC	x				

Guests Attended:

Agenda

Call to order: 1:00

#	Item for Discussion	Who	Discussion	Action
	Old Business			
	Review agenda and minutes (Jan 8, 2013)	Team	Approved and adopted	
	Additions to the agenda	Arleen	New date for meeting, slip trip falls parking lot discussion	
	Old Business			
1	Inspection report	Arleen	Overall good inspection, for Library, light bulbs, box stacking, no major concerns. Reviewed the inspection schedule with Jen Paseco and she will work with Niki on the March inspection for coaching.	Complete.
2	Working Alone Policy	Arleen	Rob requested to send this to PSEA	Arleen to send to Rob to forward.

Team Meeting Agenda / Minutes

3	Stat Reports for 2012	Arleen	66 First aids for 2012. WCB – 10 claims, 2 denied, 3 pending. We are down in FA from 2011. Still high in Slip trip falls and strains and sprains. YTD we have (1) Medical aid and (1) lost time – 26 days	Standing agenda item
4	First aid training	Arleen	We have 5 volunteers looking to get training for a week day, need a few more to make the class run. JOHS committee to put the feelers out	Ruby to set up the new class
5	Emergency Awareness	Arleen	Rob provided a document to look at to ensure we have covered all the details. Prior to sending to MC	Arleen to review
6	Fire Plan	Arleen	AST practicum student to replace ribbon with chalk this week for the fire plan kits	Ruby to follow up
5	Fire Extinguisher Training	Ruby	Set up for April JOSH to see if anyone interested and bring names forward to Ruby	Completed
6	First aid room	Arleen	FA room in Nelson is open to go, just getting keys. Good job by maintenance	Completed
7.	MIR Stairs	Arleen	Request that the JOHS look into the stairs at MIR that are deemed slippery and dangerous when cafeteria is catering. Arleen to follow up with Holly on what might be available	Arleen to do follow up
8.	Smoking Policy, (also designated areas)	Arleen	The policy is in the community no feedback as of yet, likely complete in two weeks of so	Complete
9.	Radon follow up	Ron	Radon level failed in the Castlegar residence and maintenance believes it is coming from the ground venting, so they have blocked it for now and will be retesting this month	Ron to follow up with the results
10.	2013 Health & Safety Courses	Ruby	Ruby taking names for registration for courses. Contact Ruby to get enrolled. Arleen explained to Jen what is legislated. Arleen to provided refresher training on role of JOHS committee	Complete
New Business		Who	Discussion	Action
1	JOHS Meeting	Arleen	Meetings are now changed to Monday to assist with the schedule of SCFA rep to be able to attend.	Completed
2	2013 Health & Safety Courses	Ruby	Ruby taking names for registration for courses.	Complete
3	Parking lot maintenance	Rob	Discussion on A wing and front parking lot, with large snow banks have potential for ice buildup. Request for maintenance to look at those two areas	On going
4	Injury reporting campaign	Arleen	Subcommittee has met and are brain storming ideas for a campaign that increases injury reporting	Ongoing item

Mtg adjourned 2:00

Next Meeting: March 11 2013 @ 1:00 PM, Monashee 10