



Castlegar JOHS Committee Minutes
January 9, 2018
Sentinel 118, 1-2 pm

Call to Order:

Committee Member Attendance:

- | | |
|---|---|
| Arleen Gallo, Co-Chair and Management Rep <input checked="" type="checkbox"/> | Niki Menard, Co-Chair and PPWC Rep <input type="checkbox"/> |
| Rob Macrae, SCFA Rep <input type="checkbox"/> | Barb Ihlen, Management Rep <input type="checkbox"/> |
| Holly Steenvoorden, Management Rep <input checked="" type="checkbox"/> | Rod Fayant, PPWC Rep <input type="checkbox"/> |
| Jennifer Pascoe, PPWC Rep <input checked="" type="checkbox"/> | Jason Dacosta, SCFA Rep <input checked="" type="checkbox"/> |
| Paul Rodrigues, PPWC Rep <input checked="" type="checkbox"/> | Brad McVittie, BCGEU Rep <input type="checkbox"/> |
| Donna Drover, Management Rep <input checked="" type="checkbox"/> | Jodie Reay, PPWC Rep <input checked="" type="checkbox"/> |

Review and adopt previous meeting's minutes of 11/7/2017.

- Approved
 Declined

Approve Agenda:

- Additions (Slip Trip Notice and Accident/Incident Investigation Course)
 Nothing to add

Old Business:

1. Inspection report for Sentinel Block – Holly Steenvoorden	Work orders were submitted and Jodie will check eyewash stations on Castlegar Campus.
2. Stats Report (Standing item) - Arleen	2017 - Down to .44 cents of every dollar from payroll goes to WCB. Premiums were \$156 308, up from last year but overall we are trending down. 39 total lost time days.
3. Ergonomic Assessments - Jodie	Jodie has completed her training. Has four ergonomic assessments planned. New process including a pre-assessment form being sent to EE, 15 - 30-minute assessment, report sent to EE and Supervisor with recommendations.
4. Emergency Response Plan – Arleen/Donna	Donna is looking through all drafts of the current Emergency Response Plan.
5. JOHS Evaluation review the report- Donna/Jodie	Training – need to do a better job of tracking employees receiving their required JOHS training hours

Do not meet every month. Scheduling is difficult with instructors being off in the summer

Action: Jodie to schedule meeting at beginning of July, end of August, and September after first two weeks.

Minutes are not always posted and need to be posted in staff rooms at all campuses.

Action: Jodie to identify who minutes can be sent to for posting

Employees may not be reporting unsafe work due to bullying/stigma, ect.

Action: Donna and Jodie to create education piece for employees refusing unsafe work – what the procedures are, how to report

Hazard Identification standing item to be added to agenda. Hazards should be addressed immediately and then just discussed at this meeting.

6. Entry and Exit Signs in West Parking Lot – Jodie

Signs are being ordered by Campus Facilities

New Business:

1. First aid kits: who checks and refills - Brad

Brad is away, unsure what he is referring to.

Jodie coordinates Workplace First Aid: level three attendants have specific kits and level ones use first aid room. Departmental kits are managed by each department.

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

Deflect this to next meeting. Currently figuring out which process applies to which incidents that happen. Need to wait until that is determined before placing anyone on the incident response team.

3. Sidewalk/Parking Lot Slip Trip Caution – anyone can add salt or sand – Arleen

You have the authority to add dirt and salt to any slippery area.

Action: JOHS Members to help communicate this to other staff.

4. Scent Safe Policy for Discussion – Changes and Additions

Health and Safety to send reminder to wear the right shoes.

Arleen will ask maintenance for salt/dirt and shovel.

Action: Donna and Jodie to look at terminology and ensure it is reflective of what we are trying to communicate.

JOHS Committee showed interest in having name changed to Scent Free. Action: Jodie to contact Barb to see if stating scent-free causes a liability.

Scent safe should be in student code of conduct, and new employee orientation.

5. Communications Emails from Health and Safety – Donna and Jodie

Messages surrounding health and safety are not being read when coming from communications. A Health and Safety Tag Line may improve reading rates.

Action: Jodie and Donna to discuss with Maggie Kegzan.

Consider creating a Health and Safety Newsletter in the future.

6. Slip Trip Notice to Go Out

Action: Jodie send something to communications and to Rob Mcrae to send to SCFA

7. Accident Incident Investigation Course Coming Up

Three-hour course – members are responsible to get the remaining five unless another relevant course topic is recommended and an instructor can be found.

Next Meeting: February 13, 2018, Sentinel 118


Co-Chair – Arleen Gallo/Niki Menard

