

**Castlegar JOHS Committee Minutes
February 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
Jennifer Pascoe, PPWC Rep
Paul Rodrigues, PPWC Rep
Donna Drover, Management Rep

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

Review and adopt previous meeting's minutes of 1/9/2018.

Approved
Declined

Approve Agenda:

Additions
Nothing to add

Old Business:

1. Inspection Report Schedule Set Up - Jodie

- Schedule JOHS/Management Committee member and SME to complete inspections.
- Need to streamline process for inspections and work orders.
- Need to create a process to track work orders and ensure that they are completed.

Action: Donna and Jodie to recommend a more efficient process.

2. Stats Report (Standing Item) - Arleen

- Arleen will be transitioning WorkSafeBC claims to Donna
- Ended 2017 with 9 claims
- No claims ytd for 2018
- Jodie is meeting with FA attendants, will discuss new first aid number, if they should dispense Ibuprofen/Tylenol

Action: Jodie to look at best practices re: Ibuprofen/Tylenol

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

**3. JOHS Evaluation review the report-
Donna/Jodie**

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

Previous Action Item: Jodie to identify who minutes can be sent to for posting. Completed

Previous Action Item: Donna and Jodie to create education piece for employees refusing unsafe work – what the procedures are, how to report information has been posted on my.selkirk and is in new employee orientation.

4. Scent Safe Policy for Discussion – Changes and Additions

Action: Donna and Jodie to look at terminology and ensure it is reflective of what we are trying to communicate. Silver King has scented programs, Nelson JOHS committee believes we should be scent safe.

Action: Jodie to contact Barb to see if stating scent-free causes a liability. Waiting on response

**5. Entry and Exit Signs in West Parking Lot -
Signs ordered by Campus Facilities**

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

Deflected from last meeting. Need to wait until we know which process applies to which incidents before placing anyone on the incident response team.

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

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

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

Arleen will ask maintenance for salt/dirt and shovel. Completed

New Business:

1. Unused First Aid Rooms – Jodie

they need to be reviewed by JOHS committee members.

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

- JOHS committee has agreed to keep Safe Scent language (will not adopt Scent Free)

Action: Jodie to submit policy to PRC for review

Action: Jodie to look into new Scent Safe door stickers and posters

- Mel ordered signs, Maintenance has received them and will be putting them up

- 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

- If any doorways are missing buckets of sand/salt please let Arleen know

- Jodie would like to remove the Tenth Street First Aid – approved by the JOHS committee

2. WHMIS Program – Jodie
All JOHS members were to review

- Jodie has created a thorough WHMIS program to put Selkirk into compliance with WorkSafeBC regs

Donna and Jodie to create a phased implementation approach

3. Respirator Fit Testing – Donna

- Donna spoke with Trowalex to see if they could train a group of our employees to perform fit tests for employees and students, they can only do this for Honeywell and 3M products
- Castlegar campus employees who require fit tests will go to Nelson to have them done by trained employees on that campus

4. Designated Smoking Areas – Donna/Jodie

- Current messaging on campus is confusing, we have 4 designated smoking areas but we also have signs on many of the doors directing smokers to not smoke within 10m of the door
- We need to decide if smokers should only be allowed to smoke in the designated areas

Action: Donna and Jodie to bring recommendation forward to JOHS committee

5. Committee replacement for Campus Manager

Action: Barb and Arleen to bring this to the LT

6. Work Alone Policy Update

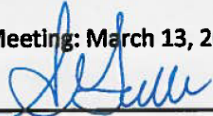
- Survey sent out by Jodie has provided good feedback
- Donna and Jodie are receiving quotes for a call-in center to improve effectiveness of Work Alone Policy
- Participants liked that it was on-site
- Confirmed that the training goes towards their 8 hours of annual training
- Would have liked if it was more about the process and less about legislation

7. Accident/Incident Investigation Training Debrief

Action: Jodie to check with Bob Falle to see if this is necessary or a requirement by WorkSafeBC

8. Should First Aid Kits be available Transitional Training Kitchen

Next Meeting: March 13, 2018, Sentinel 118


Co-Chair – Arleen Gallo/Niki Menard