

**Call to Order:**

**Committee Member Attendance:**

Arleen Gallo, Co-Chair and Management Rep   
Rob Schwarzer, BCGEU Rep   
Ron Zaitsoff, Management Rep   
Pat Bidart, , Management Rep   
Carter Balzer, BCGEU Rep   
Kim Barker, PPWC Rep   
Tom Babott, BCGEU Rep   
Daryl Jolly, Management Rep   
Donna Drover, Management Rep

Dave Briggeman, Co-Chair and BCGEU Rep   
Barb Ihlen, Management Rep   
David Strych, BCGEU Rep   
Bob Falle, BCGEU Rep   
Larry Perepolkin, PPWC Rep   
Holly Martin, PPWC Rep   
Ross White, BCGEU Rep   
Jodie Reay, PPWC Rep   
Terry Balyk, PPWC Rep

**Review and adopt previous meeting's minutes of 12/14/2017.**

Approved   
Declined

**Approve Agenda:**

Additions  Snowbanks   
Nothing to add

**Old Business:**

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|--|---|
| 1. Stats Report (Standing item) - Arleen   | Ended the year with 9 WCB claims, premiums are up this year only because WCB takes a 42 month view of claims to determine premiums. Overall good year.  |
| 2. Inspection report: Mechanic Shop and Tool Rooms – David Stryck and Dave Briggeman | Mechanic shop still needs to be reviewed  |
| 3. Policy Review: Working Alone/Safe Scent – Arleen                                  | Safe Scent Policy – all review was sent in by email. Jodie forwarded to Barb if there is a liability regarding scent free. When Barb replies, feedback will be incorporated and sent to PRC.<br><br>Working alone policy is being worked on by JOHS Sub Committee, survey was sent out to supervisors for input. Policy will then be circulated through JOHS and PRC. |

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|--|---|
| 4. Emergency Response Plan – Donna   | Will be ongoing for quite some time   |
| 5. Ergonomics Program – Jodie  | Jodie has completed her training and implemented a new ergonomics process. Tries to work with equipment an employee already has as much as possible. Standard chairs and desks have also been implemented for purchases moving forward.   |
| 6. Respirator Program – Tool Room Attendant – Rob/Pat  | <p>Donna followed up with WorkSafe to determine if we need to send an employee to training or if our trained employee can train someone else. WorkSafe confirmed that our trained employee can train someone else.</p> <p>Carter would like people trained at KSA: Himself, Wright Simmonds</p> <p>Action: Donna to follow up with WorkSafe regarding David providing training. If there are a lot of people to train, then we will bring someone in.</p> <p>Health and Safety will keep records of fit testing. Erin will own it at KSA as she sells the respirators and the Tool Room Attendants will own it at Silverking.</p> |
| 7. Slip and fall hazard on hill between Patenaude and Mary Hall, safety snow fencing has been cut or partially removed – Bob Falle | Fence has been repaired.  |
| 8. Trip and fall hazard at front entrance to Patenaude Building on city sidewalk – Bob Falle                                       | City “fixed” it but the issue is not fixed. Sight impaired occupants use that entrance.   |

Action: Donna to elevate this issue to Kerry

**New Business:**

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|---|--|
| 1. WHMIS Program Review – Jodie             | <p>Program seems like it is not clear enough. If a supervisor is putting their name on it then they want it to be 100% clear.</p> <p>Action: Jodie to invite WorkSafe Rep in for next meeting to discuss further. Jodie will also come up with a few key points for site specific training</p> |
| 2. Student Trip at Silverking – Jodie/Donna | <p>Student fell on the stairs and fractured their finger. Contractor has been not cooperative.</p>   |

3. Snowbanks

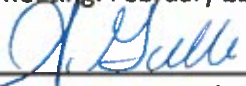
Ron talked to student and she actually slipped going up the stairs due to a snowy day, was not using handrail.

**Action: Maintenance to tie yellow bow at end of handrail showing caution**

Snowbanks are so high you can't see the sign that says not to use the front entrance.

**Action: Maintenance to shovel snowbank down so people can see sign showing where the entrance is**

Next Meeting: February 22, 2018, PAT 307

  
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Co-Chair – Arleen Gallo/Dave Briggeman

