

Team Meeting Agenda / Minutes

Joint Occupational Health and Safety Committee

Time: 1:00 – 2:00

Date: January 8 2013 **Location:** M10

Participants Invited	Attended	Apologies	Chair	Co-Chair	Minutes
Arleen Gallo	x		x		
Holly Shively	x				
Bill Winegarden- BCGEU		x			
Niki Menard- PPWC	x				
Rod Fayant- PPWC	x				
Ron Zaitsoff	x				
Liana Zwick		x			
Ruby Chambers- PPWC	x				
Rob Macrae- SCFA		x			
Liz Popoff – PPWC	x				X

Guests Attended:

Agenda

Call to order: 1:00

#	Item for Discussion	Who	Discussion	Action
	Old Business			
	Call to order: attendance and regrets	Arleen	Arleen to see if replacement can be found for Rob Macrae	
	Review agenda and minutes (Nov 13/12)	Team	Approved and adopted	
	Additions to the agenda	Arleen	Strategic Injury Reporting for 2013	
	Old Business			
1	Inspection report for KSA	Ruby/Arleen	Overall good inspection, fire extinguishers up to date, good directional signs. Age of kilns some concern.	Some signs will need to be replaced.

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			Some ventilation concerns.	Ron to look into matter.
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2	Working Alone Policy (CE)	Arleen	Forms at CE. Challenged to get forms and communication on website. Policy in place.	Waiting for website.
3	Parking Towing in Emergency Area (tabled from last meeting-Oct)	Holly	Signs in place. Cathy to give month's notice to let students know before towing. Holly unable to do anything else.	Complete
4	Defibrillator Training	Ruby	Spoke with Tom Van Alstine and Terry Klapper, the 1st Aid Instructors. Decided to go with Tom. Ticket good for 3 years. Need to decide if Lev 1 & 111 s/b separated, or separate course between campus, or both Levels done on each campus.	Arleen said more exempt staff need to be involved. Ruby to bring plan forward on training.
5	Fire Extinguisher Training	Ruby	Dan to do training, in either campus. Mostly for Cafeteria group, preferred training to be done in April. Maintenance personnel can also update their training.	To set date for training.
6	Emergency Awareness Procedure checklist	Arleen/Holly	Draft ready and handed out the team. Who are to review draft and return to Arleen, and then to be implemented with changes. Under Communication List to add "Registrar".	.
7.	Fire Plan	Ruby	Discussed with Liana, more work needs to be done. Chalk and not tape to be used on doors. Need to communicate importance of ringing fire bells to evacuate buildings.	Arleen to help out.
8.	Smoking Policy, (also designated areas)	Arleen	To be discussed at next board meeting. Basically will have same policy number. Posters up by shipping/receiving and working well. Ashtray, tables and chair under Library overhang to be moved to other side. Ashtray outside Cafeteria not 10 meters away and needs to be moved.	Ruby to send Maintenance a work order to have ashtray removed.
9.	S113 Air Quality Update	Ron	Installed permanent carbon dioxide diffusers to increase air flow to decrease CO2 levels down. Working well.	Complete
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New Business				
1	Strategic Injury Reporting for 2013	Arleen	Discussion on need to make people aware to report injuries, and reasons why people don't report. What are the stats? What s/b done to prevent injuries. Anyway to simplify reporting procedure, ie email, drop box, sign in chart. Organization needs to take more initiative so people will report falls/injuries to us instead of going through WCB.	Arleen to work with Ruby to prepare draft. Stats to be provided.
2	2013 Health & Safety Courses	Ruby	Ruby taking names for registration for courses.	
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Additions to the Agenda

Items Outstanding That Require Decisions

#	Outstanding Item	Owner
1		
2		

Mtg adjourned 2:00

Next Meeting: February 12 2013 @ 1:00 PM, Monashee 10