

## Team Meeting Agenda / Minutes

### Joint Occupational Health and Safety Committee

**Time:** 1:00 – 2:00

**Date:** March 11 2013      **Location:** M-10

Participants Invited	Attended	Apologies	Co-Chair	Minutes
Arleen Gallo	x		x	
Holly Shively	x			
Bill Winegarden - BCGEU		x		
Jen Pasco - PWPC	x			
Niki Menard- PPWC	x			
Rod Fayant- PPWC	x			
Ron Zaitsoff	x			
Ruby Chambers, Health & Safety		x		
Rob Macrae- SCFA	x		x	
Liz Popoff – PPWC	x			x

**Guests Attended:**

**Agenda**

Call to order: 1:00

#	Item for Discussion	Who	Discussion	Action
	<b>Old Business</b>			
	Review agenda and minutes	Team	Approved and adopted	approved
	Approve agenda			
	Added to Agenda	Arleen	Safety Score Card	approved
	<b>Old Business</b>			
<b>1</b>	Inspection report	Arleen	Library really good. March inspection due to be done on March 13, 2013.	

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2	Stats Report (Standing Item) WCB, FA	Team	Three additional WCB claims, 2 students, one Staff. Discussion as to reporting students on Practicum, must report of Form.	
3	1 <sup>st</sup> Aid, 4 people emailed	Arleen	List on going, need people from Nelson.	
4	Emergency Awareness Procedure Checklist	Arleen	All updates, entered and package to go to VPAT & Deans/Chairs before it is implemented.	
5	Fire Plan	Arleen/Ruby	AST student has not updated what needed to be done. Ruby will need to see what needs to be done. Radio missing in B wing, needs to go back and B 10 needs bag for hook.	Ruby to follow up
6	Smoking Policy	Arleen	Should be okay to go ahead, signs in place. Emails should be sent out reminding smokers to adhere to policy. Does committee want a designated smoking area. Discussion as to how it is handled at other Colleges, research to be done.	Arleen to work with Ruby on research.
7	New 1 <sup>st</sup> Aid room	Ron	Not doing much. Stuff needs to be relocated.	Rod/Arleen to talk to Kim to relocated equipment.
8	MIR Centre - steps	Holly	Did some checking as to what can be made to prevent slipping on stairs. Problem with Vendors getting back to her.	Holly still waiting how to resolve problem.
<b>#</b>	<b>Item for Discussion</b>	<b>Who</b>	<b>Discussion</b>	<b>Action</b>
<b>New Business</b>				
1	Adding Level 1 First Aid to job description for dayshift at KSA	Arleen	New employee starting in June will sign up for 1st Aid.	
2	Safety Score Card	Arleen	Need to come up with Safety Score Card. Feedback needed from Committee. Should show number of successful inspections done up to date. (1) Minor incidents s/b encouraged people to report. (2) Near misses s/b reported. (3) Number of inspections completed. (4) Number of outstanding work safety work orders completed or not completed. (5) Days accident free incidents.	Arleen to draft proposal for next meeting.
3	Co-Chairing of Meeting	Arleen	Meetings are co-chaired by Arleen and Rob. Some courses still available to registering and to let Ruby know.	

Mtg adjourned 2:00

**Next Meeting: April 15, 2013 @ 1:00 PM, Monashee 10**