

Team Meeting Agenda / Minutes

Joint Occupational Health and Safety Committee

Time: 2:00-4:00

Date: January 10, 2013

Location: Pat 310

Participants Invited	Attended	Apologies	Chair / Co-Chair	Minutes
Arleen Gallo	X		X	X
Bob Falle	X			
Wright Simmonds		X		
Dave Briggeman		X		
Rob Schwarzer		X		
Holly Martin	X			
Kim Barker		X		
Terry Balyk- AWAY				
Kate Pelletier		X		
Carter Balzer		X		
Jason Taylor		X		
Ruby Chambers	X			
Bill Winegarden		X		
Holly Shively	X			

Agenda

Call to order: 2:10

#	Item	Who	Item for Discussion	Action
1	Review the Agenda	Team	Reviewed and approved the minutes	Completed
2	Review and adopt the minutes	Team	Reviewed added in additions	Completed
Old Business				

Team Meeting Agenda / Minutes

3	Working Alone Policy	Arleen G	Awaiting the web launch to put on the new web.	Complete
4	Lock out Policy/ Procedure	Arleen G	Put together binder with generic and add in the specific, each area responsible to for new pieces of equipment. Dave B. / Bill W/ Rob S. to be in charge of ensure lockout of equipment at SK they are SME.	Ongoing- Agenda Item
5	Smoking policy	Arleen G	Next month on PRC, and update then on community then will go live.	Ongoing – Agenda items
6	Hearing Protection (Music Department)	Ruby C	Tested and survey results, received report, one standard WCB 100 dsi. Average out 85 of instructors, not in the really bad area. Next steps with these results, phone audio people for recommendations, results how do we walk through next steps. Match to WCB guidelines then decide on next steps. Work with Darren M..	Ongoing – Agenda items
New Business				
7	JOSH Training	Ruby C	Explains the training through BCFED Health and Safety- if you want to enroll in courses, let us know if you want to attend, then present to the group(8 hours training).	Complete
8	First Aid room – 10 th street	Ruby C	Moved into the room, across from Marketing, everything removed, behind the locked door, three transformers, find out legally if we can use this room. It is fire proof and legal barrier, go ahead to put in the drop ceiling, and have maintenance paint and clean(Feb- 2013)	On going – Agenda items
9	Climbing wall/ Blinds gone through	Ruby C	Funding for the climbing wall was approved. Follow up on padding and padding for walls	On going- Agenda items
10	Emergency Awareness	Arleen G	Our Awareness what do we do, review by the JOHS and implement. The informal leaders on a card to call, job aid. Copy of the forms. In envelope	On going – Agenda items
11	Injury reporting campaign	Arleen G	Setting up a campaign for “injury reporting” Discussion how Creative Carter Balzer, Jane Green u-tube video. Stress indicators, helping others to report, set the example.	On going- Agenda items
12	Fire Alarm Procedures	Holly/ Liana	What do we do and where do we go. Nothing to show what we do when the bell rings. Ruby to pull the bell and have a evacuate and what to do if you hear the bell, distinct between the maintenance of bell. JOHS to send out an all employee email to what to do when bell goes off per campus. One for each campus.	On going – Agenda items
13	Back Stair	Bob	The back stair the holes way to big , holes way to big, have let maintenance know, to fix, going to the creator to get them fixed	Ruby to follow up then Completed
14	General Safety	Holly	Do we have Panic button for the cash from office SK, Cash safety procedure, do we have something in place.	On going- Agenda item, Follow up with Barb “ cash handling safety “

Meeting adjourned 3:15 pm **Next Meeting February 14th - 2:00- 4:00 – 10th Street (SK Board room)**