

Team Meeting Agenda / Minutes

Joint Occupational Health and Safety Committee

Time: 2:00-4:00

Date: Nov 22, 2012

Location: Silver King Board room

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

Agenda

Call to order: 2:15

#	Item	Who	Item for Discussion	Action
1	Review the Agenda	Team	Incident MH- Students propping doors/ Dog policy	Completed
2	Review and adopt the minutes	Team	Reviewed	Completed
Old Business				

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3	Working Alone Policy	Arleen G	Sent Note to Delina U.Cafeteria. CE waiting department meeting. Follow up on Nelson Custodians. Still awaiting the website posting of the policy on H&S portion of the website	Arleen to follow up with Ron on Nelson Custodians. (working alone document)
4	Lock out Policy	Arleen G	Revisit the formatting and submitted to PRC for review. Check a policy is required under OHS. The WCB regulations, every work place has to have a Lock out policy. Ex: procedure. Confusion of policy definition, don't really need a policy stating that College has to follow WCB rules. Assumed we are going to do this. Decision, don't need the policy, need the procedure and implement. Statement we are going to follow what WCB has to do. On website we can attached the procedure. Need to be able to produce the "lock out procedure". Pull from PRC, put on those two locations. Multiple policies across campuses will be posted.	Complete.
5	Smoking policy	Arleen G	No feedback from JOHS, so next step is to send to the PRC "smoking policy" for approval.	Arleen to follow through
6	Hearing Protection (Music Department)	Ruby C	Nov 30 th to date set Hearing tested Maintenance Friday at 8:00 then 10 th street, instructors tested. (Music department). Five instructors chosen to monitor the noise survey the following week. Cost Benefit analysis at some point.	Ruby to continue on this process.
7	Electrical Sub committee	Dave B/ Bill W	Talk to Ron, regarding Safety gear for electrician, previous all safety equipment to Z-462, unfortunately, our Mike G, was away, only purchased safety gear. How much adoption they have or going to take. Still would like to see the engineering survey. Facilities issue. First step is to get the cost of the survey-	Ruby and Arleen to meet with Ron to follow up ' Arc Flash"
8	10 th St Stairs	Bob F.	Thanks to maintenance for the snow fence.	Complete
9	Cab service for 1 st Aid	Arleen/ G. Holly S	Health and Safety follow up.	Ruby/Arleen
10	Dog Policy	Bill W./ Holly S	Band dogs from campus, SK dozen of dogs. Does not band people from dogs from campus, but not let dogs run wild. Decided needed to address. Couple incidents. Dog aggressive and tied up a tree. Quite a few complaints. Just within the immediate grounds, left under attended. PRC, seemed more restricted, then the way you say it. Signage may help. Policy won't stop them to walk their dogs.	Complete
New Business				
1	JOHS Training	Ruby C.	Informed, allow 8 hours to upgrade, BC Federation of Labour, comes to Castlegar, off (8) different course. Sent to the JOHS committee.	Ruby to send out list of course.
2	10 th St 1 st Aid room	Ruby C.	Identified area, across from Barry office, beside the communication office. Ron will assist with covering half of room. All that we need water and shower source. Ruby to Ron directly	Complete

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3	Blinds in the MH Gym	Ruby C.	Blinds were order on route, no progress. The padding is on hold, maybe a sublet situation in the gym.	Update from Ruby
4	Security Mary Hall	Holly S./ Kate P	Mary Hall incidents propped open, at night, custodians locked up, security one of the back doors propped open. Happening more and more. Ron hoping to do magnetic locks. Crash bar, if someone inside. Awareness of staff and students, on why not to prop open doors. Student was spoken to, instructor confidence they were out of rain smoking. Then perhaps a communication campaign to reiterate. Work with campus management, general awareness letter.	Kate to follow- up on incidents.
5	Cafeteria exterior lighting	Bill W.	Check on lighting when you leave the cafeteria lighting.	Holly to follow up
6	Metal FAB Program	Rob. S	Once per week safety meeting , with student, who in charge of clean up and safety. Minutes are logged. Each student more attentive. Electrical foundation similar things.	Complete

Meeting adjourned 3:05 pm **Next Meeting January 10th - 2:00- 4:00 – 10th Street (PAT 310)**