

## Team Meeting Agenda / Minutes

### Joint Occupational Health and Safety Committee

**Time:** 10:00

**Date:** November 16 2012 **Location:** M-10

Participants Invited	Attended	Apologies	Chair	Co-Chair	Minutes
Arleen Gallo	X			X	
Holly Shively	X				
Ian McAlpine - 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: 10:00

#	Item for Discussion	Who	Discussion	Action
	<b>Old Business</b>			
	Review agenda and minutes	Team	Approved and adopted	
	Approve agenda (additions to agenda)			
	Added to agenda	Holly	Updates (1) Dog Policy, (2) After hours Facility Access (3) VPAT mtg – 1 <sup>st</sup> Aid Signs	
	<b>Old Business</b>			
<b>1</b>	Inspection Report for Kaslo	Ruby	Concern improper storage of chemicals. Cracked stairs pose a hazard.	To be removed. To be repaired.

## Team Meeting Agenda / Minutes

			Recent flood in basement, moldy/musty, fake floor, carpet laid on top of ground. Junk and old Geographic magazines stored downstairs. Junk to be removed. Air Quality to be tested by Ron. Maybe a small fan can be used in office. Extinguishers need to be test.	Remove carpet and install wooden base. Recommendation to remove old magazines in one month. W.O sent to Ron.
1 a	M Wing and G Wing	Niki	M Wing, everything good. G Wing, tables and desk look run down, with safety issues being rough edges/tops. Cluttered top shelves. Team was called back to G15 re cabinets not locking, smell from old fridge, mice. Custodians do not clean G15. Air quality issues. More electrical wire needed. Vans – mice/marmots, mold. Gas shed gross, storage sheds mice, bugs, fire hazard.	Holly to look into cleaning G 15.  Inspection Report given to Ruby to attend.
2	Working Alone Policy	Arleen	No update.	To get on the web.
3	Parking/Towing in Emergency Area	Holly (tabled from Oct meeting)	Nothing done, has been away. Signs up. Cathy and Jim O'Meara to approve visibility of signs.	Complete.
4	Carpet in Sent. Wings update	Ron/Arleen	Safety Committee approved lino, not carpet.	Left for Ron to deal with. Complete.
5	Emergency Awareness Procedure checklist	Arleen/Holly	Started to work on checklist. Tying into 1 <sup>st</sup> Aid. To send out checklist to Committee for feedback.	
6	Fire Plan	Ruby	Set to go. Recent fire alarm was a good checklist.	.
7	Smoking Policy and designated smoking areas	Arlee/Ruby	Sent to JOSH Committee, no comments yet. Concerns raised re exhaust and smoking underneath covered area in Purchasing, also, recent fire alarm students and staff lighting up. Policy gives right to designate areas.	Arleen to send to Marg for Policy Review.
8	S113 Air Quality	Ron	Carbon dioxide monitoring to be done by Twin Rivers continuously for 1 week. Regarding Kaslo campus, more difficult, ventilation issues, and s/b Landlord looking after issues.	To be set up next week. Talk to Lease Owner.
9	Water Sampling update	Ron	Copy of report sent to Rod, September results okay.	Complete
#	<b>Item for Discussion</b>	<b>Who</b>	<b>Discussion</b>	<b>Action</b>
<b>New Business</b>				
1	Defibrillator Training	Ruby	Refresher courses need to be done yearly for Level 1 & 111 ticket holders. To be done on one campus with a 1 <sup>st</sup> Aid Instructor.	Ruby to set up times for Refresher Course.
2	Fire Extinguisher Training	Ruby	Incident on S. King prompted need for a training course, Castlegar caf staff requesting course. We have in house trainer, but check into Fire Chief providing course at N/C.	Ruby to look setting up fire extinguisher course for kitchen staff.

## Team Meeting Agenda / Minutes

3	Recent Fire Alarm	Ruby	Exhaust fumes from mower went into intake fume and triggered alarm. 60% people grabbed kits and tape, tape took too long, radios went dead, all clear signal people confused, no bells. Bag stolen from L Wing. Ruby to do quick fire drill in different zones, ie gym, Valhalla.	Remove tape and go to chalk, tick on door, means clear. Radios need new battery. All clear, all silent, no 3 bells means ok to go in. Ruby to implement recommendations
<b>Additions to the Agenda</b>				
1.	Dogs on Campus	Holly	Submitted to Marg for review. Policy includes trails on Campus, which needs to be reworded re parking lots.	Complete.
2.	After Hours Facility Access	Holly	CE access outside of regular semester. Policy states Selkirk College employee has to be on Campus, instead of weekend attendant.	To be reviewed.
3.	VPAT Meeting	Holly	Concern whether 1 <sup>st</sup> Aid signs located where 1 <sup>st</sup> Aiders are located. Check into pricing for new signs.	To follow up.
<b>Additions to the Agenda</b>				

Items Outstanding That Require Decisions

#	Outstanding Item	Owner
1	Gym 1 <sup>st</sup> Aid room. Ruby to follow up and call meeting to decide which room will be used in the gym for 1 <sup>st</sup> Aid storage.	
2		

**Mtg adjourned 11:00**

**Next Meeting: December 11, 2012 @ 1:00 PM, Monashee 10**