

Team Meeting Agenda / Minutes

Joint Occupational Health and Safety Committee

Time: 1:00 – 2:00

Date: October 16, 2012 **Location:** M-10

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				
Ruby Chambers- PPWC	x				
Rob Macrae- SCFA		x			
Liz Popoff – PPWC	x				x

Guests Attended: None

Agenda

Call to order: 1:00

#	Item for Discussion	Who	Discussion	Action
Old Business				
	Review agenda and minutes	Team	Approved and adopted	Approved
	Additions to agenda	Rod	Water Sampling	
Old Business				
1	Inspection report - Nakusp	Ruby	Electrical panel needs door, chemicals have been removed. Glass cabinet a concern from fire warden said no locks, needs locks because glass could be broken. Basically everything ok, old computers need to be removed/recycled. A mock fire drill will be done in Spring. Next campus is Kaslo – Oct 23, 2012.	Complete
2	Ergonomic Plan	Ruby	Working with proposals, for needed assessments. Ruby has IHA specs for chairs. Discussion on payment for assessments and chairs how do we GL these items. Need to provide a comprehensive plan.	Pending, bring information as required.

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3	Working Alone Policy	Arleen	Many forms received. Rod to send forms to Arleen. Questions raised as to how Maintenance and IT work alone.	Arleen to follow up with Ron/Rod/ Darrell.
4	Parking/Towing in Emergency Area	Holly	Signs went up. Cathy Mercer and Jim O'Meara were to look at situation.	Holly to provide update next meeting
5	Lifting guidelines	Ruby	Ruby spoke to Barb and lift approved, and is on order. Library do not do any lifting; shipping/receiving will not use; mailroom excited to have one and will use it.	Complete
6	Carpet in Sentinel Wings	Ron	Custodians prefer carpet to lino, as upkeep is easier. Acoustics can be affected, floors require more maintenance.	Arleen to look into who makes decision on carpet vs no carpet.
7	Emergency Awareness Procedure checklist	Arleen	Arleen has not had time to work on Checklist.	Pending.
8	Small appliances in offices	Holly	Dealt with. Breakers keep tripping, use of energy consumption was brought up. Do we have an Energy Committee, perhaps these needs to go to the Green committee under the strategic plan? JOHS no longer involved.	Complete
9	Gym 1 st Aid room	Rod	Moving 1 st aid room down hall. Will fit, Kim V suggested move. Looking for door. Ruby/Rod to look after move.	Complete
#	Item for Discussion	Who	Discussion	Action
New Business				
10	Fire Plan Update/Safety Inspection	Rod	Power Panel at Kokanee is open, needs to be closed and locked. Could not access some areas, L 18, K16. Needs to have Master keys. Questioned if M10 had old asbestos or sound board, probably no problem, as it's sealed. Custodial closets located to power panels, might present issues. Can old K wing room be converted into custodial closet. Jackie Belza using room. Nowhere to leave custodial supplies, that do not have sinks and electrical panels together, not an easy fix, per Ron. Closets needed in every wing.	Ruby to look into the regulations and codes. Arleen to send note to SM and JOHS about having a master key for inspections.
11	Smoking Policy	Ruby	Question on if we have a, smoking policy in place. Ruby located 1 page with regulations done by Peter Leach. Did not locate it in Policies Handbook	Ruby to send to Arleen to create and send JOHS committee for feedback then to PRC. Committee.
12	Water Samples	Rod	Rod talked to IHA and was told water samples need to be done monthly. Rod had concerns re green fountain stain at gym. Can water be tested at Gym? Ron let us know same water everywhere and ongoing testing is happening. Other JOHS member to look at the fountain	Ruby and Arleen to check why fountain is green.
13	S 113 Air Quality	Ruby	Receiving email from Carol Andrews, student reacted in S 113 to air quality being stagnant, 60 students in class all day Wednesday, 2 classes, 3 hr each.	Ron to check for carbon dioxide.
14	Dogs on Campus Policy	Holly	Updated on dog problem on campus, tied dogs, running around, scaring people. No Policy on Campus.	Suggest we need signs or Policy regarding dogs on campus Holly to look further into matter.
Additions to the				

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Items Outstanding That Require Decisions

#	Outstanding Item	Owner
1	JOSH training/regulations, any personnel wanting to attend specific training this year to let the Chair know.	Arleen
2		

Mtg adjourned 2:00

Next Meeting: November 13, 2012 @ 1:00 PM, Monashee 10