

Team Meeting Agenda / Minutes

Joint Occupational Health and Safety Committee

Time: 1:00 – 2:00

Date: September 11, 2012 **Location:** M-10

Participants Invited	Attended	Apologies	Chair	Co-Chair	Minutes
Arleen Gallo	X		X		X
Holly Shively	X				
Niki Menard- PPWC	X				
Rod Fayant- PPWC	X				
Ron Zaitsoff		X			
Bill Winegarden	X				
Ruby Chambers- PPWC	X				
Rob Macrae- SCFA	X			X	
Liz Popoff – PPWC		X			

Guests Attended:

Agenda

Call to order: 1:04

#	Item for Discussion	Who	Discussion	Action
	Old Business			
	Review agenda and adopt minutes	Team	Review agenda(addition barometers, gyms first room access) Approved and adopted minutes from May 29th, 2012-	Approved
	Old Business			
1	Year in Review	Arleen	Good policy, inspection, regular meetings, management representative on committee, quick Feedback turn around, good management reception. Maintenance issues on it quickly (Ron Z). Opportunity: to bring quarterly stats for WCB and Stat (standing item on the agenda). More communication to chairs and deans, that reps need time off to attend the meeting.	
2	Inspection report for June/July/August	Arleen	Good job, items were completed, no outstanding. Outstanding Maintenance and out building	Rob to reschedule with Ron Z.- Ruby to assist and make up new 2013 schedule - by Nov 2012.

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3	Radon levels	Ron Zaitsoff/Ruby	Results L-18 office(392) back physic lab, G-15 Office(+200), Finance department (main common area)- 248. Pat R. – Kekuli(426) – New medium is 200 bq/m3	Contractor quote L-18 G-15- leave for now Finance – 248 (run another test) to see if same reading Kekuli- P.Roderick- another tab to see if venting has changed .
4	Ergonomic Plan	Ruby	Bids for someone to come in and certain \$\$\$ to do workstations assessment, Castlegar, Nelson- SK, 10 th , have done some one person. Pro-active about funds.	Ruby to get local contractor to do the assessment, group, funds allocated for the ergonomic assessments
5	Working Alone Policy	Arleen	Met with the majority of groups, to roll this program out to the departments, have received back two groups documents. Waiting for new website to upload the communication follow up for this program.	Mass communication to be done (still waiting for website)- to be complete
6	Parking/Towing in Emergency Area	Holly Shively	Signs created, supportive of signs going out, OPS group, Cathy and Jim will do a walk about, once approved and violators will be towed. Lots of support from Senior Management	COMPLETE
7	Lifting Guideline discussions- update	Ruby	Talk to post office, lift guideline is 50lbs after this amount (2) person lift or equipment to lift. Next steps purchase one of the lifts. Run about @ \$200-250.	Ruby to follow up with duplicating and purchasing in the mail room. JOHS recommendations to purchase.
8	Carpet in the Sent Wing	Ron	Custodians asked to replace in Sent 219, (food stain) with carpet. Worried about acoustics and smell laying carpet.	JOHS made recommendations to not have it be carpet should be hard floor.
9	Emergency Awareness Procedure Checklist	Arleen/ Holly	Presented to Ops. Open to it- perhaps C&DS can assist	Bring back to the JOHS for review
10	Small office appliances	Holly	Brought to OPS to explore other institutions, spectrum, of what is happening in the area. Energy drain was negotiable, no staff lounge for storing food. When doing inspections, if things need to be corrected to make those notes and deal individually.	COMPLETE
#	Item for Discussion	Who	Discussion	Action
New Business				
11	Fire Plan update	Ruby	To date all supplies for plan and kits are out, except A wings waiting for the hooks and airport installed and broken one in B wing. Check radios- for charge, static. Fire chief has copy of fire plan. Waiting for Custodial MSDS. Do test this month. Noted nothing in place for Weekend. Work out a few specific areas- working on that.	Pending for completion- Ruby
12	Ground Squirrel incidents	Ruby	Two incidents, student and staff, turn their ankle. Existing holes need to be dealt with.- Filling hole	Ruby/ Arleen to follow up with Ron
13	Barometers	Rob	Attached to wall, chemistry lab, renovation, moved shelving and set down the barometer , did not leak, red tag, keep	Ruby to develop a sign tag for these “keep upright” contains

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			vertical mercury spill risk, raise maintenance meeting	mercury spill risk.
14	Gym – first aid access		First aid room is being used as storage room, want a door, first aid rooms should be lock with equipment and private	JOHS recommendation to.
15	Allergic		Document created for anti-flax tic shock due to allergies	COMPLETE
Additions to the Agenda				

Mtg adjourned 1:59

Next Meeting: October 9, 2012 @ 1:00 PM, Monashee 10