**Territorial Acknowledgment:** *Selkirk College acknowledges the traditional territories of the Sinixt (Lakes), the Syilx (Okanagan), the Ktunaxa, and the Secwépemc (Shuswap) peoples.*

**Call to Order & Committee Member Attendance:**

Donna Drover, Co-Chair and Management Rep [x]  Heather Bishop, Minute Taker [x]

Rod Fayant, PPWC Rep [ ]  Rob Macrae, SCFA Rep [x]

Niki Menard, PPWC Rep [ ]  Laura Neigel, PPWC Rep [x]

Kerry Clarke, Management Rep [x]  Rhonda Schmitz, Management Rep [x]

Jason Dacosta, SCFA Rep [x]  Jim Leitch, BCGEU Rep [x]

Jennifer Pascoe, PPWC Rep [ ]  Paul Rodrigues, PPWC Rep [ ]

Quorum was met with number of attendees? Minutes from last meeting not reviewed.

Kirsten Gear has stepped down as co-chair of the committee - will need to be replaced

* **Action:** Donna to follow up with union for nomination process of BCGEU member or members.

**Review and adopt previous meeting’s minutes of 9/13/2021.**

Approved [ ]

Declined [x]

**Approve Agenda:**

Additions [x]  Rob Macrae would like to speak about S:Drive JOHS Folder and Inspections

Nothing to add [ ]

**Campus Business:**

Tarunjit’s Campus update

No updates – Tarunjit away until next month.

**Standing Business:**

1. Review action items from previous meeting:
	* **Action**: Mental Health First Aid – H&S will arrange for November or December

Laura has two dates picked and will get feedback from members as to which days work - will open up for outside of committee if space allows. Potential dates of Nov 18-19 or Dec 2-3 – 8:30am to noon, on Zoom with a 1hour self-directed module which must be done prior to Zoom.

* + **Action:** Donna to reach out to Mark Daines for the multilingual Hand Washing PDF to be posted at the other campuses.

Donna continues to reach out to Mark but has not heard back from him – will speak to marketing to find something suitable in house.

1. Stats Report: First Aid and WorkSafe – Donna

No new issues or current claims in Castlegar; one incident where person lifted heavy furniture & hurt their back. No claim made.

\*Learning: protocol refresher needed for attendants as most have been off campus for significant amount of time. (carried over from last meeting)

1. New Co-Chair and BCGEU Member

**Action:** Laura reached out to Jessica for BCGEU member or members, and she will find volunteers to sit on committee. Jim to ask for other members to join. Still need new co-chair – Laura, Jason, Jim and Rob to reach out.

1. Review Inspections – All
* Student Residence Inspections– Jim Leitch and Kerry Clarke to do this month.
* Upper/lower O-wing and Pit inspection – Jen and Niki (deferred until November)
* Maintenance building, Valhalla Center, Pump House, Treatment Facilities – Paul and Donna to complete this month.
	+ Upcoming: September: Lardeau and Bonnington Blocks – Rhonda and Rod

**Action:** Laura to send reminder email to committee members to save their inspections to the S:Drive/Castlegar JOHS/2021 Folder so they can be referenced when necessary.

1. Radon Test Results: Status Update – Laura

After speaking to Rick, Donna to send radon test results report to committee members for review – Rick did cross-reference results from testing and some areas need to be re-tested now that campus is back to regular on-campus use. HVAC used at a limited capacity when testing took place prior. Donna will order new tests – likely for December.

**New Business:**

1. Return to Campus Update (Standing Item) – Kerry

Return to campus has generally gone smoothly – new health guidelines being followed to the best of Selkirk’s interpretation of those new health guidelines. Vaccine passports will be continued to be needed in housing, gyms and at in-campus dining. Mask mandate to remain in place. So far, no major issues – currently no intention of implementing a mandatory vaccination for employees. With new mandate from IH only employees directly employed by the ministry will be affected by mandatory vaccine mandate.

1. Working Alone – Rod (carried over) – ongoing work in progress – will implement plans for specific locations such as Trail and for employees working evenings.
2. Motion for revised agenda template – Rob – Suggestions that standing items should be on the agenda template as a reminder of action items and items coming up. Also add monthly inspections coming up as well as HSE calendar items – Laura to look into incorporating items into agenda template
3. Cafeteria Inspection update – Rob, Laura – Laura to re-visit – clarification was given by Rob over concerning door being blocked.
4. Discussion of the Admin Building Inspection – Rob - Found gaps around doors making temperature in the Admin Building inefficient – cold in the winter, hot in the summer. Suggestion to put this building on the list to renovate to Net Zero – plan so that once money becomes available it would be ready to go. Rhonda added that they also feel the Rec Buildings are the same way. Donna suggested for now that maintenance be made aware of both situations to see if there is a temporary remedy. May need to speak to RDCK fire inspector about door.
5. Discussion change to Castlegar JOH&S Committee Terms of reference – ROB – Donna to speak to Nelson JOHS committee to see if they agree with suggested changes to terms. Rob concerned that quorum not being met for meetings.

Next Committee Meeting to be held Tuesday, November 9th, 2021.