**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  Heather Bishop, Minute Taker

Rod Fayant, PPWC Rep  Rob Macrae, SCFA Rep

Niki Menard, PPWC Rep  Laura Neigel, PPWC Rep

Kerry Clarke, Management Rep  Rhonda Schmitz, Management Rep

Jason Dacosta, SCFA Rep  Jim Leitch, BCGEU Rep

Jennifer Pascoe, PPWC Rep  Paul Rodrigues, PPWC Rep

Quorum was not met as there was no BCGEU member in attendance. Minutes from last meeting reviewed and accepted.

Kirsten Gear has stepped down as co-chair of the committee – Donna requiring a new co-chair.

**Review and adopt previous meeting’s minutes of 10/12/2021.**

Approved

Declined

**Approve Agenda:**

Additions  Rob Macrae addition – see attached email and notes

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:
2. Mental Health First Aid – Laura Provides Update

Mental health first aid course cancelled as not enough interest to make it run. Potential to run in January or February of 2022 – Rob suggested that it be moved for May/June 2022 for faculty to use their assigned duty time to participate.

1. Donna to reach out to Mark Daines for the multilingual Hand Washing PDF to be posted at the other campuses. Donna has not heard back from Mark Daines will pursue other alternatives.

* **Action:** At Rhonda to reach out to student ambassadors to take on this task, produce posters and put up around campus

1. Stats Report: First Aid and WorkSafe – Donna & Laura

No new issues or current claims; one employee submitted lost time days to WorkSafe. Preliminary rate has gone down – has not been presented to the board yet.

* + **Action:** Donna or Laura to follow up with Arleen on how the decline in incidents and improved rates from 2017-2021 has had an effect on payroll and if the money saved can go back towards additional HSE

1. New Co-Chair and BCGEU Member
   * **Action:** At least one prospective person (Non-management rep) to be nominated at the next meeting for co-chair position – Committee members to decide ahead of meeting who to nominate.
2. Review Inspections – All
3. Student Residence Inspections– Jim Leitch and Kerry Clarke – unchanged from last meeting – need review.
4. Upper/lower O-wing and Pit inspection – Jen and Niki – unchanged from last meeting – need review.
5. Maintenance building, Valhalla Center, Pump House, Treatment Facilities – Donna and Rick completed –
   * Need additional eye wash stations at pump houses and possible bear deterrents (ie. Spray) due to being in quite a remote spot and the frequency of bears.
   * Need some kind of mesh or block over storm drain – Paul had to remove a dead skunk from this drain and it also could be a potential hazard.
   * Rob noted that the sewage treatment plant needs a vent or fan to clear the air as there is a possible hazard from contaminated air or gas build-up. Could also use some sort of visual warning system on air quality.
6. Upcoming: September: Lardeau and Bonnington Blocks – Rhonda and Donna completed –
   * Additional safety signs with First Aid # needed in Lardeau
   * Mouse issue in Bonnington rectified
   * Ceiling in Lardeau a part of the renovations – contractor handling – hazmat abatement has taken place.
   * Lower level Bonnington accessibility needed for students with disabilities – areas of refuge also need to be well defined. Inform instructors who have students with disabilities to make an emergency plan with disability services and accessibility coordinators need to be made aware of plans. – 4 potential new students arriving in January.

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

**Action:** Donna to speak to Rick about vent/fan for sewage treatment plant.

1. Radon Test Results: Status Update – Laura

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 sourcing new testing to have results for spring.

**Review Monthly Reminders & Updates:**

1. Being Seen Campaign – Laura - Working with Maggie and getting marketing campaign up on all websites, posters media etc.
2. Flu Shot Campaign/Communicable Disease Plan – Laura – Campaign up and running – more successful than last year, email reminders going out, website updates and HSE marketing policy covering communications about this campaign.
3. Emergency Response – Fire Drills/Alertus – Laura – Coming up next week – email to staff regarding fire drills coming, along with reminder for students and staff to sign up for Alertus.
4. Hazardous Material Collection – Laura – Date and time to be set up for pick-up approximately twice a yr. and taken to toxic waste storage facility – key needed from maintenance for access. Rob mentioned that there is an underground waste storage tank on campus that also needs to be cleaned out.

**New Business: (Ran short on time and this list reviewed quickly and will need review next meeting)**

1. Return to Campus Update (Standing Item) – Kerry - No update – Kerry unable to attend.
2. Working Alone – Rod (carried over) – Ongoing work in progress – will implement plans for specific locations such as Trail and for employees working evenings.
3. Motion for revised agenda template – Rob –Laura and Donna reviewing calendar Rob submitted and Laura working on incorporating items into agenda template.
4. Cafeteria Inspection update –Laura – Laura met with Jenny clarification was given by Jenny over concerning door being blocked – not a fire door and not being used. Signage made that door is not to be used and anyone going through orientation is instructed about the non-door. Donna can ask contractors currently working on physics lab renovation to have a quick look and confirm it is not a fire door as per Rob’s concern.
5. Discussion of the Admin Building Inspection – No updates from last meeting.
6. 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, December 14th, 2021.

**Additions from Rob:**

1. **Status of Health & Safety Coordinator**

Concern: As discussed previously, the Health & Safety Coordinator is a non-voting member of the JOH&S Committee even if the Health & Safety Coordinator is a member of a union. To be a union representative on a Joint Health & Safety Committee, a member of the union must be elected by the union membership to represent union members on the JOH&S committee. (Article 34 (1)The worker representatives on a joint committee must be selected from workers at the workplace.)

Action: Amend ToR to reflect the above by including an article titled "Status of Health & Safety Coordinator. The Health & Safety Coordinator is a non-voting member of the JOH&S and is not a worker representative unless elected as a worker representative per WCB Regulations."

1. **Posting of Inspection Reports**

Concern: Posting of inspection reports so they are accessible to employees (workers of the employer) Workplace inspection reports per Regulations

* Communicate inspection findings to workers.
* Ensure that the safety committee has access to, and reviews, the inspection reports and process.
* The BC Workers' Compensation Act states, " Employer must post inspection reports."

Article 10 of the JOH&S Terms of Reference states, "Committee Reports" … The employer must ensure that the retained reports are readily accessible workers of the employer.

Action: Organize the S:\ drive so all inspection reports are in coherently filed without duplication and accessible to all employees by year end.

1. **Shared Terms of Reference (Rules of Procedure)**

Concern: Shared terms of reference between the Castlegar and Nelson Joint Occupational Health & Safety Committees:

From: https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/19001\_02

Variations in committee requirements as stated in Article 32:

32. (1)Despite section 31, the Board may, by order, require or permit an employer to establish and maintain

(a)more than one joint committee for a single workplace of the employer,

(b)one joint committee for more than one workplace or parts of more than one workplace of the employer, or

(c)one joint committee for the workplace or parts of the workplaces of a number of employers, if the workplaces are the same, overlapping or adjoining.

However, the BC Workers' Compensation Act does not permit an employer to establish more than one joint committees for more than one workplace.

Further, under Joint committee procedure, Article 37 states:

37 (1)Subject to the OHS provisions and the regulations, a joint committee must establish its own rules of procedure, including rules respecting how it is to perform its duties and functions.

This means that both the Nelson and the Castlegar JOH&S Committees must establish their own rules of procedure.

Action: Revise the Nelson and the Castlegar JOH&S Committees' Terms of Reference so they clearly state they apply to each JOH&S Committee and clearly state that each JOH&S Committee has the right to revise its Terms of Reference at its discretion without the approval of any external body.

1. **Change Terms of Reference definition of Quorum**

Concern: Reduce frequency of meeting without quorums

Action: Amend terms of reference as follows:

1. Meetings
2. The Joint Committee will meet monthly.
3. A quorum is met with at least four committee members present, three of whom represent two of the three union groups and one from management.
4. Where management employer representatives out-number workers representatives, the meetings will be postponed.
5. Committees will add procedures it considers necessary for the meetings.
6. **Blocked Fire exits**

The February and June inspection reports cite two block fire exits, one in the cafeteria and one in the ad