

# Minutes

## CO JOHSC

February 2, 2011

L103

8:30am – 10:00am

<b>Chair</b>	L. Jennings/J. McGee
<b>Present</b>	M. Esson, M. Robertson, W. Schimpf
<b>Regrets</b>	F. Birker, B. Campbell, A. Doody, S. Cherrey, G. Kershaw, A. Kortzman
<b>Guests</b>	NA

### Approval of Agenda & Minutes

J. McGee

#### Discussion

- Additions
  - JOHSC terms of reference are getting closer to being finalized and will be brought forward to the JOHSC for final review.
- Deletions – none
- Minutes – approved (ME)

#### Conclusions

- NA

#### Action Items

Person  
Responsible

Deadline

NA

### Business Arising from Minutes

Various

#### Discussion

- 1) Campus Communication with Dispatch – First Aid & Dispatch (M. Robertson)
  - See Power Point attachment for details.
  - Communication regarding First Aid & Dispatch has been deployed through the College. MR & C. Eby presented this to OCAD last month. MR & C. Eby reviewed various outside institutions' First Aid & Dispatch processes for comparison. MR was exploring having a non-emergency local but after further discussion with the appropriate parties in Facilities Management, the consensus was that 6699 can be used for emergencies & non-emergencies or if you are not near a campus phone, dial 250-217-2435 (Security cell phone) 24/7. It is recommended to program the Security cell phone into your cell phone.
  - 3 Ps to stop the bleeding: apply pressure, injured part position above the heart, patient position.
  - Individuals should let MR know if they are interested in becoming a First Aid attendant. The next First Aid Level One class scheduled through Continuing Studies is March 8 & 10 (evenings).

- MR is offering AED ½ day training on March 16<sup>th</sup> (new date) from 12-4pm, room to be determined. A follow up ½ day First Aid training will be available by MR at a later date. After these training sessions, a First Aid level One training certificate will be issued by MR.

2) Incident Reports – Health & Safety Incident Report (M. Robertson)

- See attachment for details.
- Form is available online.

3) First Aid Supplies and Ordering – First Aid Checklist (M. Robertson)

- See attachment for details.
- All First Aid Supplies are now inventoried regularly and replenished as necessary.

4) Discomfort Survey Update (J. McGee)

- JM discussed this idea with MR and it was decided that an ergonomics self-assessment survey may be of more value. JM to review what MR has already posted in myOkanagan on ergonomics and see if more information is needed. JM and MR will work on this and report back to committee. A blurb will be put in Inside OC newsletter for all employees when this survey is ready.
- The following link to the online workspace planner will be added:  
<http://www.ergotron.com/tabid/305/language/en-US/default.aspx>

Conclusions

- NA

Action Items

Person Responsible

Deadline

Ergonomics self-assessment survey review.

Matt Robertson / Jasmine McGee

Mar. 2, 2010

**New Business & Arising Issues**

J. McGee

Discussion

1) Training / Workshops (M. Robertson)

- AED ½ day training – March 16<sup>th</sup> (new date) from 12-4pm, room to be determined.
- Emergency Fire Wardens – March 10<sup>th</sup> 10-12 & 1-3 (Kelowna), room to be determined & March 15<sup>th</sup> (Penticton) room & time to be determined.

Conclusions

- JM to find out who in the Library (all campuses) are Emergency Fire Wardens & First Aid Attendants and let MR know. JM feels that all Library Public Services staff should Emergency Fire Wardens training and/or procedures sheet.

### Incident Reports (Formerly First Aid Reports)

M. Robertson

#### Discussion

##### 1) Review Reports

- Follow up on our understanding on completing incident report forms. A discussion took place around our roles of reporting incidents and should the form be separated between employee, student and other (visitors, contractors). A lot of information on the incident report form doesn't apply to all categories of individuals.

#### Conclusions

- NA

Action Items	Action Items	Action Items
NA		

### Inspections & Investigations

M. Robertson

#### Discussion

##### 1) Review Reports

- Central Stores update: The Fire department inspected Central Stores last Friday and were happy with what they found. Everything was in order. MR asked WS to submit a Central Stores inspection report to him. MR will bring it to next meeting for the committee to review.
- MR has been working with the Residential Construction department to implement an inspection procedure and form. This has been completed.

#### Conclusions

NA

Action Items	Person Responsible	Deadline
Submit a Central Stores inspection report.	Warren Schimpf	Mar. 2, 2010

### Working Groups

#### Discussion

1. **First Aid (A. Kortzman, M. Robertson)**
  - See above discussions related to First Aid.
  
2. **WHMIS (Chemical Safety Inventory) (F. Birker, B. Campbell, A. Kortzman, M. Robertson, W. Schimpf)**
  - Every department needs to do a chemical safety inventory. Once this is completed, the inventory sheets need to go to MR. MR will determine if an MSDS (Material Safety Data Sheet) is needed.
  - Next meeting, the last ½ hour will be dedicated to this working group.
  - MR will send WHMIS slides to committee members for review. Committee members should bring a list of what chemicals are housed in their department to the next meeting.
  
3. **Violence Prevention (F. Birker, S. Cherrey, A. Doody, M. Esson, L. Jennings, M. Robertson)**
  - Group to meet and report back at a future meeting.

<b>Conclusions</b>	
	<ul style="list-style-type: none"> <li>• NA</li> </ul>



Action Items	Person Responsible	Deadline
WHMIS information slides to be sent to committee.	Matt Robertson	Feb. 11, 2010
Committee members to bring a list of all chemicals in their department to the next meeting. This list can also be sent to Matt Robertson.	Committee	Mar. 2, 2010