

Health and Safety Committee Minutes Penticton Campus

Wednesday December 14, 2011

Present: Ed Benoit (Chair); John Mott; Matt Robertson (via telephone); Linda Kirbyson; Mike Perry; Sharon Mansiere; Surandar Dasanjh; Linda Bjerrisgaard

Regrets: Lowell Frizzi; Jackie Dewar-Pine; Shannon Obirek; Cindy Klann; Nancy Noble-Hearle

1. Adoption of Agenda: Linda Kirbyson / Mike Perry

Additions to the agenda:

4c: Issue of First Aid Attendants and Emergency Wardens wearing OC identification - Matt

4d: Fire Extinguishers in the Trades area: Mike

2. Approval of Minutes: Linda Kirbyson/ Sharon Mansiere

3. Old Business:

a. Fall **Semester** inspections:

- All have been completed but 2nd flr COE which will be done asap. All typed reports to be submitted to the Health and Safety Committee by next meeting.
- Ed/John – Ashnola building done. Ed to type up report.
- Sharon/Sandra /Noah – Sunoka
 1. Some issues – particularly around some electrical concerns. Sharon asked how priority issues should be dealt with. Ed asked that any issues that are a priority from a health and safety perspective be forwarded to him immediately and he will request that they be dealt with on a priority basis.
 2. Question about extinguishers in the hall in Sunoka. Matt says current amount has been approved by the Fire inspector. If we feel there is a need for more fire extinguishers, the H&S Committee (or particular department) could request more, but those requesting will likely have to pay the bill for those extinguishers.
- COE – 1st Floor – Surandar/Jackie Dewar Pine
 1. Inspection has been done and report has been submitted to the H&S Committee. Surandar will forward report in electronic form as well.
- COE – 2nd floor
 1. Mike – due to operational changes to 2nd floor, inspection was delayed and will be done as soon as possible.

b. Non-returning members:

- Charlene, Cathy, and Jason – have all said can't make it. Nancy will be able to make the meetings in the coming term.
 1. **Action Item:** John will send email to non-returning members thanking them for their service on the committee.
- The issue of a potential new time was raised and Ed confirmed the current schedule for the coming term as we have recruited new members based on the current schedule. The time may be revisited for September.

- c. Shower room/Change room:
 - Matt sent through a request to Steve Robinson Jr. who has sought a quote from a contractor who will be laying down a surface that actually becomes more tactile when wet. Matt has not seen whether there have been any contractors on site. Ed advised that he had not seen, nor been approached by, a contractor looking at the floors.
 1. **Action Item:** Matt will send an email to S. Robinson Jr. asking for an update and will report on the progress at the next H&S meeting.
- d. Level 2 First Aid Attendants:
 - Ed sent out request for those interested to give their names to him. He has received a number of responses. Ed asked Matt what the criteria was for selecting employees for the training. Matt has created a first aid risk assessment which contains a recommendation as to the amount of Level 2 attendants that should be trained for Penticton. This recommendation has not been considered yet. He notes that Level 2 training will be supported by OC, but not full Level 3 training at this time (only one week for Level 3 training). There was some discussion about appropriate groups from whom to draw these potential first aid attendants. Ed would like to see at least one of the level 2 attendants be a regular staff member who is here during regular hours. Mike advises that he has been bumped up to full time until at least March 31, 2012.
 1. **Action Item:** Once Matt's recommendation has been dealt with and we know how many attendants need to be trained for Penticton campus, Ed will take the names to Matt and employees will be asked based on the criteria that have been established.
- e. First Aid Record Book:
 - Matt is working with IT to move to having online all the needed forms for security incident reporting and Health and Safety reporting. Matt would like the process formalized so that at our regular monthly meetings, he can update the Committee on a monthly basis about health and safety "incidents", "near misses," and security "incidents" that have occurred at the Penticton campus. Matt will be working with IT to develop templates and will update us on this issue for our next meeting. (See further discussion in 4a under new business).
- f. Traffic Flow issue:
 - Due to many concerns about the flow of traffic around the traffic circle, the one-way sign has been removed and people can now turn left. People have been turning left without issue since the sign has come down.

4. New Business:

- a. Appropriate forms for First Aid provided to students – Shannon
 - Matt has talked to his department about having 3 forms (employees/students/public). Matt is working with IT on the different forms. Matt was concerned about who should have access to the forms because of confidentiality concerns and advised that he felt that only First Aid attendants and Jackie and Ed (due to their need to scan and send the reports to Matt) should have access to the Health and Safety reports.
 - i. **Action Item:** John will ask Shannon to send her comments to Matt directly about what she would like to see on the Student version of the form .
 - The issue of the First Aid Record book came up for discussion again and the consensus on the Committee that a separate book or online form was redundant given that all

6. First Aid Report:

- a. Only first aid report had to do with a student who injured himself off campus and then saw Shannon Obirek who referred him to medical services.

7. Next Meeting: Wednesday, January 18, 2011 at 10:00 am in the Penticton Board Room