

JOINT HEALTH AND SAFETY COMMITTEE
Location Birch 471
November 22, 2010 @ 2:30 pm
ADOPTED MINUTES

Names	Representation	Phone	Office
Carrie Jung	Instructor, ESL/CDO (CFA)	3432	BR 353
Ian Robertson	Co-Chair , Director (Management)	4962	FA/Bldg
Laverne Thompson	Coordinator, Instructor, AWE (CFA)	1711	BR 356
Mike Arbogast	HR Manager (Management)	4991	BR 441
Suzanne Norman	Co-Chair , Enrolment Services (COPE)	7964	BR 230

Committee Resources

Leslie Walsh	HR Advisor, Disability & Wellness	1732	BR 418
Lorraine Douville	HR Advisor, OHS	7869	BR 421
Mary Jane Penfold	HR Assistant (recording secretary)	2098	BR 420

Regrets

Brian Morrison	Production Technician, Theatre (COPE)	3059	BR 167
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CALL TO ORDER at: 2:35 p.m.

- 1) ADDITIONS TO THE AGENDA
 - a) Heat issues
 - b) FPSE/WHSEC (9c)
 - c) Noise issues in cafeteria (9d)
- 2) APPROVAL OF THE AGENDA
 - a) Motioned by L. Thompson
 - b) Seconded by M. Arbogast
- 3) APPROVAL OF THE MINUTES of October 25, 2010
 - a) Motioned by C. Jung
 - b) Seconded by M. Arbogast
- 4) BUSINESS ARISING FROM THE MINUTES
 - a) Bear on loading dock -secure the access to compactor and compost bins. Ian Robertson has received a quote from Smithrite for locking mechanism. He will submit a Capital Pool request to fund this item.
 - b) Air intake- Arbutus building multiple locations - No smoking signs have arrived and are being put up. Picnic table in Shipping and Receiving area are to be removed.
 - c) Recommendation- Smoking in designated areas only to keep people away from building entrances, window openings and forested areas. M. Arbogast will take the formal Recommendation to the Executive Committee in January 2011.
- 5) OLD BUSINESS
 - a) Cool Room summer 2011 – various possible locations – L. Douville has reviewed suggestions from IT and will put in a request with Room Bookings.
- 6) NEW BUSINESS
 - a) New WorkSafeBC rate was reported to the Committee. Base rate for the industry has increased by 0.01/\$100 of assessable payroll.

- 7) INJURY SUMMARY- October 2010
 - a. (4) injury report-employees
 - b. (0) reports- practicum student
 - c. (0) violent incident report

- 8) CORRESPONDENCE
 - a) Squamish campus
 - i) Regular meetings are occurring; a fire drill will be held this semester.
 - b) Carbonless paper (Ruth)
 - i) Possible health issues related to the use of carbon and carbonless paper has been put forth – L. Douville is doing research on this.
 - c) Medication on campus
 - i) Recommended that people do not bring medications to the office in different bottles
 - ii) Employees on campus that have personal medication, that it be kept in purses, personal bags or locked drawers.
 - d) Ladies bathroom
 - i) Employees are reminded that if you find an unclean bathroom, to call Facilities at 4963
 - ii) if there is an inappropriate person in a washroom, please call Security at 1763.
 - iii) I. Robertson to check and replace broken locks in main Library Ladies' Washroom.
 - e) Office cleaning, vacuuming. Please see posted schedule for your area:
<http://frontlines.capilanou.ca/departments/facilities.html> - scroll down to Janitorial Schedule
 - f) Heat issues in offices
 - i) if employees are having heating issues, they should call Facilities at 4963 so that the issue can be investigated. Facilities does not provide heaters.

- 9) INFORMATION ITEMS
 - a) Squamish JOHS minutes have been received and reviewed.
 - b) 16 employees have been trained in emergency first aid- OFA level 1 with AED certification.
 - c) FPSE WHSEC – C. Jung reported on a workshop called “Understanding & Preventing Stress in the Workplace,” given by a representative of WorkSafeBC.
 - i) The workshop presented various definitions of “stress” and introduced studies about the effects and costs of workplace stress.
 - ii) Other items mentioned at the meeting included policies that various institutions have concerning student field trips, scent-free campuses, and anti-smoking campaigns.
 - d) Events in Cafeteria- Noise issues and complaints should be reported to Contract Services.

- 10) EDUCATION
 - a) BC Fed Safety Palooza- December 7-10. Members of the JOHS Committee are encouraged to attend this Professional Development.

- 11) MOTION TO ADJOURN at 3:45 pm.

- 12) NEXT MEETING: **January 24, 2011 @ 2:30 pm. BR 471 December 20th, 2010 meeting has been cancelled.**