

**OCCUPATIONAL HEALTH AND SAFETY COMMITTEE  
MINUTES OF MEETING HELD  
January 12, 2011**

**PRESENT:** Kevin Chenger      Wendy Crawford      Bill Harper  
                 Tony Jordan              Tara Lloyd              Joanne McAdam  
                 Donald MacLeod      Marie McMullen      Jody Nelson  
                 Keith Smyth              Doug Wagstaff

**REGRETS:** Mike Tarney

**Business Arising from the Minutes:**

**3.106 Young Adult Tobacco Reduction Program** – the Program is complete and Krista’s last day of work was November 30, 2010. The final report is being completed and applications for new funding from Alberta Health Services are due December 30, 2011.

**3.241. Shelter in Place** – Marie would like the Committee to organize a “mock” Shelter- in-Place situation to review with staff and students the process if they needed to move to a Shelter in Place (e.g. Armed Intruder). The following sub-committee was organized to review the procedures and set up a mock situation for staff only in May/June 2011. The Committee is: Jody Nelson, Tara Lloyd, Keith Smyth, Kevin Chenger, Doug Wagstaff and Wendy Crawford.

**3.282 Fall Protection** – Tony has volunteered to review the College’s Fall Protection procedure to ensure it abides with current legislation.

**3.283 Building Evacuation Plans/Map** – Marie will speak with Bob Hoffos to see if students would be able to complete the evacuation maps as part of their GIS classes.

**3.296 Working Alone Policy** – Marie will be working with Joanne to update this policy.

**3.301 Food Safety Guidelines** – Marie will be taking the Guidelines a Common Issues meeting.

**3.302 Health and Safety Policy** – This policy has been approved.

**3.304 Automated External Defibrillator (AED)** – Marie has reviewed the draft procedures and added the definition of an AED for clearer understanding. She will send the procedures out to Committee members for review. Discussion ensued about the responsibility of First Aiders to respond and what are liability issues if something happens to the victim. These are addressed in the procedures.

**3.305 Emergency Response Plan** – A summary sheet of the changes made to the Emergency Response Plan were provided to the Committee. Marie reviewed these changes with the Committee members and stated this was a very important document which has proved to be useful in emergency situations. It was also mentioned that Trades and OCSI need Fire Wardens.

**New Business:**

**5.1 Occupational Health and Safety Audit** – Bernice Lynn has almost completed the audit. It will be sent to the Alberta Health and Safety Council for review before scores are announced.

**5.2 Adverse Weather Procedure** – A draft procedure was distributed to Committee members for review. Changes are to be sent to Marie.

**5.3 Occupational Health and Safety Committee Responsibilities** – Postponed.

**Safety Reports:**

**6.1 Fire Marshall** – Three incidents reported:

- Fire alarm pulled in DMP in front of Chartwell's; no one was around when Campus Facilities attended
- Pipes froze in the Fine Arts & Multi-Media Building and then ruptured which resulted in water damage in the area and on the Fire Panel. Pipe has been repaired and the panel has been tested. Work is required on the ceiling and further investigation is to be completed to determine where cold air is coming from which caused the freezing
- Power outage on November 24 which caused loss of heat and power to buildings

**6.2 Human Resources (WCB)** – Nothing to report.

**6.3 Health Services (WCB)** – Two incidents reported:

- A student cut his hand in the Meat Processing Program; student unable to return to the Program (report attached to minutes)
- Student got a needle through her finger in the Fashion Apparel Program; taken to the hospital and it was removed (report attached to minutes)

**6.4 Health & Safety Issue or Incident Forms** – Incident forms and/or First Aid forms are to be sent to Jody Nelson for review and follow up, after first aid has been provided.

6.5 Lighting – Reports are attached to the minutes in HR if anyone would like a copy.

**7.0 First Aid** – Jody Nelson has updated the First Aid list and it will be sent out with the minutes to post on the Bulletin Boards. The next re-certification course will be in February and will be eight hours. Currently, there are enough First Aid responders to meet OH&S standards. Jody has asked responders to send copies of their certifications to her and the next yearly re-certifications will begin in May 2011.

**8.0 Safety Recognition** – Thank you letters are to be sent to Committee members for participating on the Committee in the past. Also, thank you for all those individuals who provided support in dealing with the student tragedy in November.

**THE NEXT MEETING OF THE OH&SC IS AS FOLLOWS:**

**January 12, 2011 at 12:00 p.m. in the Den**