

**OCCUPATIONAL HEALTH AND SAFETY COMMITTEE
MINUTES OF MEETING HELD
February 9, 2011**

PRESENT: Kevin Chenger Wendy Crawford Bill Harper
 Tony Jordan Tara Lloyd Donald MacLeod
 Joanne McAdam Marie McMullen Mike Tarney
 Doug Wagstaff

REGRETS: Jody Nelson, Keith Smyth

Approval of Agenda for February 9, 2011 – 2 items added

Approval of Minutes from January 12, 2011 - Approved

Business Arising from the Minutes:

3.106 Young Adult Tobacco Reduction Program – The College’s application for funding from Alberta Health Services was not approved for the year February 2011 to June 2012.

3.241. Shelter in Place – A meeting will be set up for the Committee to meet and organize a “mock” Shelter- in- Place situation in March.

3.282 Fall Protection – Tony is collecting information to determine the fall protection equipment available at the College.

3.283 Building Evacuation Plans/Map – Kevin is meeting with the Town’s representative to discuss the fire code and determine if the maps are required.

3.296 Working Alone Policy – Pending

3.301 Food Safety Guidelines – Marie will take the document to Common Issues on February 14, 2011.

3.304 Automated External Defibrillator (AED) – No changes made. The document is ready to take to Common Issues.

3.305 Emergency Response Plan – The Plan was approved by the Board of Governors in January 2011.

3.306 Occupational Health and Safety Audit – If available, Marie will bring the recommendations to the next OH&SC meeting and go over the strategic plan.

3.307 Adverse Weather Procedure – Approved by the Management Team.

3.308 Occupational Health and Safety Committee Responsibilities – Pending

3.309 Safety Video – Joanne showed another video from the Government of Alberta website on Hazard Identification.

Correspondence:

4.1 January 2011 issue of the Health & Safety Magazine. See page 14 for “Who Does What” protocol when a workplace incident occurs in Alberta.

New Business:

5.1 Roughstock Rodeo – Incident occurred Tuesday, February 8, 2011 evening. Marie will speak with Dalin Bullock and investigate.

5.2 Shirley McClellan Arena – Ice at the east side entrance.

Safety Reports:

6.1 Fire Marshall – No fire alarms to report.

- Alarm testing in Frank Grisdale Hall on Tuesday, February 8, 2011.

6.2 Human Resources (WCB) – None

6.3 Health Services (WCB) – See attached.

6.4 Health & Safety Issue or Incident Forms – One incident. Marie will investigate.

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

7.0 First Aid – None

8.0 Safety Recognition – None

The meeting adjourned at 12:55 p.m.

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

March 9, 2011 at 12:00 p.m. in the Den.