

**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  
                 Marie McMullen          Jody Nelson              Keith Smyth  
                 Mike Tarney              Doug Wagstaff

**REGRETS:** Donald MacLeod

**Business Arising from the Minutes:**

**3.106 Young Adult Tobacco Reduction Program** – the application for funding from Alberta Health Services has been sent. A response should be received between January 15<sup>th</sup> and the 20<sup>th</sup>. The funding will be for the year February 2011 to June 2012.

**3.241. Shelter in Place** – the Committee has not yet met to organize a “mock” Shelter- in- Place situation.

**3.282 Fall Protection** – Tony is researching the College’s Fall Protection procedure to ensure it abides with current legislation.

**3.283 Building Evacuation Plans/Map** – Kevin will check with inspection services regarding the fire code and determine if the maps are required.

**3.296 Working Alone Policy** – Marie and Joanne will review this policy.

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

**3.304 Automated External Defibrillator (AED)** – Joanne will send the procedures to the Committee members for review. Members are to respond to Joanne with any suggestions by January 21, 2011.

**3.305 Emergency Response Plan** – Marie will take to Admin Services for approval. Once approved, it is then reviewed by the Board of Directors.

**3.306 Occupational Health and Safety Audit** – the Audit has been sent to the Alberta Safety Council. Marie will bring the recommendations to the next OH&SC meeting.

**3.307 Adverse Weather Procedure** – Marie took this document to the Management Team for review. One addition was suggested and added.

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

**New Business:**

**5.1 Safety Video** – Marie discussed e-learning programs that can be found on the Government of Alberta website. There are several training videos available and can be used as alternatives for training or to supplement training. Marie asked the committee members to review the website. Comments to be sent via e-mail prior to the next OH&SC meeting. Marie will select another video to review at the next meeting.

## **Safety Reports:**

### **6.1 Fire Marshall** – Six incidents reported:

- In Frank Grisdale Hall
  - Ionizer set off by AXE spray.
  - Ionizer set off by hairspray.
  - Fire alarm was set off due to the room being very hot. The window had been opened and the thermostat turned up very high.
  - Fire alarm was set off by a melted container in the microwave.
- Fire alarm was set off in one of the Townhouses by the washing machine. The machine belt was smoking due to being overloaded.
- The Learning Resource Centre had a frozen pipe and set off the water sprinkler and set off the fire alarm.

**6.2 Human Resources (WCB)** – Three WCB claims reported. See attached report.

**6.3 Health Services (WCB)** – Three WCB claims reported. Seven injuries were reported from the Equine Science Program. No medical attention was required. See attached report.

**6.4 Health & Safety Issue or Incident Forms** – OCSI parking lot. Kevin 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** – Jody Nelson will set up training at the end of February and in May, 2011 and will send out an e-mail asking for participants. The training is eight (8) hours long and can be split into two sessions. Doug Wagstaff has arranged St. John Ambulance training for the Resident Assistants on February 13 and 14.

**8.0 Safety Recognition** – None

Marie noted that when an employee is hospitalized for more than two (2) days, it must be reported to the OHS.

The meeting adjourned at 1:00 p.m.

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

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