**Health and Safety Committee**

**Meeting: December 08, 2015 - 10:00 AM**

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| **- Joanie Robert (Replacement for f Loïc Boyer Safety & Security)**  **- Julian Lebensold (VCTA) (absent)**  **- Angie Alberico (Human Resources)**  **- Evelynne Barten (VCSPA)** | **- Mireille Beland (Student Services) (Absent)**  **- Haritos Kavalos (AVCP)**  **- Michael Sendbuehler (Academics)**  **- Eaden Tesfaye (VCSA)** |

**Subjects:**

1. **Follow up: Minutes**

Last Meeting was – December 08, 2015

Joanie added to the agenda item: Suspension of actions

Joanie does not think there is much use in our committee if we do not have a Health & Safety Officer at this time. Suspension of our activities until we do have a Health and Safety officer.

1. **Follow up: Bio Safety Manuel**

Since Loïc has been gone there has been no advancement on Bio Safety Manuel.

Joanie advised these are corrective actions for Health and Safety officer.

Michael placed an order to have a new door for microbiology for employee lunch room.

Michael reported work plan is in progress; there are 2 technicians in biology and 1 in microbiology.

Michael reported Biosafety dossier is being handled by Michael and Linda Campbell (as recommended by inspector by pre-inspection).

Technician will be trained and eventually teachers will be trained as well.

Hoping that by the 18th of December a work plan document will be ready.

1. **Follow up: Action Plan**

Joanie advised that we did not send the Action Plan to CSST. We were supposed to send an update last June to CSST. MEC decided not to send anything as required. MEC decided to put a hold as required. Joanie advised that perhaps we may get a visit from an inspector in the near future and stated that management is aware of it.

1. **Follow up: Policies and Procedures – Hazardous Materials**

**- General Health and Safety Policy**

Have been put on the Web

Joanie mentioned she was unsure if anyone has followed up on the implementation for communication of these policies (via memo / intercom)

1. **Follow up: Implementation plan for Societe Logique Report**

No update

1. **Follow up: Ergonomics project update**

Joanie asked all areas to take inventory (for footed chairs) for “not legal”, “not good dangerous” chairs. Order is going smoothly.

Joanie completed as much as possible, (3) corrective actions she is in charge of.

Joanie ordered brand new stools in plastic for labs. New stools have been ordered.

Order was 36 chairs; they should be arriving within 3 weeks for our (35) teachers.

1. **Follow up: Fire Wardens**

No advancements

We had a fire drill in the N building

Evelynn sent Loic Boyer an email with concerns for it did not work, as staff members and teachers are non compliant.

Fire drill was not taken seriously.

Haritos asked if there was a fire drill for the main campus.

Michael discussed a rallying point was suggested.

Evacuation point was assigned.

Michael suggested that it be worked with VCTA regarding this.

Eaden suggested having/bring this point up at general assembly to improve the “emergency response”.

Michael suggested we develop a joint strategy with the Unions to ensure fire evacuations involve Unions (A.V.C.A, V.C.T.A, V.C.S.P.A and Director of human resources). Arrive at a joint strategy with Unions to ensure fire safety and evacuation of staff.

1. **Follow up: Safe Pregnancy (student’s/staff members)**

No update

1. **Recommendation to reinstate Health and Safety Officer**

Joanie Robert asked for feedback.

Haritos Kavallos presented the question if the documents prepared can be shared with unions.

Joanie states that they are all for transparency.

Michael suggested bringing this letter to Normand Bernier in order to fix this problem.

Michael discussed that there is “legal liability” issue to the college

Joanie suggested that she go. It was decided that both Joanie and Michael go as a team. The decision made was that both Joanie and Michael go prior to sending the document.

Julien Lebensold says we cannot do our job without a Health and Safety officer.

Julien moved that we accept the letter and its supporting documents as tabled today.

*Supporting documents:*

-States of the dossier(s) of the Health and Safety officer

-Staffing authorization request

Motion: make an appointment with Silvana

Moved to support the recommendation.

1. **Added: Suspension of Actions**

How can we do to proceed without there being Health and Safety officer.

If there is none then why would we continue to bother.

This item was tabled.