

MEETING MINUTES

Date: August 28, 2025

Time: 2:00 PM – 3:00 PM

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Meeting ID: 288 924 690 316

Passcode: q8u72q2o

JOHS Committee Meeting

CHAIR: Donna Drover

Attendees	Regrets
Donna Drover , Co-Chair, Management Rep – Castlegar Jason Dacosta , Co-Chair and SCFA Rep – Castlegar Niki Menard , PPWC Rep – Castlegar Tracy King , PPWC Rep – Castlegar Cory Gigliotti , H&S Rep- Nelson Rick Tatangelo , PPWC Rep – Castlegar Ken Zdebiak , PPWC Rep – Castlegar Melinda Nealis , Admin Support – Castlegar	Laura Neigel , Management Rep – Castlegar Rob Schwarzer , Management Rep – Nelson Dave Ringheim , BCGEU Rep – Nelson Katie Comrie , SCFA Rep – Castlegar Marilyn Rivers , Management Rep – Nakusp Dave Briggeman , Co-Chair and BCGEU Rep – Nelson Tracy Punchard , Co-Chair and Management Rep – Nelson Heather Bishop , Management Rep – Castlegar Helen Worth , Management Rep – Grand Forks Rod Fayant , PPWC Rep – Trail Heather Parsons , PPWC Rep – Nelson Daryl Jolly , SCFA Rep – Nelson Martin Keyserlingk , Management Rep – Nelson Holly Martin , PPWC Rep – Nelson

MEETING MINUTES

1. Call to order – Chair
 - Meeting called order at 2:00 PM
2. Approval of previous Minutes – Chair
 - Not Approved – Quorum not met
3. Approval of agenda – Chair
 - Approved
4. Additions to agenda
 - No additions to the agenda
5. Campus update – Heather
6. Health & Safety update
 - **Reminder:** Ensure injuries (especially those requiring further medical attention) are promptly reported to Health & Safety.
 -

Category	Count	Notes
Near Misses		
First Aid		
Security Reports		

7. Stats report – July 22- August 26, 2025

Date	Near Misses	First Aid	WorksafeBC Claims
This period	2	6	
This period last year	4	5	
Year-to- date	20	93	

8. Inspections

- If there is a need for an inspection, please contact Health & Safety to schedule.
- All inspections are complete. Actions for most have been submitted by H&S.

9. Training and education

- Share any training opportunities
- [Training](#) – link to TEAMS folder for
- Staff are reminded to follow up with H&S after taking training so it can be documented.

10. Review of Old Business (Review and updates on outstanding business from previous meetings)

Date	Action items	Status	Responsible
Aug 28, 2025	Silver King – Roadway signage	Created, just needs production/installation. This will be prioritized.	Donna
July 24, 2025	Fire extinguisher training – identify programs requiring	Ongoing	
Aug 28, 2025	Testing electrical departments VR goggles for this	Update expected next meeting	Cory
July 24, 2025	Patenaude sidewalk	Pending – Challenges speaking to City of Nelson	Donna and Lareena

11. New Business

- No new business

12. Round table – concerns or shout outs

- **Radon Testing** – Jason asked about results showing >400 in some areas.
 - Communication was sent via newsletter; staff encouraged to ask questions.
 - Follow-up underway with Interior Health and a radon specialist.
 - Continuous and short-term monitors being used; HVAC adjustments made.
 - Jason and Daryl to prepare targeted messaging for affected areas.
- **Hazard/Risk Assessments** – Jason raised concerns about new roles without updated assessments.
 - Supervisors are responsible for annual hazard/risk assessments.
 - Cory to follow up with department heads and provide forms/support.
 - HR working on a Supervisor Handbook; H&S also drafting a guidebook.

13. Review of action items from this meeting

Date	Action items	Status	Responsible
Aug. 28, 2025	Silver King Roadway Signage	Prioritize production/installation	Donna
Aug. 28, 2025	Patenaude Sidewalk & Parking	Connect with City of Nelson re: sidewalk & parking issues around 10 th St. campus.	Donna
Aug. 28, 2025	Fire Extinguisher Training	Obtain update from Dave Briggeman on VR headset pilot	Cory
Aug. 28, 2025	Radon Communication	Prepare targeted messaging for high-radon areas.	Jason & Daryl
Aug. 28, 2025	Hazard Risk Assessments	Reach out to department heads, confirm processes, offer forms/support.	Cory
Aug. 28, 2025	Supervisor Guidebooks	Confirm H&S sections in Supervisor and Employee H&S guidebooks.	Donna

14. Next meeting

- September 25, 2025 2:00 Pm – 3:00 PM

15. Adjournment

- Meeting adjourned at 2:21 PM