



## Occupational Health and Safety Committee

Friday September 11, 2009

9:15 am to 9:45 am

Council Chambers

<b>Present:</b>	<b>Management:</b> <ul style="list-style-type: none"> <li>• Harry Nyce Sr.</li> <li>• Les Clayton</li> <li>• Jean Clayton (Elections office)</li> <li>• Mansell Griffin</li> <li>• Corinne McKay</li> <li>• Reginald Percival</li> </ul>	<b>Employee:</b> <ul style="list-style-type: none"> <li>• Charlene Ousey</li> <li>• Claude Morven</li> <li>• Pamela Wright</li> <li>• Ben Davidson</li> <li>• Tanya Clayton</li> </ul>	<b>Employer Representative:</b>
<b>Absent:</b>	<ul style="list-style-type: none"> <li>• Nisga'a Child and Family Services</li> <li>• Fisheries</li> <li>• Commercial Group</li> </ul>	•	• Frederic Tolmie

### Minutes and Actions of this meeting

Item	Action	Owner	Due Date
<b>Fire Drill</b>	<ul style="list-style-type: none"> <li>• Prepare a plan</li> <li>• Select date</li> </ul>	- Corinne McKay along with Dan Schweng and Claude Morven (Fire Marshall's)	OH & S recommends immediately: - Lower parking lot be the one designation place - Downstairs and Upstairs receptionist be responsible for report on people in building and Fire Dept./Police called - Claude and Dan designated as Fire Marshalls (ensure everyone is out and everyone on list accounted for.  Jean Clayton designated for Elections Tanya Clayton designated for Fisheries Charlene Morven designated for NCFS
<b>First Aid Kits</b>	<ul style="list-style-type: none"> <li>• To be inventoried for supplies</li> <li>• Locations to be posted</li> </ul>	Claude Morven	Work with Corinne McKay on a budget for First Aid supplies
<b>Flu Pandemic</b>	<ul style="list-style-type: none"> <li>• Janitors to wash all doorknobs and handrails nightly</li> <li>• Claude to look into purchasing hand sanitizer stations</li> </ul>	Claude Morven	Immediately

Date

Harry Nyce Sr., Chairperson

Date

Charlene Ousey