

## Joint Health and Safety Committee Meeting

**MEETING:** Joint Health and Safety Committee Meeting  
**DATE:** Tuesday, June 28<sup>th</sup>, 2016  
**LOCATION:** JED Boardroom  
**PRESENT:** Angela Templeton (Co-Chair- Staff & Recording Secretary); Kate Gray (Co-Chair- Management); Doug Broadfoot (Driver Representative); Rob Wells (Shop Representative); Jessica MacDonald (Worker Representative);  
**ABSENT:** N/A  
**EXCUSED:** Eric Duncan

<u>Subject/Action</u>	<u>Person Responsible</u>	<u>Completion Date</u>
<p><b>1. Call to Order</b></p> <p>The meeting was called to order at 2:50pm.</p>		
<p><b>2a. Additions to the Agenda</b></p> <p>None</p>		
<p><b>2b. Approval of Minutes</b></p> <p>Minutes were reviewed and approved unanimously.</p>		
<p><b>3. Joint Health and Safety Committee- Terms of Reference</b></p> <p>Co-Chairs Angela Templeton and Kate Gray completed the JHSC Part 1 training in Ottawa (May 31-June 2) and JHSC Part 2 (Transportation Sector) in Mississauga (June 6-8).</p> <p>An updated Committee Terms of Reference (meeting structures, reporting, etc.) will be provided to the Committee for approval.</p>	Angela	Done  September 2016
<p><b>4. Training – Standing Item</b></p> <p>In addition to the JHSC training for Angela and Kate, a list of mandatory training requirements will be discussed at the next meeting to ensure we provide the necessary training legislated by Ontario government.</p>	Angela/Kate	June 2016

**5. Incidents/WSIB – Standing Item**

Each incident/accident and WSIB claim will be reported, discussed, and analyzed at each JHSC Meeting. Recommendations and action items will be created if necessary to improve safety at JED.

Recently, there were two slip and falls reported by drivers. A discussion regarding proper footwear in the JED Yard was discussed. A policy will be developed, and staff will be reminded at Spring Driver’s Meeting to wear proper footwear, not just at customer’s locations, but in the JED Yard as well.

Office staff will need to adhere to the policy as well, including when visiting the shop. Attention and enforcement will be made to lead by example in that regard.

Angela/Kate

Fall 2016

**6. Workplace Inspections and Previous Inspections Follow-up – Standing Item**

Kate and Angela will develop an immediate workplace inspection plan for JED once their training is complete. They will report back on the requirements and details at our next JHSC Meeting.

Angela/Kate

June 2016

An inspection schedule will also be presented at the next meeting.

Angela/Kate

June 2016

**7. Health and Safety Updates – Standing Item**

Update on items from previous minutes:

**a. Office Space**

- Emergency exit signs need to be installed in basement and second level of office. Angela will obtain a quote from Barry McShane and get them installed.
- Jessica will obtain quotes for a guardrail on the stairs coming into the office
- Jessica will examine building code requirements to explore options for second exit on 2<sup>nd</sup> level.

Angela

COMPLETED

Jessica

Fall 2016

Jessica

Fall 2016

**b. Shop, Warehouse, and Yard**

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|---|-------------------|-------------------------------|
| <ul style="list-style-type: none"> <li>Doors/exit in shop/warehouse need to be changed immediately to include push bars or easy access to open when exiting in an emergency. Rob and Angela to obtain quotes and get them updated ASAP. Need to work with Shawn Backes and Ranguard because of door code system on the outside of doors.</li> </ul>   | Rob/Angela        | Immediate                     |
| <ul style="list-style-type: none"> <li>Smoke detectors need to be installed in shop and warehouse. Angela will obtain quotes.</li> </ul>  | Angela/Rob        | Fall 2016                     |
| <ul style="list-style-type: none"> <li>Carbon monoxide detectors in shop and warehouse need to be investigated. Rob discusses potential difficulties with emissions from trucks and forklift constantly setting off the alarms. He had experience with them in previous workplaces. Rob will check with other shops to see how they handle carbon monoxide prevention tools.</li> </ul>   | Rob               | Fall 2016                     |
| <ul style="list-style-type: none"> <li>The boxes sat along the stairs leading to the upper level were deemed a safety risk. Rob will move them immediately to have the stairs area cleared and free of tripping hazards.</li> </ul>   | Rob               | COMPLETED                     |
| <ul style="list-style-type: none"> <li>The subject of working alone in the shop was discussed. When working solo, employees should be wearing an 'alert button' to notify emergency assistance in the event of an injury or issue. A policy will be developed for working alone in the shop and warehouse. Jessica and Angela will look into options and quotes for various 'alert buttons'. NEW: Cam Sherrer, who works alone occasionally in the shop, will need to text Ed when he leaves each day.</li> </ul> | Jessica/Angela/Ed | Fall 2016<br>&<br>Immediately |
| <ul style="list-style-type: none"> <li>Doug raised the concern of the tire cage not being used in situations where it needs to be when dealing with tires. Ed will discuss with shop staff and a tire policy will be developed to make it clear when the tire cage is required.</li> </ul>  | Ed/Kate/Angela    | Fall 2016                     |
| <ul style="list-style-type: none"> <li>The racking in the shop and warehouse need to be secured and the contents on the racking also need to be secure. There are logistical issues in the shop as the heated floor cannot be drilled into. Rob and Angela will work together to ensure that materials and items on the racking are properly stored and secure. Strapping and/or plastic wrapping will be used.</li> </ul>  | Angela/Rob/Ed     | July 2016                     |

**c. Drivers and Fleet**

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|---|-------------|-----------|
| <ul style="list-style-type: none"> <li>Local drivers will need to be certified and recertified on forklift training. Angela will set up the training in June.</li> </ul>  | Angela      | COMPLETED |
| <ul style="list-style-type: none"> <li>There have been several issues with load securement inside the cab of the truck. Drivers are not securing their microwaves, televisions, luggage, food and personal items. They become safety hazards in the event of a hard break or accident. The item will be raised at Spring Driver's Meeting. Kate and Angela will conduct random truck inspections to ensure compliance.</li> </ul> | Angela/Kate | July 2016 |

- A thorough discussion was held about safety vests and equipment in the trucks. Policy will be developed to mandate vests be set on passenger seats for easy access. If there is a team in the truck, it must be set on the back of the passenger seat.
- Hard hats, glasses, gloves will be assigned to the truck, not the driver to ensure they are always available. Items will be labelled with the truck number. If drivers do not want to use a shared item, they are responsible for providing their own, and removing it after their trip.
- Feedback will be obtained at Spring Driver’s Meeting about where to store safety equipment to keep consistent regardless of truck, and to ensure easy access in the event of an emergency/accident/incident.

Angela/Kate	June 2016
Angela/Kate	September 2016

**8. Bill 132 – Sexual Violence and Harassment Action Plan Act – Standing Item**

Training will be provided, likely through online programming, before the September 2016 requirement.

Angela/Eric/Jessica	September 2016
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**9. Roundtable**

Additional driver handbooks will need to be ordered as not all copies were returned, and a few are now missing from some trucks.

Angela/Kate	August 2016
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**Date of next meeting**

Next meeting will be held in September. Date and time to be confirmed.

**Adjournment**

The meeting was adjourned at 3:38 pm.

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Kate Gray  
 Co-Chair

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Angela Templeton  
 Co-Chair

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Date

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Date