

## Joint Health and Safety Committee Meeting

**MEETING:** Joint Health and Safety Committee Meeting  
**DATE:** Thursday, May 19<sup>th</sup>, 2016  
**LOCATION:** JED Boardroom  
**PRESENT:** Angela Templeton (Co-Chair- Staff); Kate Gray (Co-Chair- Management); Doug Broadfoot (Driver Representative); Rob Wells (Shop Representative); Jessica MacDonald; Eric Duncan (Recording Secretary)  
**ABSENT:** N/A  
**EXCUSED:** N/A

<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 2:45pm. All members were present.</p>		
<p><b>2a. Additions to the Agenda</b></p> <p>None</p>		
<p><b>2b. Approval of Minutes</b></p> <p>n/a</p>		
<p><b>3. Joint Health and Safety Committee- Terms of Reference</b></p> <p>Angela Templeton and Kate Gray are Co-Chairs of the JHSC Committee. They will be taking 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>	<p>Angela/Kate</p> <p>Angela/Kate</p>	<p>June 2016</p> <p>June 2016</p>
<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>	<p>Angela/Kate</p>	<p>June 2016</p>

**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**

**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                                      Fall 2016

Jessica                                      Fall 2016

Jessica                                      Fall 2016

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

- 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.
- Smoke detectors need to be installed in shop and warehouse. Angela will obtain quotes.

Rob/Angela                              Immediate

Angela                                      Fall 2016

Rob    Fall 2016

- 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.
- 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.
- 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'
- 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.
- 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.

**c. Drivers and Fleet**

- Local drivers will need to be certified and recertified on forklift training. Angela will set up the training in June.
- 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.
- 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 seat 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.

Rob	Immediate
Jessica/Angela	Fall 2016
Ed/Kate/Angela	Fall 2016
Angela/Rob/Ed	July 2016
Angela	June 2016
Angela/Kate	July 2016
Angela/Kate	June 2016

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

Bill 132 – the Sexual Violence and Harassment Action Plan Act- will come into force on September 8, 2016. The act lists new specific employer duties. A policy will be drafted as required by the act and present it at the next meeting so that it can be reviewed and approved in time for the implementation date. All employees must receive training on the new bill and the JED policy.

**9. Roundtable**

No additional items.

**Date of next meeting**

Next meeting will be held in June. Date and time to be confirmed when Angela and Kate return from JHSC training.

**Adjournment**

The meeting was adjourned at 3:47 pm.

Angela/Kate

September 2016

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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