

**Joint Health and Safety Committee Meeting**

**MEETING:** Joint Health and Safety Committee Meeting  
**DATE:** Thursday, November 3<sup>rd</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); Eric Duncan (Recording Secretary); Ed Duncan (Owner & non-voting observer)  
**ABSENT:** N/A  
**EXCUSED:** None

<u>Subject/Action</u>	<u>Person Responsible</u>	<u>Completion Date</u>
<p><b>1. Call to Order (2:30 pm)</b></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 &amp; Policy Updates</b></p> <p>Several policies have been tweaked and they will be brought to the Q1 2017 meeting for formal approval by the Committee.</p> <p><b>4. Training – Standing Item</b></p> <p>HR Downloads online training has worked very well. All staff have completed the first two courses: “Occupational Health and Safety Awareness Training for Workers in Ontario” and “Workplace Violence and Harassment Training for Employees (Ontario - Bills 168 and 132)”. Only a couple of staff had not met the deadline. The withholding of their monthly incentive was effective in having them complete it was not paid until done.</p> <p>The next two videos will be on AODA (accessibility) and “Understanding Human Rights”. They will be due by the Drivers Meeting (November 26<sup>th</sup>). Those who have not completed the training will stay after the meeting to watch the videos and complete the test.</p>	<p>Jessica/Angela</p>	<p>Q1 2017</p> <p>November 2016</p>

<p>In 2017, only one video per quarter will be done. The Q1 2017 video will be on WHMIS training, which is required by then. The same notice/template and procedure will be followed.</p> <p>Jessica confirmed retraining for hazmat loads for our Fall Drivers Meeting. Our certification expires in the spring of 2017 so this is the best chance to get it done.</p> <p>Ed will do a training piece at the Drivers Meeting on weights in the trailer and ensuring that trucks are not driving overweight.</p> <p><b>5. Incidents/WSIB – Standing Item</b></p> <p>No incidents since last meeting.</p> <p><b>6. Workplace Inspections and Previous Inspections Follow-up – Standing Item</b></p> <p>Monthly inspections have been completed for September. Just finishing for October.</p> <p>Truck inspections process was discussed. Form is completed, infractions are noted, and a copy is provided to driver to sign and acknowledge that they will fix the issue within 30 days. While we are receiving the signed copies back, we are not doing a physical inspection each time to ensure compliance.</p> <p>Going forward, whoever does the truck inspections will provide only 7 days to fix/comply with items to fix in their trucks, and a physical inspection will be redone to confirm compliance. Incentive bonus will be lost if not completed in that timeframe.</p> <p><b>7. Health and Safety Updates – Standing Item</b></p> <p><b>a. Office Space</b></p> <ul style="list-style-type: none"> <li>• Guardrail for the stairs coming into the office completed.</li> <li>• Accessible parking space will be added at the closest space to the door. Post will be installed this fall with a sign with painted symbol to be done in the spring with appropriate weather.</li> </ul>	<p>Jessica/Angela</p> <p>Jessica</p> <p>Edwin</p> <p>Jessica/Angela</p> <p>COMPLETED Angela</p>	<p>Q1 2017</p> <p>November 2016</p> <p>November 2016</p> <p>November 2016</p> <p>Q4 2016/Q2 2017</p>
--	---	--

<p><b>b. Shop, Warehouse, and Yard</b></p> <ul style="list-style-type: none"> <li>• Automatic closer for the wash bay door completed. Steps are done as well.</li> <li>• An additional carbon monoxide detector has been installed in the main shop area</li> <li>• Alert panic button has been purchased and Rob is wearing it when working alone in the shop. It is working</li> <li>• Further discussion on a pit cover was held. Still looking at options. Traffic in shop when pit is exposed is very limited. Committee will continue to monitor and evaluate. Trucks cover the pit each night during the winter so there is not an urgency at this time</li> <li>• Ed has reinforced to all staff working in the shop to always wear PPE in the shop area. Proper footwear of all staff in the shop and warehouse will be emphasized repeatedly as well</li> <li>• Angela needs to ensure that there is always a supply of PPE available in the shop</li> <li>• There are some freight bars leaning against the outside of the shop. Ed and Jeff will move immediately and ensure they are not left there as a potential safety issue</li> <li>• A review of parking spots and set-up will be done to make sure all trucks and vehicles have enough spots to operate in</li> <li>• Forklift inspections need to be done on a weekly basis and signed off in the warehouse. Ed confirmed that Jeff Shirley will be responsible for this first thing each Sunday morning before he helps with freight. Angela will discuss and arrange with Jeff</li> </ul>	<p>COMPLETED                  COMPLETED                  COMPLETED                  Angela</p>	<p>Q2 2017</p>
<p><b>c. Drivers and Fleet</b></p> <ul style="list-style-type: none"> <li>• Driver incentive program will be modernized and unveiled at Fall Drivers Meeting. More emphasis on health and safety violations will be made, and enforced.</li> <li>• Monthly inspections are going well. See notes above regarding improved follow up with truck infractions found during these inspections</li> <li>• Ed discussed the issue of several fairings being damaged on trucks. He will discuss at Drivers Meeting, and will inform that any unsafe driving that damages the fairing will pay for them, not the company. There is no excuse, and it is very unsafe operation of the vehicle, when they are damaged (ie. they are either jack-knifing the trailer, or are backing up into a trailer too fast and missing the pin)</li> <li>• DriveCam trial of 5 units has nearly expired. Ed is working with our insurance captive on pricing and insurance credits, and he will discuss with Jess and Eric on options for cameras. Overall, we saw an improvement of behavior with cameras installed.</li> <li>• SmartValves are being installed in new trucks coming in, and future units, which is help reduce any potential issues with trailers.</li> </ul>	<p>COMPLETED                  Angela                  Ed/Jeff                  Ed                  Angela/Jeff</p>	<p>November 2016                  November 2016                  Q2 2017                  November 2016</p>
<p><b>d. Insurance</b></p> <ul style="list-style-type: none"> <li>• DriveCam trial of 5 units has nearly expired. Ed is working with our insurance captive on pricing and insurance credits, and he will discuss with Jess and Eric on options for cameras. Overall, we saw an improvement of behavior with cameras installed.</li> <li>• SmartValves are being installed in new trucks coming in, and future units, which is help reduce any potential issues with trailers.</li> </ul>	<p>Ed/Jessica/Eric</p>	<p>Q4 2016</p>

- Staff will be numbering PPE, vests, books, etc. in trucks with their unit to ensure they stay there and aren't taken by drivers individually. They are to remain in the truck and staff keep checking often to ensure all units have the necessary items/inventory.
- Pre-inspection tags have been created and a trial will be rolled out in the coming weeks.

**8. Fall Driver's Safety Meeting**

Date is confirmed for Saturday, November 26<sup>th</sup> at the South Mountain Agricultural Hall at 9:00am.

The JHSC will do a presentation to highlight issues and obtain feedback from all staff.

Jessica has also booked Hazmat training to take place that day. Staff who have not completed the next two online health and safety training videos will stay back after lunch and complete the course.

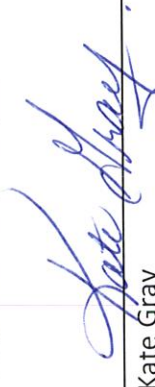
**9. Roundtable**


No additional items.

**Date of next meeting**

Next meeting will be held in Q1 of 2017 (January or February).

**Adjournment (3:56 pm)**

  
 \_\_\_\_\_  
 Kate Gray  
 Co-Chair

  
 \_\_\_\_\_  
 Angela Templeton  
 Co-Chair

Jessica/Angela/Kate	Ongoing
Angela/Jessica	Q4 2016
Angela	November 2016
Jessica	November 2016