

Joint Health and Safety Committee Meeting

**MEETING:** Joint Health and Safety Committee Meeting  
**DATE:** Thursday, September 8<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); 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>
1. Call to Order (2:03 pm)		
2a. Additions to the Agenda		
None		
2b. Approval of Minutes		
Minutes were reviewed and approved unanimously.		
3. Joint Health and Safety Committee- Terms of Reference & Policy Updates		
An updated Committee Terms of Reference (meeting structures, reporting, etc.) will be provided to the Committee for approval.	Angela	November 2016
Angela completed an online training course on the Canada Labour Code. Kate will complete in the coming weeks as well. Angela found it helpful, but much of our regulations and process comes from the Ontario government.	Kate	September 2016
Some policies will be brought forward for updating (Human Rights Policy) and some will be amalgamated (Violence and Harassment Policies).	Jessica/Angela	November 2016
4. Training – Standing Item		
JED has purchased/expanded the services of HR Downloads to provide online health and safety training.		

A regular, consistent schedule of health and safety training will take place on an ongoing basis.

The first two courses are: “Occupational Health and Safety Awareness Training for Workers in Ontario” and “Workplace Violence and Harassment Training for Employees (Ontario - Bills 168 and 132)”

Eric drafted a memo for all drivers that can be used as a template for future training videos. Key points are:

- o Due Sept 30<sup>th</sup>, incentive pay will be withheld until completed
- o Sept 16<sup>th</sup> early bird prize (\$25 gift certificate to Shoeless Joe’s)
- o Drivers will be paid \$50 for it (2 hours at \$25/hr)
- o Staff who do not complete their training will have their incentive pay withheld for up to 60 days. After that, it may be forfeited.

As of September 8<sup>th</sup> (date of meeting), 18 of 69 employees have completed both courses.

A discussion was held on who all should be taking the training besides drivers, office staff, and mechanic. It was agreed that Jeff Shirley, Cam Sherrer, Rick Hardy, Andrew Klith, and any staff who work with Andrew should complete the training. Since Andrew is a contractor, we will inquire whether he needs to complete it himself, or we must provide it at JED Express.

The Committee decided to arrange two additional training videos for the October-November period (to be decided by Jessica, Angela, and Eric in the coming weeks). The due date will be the day before the Drivers Meeting. Staff who do not complete the training by then must stay after the lunch at the meeting and complete the training then.

Online health and safety courses will be offered quarterly in 2017. Same process with be followed.

Jessica has arranged for 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.

**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.

	Ed/Angela	Fall 2016
	Angela/Jessica/Eric	
	Angela/Jessica/Eric	
	Jessica	COMPLETED

One of our drivers, had an ankle injury while stepping out of their truck in the United States. Upon return and seeing her injury, Eric Duncan told her to forgo her next trip, and proceed to the hospital. She has fully recovered and is back on the road.

The protocol of handling workplace injuries by drivers on the road was discussed. It will be an item for discussion at Fall Driver's Meeting to remind drivers that they need to notify dispatch immediately of an incident or accident. Office staff have also been provided better training and communication protocol when reports happen.

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

Angela and Jessica completed the monthly inspection for August. Good reports. Five trucks were inspected at random to identify potential hazards (ie. Unsecure items in bunk area). A form was completed for each truck and the driver will or has signed it to acknowledge items to correct.

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

**a. Office Space**

- Guardrail for the stairs coming into the office is being built. Should be completed and installed by the end of the month
- Eric examined building code requirements for second exit on 2<sup>nd</sup> level. Not required, but Angela will look into a ladder to use from one of the south windows in the boardroom.
- The need for wheelchair accessibility to the office is not currently required, however, the JHSC will discuss in the future to access priority and options

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

- Push bars are installed on the wash bay and driver's room doors in the shop.
- Angela is getting an automatic closer for the wash bay door to ensure it closes easily.
- Smoke detectors were discussed, but not required in the shop or warehouse. Priority has been placed on carbon monoxide detectors.
- Carbon monoxide detectors have been installed in the driver's room in shop and 1 in the warehouse. Two additional detectors will be placed in the main shop area next week.

Jessica	Fall 2016
Angela	Fall 2016
Angela	Immediate
Angela	Fall 2016

- Angela obtained quotes on alert buttons for employees working alone in the shop. We will purchase one and have Rob, Jeff or Cam wear it on them when working alone. When Cam is working afterhours, he will also text Ed when he arrives and leaves. If the event of Ed being away, he will have to text an alternate.
  - The use of the tire cage in the shop was discussed again. JED actually purchased a longer hose for the tires, so it is safer and puts the employee out of range from the tire. Safer, and more efficient.
  - The contents on the racking in the warehouse and shop have been cleaned up and more safely stored by Angela and Jeff Shirley. Further clean up and reorganization will continue.
  - The racking specifically for the tire rack in the shop was discussed. Rob clarifies that it is actual best and safest in its current set-up. The two racks are connected together and attached with plywood. This allows it to be firm and very difficult to tip over, while moving if hit and not falling over. Committee agreed that this set-up is best and safest.
  - A pit cover to block off the pit area when the shop is empty has been purchased and should be installed in the coming weeks.
  - Ed will discuss with Rick and Andrew about the need to always wear PPE in the shop area. Proper footwear of all staff in the shop and warehouse will be emphasized again as well.
- c. Drivers and Fleet**
- Monthly inspections are being held by JHSC members to inspect trucks at random for load securements. This has improved observation and correction of issues.
  - Discussion was held on the issue of trailer load securement and having access issues to docks to strap properly or confirm it is secured properly. Some drivers are taking straps from trailer when they back to the yard here.
  - Agreed that we will add the item to Fall's Drivers meeting. Policy will be that drivers cannot remove straps when back in the yard. Whoever is doing freight will ensure straps are on properly, and if not, will photograph and driver will be notified/written up
  - However, we need to make sure extra straps are always available in the yard. Drivers should have no more than a maximum of 10 straps per truck at all times
  - Further, we will also get list of customers that do not allow access to dock and discuss with them the safety issue that arises when drivers cannot safely access trailer away from the dock
  - Safety vests, books, and other equipment has improved. Angela, Jessica, and Kate will continue to monitor and replace as needed.

Angela	Fall 2016
Angela/Jeff S.	COMPLETED
Angela/Ed	Fall 2016
Ed	Immediately
Ed/Kate/Angela	Fall 2016
Angela/Ed	Fall 2016
Angela/Jessica/Kate	COMPLETED

**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**

A complaint resolution policy and form needs to be drafted and circulated. Jessica will handle this.

Ed and Eric are working on a formal recognition program for staff's years of service milestone, and also acknowledging staff for good acts (excellent speed reports, no log book infractions, and good health and safety practices).

A review of the driver incentive program will be held to ensure health and safety items are addressed in the program.


A trial will be conducted about using pre-inspection tags on trucks and trailers, with rewards for drivers who find them in places where they would look during circle checks.

**Date of next meeting**

Next meeting will be held either November 6<sup>th</sup> or 7<sup>th</sup>.

**Adjournment (3:30 pm)**

  
 Kate Gray  
 Co-Chair

  
 Angela Templeton  
 Co-Chair

Jessica  
 Fall 2016

Ed/Eric  
 Fall 2016

Angela/Eric/Jessica  
 November 2016