# JOINT HEALTH & SAFETY COMMITTEE MEETING – Central

MEETING MINUTES

## Date: April 15, 2021 Time: 9:00am Location: Teleconference

**Present:**

CHAIR: Jake C (absent)

CO-CHAIR: Jeff L (absent)

SECRETARY: Sunshine

OTHER MEMBERS: Simon C, Kim K, Tammy L, Rita R,

Attendees: Nick C (absent), Graham P, Spencer B(absent), Emile L(absent), Rebecca S, Camille M, Mike V, Kate P (absent), Santana G (absent), Sarah M (absent), Simon A (absent), Arianna M (absent)

**Roundtable:**

-COVID - Cold virus, not covid – reviewed protocols – all followed but still think cold virus may have come from vehicle (sanitized and masks used but close contact) so try to keep windows open more often for more ventilation (this will be reviewed with each group in camp by sunshine)

**Injury Stats Date Range: March 10/20 – April 15/21**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Seasonal Totals** | **Isolation Cases** | **First Aids** | **Medical Aids** | **Lost Time/Modified Duty** | **Total Cases** |
|  |  | **Administrative** | | |  |
|  |  |  |  |  | **0** |
| **Camps and Catering** | | |  |
|  |  |  |  |  | **0** |
|  | | |  |
| **Totals** | |  |  |  |  |

**Details Reviewed:**

**None - NA**

**Investigations Reviewed: None - NA**

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| **Camps** | **Incident** | **Near Miss** | **Property Damage** | **Injury** | **Hazard Report** | **Good Catch** |
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**Investigation Discussion/Review: none**

**New Business:** (items for consideration)

1. Training:

Feedback on training thus far –

Review training plan in person for management and start up –

**Kim following up on S100R**

1. Training gap analysis for management and planters reviewed
2. Changed documents – Contractor Program, Driving
3. SAFE ppl – training online if you know of planters who want to be SAFE People.
4. JHSC members – now is a good time to gather committee members and have them take our pop-up zoom training as they are required to have safety training.
5. Train surveyors to use safety line check-ins, conduct training with surveying crew, surveying binders ready. Isolated workers.
6. Maintenance program
7. CoViD updates:

**Add hand wipes (like baby wipes) to trucks as soapy water did not work well last time**

**Focus on masks, define mask use.**

**Cleaning vehicles**

**Case by case when people come in late but procedure is that pod goes back to day one stage one.**

**THIS MONTH’S CONTINUOUS IMPROVEMENT LOG:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Identified Problem** | **Required Corrective Action** | **Person Responsible to Complete Action** | **Date to be Completed** | **Date Actually Completed/Progress** |
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**LAST MONTH’S CONTINUOUS IMPROVEMENT LOG:**

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| --- | --- | --- | --- | --- | --- |
| 1 | Subordinate relationships and the potential for associated liability with harassment | -develop a contract with management to better understand consent and the implications around what a workplace relationship looks like and the implications.  -or include in management orientation | Sunshine B-**Revised to Jeff L** | March 15/21 |  |
| 3 | Walking in the woods source of greatest injuries – we need to better enforce proper footwear | Add to newsletter and have supervisors remind crew bosses what good tread/ supportive footwear is and that it is required on worksite plus conduct worker observations | Sunshine B | March 15/21 | **Complete** |
| Create slow start training to emphasize slipping hazards | Sunshine B | March 25/21 | **Complete** |
| 4 | Environmental goal | Develop a pilot project in one camp to generate a re-usable energy framework we can add to over multiple seasons | Jeff Lutes | May 1/21 |  |
| 5 | Wind Slow Start Training | Develop Wind and Stop and Ask slow start training – extreme weather | Sunshine B | March 21/21 | **Complete** |
| 6 | Covid tracking app | Acquire an app for better tracking | Jeff L | March 21/21 | **Complete** |

**OUTSTANDING CONTINUOUS IMPROVEMENT LOG:**

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| --- | --- | --- | --- | --- | --- |
| **#** | **Identified Problem** | **Required Corrective Action** | **Person Responsible to Complete Action** | **Date to be Completed** | **Date Actually Completed** |
| 1 | COVID procedures | Yoga tent – should we laminate total physio stretches and some yoga routine links for people? **Jake and Tammy adding equipment.** | JHSC – revised to Mya H**/revised to Rita** | April 19/21 – | **Complete** |
| 2 | New worker assessments | Competency to be updated on training spreadsheet including cooks and sanitation people | Safety Coordinators | May 18/20 |  |
| 5 | Code Red | Further develop tools and policy along with incident command protocols | Tammy L | April 19/21 | April 1/21 |
| 6 | Add radio and in reach inventory plus bear spray and bangers | One bear spray and banger for each crew boss and more radios and inreaches for each camp | Jeff Lutes  Simon C | April 19/21 | Completed |
| 8 | Design specific working hours for FAA in camp | Determine hours before and after work and post on door with location and name of attendant and how to signal in an emergency | Sunshine B | April 2021 | Completed in FA training/review |
| 10 | Multiple Naloxone kits in each camp | Order multiples for each camp | Kim K | April 2021 | Completed |
| 12 | Address mental health through policy and training ie confidentiality | Revise and develop better mental health policies and procedures | Sunshine B | April 2021 | In progress |
| Prepare preseason screening – for next year | Rookie document  Mental health training or resources | Sunshine B | April 2021 | In progress |
| 13 | Add TOR to JHSC training | Add TOR to Roles and Responsibilities training tool-**Revised to also include annually review the TOR with JHSC** | Sunshine B | January 30/20  Revise to March 2/21 | completed |
| 14 | WorkSafeBC speak to management | Book zoom calls for BC and Alberta reps in April | sunshine | March 1/21 | April 7/21 |
| 15 | PPE available or in good condition – safety glasses and good boots | Add safety glasses to crew boss kits  Boot tread support added as safety meeting | sunshine | February 2021 | completed |
| 16 | FA Inventory | 1.Naloxone kits  2.Epi pens, Benadryl and Leuko Tape  3.Transport equipment and camp cook kits  4.test truck with transport equipt  5.have open TE kit for conducting drills | 1.Kim K  2.Tammy L  3.Sarah D  4.Simon and tammy  5.Sarah D | March 2021 | completed |
| 17 | Safety line check in | Initiate account in April | Kim K | April 2021 | **Completed** |
| 18 | Project risk assessments | Final data to be input to provide to supervisors – phase two and three review to be completed | Kim K | March 1/21 | In progress |
| 19 | Jake C new chair | Confirm R&R training | Sunshine B | January 30/20 | Completed |
| 20 | Danger Trees | Revise safety meeting template to communicate anticipated weather system for the upcoming shift. | Sunshine B | Apr/21 | Completed – bboard/white board specifically for weather communication |
| Training - crew bosses to address hazard recognition and control as part of spring training. **Revised online and add QA training.** | Sunshine B | Apr/21 | completed |
| Training - crew bosses to address hazard tree and danger tree awareness and controls. Third party qualified assessor training if possible. **Send out course to supervisors.** | Sunshine Borsato | Apr/21 | completed |
| 1 | Driver evaluations | Have a lot of copies available at safety board and place to submit | Each camp supervisor | May 31/21 |  |
| 2 | Develop JHSC schedule | Define meeting schedule and who should attend | Sarah D | April 30/21 | completed |
| 3 | Walking in the Woods | Boot recommendations sent out in newsletter | Jeff L | March 2021 | March 2021 |
| Boot tread/condition emphasized in orientation | Sarah D | March 2021 | March 2021 |
| 4 | Chainsaw training additions | Add additional personnel and assistants to the chainsaw training schedule | Sunshine B | April 24/21 | completed |
| 5 | Contractor Program revisions | Revise and update program | Sunshine B | March 2021 | March 2021 |
| Train supervisors | Sunshine B | April 15/21 | April 6/21 |

**Operations Meetings Action Log**

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| --- | --- | --- | --- | --- | --- |
| **#** | **Identified Problem** | **Required Corrective Action** | **Person Responsible to Complete Action** | **Date to be Completed** | **Date Actually Completed** |
|  | Health improvement idea | Develop an over the winter exercise sheet – competition board | Jake C  Kim K |  | Dropped til next year due to so many initiatives this year |
|  | Employee file system for each camp | Employee files for covid, driver abstract, certificate and licences | Tammy L |  | completed |
|  | Develop new application system | Mgmt application  Worker application  Add past work history, references, qualifications  Make application so you cannot move forward without filling it all in | Tammy L  Katie R |  | completed |
|  | How to carry transportation equipment on trucks and what we need for ETVs | Investigate methods | Simon C  Sunshine B |  | completed |
|  | Address camp stairs and handrails | Need handrails for four steps or more | Jeff L  Sunshine B |  | completed |
|  | Equipment inventory and maintenance database | Spreadsheet with inventory, required PMs and servicing documented in off-season | Simon C |  | completed |
|  | Communication system improvements | Address deficiencies and actions | Jeff L |  | completed |
|  | Revise Checkin system to reflect safety line | Add Kim’s notes to isolated worker and check in program | Sunshine B |  |  |
|  | New check in system | Management of change procedures | Sunshine B |  |  |
|  | Start every meeting with a safety point | Revise meeting standards and procedures | Jeff L  Sunshine B |  | In progress - completed |

1.JHSC Goals – (3 year goal cycle – specific methods to meet goals addressed annually by JHSC 2020-2022)

a)Develop a better and more effectively trained workforce

-pre-season management training extended and enhanced

-increased slow start training – additional training

-emphasize practical and hands on training

-improve driver and ATV operator training and measure with audits and surveys

-100% planters with completed pre-season training

b)Build a more engaged and connected JHSC

-more pre-season training needed for committee members (result from JHSC evaluation)

-improve camp incident reporting and investigating (result of JHSC evaluation)

-camp committee to make training recommendations to employer (JHSC evaluation) (accomplished

through pre-season training and JHSC agenda with Training Recommendations)

-more pre-season training needed for committee members

-4 days no camp costs for attending JHSC meetings, brkfst or lunch meetings on days off

-supervisor/project mngr will attend meetings to support safety coordinator with decisions/actions

-more detailed agenda sent by sunshine each month

-better representation from the whole camp

-SIFp (serious incident or fatality potential) measured as a key performance indicator through Central JHSC

c)Increased communication of safety standards and expectations

-reduce the stigma of doing hazardous work and not reporting unsafe work

-more surveys and feedback systems

-JHSC and Safe People better represented and available as resources

-improved training in policies and procedures

-audit camps to improve consistency

d)Focus on healthful and responsible camps and worksites

-scheduled party nights with safe people and supervisors on duty

-respectful nights off

-socially responsible education/training in camp

-increased training for Safe People and promoting Safe People in camp

-stretching/yoga tents

-develop a winter exercise sheet/competition board (jake and kim)

**Next Meeting Ideas:**

Audit preparation

Review camp JHSC meetings

Review training successes

**Time Adjourned:**

**Next Proposed Meeting Dates: May 15/21**

**Central Committee (office) – May 20, 2021**

**Camp Committee Schedule Recommendations (days off in each camp or date that works best in each camp) –** May 15/2021, June 10/2021, June 25, 2021, July 15, 2021, August 5, 2021