# JOINT HEALTH & SAFETY COMMITTEE MEETING – Central

MEETING MINUTES

## Date: February 17, 2021 Time: 9:00am Location: Teleconference

**Present:**

CHAIR: Jake C

CO-CHAIR: Jeff L

SECRETARY: Sunshine

OTHER MEMBERS: Simon C, Jake, Kim, Tammy, Rita (absent), Nick C, Graham P, Spencer B, Emile L

Attendees: Rebecca S, Camille M, Mike V - absent, Santana G - absent, Kate P, Sarah M, Kathryn S, Simon A - absent

**Roundtable:**

Dog policy revisions - reviewed

WFCA conference – discuss and feedback

1.Subordinate relationships – procedure and training for management

-revise policy to address suspending accused and supporting people and maintaining

confidentiality.

-develop a contract with management to better understand consent and the implications around

what a workplace relationship looks like and the implications.

**Injury Stats Date Range: January 27/20 – February 16/21**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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. Pop-up off-season training – Injury Prevention (February 18th) an Northern Society of Domestic Peace (early March) – still planning conflict resolution and bear scare before we focus on more management specific training pieces
2. Updates to online training – revisions and progress – adding ticks and hygiene – gap analysis will start in March to identify who has training and who is missing including faa roles and responsibilities training
3. JHSC Roles and Responsibilities training – committee members now and additional camp committee members
4. Injury Management flow chart review

**-suggested adding one more line to red stream regarding no modified work available**

**-epi pens need to be in consistent spots to find in an emergency – discussed how only first aid can administer an epi pen**

1. 2020 injury statistics review

**-walking in the woods source of greatest injuries – we need to better enforce proper footwear.**

1. Terms of Reference accepted by committee – do you want to develop a camp TOR or does it sufficiently cover that? **- accepted**
2. Developing wind slow start training and include the Stop and Ask and refusal of unsafe work to this
3. Any revisions to this year’s safety goals and do we have environmental goals to review?

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Identified Problem** | **Required Corrective Action** | **Person Responsible to Complete Action** | **Date to be Completed** | **Date Actually Completed/Progress** |
| 1 | Subordinate relationships and the potential for associated liability with harassment | -revise policy to address suspending accused and supporting people and maintaining confidentiality.  -develop a contract with management to better understand consent and the implications around what a workplace relationship looks like and the implications. | Sunshine B | March 15/21 |  |
| 2 | Injury management | -suggested adding one more bubble to flow chart on red stream regarding no modified work available  -epi pens need to be in consistent spots to find in an emergency – discussed how only first aid can administer an epi pen | Sunshine B | March 1/21 |  |
| 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 |  |
| Create slow start training to emphasize slipping hazards | Sunshine B | March 25/21 |  |
| 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 |  |
| 6 | Covid tracking app | Acquire an app for better tracking | Jeff L | March 21/21 |  |

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1 | 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 |  |
| 2 | Covid tracking app | Do we want to buy app | JHSC | January 2021 | completed |
| 3 | H2S Program | Developing program for potential H2S hazards | Sunshine B | January 2021 | completed |
| 4 | FA Tickets | 1.Start booking courses  2.Ticket validation to start Feb | 1.Simon  2.Sunshine | January 31/21 | Complete as courses being booked |
| 5 | WorkSafeBC speak to management | Book zoom calls for BC and Alberta reps in April | sunshine | March 1/21 |  |
| 6 | 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 |  |
| 7 | 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 |  |
| 8 | Safety line check in | Initiate account in April | Kim K | April 2021 |  |
| 9 | 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 |  |
| 10 | Injury management information tool | Develop a flow chart to post and reference incl list of modified duties | Sunshine B | January 30/20 | completed |
| Develop a series of questions for supervisors to assist with decision making process in fitting people to modified duties | Sunshine B | January 30/20 | completed |
| 11 | Jake C new chair | Confirm R&R training | Sunshine B | January 30/20 |  |
| 12 | Danger Trees | Revise safety meeting template to communicate anticipated weather system for the upcoming shift. | Sunshine B | Apr/21 |  |
| Revise hazard tree policies & procedures | Sunshine B | April /21 | completed |
| Develop an extreme weather policy and procedures | Sunshine B | April /21 | completed |
| Training - crew bosses to address hazard recognition and control as part of spring training. | Sunshine B | Apr/21 |  |
| Training - crew bosses to address hazard tree and danger tree awareness and controls. Third party qualified assessor training if possible. | Sunshine Borsato | Apr/21 |  |
| Develop a policy to include a certified danger tree assessor in every camp. | Sunshine B | Apr/21 | completed |

**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? | JHSC – revised to Mya H | April 19/21 – |  |
| 2 | JHSC goal - Camp visit by Northern Society for Domestic Peace | Can we get a video from them and present it in camp instead of their visit – part of daily training in first shift to slow people down | Kim K – revised to zoom pop up training scheduled March 5 and 6th | April 19/21 | completed |
| 4 | New worker assessments | Competency to be updated on training spreadsheet including cooks and sanitation people | Safety Coordinators | May 18/20 |  |
| 5 | ATV and driver evaluations | To be completed on all operators and drivers and updated on spreadsheets | Spencer – Nick – Emile – Graham - Tammy | May 31/20 | dropped as part of pre-season training |
| 6 | Prepare preseason screening – for next year | Rookie document  Mental health training or resources | Sunshine B | April 19/21 |  |
| 7 | Recommend more crew driver meetings and focus on driver fatigue | Send out a safety meeting about driver fatigue and conducting driver meetings and train back up drivers with competency evaluations | Sunshine B | April 19/21 |  |
| 8 | New workers in camp | Confirm COVID screening completed, new worker orientations, new worker assessments and online training | Supervisors to verify for all crews | April 19/21 | Revise to be included in new employee file system |
| 9 | Code Red | Further develop tools and policy along with incident command protocols | Tammy L | April 19/21 |  |
| 10 | 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 | April 19/21 | In progress |
| 11 | Request a WSBC consultation around danger trees | Burn blocks and high density stands – we could consult with wsbc on management for planters for these hazards | Sunshine B | April 19/21 | Dropped for meeting minutes but ongoing process |
| 12 | Improve first aid and incident tracking in 2021 | Develop a better means for tracking and acquiring first aid and incident information and responding in a timely manner | Sunshine B | April 19/21 | completed |
| 13 | FNY | Progression- Orientations, SOP’s, Chainsaw and Brusher, Chainsaw and Brusher Training | Sunshine B and Jake C | October projects | Dropped until next program |
| 14 | Training | Walking in the Woods. Ensure proper footwear, incorporate into preseason training. Shift by shift observations of footwear. Incorporate into management training. Develop training tools | Sunshine B | April 19/21 | Dropped as listed above as an action item |
| 15 | Mental Health | Have resources available. Suicide hotlines, Doreen and friends available for counselling.  Mental Health First Aid training | Kim K and Katie R – have a resource page for each area or project where we are working – develop same for COVID project summaries and Medical emergencies | April 19/21 |  |
| 16 | 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 |  |
| 17 | TV monitors in camp to display safety information | Suggestion for more safety information to be scrolling including policies and procedures and updates and photos | Rita R | April 2021 |  |
| 18 | Multiple Naloxone kits in each camp | Order multiples for each camp | Kim K | April 2021 |  |
| 19 | Naloxone training online | Posted online for personal reference – advertise in newsletter? | Katie R | March 1/21 |  |
| 20 | Driver training revised to address personal vehicles | Module One – company and personal vehicle drivers  Module Two – company drivers | Sunshine B | February 15/21 | completed |
| 21 | Address mental health through policy and training ie confidentiality | Revise and develop better mental health policies and procedures | Sunshine B | April 2021 |  |
| 22 | JHSC goal progress defined for 2021 | Define or revise with committee input for 2021 | Sunshine B | February 17/21 | completed |
| 23 | FLHA revised and training provided | Tool revised – address pre-season training | Sunshine B | March 10/21 | Completed as will be part of due diligence trainign |

**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 |  |  |
|  | Employee file system for each camp | Employee files for covid, driver abstract, certificate and licences | Tammy L |  |  |
|  | 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 |  |  |
|  | How to carry transportation equipment on trucks and what we need for ETVs | Investigate methods | Simon C  Sunshine B |  |  |
|  | Address camp stairs and handrails | Need handrails for four steps or more | Jeff L  Sunshine B |  |  |
|  | Equipment inventory and maintenance database | Spreadsheet with inventory, required PMs and servicing documented in off-season | Simon C |  |  |
|  | Communication system improvements | Address deficiencies and actions | Jeff L |  |  |
|  | 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 |  |  |
|  | Devices plugged into port interferes with radio communication | Address with driver evaluation | Sunshine B |  |  |
|  | Start every meeting with a safety point | Revise meeting standards and procedures | Jeff L  Sunshine B |  |  |

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

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

**Next Meeting Ideas:**

Contractor Management Program

H2S Program

SAFE people training

**Time Adjourned:**

**Next Proposed Meeting Dates:**

**Central Committee (office) – March 10, 2021**

**Camp Committee Schedule (days off in each camp) – not until spring season**