# JOINT HEALTH & SAFETY COMMITTEE MEETING – Central

MEETING MINUTES

## Date: \_January 19th\_, 2022 Time: 10:30 am Location: Teleconference

**Present:**

CHAIR: Jake C

CO-CHAIR: Jeff L

SECRETARY: Sunshine

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

Attendees: Emile L, Graham P

**Roundtable:**

Nothing to add

**Injury Stats Date Range: Overall seasonal stats reviewed in new business**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Seasonal Totals** | **Isolation Cases** | **First Aids** | **Medical Aids** | **Lost Time/Modified Duty** | **Total Cases** |
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**Details Reviewed: not reviewed this month**

**Investigations Reviewed:**

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| --- | --- | --- | --- | --- | --- | --- |
| **Camps** | **Incident** | **Near Miss** | **Property Damage** | **Injury** | **Hazard Report** | **Good Catch** |
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**Investigation Discussion/Review: none reviewed this month – no incidents**

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

1. Supervisor/Mgmt off-season training –
   1. Management seasonal training plan – ops call next week to discsuss
   2. Off-season mgmt training – continue to develop some zoom training opportunities that are voluntary to improve supervisory skills
   3. Pre-season online training – revisions include some every other year expiries, experienced management portal, WHMIS refresher versus full WHMIS for return management
2. Review 2021 goals and develop 2022 goals – goals reviewed- suggestion to re-engage goals that were less successful as revised goals for 2022 – will develop as recommendation and approve goals in next meeting – focus on re-invigorating A, C, D goals
3. First Aid Progress – equipment and training
   1. Equipment – reviewed number of kits required – all OFA 1 kits became OFA2 kits to support potentially changing FA requirements – sarah working on it, supplies slowly coming in
   2. Training – OFA3 course set up in Quesnel in April – people living near a training facility should take course before the season starts to reduce hotel costs. Recommend if a planter is OFA3, all crew leaders are still OFA1 and maybe TE
4. Alberta and Saskatchewan COR progress – working on audit details to be COR certified in alberta and Saskatchewan
5. Added based on discussion from action log review – mental health
   1. Develop a newsletter to promote mental health planning prior to challenges of season – if you have a counselor then make a plan for continued contact during planting season knowing available hours and nature of planting, if thinking of seeing a counselor, do it now to have that established relationship. Is there someone else to be referred to if the counselor is unavailable. Do you have a buddy you can call on a bad day?
   2. Look into counselors visiting camps to establish a relationship – have a check-in in may and then a counselor visit at camp change or late may. Another couple in june and july. Visit at dinner when possible and stay for anyone who needs the opportunity.
   3. Develop mental health policy and resources

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

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| --- | --- | --- | --- | --- | --- |
| **#** | **Identified Problem** | **Required Corrective Action** | **Person Responsible to Complete Action** | **Date to be Completed** | **Date Actually Completed/Progress** |
| 1 | Reviewed 2021 goals | Develop a three year plan with established annual due dates based on less successful goals and review with committee in February | sunshine | Feb 15/22 |  |
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**LAST MONTH’S CONTINUOUS IMPROVEMENT LOG:**

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| --- | --- | --- | --- | --- | --- |
| 1 | Camp JHSC | Send out annual JHSC evaluation in August and not December next year | Sunshine | August 2022 |  |
| Confirm compensation for Camp committee members | Rita/Sarah |  | Completed |
| 2 | First Aid | Pricing with two agencies | Simon | Complete | Complete |
| Book Devon | Simon |  | complete |
| Order pocket masks with BCG logo | Sunshine-in progress (pricing) |  | complete |
| 3 | Supervisor personal experience video, everyone has been contacted. Emile submitted | Waiting on remainder of videos. | Kim K-Complete  Graham P  Nick C  Spencer B  Tammy |  |  |
| 4 | ETV truck inserts | Verify compliance via checklist | Simon C |  |  |
| 5 | Revise camp take down/set up to prioritize the First aid room and supplies as priority. | Sunshine to add to camp inspection and consider plywood box for each dressing station to store equipment and have more accessible | Sunshine and Simon | Planting season 2022 |  |
| 6 | Revise epi-pen/oxygen storage procedures | All level three kits will have a small kit with medicine: aspirin, epi pens, benadryl | Management/JHSC | Planting season 2022 |  |
| 7 | Revisit risk assessment to determine PPE for brush saws. Some PPE tests will be conducted with sampled PPE and circular saw blades to determine the effectiveness. | Revised to include chainsaw boots for brushing but a supervisor doing a cut of a log for access does not require chainsaw boots | Spencer/Sunshine | Oct 25th, 2021 | completed |
| Personal experience video added to online training portal. |  | Spencer Burnie | December 1st, 2021 | Addressed above |
| 8 | Mental health:. | revisit Whitecourt counselor to assess what we do and invite | Jeff Lutes/Sunshine Borsato | January 2022 |  |
| Identify mental health support in the local area to come and introduce themselves to the camp. Make this a part of the camp inspection. | Jeff Lutes/Sunshine Borsato | March 2022 |  |
| Check out mental health app – avail mental health |  | December 30/21 | Sarah-Complete. Demo and Pricing list |
| Mental health – camp suggestions | Revise tally sheets to have a mental health scale of 1-10 each day |  |  | Dropped but consider ways to enhance health check-ins |
| Mental health sign up board to support people |  |  | Dropped as professional resources will be emphasized |
| Mental health screening and counselor support in camp this time of year would be appreciated |  |  | Addressed in new business with revisions |
| 9 | Have meeting with surveyors to review check ins and the requirement to follow procedure based on risk. | Sunshine Borsato | October 2021 | Complete | Complete |
| 10 | First aid kits to be level 2 not level 1 | Sunshine Borsato | December 2021 | Complete | Complete |
| 11 | Showers and tables not being cleaned well enough | Hygiene in camp late in season |  |  | Dropped as season over |
| 12 | Improve slow start training suggestion | Use a tree cap instead of hour cap to slow planters down |  |  | Dropped as does not suit all people |
| 13 | Some foremen and other planters are belittling planters with insensitive comments | While differences of opinion will happen, they can be expressed in a respectful manner that takes into account the sensitivities of all involved. |  |  | Addressed in revised respectful workplace policy and procedures |
| 14 | Review goals and successes | Determine percentages and identify actions to fix gaps | Sunshine B | September 30/21 | completed |
| 15 | JHSC annual evaluation | sent out to safety coordinators | Sunshine B | September 30/21 | December 2021 |

**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 | 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 and roles and responsibilties | Sunshine B-Revised to Jeff L | March 15/21  Revised until 2022 to better address changes in current regulatory reference |  |
| 2 | 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  -revise to 2022 |  |

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)

**Time Adjourned: 11:50 a.m.**

**Next Proposed Meeting Dates:**

**Central Committee (office)**

**Next Meeting Topics** – next meeting in February to include the management training plan discussion topic