# JOINT HEALTH & SAFETY COMMITTEE MEETING – Central

MEETING MINUTES

## Date: July 15th, 2021 Time: 6:00pm Location: Teleconference

**Present:**

CHAIR: Jake C

CO-CHAIR: Jeff L

SECRETARY: Sunshine

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

Attendees: Nick C , Graham P, Spencer B, Emile L,Camille M, Mike V , Kate P, Sarah M, Simon A, Kathryn S

**Roundtable:**

**Injury Stats Date Range: April 16/21 – May 31/21**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Seasonal Totals** | **Isolation Cases** | **First Aids** | **Medical Aids** | **Lost Time/Modified Duty** | **Total Cases** |
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**Details Reviewed:**

**lost times/modified duties are not being communicated very well.**

**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:**

**See incident CAL**

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

1. Camp JHSC Meeting feedback.
2. COVID-19 revisions – new communicable disease plan and masking still required in alberta
3. Review goals and our successes in next camp jhsc meeting – will send out final training gap analysis to be reviewed as a percentage
4. Last Camp JHSC meeting –
5. JHSC annual evaluations – will send out to committee coordinators to be completed in off-season

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Identified Problem** | **Required Corrective Action** | **Person Responsible to Complete Action** | **Date to be Completed** | **Date Actually Completed/Progress** |
| Pitfield | bears | Train people to use bear spray |  |  |  |
| New camp | Conduct emergency drill |  |  |  |
| driving | When to switch channels and conduct driving audits |  |  |  |
| leclaire | Porto-potties stink | more frequent emptying of porto-potties. |  |  |  |
| Horn honks to summon planters for meetings or emergencies | Air horns or louder signaling device could be used to reach more planters. |  |  |  |
| Too many camp moves and food disorganized for camp moves | Finding better amp placement closer to the blocks and reducing the number of camp moves. |  |  |  |
| 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. |  |  |  |
| Laidlaw | Improve slow start training | Use a tree cap instead of hour cap to slow planters down |  |  |  |
| Curry | Heat and dehydration |  |  |  |  |
| Burnie | Lennon’s truck radio not working |  |  |  |  |
| Stretcher not secured properly |  |  |  |  |
| Clean shitters better including zippers |  |  |  |  |
| Showers and tables not being cleaned well enough |  |  |  |  |
| Mental health | Revise tally sheets to have a mental health scale of 1-10 each day |  |  |  |
| Mental health sign up board to support people |  |  |  |
| Mental health screening and counselor support in camp this time of year would be appreciated |  |  |  |
| Frayed seatbelt | Tagged out |  |  |  |
|  | More food needed on days off without more work for cooks | Toaster and bagels and food access needed – coffee by cereal station including instant coffee |  |  |  |

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

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| 1 | Zoleo has been a good communication tool but some glitches with using in an emergency and knowing the SOS feature | develop a Zoleo SOP or “How To” that can be referenced in the crew vehicle binder and include hands on training for planters as well – acquire the APP or how to use the phone of the crew leader to access zoleo applications in an emergency | Simon and Sunshine | July 10/21  Revised september 30, 2021 |  |
| 7 | Operator Manuals | Acquire Operator Manuals and generate an inventory for camps | Kim Keene | Revised - July 1/21 | Dropped due to end of season |

**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 | New worker assessments | Competency to be updated on training spreadsheet including cooks and sanitation people | Safety Coordinators – revised to Sarah D | May 18/20  Revised to july 1/21 | Dropped due to end of season |
| 9 | 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  Revised until 2022 to better address changes in current regulatory reference |  |
| 10 | 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)

**Next Meeting Ideas:**

Review camp JHSC meetings

Review training successes

**Time Adjourned:**

**Next Proposed Meeting Dates:**

**Central Committee (office) – May 28/21, June 17/21, July 20/21, August 15/21**

**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