# JOINT HEALTH & SAFETY COMMITTEE MEETING – Central

MEETING MINUTES

## Date: March 10, 2021 Time: 9:00am Location: Teleconference

**Present:**

CHAIR: Jake C

CO-CHAIR: Jeff L (absent)

SECRETARY: Sunshine

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

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

**Roundtable:**

-driver evaluations by planters – how to create the opportunity to access feedback forms and to submit them-**have a pile of evaluations handy, maybe at the safety board with a suggestion box.**

-production season JHSC Central meetings – how to schedule and who should attend – coordinating camp JHSC meetings to be reviewed

**Injury Stats Date Range: February 17/20 – March 10/21**

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

**Investigation Discussion/Review: none**

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

1. Training:
2. Zoom physio training was well-received and generated some suggestions for camp equipment – where are we at with physio equipment?
3. Northern Society of Domestic Peace training-**add another training day.**

c) Coming soon: Pop-up off-season training –Mental Health, Conflict Resolution, Bear Scare

d) Required training – will run gap analysis on FAA, online training, and any required and

 generate lists for sups/crew bosses

e) Management training table for pre-season and start-up

f) **Chainsaw training additions: Snape, Santana, Mikey V, Ronan, Geordy, Simon C, Buster Cam**

1. Walking in the woods – boots required with good tread and supportive – supervisors to communicate to crew bosses and ensure workers showing up with good boots – this is already part of new worker assessment sheet so follow up that workers have good boots and revisit through the season – also emphasized now in orientation – please communicate this with crew bosses that people are not permitted on worksite in inappropriate footwear. **People are wanting recommendations for boots.**
2. Changed documents – H2S Program, FLHA, worksite inspection form, Mobile Equip Policy, pre-trip inspection, DTA policy, Extreme Weather Policy, Roles and Responsibilities, management orientation and safety contract
3. Contractor Program revisions – meeting to be scheduled with supervisors to review-**Training for supervisors first week of April.**
4. SAFE ppl – training online if you know of planters who want to be SAFE People.
5. 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.
6. Review camp inspection – any feedback
7. Management training gap analysis – Simon first to complete all of his training, first planter to finish = Quinn MacPherson-**send out updates to each crew.**

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Identified Problem** | **Required Corrective Action** | **Person Responsible to Complete Action** | **Date to be Completed** | **Date Actually Completed/Progress** |
|  | Driver evaluations | Have a lot of copies available at safety board and place to submit | Each camp supervisor | May 31/21 |  |
|  | Develop JHSC schedule | Define meeting schedule and who should attend | Sarah D | April 30/21 |  |
|  | 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 |
|  | Chainsaw training additions | Add additional personnel and assistants to the chainsaw training schedule | Sunshine B | April 24/21 |  |
|  | Contractor Program revisions | Revise and update program | Sunshine B | March 2021 | March 2021 |
| Train supervisors | Sunshine B | April 15/21 | April 6/21 |

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1 | Subordinate relationships and the potential for associated liability with harassment | -revise policy to address suspending accused and supporting people and maintaining confidentiality. | Sunshine B | March 15/21 | Completed |
| -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 | 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 | Completed |
| 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 |  |

**OUTSTANDING CONTINUOUS IMPROVEMENT LOG:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **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 –  |  |
| 2 | New worker assessments | Competency to be updated on training spreadsheet including cooks and sanitation people | Safety Coordinators | May 18/20 |  |
| 3 | Prepare preseason screening – for next year | Rookie documentMental health training or resources | Sunshine B | April 19/21 | Revised and included with action #12 |
| 4 | 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 **Included in mandatory Safety Meetings** | Sunshine B | April 19/21 | Complete |
| 5 | Code Red | Further develop tools and policy along with incident command protocols | Tammy L | April 19/21 |  |
| 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 | April 19/21 | In progress |
| 7 | 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 **Postings** | April 19/21 | Complete |
| 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 |  |
| 9 | TV monitors in camp to display safety information | Suggestion for more safety information to be scrolling including policies and procedures and updates and photos **Alternatively, have white boards for each camp next to safety board to keep safety boards prominent**  | Rita R | April 2021 | Complete |
| 10 | Multiple Naloxone kits in each camp | Order multiples for each camp | Kim K | April 2021 |  |
| 11 | Naloxone training online | Posted online for personal reference – advertise in newsletter? | Katie R | March 1/21 | completed |
| 12 | Address mental health through policy and training ie confidentiality | Revise and develop better mental health policies and procedures | Sunshine B | April 2021 |  |
| Prepare preseason screening – for next year | Rookie documentMental health training or resources | Sunshine B | April 2021 |  |
| 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 30/20Revise to March 2/21 |  |
| 14 | WorkSafeBC speak to management  | Book zoom calls for BC and Alberta reps in April | sunshine | March 1/21 |  |
| 15 | PPE available or in good condition – safety glasses and good boots | Add safety glasses to crew boss kitsBoot tread support added as safety meeting | sunshine | February 2021 |  |
| 16 | FA Inventory | 1.Naloxone kits2.Epi pens, Benadryl and Leuko Tape3.Transport equipment and camp cook kits4.test truck with transport equipt5.have open TE kit for conducting drills | 1.Kim K2.Tammy L3.Sarah D4.Simon and tammy5.Sarah D | March 2021 |  |
| 17 | Safety line check in | Initiate account in April | Kim K | April 2021 |  |
| 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 |  |
| 19 | Jake C new chair | Confirm R&R training | Sunshine B | January 30/20 |  |
| 20 | Danger Trees | Revise safety meeting template to communicate anticipated weather system for the upcoming shift. | Sunshine B | Apr/21 |  |
| 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 |  |

**Operations Meetings Action Log**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **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 CKim K |  |  |
|  | Employee file system for each camp | Employee files for covid, driver abstract, certificate and licences | Tammy L |  |  |
|  | Develop new application system | Mgmt applicationWorker applicationAdd past work history, references, qualificationsMake 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 CSunshine B |  |  |
|  | Address camp stairs and handrails | Need handrails for four steps or more | Jeff LSunshine 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 |  | Complete |
|  | Start every meeting with a safety point | Revise meeting standards and procedures | Jeff LSunshine B |  |  |

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

**Next Meeting Ideas:**

Maintenance Program

Isolated Worker/Check-in System and Journey Management Plan

Updates on training

Updates on COVID

**Time Adjourned:**

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

**Central Committee (office) – April 15, 2021**

**Camp Committee Schedule (days off in each camp) – not until May 2021**