# JOINT HEALTH & SAFETY COMMITTEE MEETING – Central

MEETING MINUTES

## Date: May 31, 2021 Time: 6:30pm Location: Teleconference

**Present:**

CHAIR: Jake C

CO-CHAIR: Jeff L

SECRETARY: Sunshine

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

Attendees: Nick C - absent, Graham P, Spencer B - absent, EmileL - absent,Camille M - absent, Mike V - absent, Kate P -absent, Santana G - absent, Sarah M - absent, Simon A -absent, Arianne C

**Roundtable:**

-apparently in OFA3 training, all infections are a medical aid which has resulted in a lot of medical aids for early onset infections – **sunshine to follow up with WSBC about course content to confirm**

-make people aware of SOS feature on Zoleo and how it is used – **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**

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Seasonal Totals** | **Isolation Cases** | **First Aids** | **Medical Aids** | **Lost Time/Modified Duty** | **Total Cases** |
|  |  | **5 (May 19th)**  | **3** |  |  |
| **Tammy’s Camp** |  |
|  |  | **16 (May 19th)** | 4 |  |  |
| **Nick’s Camp** |  |
|  |  | **9 First aid** | 3 |  |  |
| **Emile’s Camp** |  |
|  |  | **20 (May 22nd)**  | 1 |  |  |
| **Graham’s Camp** |  |
|  |  | **12 FA-Many Follow up (May 19th)** | **0** |  |  |
| **Spencer’s Camp** |  |
|  |  | **None** | **0** |  |  |
| **Office** |  |
|  |  |  |  |  |  |

**Details Reviewed:**

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

**Investigations Reviewed: None - NA**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Camps** | **Incident** | **Near Miss** | **Property Damage** | **Injury** | **Hazard Report** | **Good Catch** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |

**Investigation Discussion/Review:**

**See incident CAL**

**Not yet investigated – roof rack loose -** **- lost basket stretcher and contents on main roadway. Add checking roof rack to pretrip inspection.**

**Not yet investigated – over hydration**

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

1. **COVID Procedure review - Alberta COVID Action Plan**
2. **COR Audit thusfar – nick and emile’s camp sampled - good responses so far and we will have a closing meeting next week and a few weeks later receive a report that we will share in the JHSC meetings.**
3. **Review Camp JHSC CAL – reviewed items – any follow up will be tracked on the action log**
4. **Training update – not much change from last report – Rita will update and send out a new gap analysis**
5. **Alberta COVID updates – reviewed and sunshine to send updated material to alberta camps**

**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 | 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 |  |
| 2 | All infections being sent to medical aid | follow up with WSBC about course content to confirm about infections and share response with FAA and add to training moduleFurther enhance infection treatment information and early reporting to all camps as safety alert | Sunshine B | July 1/21 | Contact ompleted – awaiting response |
| 3 | Training gap analysis | Send training gaps again to all sups | Rita R/Sarah D | June 10/21 |  |
| 4 | Alberta COVID updates | Make current revisions and send to Alberta camps | Sunshine B | June 4/21 | done |

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1 | S100 Training | Kim Following up on S100 Training | Kim Keene | Revised - July 1/21 |  |
| 2 | COVID Updates | Add hand wipes to trucks as soapy water did not work well last time. Define mask use, cleaning vehicle | Supervisors  |  | At office – grab as needed - completed |
| 3 | Operator Manuals | Acquire Operator Manuals and generate an inventory for camps | Kim Keene | Revised - July 1/21 |  |

**OUTSTANDING CONTINUOUS IMPROVEMENT LOG:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **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 18/20Revised to july 1/21 |  |
| 2 | Code Red | Further develop tools and policy along with incident command protocols | Tammy L | April 19/21 | April 1/21 |
| 3 | 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 documentMental health training or resources | Sunshine B | April 2021 | In progress |
| 5 | 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 | done |
| 6 | Driver evaluations | Have a lot of copies available at safety board and place to submit | Each camp supervisor | May 31/21 | completed |
| 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 15/21Revised 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 |  |

**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 |  | Dropped til next year due to so many initiatives this year |
|  | Revise Checkin system to reflect safety line | Add Kim’s notes to isolated worker and check in program | Sunshine B |  | Completed  |
|  | New check in system | Management of change procedures | Sunshine B |  | completed |
|  | Start every meeting with a safety point | Revise meeting standards and procedures | Jeff LSunshine 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:**

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