# JOINT HEALTH & SAFETY COMMITTEE MEETING – Central

MEETING MINUTES

## Date: November 22\_\_\_, 2021 Time: 1:00 p.m. Location: Teleconference

**Present:**

CHAIR: Jake C

CO-CHAIR: Jeff L

SECRETARY: Sunshine

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

Attendees:

**Roundtable:**

Washouts- checking road advisories and stocking emergency equipment.

**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** |
|  |  |  |  |  |  |
|  |  |
|  |  |  |  |  |  |
|  |  |
|  |  |  |  |  |  |
|  |  |
|  |  |  |  |  |  |
|  |  |
|  |  |  |  |  |  |
|  |  |
|  |  |  |  |  |  |
|  |  |
|  |  |  |  |  |  |

**Details Reviewed: not reviewed this month**

**Investigations Reviewed:**

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

**Investigation Discussion/Review:**

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

1. ETV Truck Inserts (Coffin Box) updated. Checklist included. Engineered for rollover. Will be compliant once checklist is verified/complete.
2. Training-Emile’s video/bear scare
3. JHSC Evaluations

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Identified Problem** | **Required Corrective Action** | **Person Responsible to Complete Action** | **Date to be Completed** | **Date Actually Completed/Progress** |
|  | *Revise Cook SOP to further address allergies, label reading, and communication of ingredients to camp personnel.*  | *Sunshine* | *Planting season 2022* | Complete |  |
|  | *Revise camp take down/set up to prioritize the First aid room and supplies as priority.*  | *Sunshine* | *Planting season 2022* |  |  |
|  | *Revise epi-pen/oxygen storage procedures* | *Management/JHSC* | *Planting season 2022* |  |  |
|  | *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.*  | *Spencer/Sunshine* | *Oct 25th, 2021* |  |  |
|  | *Revise SOP’s to clarify that everyone using a chainsaw must follow chainsaw SOP’s (PPE is different, so are cutting techniques)* | *Sunshine Borsato* | *Complete* | Complete |  |
|  | *Add steel toed boots to the PPE requirements. Further PPE revisions will be based on the revised risk assessment results.* | *Sunshine Borsato* | *Complete* | Complete |  |
|  | *Add experience to current SOP-Share revisions will all.* | *Sunshine Borsato* | *Oct. 20th, 2021* | Complete |  |
|  | *Personal experience video added to online training portal.* | *Spencer Burnie* | *December 1st, 2021* |  |  |
|  | *Mental health: revisit Whitecourt counselor to assess what we do and invite.*  | *Jeff Lutes/Sunshine Borsato* | January 2022 |  |  |
|  | *Identify mental health suport 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 |  |  |
|  | *Have meeting with surveyors to review check ins and the requirement to follow procedure based on risk.* | *Sunshine Borsato* | October 2021 |  |  |
|  | *Check out mental health app – avail mental health* | *Sunshine Borsato* | December 30/21 |  |  |
|  | *First aid kits to be level 2 not level 1* | *Sunshine Borsato* | December 2021 |  |  |
|  | *All level three kits will have a small kit with medicine: aspirin, epi pens, benadryl* | *Sunshine Borsato* | January 2022 |  |  |

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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 10/21Revised 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 |
| 1bears | Bears – train people to use bear spray | Train people to use bear spray |  |  |  |
| Summoning planters for in emergencies  | Air horns or louder signaling device could be used to reach more planters. |  |  |  |
| driving | When to switch channels and conduct driving audits |  |  |  |
| 2camps | Porto-potties stink  | more frequent emptying of porto-potties. |  |  |  |
| New camp | Conduct emergency drill |  |  |  |
| 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. |  |  |  |
| Clean shitters better including zippers |  |  |  |  |
| Showers and tables not being cleaned well enough |  |  |  |  |
| 3training | Improve slow start training | Use a tree cap instead of hour cap to slow planters down |  |  |  |
| 4Mental health | 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.  |  |  |  |
| 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 |  |  |  |
| 5driving | Lennon’s truck radio not working |  |  |  |  |
| Stretcher not secured properly |  |  |  |  |
| 6 | Review goals and successes | Determine percentages and identify actions to fix gaps | sunshineB | September 30/21 |  |
| 7 | JHSC annual evaluation  | sent out to safety coordinators | Sunshine B | September 30/21 |  |

**OUTSTANDING CONTINUOUS IMPROVEMENT LOG:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Identified Problem** | **Required Corrective Action** | **Person Responsible to Complete Action** | **Date to be Completed** | **Date Actually 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 |  |

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:**

**Next Proposed Meeting Dates:**

**Central Committee (office) –**