**STANDING ITEMS**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | |
| **Joint OH&S Committee**  **MINUTES OF MEETING** | Location: | Mini Boardroom |
| Date: | August 31, 2017 |
| Duration: | 2 hours |
| Prepared by: | Gary N |

| **Reports** | **DESCRIPTION** | **ACTION TAKEN BY** | **DUE DATE** |
| --- | --- | --- | --- |
| **Safety Inspections** | 2017 Quarterly Schedule   * Jan 13 * April 7 (include storage area) * July (Review results at Sept meeting) * Oct 6 | Lesley & Johnette |  |
| **First Aid Reports** | None reported past month. |  |  |
| **Investigations** | None reported past month |  |  |
| **OH&S Committee Member Education** | Committee members are entitled to, and encouraged to take training. Agreed committee plan 2017actives with pending legislative needs in mind. Needs assessment to be circulated. Suggested Alternates plan as well.  OH&S Part 1 and Committee Effectiveness recommended. | All | Ongoing |
| **Ergonomics** | Most discomfort surveys completed. Need to ask a few more people to participate  Next meeting will review results of survey | Lesley | Tabled to Oct |

**OLD BUSINESS**

| **No** | **DESCRIPTION** | **ACTION TAKEN BY** | **DUE DATE** |
| --- | --- | --- | --- |
| **Violence & Risk Assessment Survey**  2017-04-03 | Violence Risk Assessment needs to be completed as per OHSR Regulation # 4.28 | Lesley T |  |
| **Stress Survey**  2017-04-05 | The JHSC has put forth and presented a plan to Survey. This is based on the [OHCOW mental health survey](http://www.ohcow.on.ca/mental-injury-toolkit.html). It has been utilized at many different workplaces. Risk assessment for psychosocial hazards in the workplace. Priorities need to be identified and then corrective actions implemented. CSA mental health psychological factors. Talked about review process as well.  Dec – Management agreement. To work on delivery date for 2017  Survey questions provided to management. Need to customize and develop and delivery plan.  Question is: How much content can be modified if desired  Will request technical feedback from Ginger Goodwin at next meeting. |  | Tabled to October |
| **New Staff Orientation**  2016-07-13 | JHSC requesting to review New Staff checklist and items within it to ensure compliance with WCB Regulations.  Checklist is being reviewed for compliance to Regs and internal procedures. | Lesley T | Next meeting |
| **WHMIS 2015 Training**  2016-04-05 | Al provided a training proposal for WHMIS 2015. One hour training session for staff to be in compliance.  Management agrees. Just need to schedule.  Gary to schedule in Q4 2017. | Gord | Tabled to October |
| **Working Alone Procedures**  2017-10-01 | Noted: The operations should conduct a Working Alone Risk Assessment so that other aspects are not missed.  Violence Risk Assessment will consider this aspect, but a draft policy can be done in the meantime.  Agreed to table until Violence Risk Assessment is done. |  | Tabled after violence risk Assessment is complete |
| **Power Bar meltdown**  2016-11-01 | Incident occurred Nov 7 with Power Bar ‘melting’ down Occurrence Report completed  Extension cord, with bower bar and additional power bar may be the issue. Root cause is OH&S Centre not originally configured as an office, but a meeting room.  Electric contractor called in to do an inspection. Awaiting report reply. No report ready for Dec meeting.  Suggestion- Next Office Safety Inspection make a focus on power bars/extension cords this in other offices as well. | Lesley T |  |
| **Renovations**  2016 – 11 - 02 | As Per WCA - Request that when possible renovations happen the OH&S Committee have the opportunity to provide input.  *A joint committee has the following duties and functions in relation to its workplace:*  *(g) to advise the employer on proposed changes to the workplace, including significant proposed changes to equipment and machinery, or the work processes that may affect the health or safety of workers;* |  | Tabled |
| **Bullying & Harassment Investigation Process**  2016 – 11 - 03 | Recommendation is that this should be a joint Investigation procedure @ workplace.  Process proposal needs to be developed including both Unions. Meeting with MoveUp and USW should be scheduled in January. Lesley to raise at LMC  July 2017 -Terms of reference needs to be updated. Lesley to draft text. | Lesley |  |

**NEW BUSINESS**

| **No** | **DESCRIPTION** | **ACTION TAKEN BY** | **DUE DATE** |
| --- | --- | --- | --- |
| First Aid Vest w/kit included  17-04-01 | Recommendation is to purchase two vests as an option for F/A attendant @ outside events. Would not be mandatory.  Lesley will look into what would be involved in purchasing the vests and bring it back to the committee for a recommendation.  Recommendation to go forward.  1 to be purchased. ? | Lesley T |  |
| Road Safety at Work  17-04-02 | Committee needs to review employer requirement when requiring employees to drive personal vehicles for work purposes.  Roadsafetyatwork.ca document reviewed. | Lesley T |  |
| Appropriate Footwear  17-5-01 | Employer is advising of a concern re: open toed footwear while working at the office. Potential of tripping, stubbing, possible dropping of materials.  Duties based approach being suggested rather than a blanket policy.  Currently there is no policy on footwear.  Recommendation from worker reps is the employer to conduct a Risk Assessment to determine if and what action items are necessary. | Lesley T |  |
| Office landline  17-5-02 | Test was being done in the office re: Cell phone and Bluetooth communication devices.  EE is concerned about RF connected with Bluetooth, has requested a landline for their office.  Issue of EMF’s on general with other workplaces component to be considered/reviewed.  August 2017 - Phone line being installed | Lesley T |  |
| Naloxone Kits  17-08-01 | Assessment whether the BCFED should obtain Naloxone kits and train people how to administer it. Both at office and events. Not mandatory for OFA attendants  General agreement that this is relevant and beneficial   * Development of an internal policy/procedure required. * Employer will provide Education and Training for those using the kits.   Policy and Procedure being developed should be ready for next meeting | Lesley T |  |
| OH&S Bulletin Board  17-08-02 | Suggestion is to relocate the OH&S bulletin board for greater visibility and knowledge. | Gary N | October |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Risk assessments conducted** | **Site inspections conducted** | **OHS program reviews** | **Site-wide education programs delivered** | **Recommendations made to employer** |
| This period | 0 | 1 | 0 | 1 | 4 |
| Year-to-date | 2 | 4 | 0 | 2 | 15 |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | **Injuries** | | | |  |
|  | **Incidents** | **Near misses** | **First aid only** | **Medical aid only** | **Number of time-loss injuries** | **Days lost due to injury** | **Threats of violence** |
| This period | 0 | 1 | 0 | 0 | 0 | 0 | 0 |
| This period last year | 2 | 3 | 2 | 4 | 1 | 42 | 0 |
| Year-to-date | 0 | 3 | 3 | 0 | 0 | 0 | 0 |

**SCHEDULE FOR NEXT MEETING:**

|  |
| --- |
| **Dates: All 1 pm** |
| |  |  | | --- | --- | | * March 20 * April 10 * May 15 * ~~June 12~~ Friday June 16 * July 17 | * Aug 14 (August 31) * Sept 12 * Oct 16 * Nov 14 * Dec 11 | |

Minutes Approved by Co Chairs: Sept 13, 2017

Worker Co Chair – Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Management Co Chair – Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

/kie