

The Authentic T-Shirt Company®/SanMar Canada Meeting agenda — JHSC

SUMMARY					
Meeting Topic: Joint Health and Safety Committee Meeting					
Date	Feb 24, 2022	From	1:00 pm	To:	1:30 pm
Location:	Online	Note Taker:	Graeme	Duration:	30 Mins

AGENDA	
Time	Topic
	Roll Call
	Adoption of minutes of last meeting
	Reports (First aid statistics/summary, Incidents, Inspections, Education/Training)
	Old Business: Review and updates from previous meeting(s)
	New Business
	Adjourn

Meeting minutes

Joint Health and Safety Committee Meeting

Meeting date:	02/24/22	Committee members present: Worker(W) Employer (E) rep & Co Chair Graeme MacDougall (E-Co-chair) Y Anita Kwok (E-Rep) Y Colin Choww (W-Rep) Y Eveta Rimano (W-Rep) Y Jack Situ (W-Co-Chair) Y Jocelyn Szobota (Quest) Y	Y/N	Last committee evaluation:	Last Committee Evaluation Nov 5, 2021
Previous meeting:	01/26/21	Graeme MacDougall (E-Co-chair)	Y	Next committee evaluation:	Next Committee Oct 6, 2022
		Anita Kwok (E-Rep)	Y		
		Colin Choww (W Rep)	Y		
		Eveta Rimando (W-Rep)	Y		
		Jack Situ (W-Co-chair) Jocelyn Szobota (Guest)	Y Y		
Next meeting:	03/31/22			Days without time-loss injury:	12

	Risk assessments conducted	Site inspections conducted	OHS program reviews	Site-wide education programs delivered	Recommendations made to employer
This period	1	1	0	0	0
Year-to-date	2	3	0	0	7

Reports	First aid Summary Reports	
	Incidents	<ul style="list-style-type: none"> Account Executive reported an ergonomoc injury to shoulder and forearm on Jan 31, 2022. AE states the injury occurred due to overwork caused by staff shortages. Preliniary report has been filed and HR has a copy. Graeme investigated with the AE and determined that AE was not taking their breaks. AE claims workflow demands made taking breaks impossible. Graeme informed AE that breaks must always be taken and that workflow demands do not trump this requirement. AE missed 5 work days due to injury. Upon doctor recommendation SMC has provided AE with erogonic keyboard & mouse as well as new ergonomic chair.
	Inspections	<ul style="list-style-type: none"> Ongoing: Piping for gas, compressed air, etc is not properly labeled. Update: HR will be meeting with Roy to determine where the piping is and what needs to be inspected. HR has contacted the company responsible for creating the labeling.

		<ul style="list-style-type: none"> • Ongoing: JHSC Board by Lunchroom not updated properly. New certificates not added. Info concerning Jack's membership not present. Update: HR is aware and this will be resolved by next meeting.
	Other OHS reports	N/A
	Training and education	<ul style="list-style-type: none"> • N/A

	Item #		Who	Target date
Old Business	1.	<p>1. <u>Covid Employee Screening documents:</u></p> <p>Current screening requirements are not in line with current recommendations from BC Health. For example, documents currently state that an employee must isolate for 14 days if in contact with Covid positive individual. BC says this is 5 days for a double vaxxed person and 10 for non vaxxed. Do we wish to be in line with BC Health?</p> <p><u>02/24/22</u>: HR has styated Covid policy is being reviewed and updated.</p>		
	2.			
	3.			
	4.			
	5.			
New Business	1.	<p><u>Risk Assesment – How Inbound Shipments are loaded at origin.</u></p> <p>Anita has provided pictures and documents to Purchasing which show that containers are being loaded unsafely so that when they back into our dock the contents spill out on to the dock floor. Issue must be addressed with the organization loading the containers.</p> <p>Currently, it's impossible to avoid spillage. Anita is working on adding a safety net system to place across the container door to avoid spillage. However, as soon as the net is removed, spillage will occur. Situation is dangerous and costs time in clean up.</p>		
JHSC Recommendations to Employer				

	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	1	0	0	0	1	5	0
This period last year	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Year-to-date	1	0	0	0	1	5	0