

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

SUMMARY					
Meeting Topic: Joint Health and Safety Committee Meeting					
Date	Mar 31, 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:	03/31/22	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 (Guest) Y Sylvette Rahn (HR, Guest) Y	Y/N	Last committee evaluation:	Last Committee Evaluation Nov 5, 2021
Previous meeting:	02/24/21	Graeme MacDougall (E-Co-chair) Y Anita Kwok (E-Rep) Y Colin Choww (W Rep) Y Eveta Rimando (W-Rep) Y Jack Situ (W-Co-chair) Y Jocelyn Szobota (Guest) Y	Y	Next committee evaluation:	Next Committee Oct 6, 2022
Next meeting:	04/28/22			Days without time-loss injury:	37

	Risk assessments conducted	Site inspections conducted	OHS program reviews	Site-wide education programs delivered	Recommendations made to employer
This period	1	1	0	0	1
Year-to-date	2	4	0	0	8

Reports	First aid Summary Reports	
	Incidents	•
	Inspections	<ul style="list-style-type: none"> Several areas in the warehouse have expired light bulbs. Anita and WH staff have replaced as many bulbs as possible but we've run out of supply. In some cases, bulbs must have been older as when replaced they expired quickly. JHSC suggests we purchase a supply of quality lightbulbs.
	Other OHS reports	N/A

	Training and education	<ul style="list-style-type: none">• N/A
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	Item #		Who	Target date
Old Business	1.	<p><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>02/24/22: HR has stated Covid policy is being reviewed and updated.</p> <p>03/31/22: HR Covid Policy has been updated and rolled out but screening forms have not. HR is seeking approval for new screening forms. Once approval has been provided the forms will be updated.</p>		
	2.	<p><u>Risk Assessment – 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> <p>03/31/22 – Anita wants this to remain on the report as we've had very few inbounds recently and there's no way to tell if improvements have been made.</p>		
	3.			
	4.			
	5.			
New Business	1.	<p><u>Walkthrough Checklists Updated</u></p> <p>JHSC and HR will create an updated office/warehouse checklist that is applicable, and quickly editable, to our organization. Sylvette, Jocelyn, Anita and Jack will be consulting with the goal of having a uniform checklist for all warehouses. Updated copy will be discussed during next meeting.</p>		
	2.	<p><u>Colin Choww is stepping down from the Vancouver JHSC effective immediately.</u></p> <p>Eveta will backfill the Employee Office Representative position. Anita is seeking a new, WH Employee Representative. It's felt that since the majority of JHSC business is WH related, a 3rd member in that location will be beneficial with regard to incident investigations and back-up duties.</p>		

JHSC Employer Recommendations		Approval for a 3 rd member of the Vancouver JHSC located in the WH to replace Colin Choww. JHSC total members would remain at the current 5.		
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	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	0	0	0	0	0	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