

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

SUMMARY					
Meeting Topic: Joint Health and Safety Committee Meeting					
Date	June 2, 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:	07/07/22	Committee members present: Worker(W) Employer (E) rep & Co Chair Graeme MacDougall (E-Co-chair) Y Anita Kwok (E-Rep) Y Eveta Rimano (W-Rep) Y Jack Situ (W-Co-Chair) Y Jocelyn Szobota (Guest) Y Danica Scott (Future E-Co-Chair) Y Lyle Secret (E-Rep) N Ying Wu (W-Rep, HR) Y	Y/N	Last committee evaluation:	Last Committee Evaluation Nov 5, 2021
Previous meeting:	06/02/22	Graeme MacDougall (E-Co-chair)	Y	Next committee evaluation:	Next Committee Oct 6, 2022
		Anita Kwok (E-Rep)	Y		
		Eveta Rimando (W-Rep)	Y		
		Jack Situ (W-Co-chair)	Y		
		Jocelyn Szobota (Guest)	Y		
Next meeting:	07/28/22			Days without time-loss injury:	94

	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	4	6	0	0	8

Reports	First aid Summary Reports	
	Incidents	<ul style="list-style-type: none"> 2 Near Misses: 1.: No injury occurred. Witnessed by Anita Kwok and WH employee Marcial Brown. A box from the "L" location in the racking fell to the floor. Upon investigation by Anita, Eveta Rimando and Jack Situ, the racking flow racks are overfilled. This causes boxes to sit unevenly & unstably. Francis Nigoza, Whse Supervisor, as been assigned to unclutter all overfull locations. Expected completion date was 06/17/2022. Completed

		<ul style="list-style-type: none"> • 2. No injury occurred. Witnessed by WH employees Dexter Reyas & Genaro Alob. Dexter was picking in High Bay location 4559CD. Stepped into the racking bay to reach across the connecting bay to pick. Tape was holding boxes together. When Dexter attempted to pick one box, 3 other boxes fell on the other side of racking and nearly hit Genaro as they fell. Genaro was not hurt but the three boxes hit the cart in front of him. Near miss was investigated by Anita and Jack. Area was determined to be too heavily congested to pick from location safely + Replenisher not following proper process. WH Supervisor Francis was tasked with moving all inventory out of high risk racking. Completed <p>Going forward, ongoing maintenance will be required. Weekly racking inspection list has been updated to inspection situations like this where racking is becoming too congested/overflowed so proactive solutions can be implemented quickly.</p>
	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. *UPDATE* Bulbs have been ordered. Waiting for supply to arrive. Delayed due to supply chain issues. Could be an issue with the ballast instead of bulbs. We're in the process of purchasing a new charger for a new forklift. Once this is purchased and we've set an install date Anita will have the electrician test the ballast. *UPDATE* Some bulbs still out. Electrician has been scheduled late July to inspect ballast as this may be the reason why bulbs are out.
	Other OHS reports	N/A
	Training and education	<p>We have a WH employee schedule for First Aid Level 2 August 22-26.</p> <p>Racking Inspection Course: Anita, Jack and Francis will be taking the Racking Inspection Course. We're still looking for 1 Office member of the JHSC to attend the course. Ying has volunteered. It will be decided at next meeting who will also attend between Eveta, Lyle and Danica.</p> <p>All new members need to take JHSC training courses. All new members have been provided proper info concerning course to enroll. We request that new members complete JHSC training prior Racking Inspection Training.</p>

	Item #		Who	Target date
Old Business	1.	<p><u>Walkthrough Checklists Updated</u> 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> <p>04/28/22 – New Checklist will be provided to JHSC tomorrow, 04/29/22, for review.</p> <p>06/02/22 – Per HR new check list should be ready next week.</p> <p>07/02/22 – No update. Should be available for 07/28</p>		
	2.	<p><u>First Aid Level 2 Required.</u></p> <p>To maintain minimum requirement Anita needs to train a WH staff member for First Aid Level 2. Employee has been approached and is willing. Training will commence in the summer.</p> <p>06/02/22 – Will remain on the list until new First Aid L2 is trained. Training most to commence in August.</p> <p>07/07/22 - We have a WH employee schedule for First Aid Level 2 August 22-26.</p>		
	3.	<p><u>New WH Employee Member for JHSC.</u></p> <p>New JHSC Member will be brought on board. Selection process to begin in the summer.</p> <p>06/02/22 – Will remain until new JHSC member is brought on board. Most likely August.</p> <p>07/02/22 – Ongoing. No change.</p>		

	4.	<p><u>Graeme has requested to step down from JHSC</u></p> <p>Selection process has begun to find new Employer Co-Chair for Vancouver JHSC. Graeme will remain as Employer Co-Chair until replacement has been selected.</p> <p>06/02/2022 No further update on Graeme's replacement.</p> <p>07/07/2022 Danica Scott will be replacing Graeme MacDougall as the Employer Co-Chair of the Vancouver JHSC beginning 07/28/2022. Graeme will officially step down prior to the meeting on 08/25/2022.</p> <p>Additionally, Lyle Secret will be joining the JHSC as an Employer representative along with Ying Wu (Employer Rep, HR).</p>		
	5.			
New Business	1.	<p><u>Review and Training on two Annual Policies.</u></p> <p>HR will be scheduling time to review/provide training on the <u>Occupational Health and Safety policy</u> and the <u>Workplace Violence, Harrassment and Bullying policy</u>. Both are annual policies. We'll have firm dates from when training will take place at next meeting.</p>		
JHSC Employer Recommendations		For 2022 some JHSC members may require more than the allotted 8 hours per year for training. This would include new JHSC member training as well as Racking Inspection Course training.		

	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	2	0	0	0	0	0
This period last year	0	0	0	0	0	0	0
Year-to-date	1	2	0	0	1	5	0