

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

SUMMARY					
Meeting Topic: Joint Health and Safety Committee Meeting					
Date	July 28, 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:	07/28/22	Committee members present: Worker(W) Employer (E) rep & Co Chair Danica Scott (E-Co-chair) Y Anita Kwok (E-Rep) Y Eveta Rimano (W-Rep) Y Jack Situ (W-Co-Chair) Y Jocelyn Szobota (Guest) Y Graeme MacDougall (E-Rep) Y Lyle Secret (E-Rep) Y Ying Wu (W-Rep, HR) Y	Y/N	Last committee evaluation:	Last Committee Evaluation Nov 5, 2021
Previous meeting:	07/07/22	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		
		Danica Scott (E-Rep)	Y		
		Lyle Secret (E-Rep)	N		
		Ying Wu (W-Rep)	Y		
Next meeting:	08/25/22			Days without time-loss injury:	109

	Risk assessments conducted	Site inspections conducted	OHS program reviews	Site-wide education programs delivered	Recommendations made to employer
This period	1	1	1	0	0
Year-to-date	4	7	1	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.

		<p>*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've are in the process of purchasing a new charger for a new forklift. Once this is purchased and we've set an instalol date Anita will have the electrician test the ballast.</p> <p>*UPDATE* Some bulbs still out. Electrition has been schedule late July to inspect ballast as this may be the reason why bulbs are out.</p> <p>*UPDATE* Electrician visit has been pushed back a week as Roy is currently stuck overseas. We estimate that 21 ballasts need to be replaced.</p>
	Other OHS reports	
	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 2 Office member of the JHSC to attend the course. Ying has volunteered. It will be decided at nxt 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 Inspoection Training.</p> <p>07/28 Lyle will partake in taking the Racking Inspection course with Ying. Two 'office rep' requirement has been met.</p> <p>All new JHSC members have taken the 1st JHSC training course.</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> <p>07/28/22 – New checklist has been delivered and will be used at next meeting on 08/25. Resolved</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> <p>07/28/22 – We've recently hired a new employee that has First Aid Level 2. This is a welcome surprise. Tenured staff member is scheduled for training 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> <p>07/28/22 - 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 who will join as a Worker Rep (HR).</p> <p>07/28/2022 – Graeme's last meeting. Danica will begin taking notes and managing the meeting minutes going forward. Resolved</p>		
	5.	<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> <p>07/28/22 – JHSC has reviewed the <u>Workplace Violence, Harrassment and Bullying policy</u> policy and training program. Danica and Graeme have reviewed and provided feedback. Sylvette has asked remaining members to follow up as soon as possible. HR wishes to launch this training program mid-August. <u>Occupational Health and Safety policy</u> still to be reviewed.</p>		
New Business	1.			
JHSC Employer Recommendations				

	Incidents	Near misses	Injuries				Threats of violence
			First aid only	Medical aid only	Number of time-loss injuries	Days lost due to injury	
This period	0	0	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

THE AUTHENTIC T-SHIRT COMPANY®/SANMAR CANADA

Joint Health and Safety Committee/Representative

Inspection checklist and report

The following inspection checklist is provided to help guide the process of regular workplace health and safety inspections.

Inspection checklist

Inspection completed by:

JACK S. & EVETA R.

Date and time:

JULY 28, 2022 @ 9:45 am

Use the checklist to note the results of your inspection. For any item answered with No (N), use the **Inspection report** at the end of this checklist to document details of the problem and recommended action.

#		Y	N	n/a
	A. Facilities and equipment			
	Emergency equipment and procedures			
1	Equipment present and working:			
2	• Fire extinguishers	/		
3	• Fire detection & suppression systems	/		
4	• First aid kits	/		
5	• Eye wash stations	/		
6	• Emergency lighting	/		
7	• Alarms	/		
8	Escape routes and muster points signed	/		
9	Emergency procedures signed	/		
10	Emergency contact information posted	/		
11	Emergency drill performed in last 12 months	/		
	Floors, walkways, and stairways			
12	Well lit	/		
13	No blind corners	/		
14	Free of tripping hazards (e.g., clutter, damaged mats, uneven flooring, uncovered cables)	/		
15	Dry, clean, and free of slipping hazards	/		
16	Railings and guardrails in place and secure	/		
	Entrances and parking lots			
17	Well lit	/		
18	Clear of obstructions	/		
19	Entrances are secured	/		
20	Clear signage in parking lot (no parking, speed limits, direction of traffic, etc.)			/
	Shop floors and work yards			
21	Appropriate lighting for work tasks	/		
22	Air flow and ventilation appropriate for work tasks	/		
23	Piping for gas, compressed air, etc., clearly labelled	/		
24	Electrical control boxes have clear access	/		
25	Circuit breakers and starter switched clearly marked	/		
26	Adequate heating and cooling	/		

		Y	N	n/a
27	Safe noise levels or hearing protection provided as required	✓		
28	Pedestrian traffic separated from vehicle traffic where practical	✓		
	Materials			
29	Stacked materials are stable (interlocked, strapped, or other means of restraint)	✓		
30	Stacked materials are not near ignition sources	✓		
31	Stacked materials do not obstruct sprinkler systems	✓		
32	Containers and storage racks undamaged and appropriate for materials	✓		
33	Hazardous materials are properly labelled	✓		
34	Flammable and hazardous materials secured and stored in approved containers	✓		
35	SDS available and less than three years old	✓		✓
	Tools and equipment			
36	Maintenance log up to date	✓		
37	Inspection log up to date	✓		
38	Warning signage for physical hazards created by equipment and processes	✓		
39	Hazardous points of operation adequately guarded	✓		
40	Safeguards in place, in good condition, and cannot be easily removed by workers	✓		
41	Lockout procedures posted	✓		
42	Equipment positioned to avoid endangering other workers	✓		
43	Workers protected from materials ejected from tools or equipment	✓		
44	Equipment controls clearly labelled and within easy reach, but protected from inadvertent activation	✓		
45	Defective tools and equipment tagged and removed from service	✓		
46	PPE available as required for all workers	✓		
	Ladders			
47	Ladders are appropriate for the work task	✓		
48	Ladders are in good condition with no obvious signs of wear and tear	✓		
	Mobile equipment			
49	Maintenance logs up to date	✓		
50	Pre-use inspection logs up to date	✓		
51	Operators are trained	✓		
	Vehicles			
52	Maintenance logs up to date			✓
53	Inspection logs up to date			✓
	Other areas of focus			
54	Problems identified in previous inspection(s):			
55	Priority areas as defined by the joint committee:			
#	B. Workplace practices			
	Work practices — general			
56	Workers trained for specific work tasks	✓		
57	Workers supervised for work tasks	✓		
58	Tools used for their designed purposes only	✓		
	Personal protective equipment (PPE)			
59	Workers are trained in correct PPE use	✓		
60	Used consistently and correctly	✓		
61	Maintained in good working order	✓		
62	Inspected and replaced on schedule	✓		

		Y	N	n/a
	Ladder use			
63	Workers not required to carry materials up and down ladders	/		
64	Ladders are used only for non-routine activities completed in 15 minutes or less	/		
65	Fall protection used when required	/		
66	3-point contact maintained	/		
	Slipping and tripping avoidance			
67	Handrails are used	/		
68	Spills cleaned immediately	/		
69	Well-fitting, non-slip footwear worn	/		
	Ergonomics			
70	Available assistive equipment and/or mechanical aids used			/
71	Tasks are varied or rotated to minimize repetitive movement			/
72	Loads assessed before lifting or pulling	/		
73	Loads maintained close to body	/		
74	Lifting with legs	/		
75	Upper body kept erect	/		
76	Natural reaching without having to over-extend	/		
77	Work stations and seating at proper height	/		
	Safe work practices for high-risk work conform to regulatory requirements and are followed for:			
78	Working at elevation	/		
79	Asbestos exposure			/
80	Exposure to hazardous materials			/
81	Working in excavations			/
82	Entry into confined space			/
83	Working near combustible dust			/
84	Hand falling or bucking			/
85	Use of explosives, or flammable or combustible materials			/
86	De-energization, lockout, and safeguarding			/
87	Exposure to violence			/
	Other areas of focus			
88	Problems identified in previous inspection(s):			
89	Priority areas as defined by the joint committee:			
	General			
90	Copy of Occupational Health and Safety Act is available for employee access	/		
91	Copy of Occupational Health and Safety Policy is posted in conspicuous area	/		
92	JHSC meeting minutes from most recent JHSC meeting is posted	/		
93	JHSC committee members are posted	/		

Per 40