

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

SUMMARY					
Meeting Topic: Joint Health and Safety Committee Meeting					
Date	Sept 29, 2021	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:	09/29/21 & 10/04/21	Committee members present: Worker(W) Employer (E) rep & Co Chair Graeme MacDougall (E-Co-chair) Y/Y Anita Kwok (E-Rep) N/Y Colin Choww (W-Rep) Y/Y Eveta Rimano (W-Rep) Y/Y Jack Situ (W-Rep) Y/Y Jocelyn Szobota (Quest) Y/N	Y/N	Last committee evaluation:	Last Committee Evaluation Nov. 2019
Previous meeting:	08/26.21	Graeme MacDougall (E-Co-chair)	Y	Next committee evaluation:	Next Committee Nov 5, 2021
		Anita Kwok (E-Rep)	Y		
		Colin Choww (W Rep)	N		
		Eveta Rimando (W-Rep)	Y		
		Jack Situ (W-Co-chair)	Y		
		Jocelyn Szobota (Guest)	Y		
Next meeting:	10/28/21	Graeme MacDougall (E-Co-chair)	Y	Days without time-loss injury:	
		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		

	Risk assessments conducted	Site inspections conducted	OHS program reviews	Site-wide education programs delivered	Recommendations made to employer
This period	0	1	1	1	0
Year-to-date	n/a	1	1	1	n/a

Reports	First aid Summary Reports	
	Incidents	<ul style="list-style-type: none"> <u>WH Near Miss</u> – Machine operator accidentally ran into a pallet that was being built and inadvertently pushed it. Shipped was standing in between two pallets and was nearly crushed between the two as a result of this. Upon investigation it was determined that not enough space on the floor was provided to built these pallets safely away from others. To create space, broken down boxes will be placed in a different location going forward. <u>WH Near Miss</u> – September 23, 2021. Gildan truck pulled in and opened doors, the load was not secured so as soon as the doors opened 30-40 cases fell out. Near miss was to Gildan driver, not WH staff.
	Inspections	<ul style="list-style-type: none"> <u>WH</u> – EscapeRoutes/Muster points are still not in place in the WH. Per Jocelyn, Sylvette/HR is aware of this and working towards this goal. Now that we have

		<p>additional assistance in HR Jocelyn will follow up to obtain a completion date. Will provide an update when we can.</p> <ul style="list-style-type: none"> • <u>Outside of Building</u> – Missing proper signage concerning speed limits, no parking, flow of traffic etc. Jocelyn will follow mup with HR concerning an estimated completion date. • <u>WH</u> - Piping for gas/ compressed air, etc., not clearly labelled. Roy will provide us pictures we we're clear on what needs to be labeled. Will discuss and have further update next meeting. • <u>WH</u> - Circuit breakers and starter switched not clearly marked. Roy will provide us pictures so we're clear on what needs to be labeled. Update will be provided next meeting. • <u>WH</u> - Lock Out procedure for Bailer not yet posted. Anita confirms that this was posted Oct 4th. • <u>WH</u> – Tasks are currently not varied or rotated to minimize repetitive movement. Anita feels this isn't feasible given the way the WH currently operates.
	Other OHS reports	N/A
	Training and education	<ul style="list-style-type: none"> • Anita - Fall Protection Training has been completed. Anita's next task is to rewrite the Fall Protection Training Plan & Rescue Plan. ETA is currently end of October. • Jack and Eveta has completed all required JHSC Training. Certificates have been provided to HR. • Graeme and Colin still on track to complete Seminar's 3&4. • WH has 2 new hires. Both have completed ForkLift training. • Francis, in-house trainer for all MAG has renewed his 'Train the Trainer' license.

	Item #		Who	Target date
Old Business	1.	<p><u>Insurance Company Concerns: Product too Condensely Packed. Possible Fire Hazard.</u></p> <p>01/30 – Based on feedback from our insurance company product in the WH is too condensely stored. In the event of a fire there's concern that water from the sprinklers may not penetrate through the boxes. The WH is going through a deconsolidation of the tightly condensed locations.</p> <p>02/27 – Will always be ongoing given the nature of the business. Measures have been taken but we have not had a follow up visit from the insurance company so currently we have no idea if the current measures are appropriate.</p> <p>03/26 – Ongoing. Still waiting on a second visit from insurance company to determine if current measures are appropriate.</p> <p>04/30 – Ongoing. Still waiting on a second visit from insurance company to determine if current measures are appropriate.</p> <p>05/28 – Ongoing. Still waiting on a second visit from insurance company to determine if current measures are appropriate.</p> <p>06/25 – Still ongoing</p> <p>07/30 – Still Ongoing. WH has worked to distribute product better. We will not know current status until Insurance Company returns.</p> <p>08/27 – No change. Anita doesn't feel this will change until we're revisiting by the insurance company.</p> <p>09/24 – No change. Will be maintained on the report until we're able to follow up with Insurance Company.</p> <p>10/29 – No change. Will be maintained on the report until we're able to follow up with Insurance Company.</p> <p>11/26 - No change. Will be maintained on the report until we're able to follow up with Insurance Company.</p> <p>01/06/21 - No change. Will be maintained on the report until we're able to follow up with Insurance Company.</p> <p>01/28/21 – As insurance has just been renewed an inspection will be schedule for either Feb or March. At that time they'll evaluate and let us know if more needs to be one. Updates to follow.</p> <p>02/25/21 – Appointment has not yet been made. Could be pushed to late March or April.</p> <p>03/25/21 – No update to provide.</p> <p>04/29/21 – No update to provide.</p> <p>05/27/21 – Per Charles no secondary inspection is coming. We will continue to work to ensure boxes aren't too condensed. However, Anita doesn't know if what we've done so far is enough and would like confirmation before this item is resolved.</p> <p>06/24/21 – No update</p> <p>07/29/21 – No update</p> <p>08/26/21 – No update</p> <p>10/04/21 – No update</p>		

	<p>2.</p>	<p><u>WorkSafe BC Surprise Inspection May 21/21</u></p> <p>Report has been attached. To summarize:</p> <p>Recommended action items discussed with the employer included the following, but were not limited to:</p> <ul style="list-style-type: none"> - Providing occupational first aid attendants with information on how to treat patients safely during the COVID-19 pandemic. <p>WSBC provided details and will review with first aid attendants this week</p> <ul style="list-style-type: none"> - Providing disinfectant and supply in lunch areas and asking staff members to sanitize after each use. <p>In progress with HR</p> <ul style="list-style-type: none"> - Using signage and/or floor markers in the lockers area to promote physical distancing. <p>In progress with HR</p> <p>Next Steps:</p> <p>Please provide the officer an update on the recommended action items and a copy of the revised COVID-19 Safety plan by May 31, 2021.</p> <p>Meeting has been set between WSBC rep and members on the JHSC on June 8th to go over PACE. The intention is to ensure we have the proper resources and training to properly investigate incidents and run the JHSC effectively. Eveta, Anita, Sylvette and Steve R will be in attendance.</p> <p><u>06/24</u> – Revised COVID-19 Safety plan was passed on by May 31, 2021. We're compliant with all suggestions. Meeting with WSBC Rep did take place. Everyone was in attendance.</p> <p>Questionnaire was provided to employees in attendance which have been filled out and submitted. We feel the questionnaire was required so WSBC rep has an understanding of what we currently have in place. No new suggestions have been provided to Sanmar Canada at this time.</p> <p>Second meeting is in place for July 6th. We feel at this is when suggestions and recommendations for the JHSC will be provided.</p> <p><u>07/29</u> JHSC discussed and went over the WCB Action Plan submitted to WorkSafeBC on July 23rd.</p> <p><u>Anita has updates to items listed on the WCB Action Plan:</u></p> <ol style="list-style-type: none"> 1. Full Racking Inspection completed on July 28th. We're now waiting for quotes for the weight limit placards and for WCI to submit a written inspection report and to provide recommendations. Most likely to hear back from WCI mid next week. 2. Installed 4 additional eye wash stations. Kitchen, downstairs women's/men's bathroom and a stand-alone unit in the maintenance room. Checking the functionality of all 		
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		<p>eye wash stations will be added to WH and Office monthly checklists.</p> <p>3. New Loadout procedures have been implemented. If driver won't give keys, they can detach. Anita will purchase air locks to ensure driver cannot simply reattach and go.</p> <p>4. Revised Office and Warehouse checklists will be in place for next meeting.</p> <p><u>08/26</u> Discussed and Updated HR concerning completion dates for deficiencies identified in our action plan.</p> <p><u>10/04</u> Ongoing updates are being sent WorkSafeBC regularly. We have a meeting scheduled with WorkSafeBC on October 6, 2021. Updates to follow.</p> <p>JHSC Members are on track to complete all required JHSC training by Nov 5th.</p>		
	3.	<p><u>Qualify of inbound boxes is inadequate</u></p> <p><u>6/24</u> - Inbound boxes are crumpling and being crushed very easily. Causing issues with receiving and pallet building and safety issues upon arrival at other warehouses. Anita has taken pictures which have been provided to Purchasing to investigate. Anita requests that while boxes remain in adequate, if possible, can she be forewarned about inbounds from those mills so her team can prepare better.</p> <p><u>07/29</u> – The boxes have not changed however we've not received any new shipments of the same poor quality. WH is now be alerted in advance to ensure all safety precautions can be taken.</p> <p><u>08/26</u> – Inadequate boxes have not been seen recently. However, new inbounds from source are on the way, ETA Sept 5th. Will evaluate at that time.</p> <p><u>10/04</u> – No further box issues have been reported. Anita mentions it was a specific style and vendor and we haven't received anything new from them. Will resolve for now. Will reopen under new heading should issue happen again and take more care in recording style/vendor info.</p>		
New business	4.	<p><u>Gildan Truck Incident: Occurred Sept 23rd</u></p> <p>09/23 -Truck backed in and had unsecured load. Gildan driver opened the door and 30-40 boxes fell onto the ground. No Sanmar Canda employee was present. Pictures have been taken by WH and sent to Lyle. Lyle is to follow up with Gildan. It is requested that Gildan secure their loads.</p>		

	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	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Year-to-date	n/a	n/a	n/a	n/a	n/a	n/a	1