

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

SUMMARY					
Meeting Topic: Joint Health and Safety Committee Meeting					
Date	Oct 28, 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:	10/28/21	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) N Eveta Rimano (W-Rep) Y Jack Situ (W-Rep) Y Jocelyn Szobota (Guest) Y	Y/N	Last committee evaluation:	Last Committee Evaluation Nov. 2019
Previous meeting:	09/29/21	Graeme MacDougall (E-Co-chair)	Y	Next committee evaluation:	Next Committee Nov 5, 2021
		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:	11/25/21			Days without time-loss injury:	

	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	1	2	1	1	n/a

Reports	First aid Summary Reports	
	Incidents	<ul style="list-style-type: none"> New hire strained their back while lifting improperly. Employee thinks this happened on Oct 6th. Employee did not report injury. Employee missed one day due to injury on the 7th with a sore back. Employee back to work on the 8th and worked full week without reporting any issues. Worked a half shift on Oct 18th and left early due to back pain. Employee spoke to a doctor on the 19th. Doctor advised to take the rest of the week off. Investigation was conducted on the 26th with Jack. Results have been passed on to HR. We've reviewed proper lifting techniques with employee & provided a safe lifting handout/document to them directly from the WorkSafeBC website. On Oct 26th, Machine Operator had some boxes fall on them. No witnesses. Employee spoke to supervisor. Supervisor recommended to speak to First Aid contact as well as JHSC reps. These steps were not followed by employee. Employee called in sick the next day. Employee sought medical help with doctor on

		Oct 27 th . Employee will return to work on Nov 5 th . No investigation has occurred currently as there were no witnesses, employee is unavailable and JHSC was not notified. <u>Supervisor involved has been advised in the future to also report to JHSC so JHSC can follow up and investigate swiftly.</u> Anita has reached out to Sylvette to discuss options concerning accident investigation.
	Inspections	<ul style="list-style-type: none"> • Muster/Gathering points in case of emergency is still currently not signed. Eveta has spoken to HR and HR has confirmed this is in the works. As HR isn't present no further update. • Piping for gas, compressed air, etc is not properly labeled
	Other OHS reports	N/A
	Training and education	<ul style="list-style-type: none"> • All members of the JHSC have completed WorkSafeBC training requirements and certificates have been provided to HR. JHSC Self Assessment will be conducted on Nov 5th @ 1:00 pm.

	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>10/28/21 – 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> <p><u>10/28</u> Final meeting concerning WorkSafeBC compliance was held Oct 8, 2021. Anita, Graeme, Eveta, Sylvette and Steve Rhodes were present. It was agreed that Sanmar Canada has taken all necessary steps to be compliant with WorkSafeBC regulations/requirements.</p> <p><u>Resolved</u></p>		
	3.	<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 Canada 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> <p>10/28 – Next Gildan truck will be coming Nov 4th. We'll evaluate at that time.</p>		
New business	1.	<p><u>10.28 Docks Are being repaired</u></p> <p>Repairs will be conducted Nov 3-5. Being done during regular business hours. Docks will be isolated while repair is done. Docks will also be rotated so that repairs can be done while we're still operating. Technician will be using pilons to warn employees to remain away.</p>		
	2.	<p><u>10.28 Removing 3 Bays of Racking</u></p> <p>By the Shipping High Bay Area. Will be taking place next Friday. High Bay staging has increased dramatically recently. Machine operators are experiencing visual impairment. We will also be installing a barrier in the staging area to prevent collisions.</p> <p>While this is happening we will also be repairing all damaged racking reported in most recent inspection. This will all be completed in the same die.</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	2	0	0	0	2	13.5	0
This period last year	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Year-to-date	2	2	0	0	2	13.5	1