

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

<b>SUMMARY</b>					
<b>Meeting Topic: Joint Health and Safety Committee Meeting</b>					
<b>Date</b>	Dec 2, 2021	<b>From</b>	1:00 pm	<b>To:</b>	1:30 pm
<b>Location:</b>	Online	<b>Note Taker:</b>	Graeme	<b>Duration:</b>	30 Mins

<b>AGENDA</b>	
<b>Time</b>	<b>Topic</b>
	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:	12/02/21	<b>Committee members present:</b> <b>Worker(W) Employer (E) rep &amp; Co Chair</b>  Graeme MacDougall (E-Co-chair) Y Anita Kwok (E-Rep) Y Colin Choww (W-Rep) Y Eveta Rimano (W-Rep) Y Jack Situ (W-Rep) Y Jocelyn Szobota (Quest) Y	Y/N	Last committee evaluation:	Last Committee Evaluation <b>Nov 5, 2021</b>
Previous meeting:	10/28/21	Graeme MacDougall (E-Co-chair)	Y	Next committee evaluation:	Next Committee <b>TBD, 2022</b>
		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		
Next meeting:	01/06/22			Days without time-loss injury:	<b>26</b>

	Risk assessments conducted	Site inspections conducted	OHS program reviews	Site-wide education programs delivered	Recommendations made to employer
This period	0	1	0	0	0
Year-to-date	1	3	1	1	0

Reports	First aid Summary Reports	
	Incidents	<ul style="list-style-type: none"> <li>On Oct 26<sup>th</sup>, 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<sup>th</sup>. Employee will return to work on Nov 5<sup>th</sup>. 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. <b>*FOLLOW UP* Supervisor has been spoken to. Accident investigation has taken place. Results forwarded to HR.</b></li> <li>Nov 26<sup>th</sup>. Receiver twisted an ankle by stepping on a pallet. No time off required. Incident was reported to Jack. First Aid was provided. No accident investigation was</li> </ul>

		conducted. Anita will follow up with employee to go over rules concerning never stepping on pallets.
	Inspections	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Piping for gas, compressed air, etc is not properly labeled</li> </ul>
	Other OHS reports	N/A
	Training and education	<ul style="list-style-type: none"> <li>• New Hire in the WH has completed Forklift training</li> </ul>

	Item #		Who	Target date
Old Business	1.	<p><b><u>Insurance Company Concerns: Product too Condensely Packed. Possible Fire Hazard.</u></b></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>12/02/21 – No update. We have records of communication with Insurance company showing we're doing our best to comply. As such, we will remove this until Insurance</p>		

		<i>Company comes again to evaluate and requires further work in this area. RESOLVED.</i>		
	<b>2.</b>	<p><b><u>10.28 Docks Are being repaired</u></b></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> <p>12.02 – Work has been completed. RESOLVED.</p>		
	<b>3.</b>	<p><b><u>10.28 Removing 3 Bays of Racking</u></b></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> <p>12/02 – Work has been completed. RESOLVED.</p>		
	<b>4.</b>			
	<b>5.</b>			
<b>New Business</b>	<b>1.</b>	<p><b><u>12/02 JHSC Self Evaluation Completion</u></b></p> <p>JHSC met on Nov 5<sup>th</sup> for self evaluation. There were some sections that needed to be filled in. Graeme did so on the sections he could answer. Provided document to Anita and JHSC for evaluation. Anita has a few sections to fill in as well. She will complete this by EOD and send to JHSC. Self Evaluation will be turned over to HR by the end of the week.</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	1	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	3	2	0	0	2	13.5	1