

## Minutes of Meeting

Summary					
<b>Meeting Topic</b>	Joint Health & Safety Meeting				
<b>Date</b>	08/26/21	<b>From</b>	1:00 PM	<b>To</b>	1:30 PM
<b>Location</b>	Vancouver	<b>Note Taker</b>	Graeme MacDougall	<b>Duration</b>	60 mins

Agenda	
Time	Topic
1 min	1. Roll Call
2 min	2. Meeting Report
6 mins	3. Unfinished Business
2 mins	4. Review of Inspection Report
1 mins	5. Review of First Aid and Accident/Investigations
9 mins	6. New Business (Items for consideration)
1 mins	7. Education
1 mins	8. Recommendations to SanMar
7 mins	9. Other Business
	10. Adjourn

Attendee List			
#	Name	Present?	Reason of Absence
1	Graeme MacDougall - Co-Chair (AE – Management Rep)	Y	
2	Colin Choww (Credit – Employee Rep)	N	Vacation
3	Anita Kwok (Warehouse – Management Rep)	Y	
4	Evea Rimando (Accounting – Employee Rep)	Y	
5	Jack Situ (Warehouse – Employee Rep)	Y	
6	Sylvette (Guest)	N	
7	Jocelyn (Guest)	Y	
8			

Meeting Notes	
<b>UNFINISHED BUSINESS:</b>	
<b>ONGOING:</b>	<p><b><u>Insurance Company Concerns: Product too Condensely Packed. Possible Fire Hazard.</u></b></p> <p><i>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.</i></p> <p><i>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</i></p>

	<p>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><b>ONGOING:</b></p>	<p><b><u>WorkSafe BC Surprise Inspection May 21/21</u></b></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"> <li>- Providing occupational first aid attendants with information on how to treat patients safely during the COVID-19 pandemic.</li> </ul> <p><b>WSBC provided details and will review with first aid attendants this week</b></p>

- Providing disinfectant and supply in lunch areas and asking staff members to sanitize after each use.

**In progress with HR**

- Using signage and/or floor markers in the lockers area to promote physical distancing.

**In progress with HR**

**Next Steps:**

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**.

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.

06/24 – 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.

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.

Second meeting is in place for July 6<sup>th</sup>. We feel at this is when suggestions and recommendations for the JHSC will be provided.

07/29 JHSC discussed and went over the WCB Action Plan submitted to WorkSafeBC on July 23<sup>rd</sup>.

Anita has updates to items listed on the WCB Action Plan:

1. Full Racking Inspection completed on July 28<sup>th</sup>. 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 eye wash stations will be added to WH and Office monthly checklists.
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.
4. Revised Office and Warehouse checklists will be in place for next meeting.

08/26 Discussed and Updated HR concerning completion dates for deficiencies identified in our action plan.

**ONGOING:**

*Qualify of inbound boxes is inadequate*

	<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>08/26 – 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>	
<b>ONGOING:</b>		
<b>EDUCATION</b>	<p><b><u>JHSC Members To Take Educational Courses</u></b></p> <p>Colin, Jack, Eveta and Graeme will be taking proper JHSC Course once provided by HR. Courses will be completed by next JHSC meeting.</p> <p>08/26 Course information was just provided to JHSC from HR today. Course will be completed by Colin, Jack, Eveta and Graeme by October 27<sup>th</sup>.</p> <p>Anita will be taking a Fall Protection course so she can create procedures and checklists. WH Trainer will also be taking this course after Anita.</p> <p>08/26 Anita is attempting to register for this course in September.</p>	
<b>REVIEW OF INSPECTION REPORTS:</b>	<p><b>Warehouse Walkthrough</b></p> <p>Anita/Eveta – Currently no maximum load specifications on racking. To be completed by August 13<sup>th</sup>.</p> <p>Anita/Eveta/Jack</p> <ul style="list-style-type: none"> <li>-Emergency Exits Procedures not posted in WH</li> <li>-Emergency Contact Info not Posted. Who are our emergency contacts?</li> </ul>	<p><b>Office Walkthrough</b></p> <p>Anita/Eveta –</p> <p><u>Elevator out of order (ongoing)</u>. We need a new inspection from a more qualified technician. Per Charles, this will more than likely occur in June.</p> <p>-No update. Waiting for more qualified technician.</p> <p>08/26 – Elevators to be serviced today.</p> <p><u>Pavement in parking lot needs repair (ongoing)</u>. A few repair quotes have been submitted.</p> <p>-Ongoing but does not cause a hazard at the moment.</p> <p><u>Clear Signage in Parking Lot Required</u>. No Parking signs, Speed limits, etc. What are our responsibilities in this area?</p>

<b>REVIEW OF FIRST AID AND ACCIDENT INVESTIGATIONS:</b>	<p><i>Office – 0</i></p> <p><i>WH – 08/25 – WH member had small cut and was issued a band-aid. Regular first aid. No accident report filed</i></p>	
<b>NEW BUSINESS:</b>	<p><b><u>Maintenance Review of the Docks:</u></b></p> <p>08/26 – Dock 5 can no longer be used. Must be replaced. Dock 6 has crack in the frame. Repaired immediately. Dock 8 has crack in frame. Repair is approx. 2-3 weeks out. All Docks we forklift out of need to be replaced. Cannot be repaired. Anita is waiting on quotes for two options. Hydraulic or Mechanical. Anita feels Mechanical is our best option. Either option we pick, repairs won't be able to be completed until 2022. Anita has reached out to a different vender for further options and to work on short term solutions.</p>	
<b>SAFETY EDUCATION:</b>	<p><b><u>HR is working on a Health &amp; Safety policy and program.</u></b></p> <p><i>02/25/21- Updates to follow. For further details please reach out to Sylvette.</i></p> <p><i>03/25/21- No update to provide. However, Jocelyn will be providing information Sylvette concerning what's being done in Mississauga to assist with the process.</i></p> <p><i>04/29/21 – Policies are now complete and HR currently on training program. ETA is TBD</i></p> <p><i>05/27/21 – As Sylvette was not in attendance we have no current update to provide. We anticipate changes to be made due to future consultation with WorkSafe BC.</i></p> <p><i>06/24/21 – It's been suggested that all JHSC members are required to take 1 safety course per year. Any safety course. Anita will be investigating to discover if this is a legitimate requirement. Will be consulting with WSBC.</i></p> <p><i>Anita will be enrolling 3-4 WH staff member into a racking safety course.</i></p> <p><i>08/26/21 – As Sylvette is not in attendance we have no update to provide.</i></p>	
<b>RECOMMENDATIONS TO SANMAR CANADA:</b>	<p><b><u>Emergency Exit Procedure Instructions</u></b></p> <p>6/24 Currently these instructions are only located in one place, by Reception. We recommend that these instructions also be placed in the WH or the Lunchroom.</p> <p>7/29 Ongoing</p> <p>8/26 Jocelyn will follow up with Leadership concerning this topic.</p> <p>08/26 – Docks need to be replaced.</p>	
<b>OTHER BUSINESS:</b>		

All Vancouver JHSC meetings take place on the final Thursday of each month.

Date of next meeting = **Wednesday September 29, 2021 as September 30 is a Stat Holiday.**