



## Weinmann Limited

### JHSC Meeting Minutes- April 17<sup>th</sup>, 2024

#### Attendance:

Isaac Lipson

Mitch Galpin

Jamie Apps

Ryan Prevost

Sarah Barker

Kellie Bousfield

Meeting called to order at 9:05 am by Issac Lipson

Confirmation of Quorum was achieved.

Agenda review, amendments added, review of last meeting's minutes etc.:

All Attendees asked if Minutes of January 17, 2024, were received and reviewed. A correction was made, Jamie Apps was in attendance, not Jamie Brooks.

#### Old Business:

##### 23.09

##### Health and Safety Manual

**Tabled**

The Health and Safety Manual has been reviewed and there is no policy on electronic monitoring. A policy in writing is needed regarding employees with GPS, email, and cell phones. Sara will create this policy and have it reviewed by a lawyer. Sarah will also review the confined entry space policy and revise. Isaac noted that steps need to be shown for employees. Currently there is a job site with confined space entry that Weinmann can not enter due to lack of equipment and policy understanding. There is no proper training for this site. Sarah will contact the site foreman Rick Legros on this matter.

- ***It is recommended these policies be reviewed and added to the Health and Safety Manual at the earliest convenience. The JHSC understands this can take some time to review (lawyers etc.) and will review its progress at the next meeting.***

23.10

## Review of Past Recommendations

Mitch is officially the certified Management Rep for the committee. Review of the minutes and recommendations will be forwarded by Mitch.

24.10

## Toolbox Lids

Tabled

It was noted that actions have not been taken on all vehicles with toolbox lids. The lids should be done at the annual inspections. Brake adjusters have not been implemented, except for three. Jamie noted that indicators have been installed but not goalposts. Isaac and Jamie discussed. Jamie noted that resources are not always available to install the lids and adjusters. The company can receive fines at the scales if the adjusters are not in place. Mitch also commented how this is necessary for safety. A kit called Brake Buddy is available and has been priced. Sarah will address this matter with Sanjay, and order.

- ***It is recommended the toolbox lids be fixed and brake stroke indicators be added (if required) during each vehicle's annual inspection. The brake issue in particular has been talked about for ~6 months with little to no progress and needs to be implemented immediately on all vehicles during inspection from this point going forward.***

24.02

## Housekeeping

Tabled

Isaac noted that progress has been made at the shop and warehouse regarding housekeeping, but more needs to be accomplished. In the shop there is an ongoing issue with a subcontractor and housekeeping. The subcontractor in question is performing piece work, in the shop in weekends and sporadically throughout the week. The work area is rarely cleaned, and full-time staff do not have the time, nor is it necessarily their responsibility to clean up after the subcontractor. Mitch commented that this is a health and safety issue after all, especially when it affects the emergency exits and the many slip and trips that are regularly created by the subcontractor.

- ***It is recommended that the subcontractor not be allowed to work in the shop until he abides by housekeeping and clean up guidelines. Ryan will arrange to have it put in writing for signature by the subcontractor, and Mitch will forward this to Dan.***



Jamie noted that there is still a problem with access to shop and in particular, the driveways and laneways around the shop, especially if an emergency vehicle were needed.

- ***It is recommended that laneways be established around all buildings immediately to ensure emergency access.***

#### **24.03**

#### **Building Maintenance**

**Tabled**

The committee acknowledges that roof repairs in the winter were difficult. The leaks and lack of eavestroughs can now be addressed in the nicer weather.

There is mold development and water leaking on an electrical panel at 77. The bathroom at 211 has visible cracks and mold. At 210, the ceiling tiles have been wet and there is mold. There are leaks at all three sites, 77, 211 and 210.

- ***It is recommended that the roofs be repaired at all three sites asap, as well as a mold remediation and inspection for rot, due to years of water damage. The committee would like to see some progress in the next 30 days.***

#### **24.04**

#### **New Year/New Employee Orientation**

**Tabled**

An orientation was scheduled for March 17<sup>th</sup> at 9 am. Sarah and Ryan prepared the orientation with training SafetyLoop and Geotab. It was also to be used as a tool to gather employee contact information and update training files. The orientation was cancelled at the last minute, and the consequence has been frustrating for both Ryan and Sarah. Employees have to be addressed individually, and without any contact information this process can take months. Sarah noted that if training is not implemented Weinmann will fail the next audit. The orientation is necessary and has been recommended by the JHSC since 2021. Sarah noted there are staff not properly trained, and CVOR is in jeopardy of being lost. An orientation with Management on site, will display Weinmann's commitment to staff training and safety. It is also Management's responsibility to ensure all staff are properly trained. An orientation is mandatory to ensure the company complies with the importance of staff health and safety.

- ***It is recommended that an orientation be scheduled in the next 30 days as many other outstanding Health and Safety related issues are tied to it.***



## **New Business:**

**24.05**

### **WSIB Excellence Program**

**Tabled**

Weinmann Safety Reps (Fraser) have specifically asked that the following be discussed:

- WSIB Excellence Program Introductions/Updates
- First Aid
- Health and Safety Communication
- Health and Safety Participation
- Health and Safety Responsibilities and Leadership and Commitment

Sarah noted this program will help alleviate WSIB premiums and have a health and safety culture at Weinmann. In the first year, she stated that more site inspections are needed. Subcontractors are responsible for inspections of their work areas to ensure staff safety, and subcontractors have the same responsibility as a general contractor. The need for these inspections was included in the orientation. Because of the cancellation of the orientation and delays in training, the program had to be deferred for 3 months. Without an orientation, this program can not be submitted to WSIB.

**24.06**

### **Monthly JHSC Inputs**

**Tabled**

Ryan advised that monthly reports have to be implemented in SafetyLoop. Supervisors need to be advised, made accountable and pass these reports to Ryan.

This scenario also applies to weekly site inspections.

### **Accident, Injury, Incident reports or MOL orders/reports:**

Ryan advised there were 3 incidents. There was only 1 with vehicle damage, but none of the three employees had any lost time or injury. Ryan is helping staff with the Safety Loop program to report incidents.

- ***It was recommended that from now on, all incident and injury reports be forwarded to the JHSC, regardless of their severity.***



**Near miss incidents or positive safety observations:**

Sarah noted that SafetyLoop is working very well but needs more staff on board.

Isaac noted housekeeping is improving.

Ryan has been able to schedule some training sessions, but communication (specifically means of communication) needs to improve.

Motion to adjourn by Isaac Lipson, seconded by Mitch Galpin. Meeting adjourned at 10:26 a.m.

**Next meeting – Friday May 17<sup>th</sup> at 1:00 p.m. via Teams Meeting**

**Minutes Reviewed and Approved By:**

  
Worker Co-Chair

  
Management Co-Chair