

# Weinmann Limited

## Minutes

### JHSC Meeting January 17, 2024

#### **Attendance:**

Isaac Lipson

Mitch Galpin

Dan Toppazzini - absent

Pat Toppazzini

Jamie Brooks

Sarah Barker

Kellie Bousfield

Isaac Lipson called the meeting to order at 9:08 am

Confirmation of Quorum was achieved.

Agenda was reviewed by attendees, amendment added regarding complaints regarding the shop. Lighting, entryway blocked and cleanliness. This will be added to New Business. Motion put forward by Isaac to accept amended agenda. Motion passed.

All attendees asked if minutes from November 10, 2023, were received and reviewed. Motion to accept minutes by Mitch, Isaac seconded. Passed.

#### **Old Business:**

**23-08**

#### **MOL Complaints**

Since the MOL visit in October, only 1 tow motor has been returned to service. Work is continuing on the remaining 2. Sara sent an update to the MOL of the equipment status but has not received a response. Isaac verified the certificates.

## **23-09** **Health and Safety Manual**

Issac has reviewed the current Health and Safety Manual, and advised that most current policies are acceptable, some will require a touch up. There are also new policies that need to be added. He noted the electric monitoring policy, whereas employees need to be advised of any and all monitoring and the reasons why this is being implemented.

## **23-10** **Review of Recommendations**

Isaac noted there has been no response to JHSC committee recommendations. After discussion it was concluded that Isaac must forward recommendations to staff, and Mitch will forward recommendations to Management. (Dan and Marlo) The Fraser Group (Sarah and Colin) will copied on all recommendations.

Jamie noted that inspection forms are not being filled out and this effects the company as a whole. There has been no update for the Toolbox.

Jamie advised there have been a couple of upgrades to the shocks on truck toolboxes. Mitch **recommended** a policy for the Health and Safety Manual regarding the shocks, and Isaac noted that any equipment not working properly should be out of service.

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## **New Business**

### **24.01** **Toolbox Lids**

Because of previous injuries, Isaac **recommended** that new shocks and a 2<sup>nd</sup> latch be installed on all toolbox lids.

### **24.02** **Housekeeping**

Isaac noted that emergency exits in the shop are often blocked. Weekend employees are leaving tools and equipment in front of the doors. There needs to be a 1 metre sweep around doors at all times.

Isaac **recommended** that signage be placed at the doors stating there must be a 1 metre sweep around all shop entry doors.

Isaac also noted that snow removal around all entry doors must be removed prior to the first employee arrival.

Jamie noted that there is a major concern in the yard. Laneways and pathways must be cleared of snow and debris. This is a safety and driving hazard as there is equipment on the ground that is no longer visible after a snow fall. Scrap in the yard is not being removed, trailers are being dropped, and the creates a safety issue for workers. Jamie noted this is constant problem and needs to be addressed.

Sarah discussed creating an area for out of service equipment and scrap that would not impede the laneways. Isaac noted the yard is not only a safety issue, but possible environmental issue, as leaking fuels could be hazardous, and homeless are living in the out of service vehicles.

Sarah **recommended** laid off staff be called back to work early, to clean up the yard. A storage area can be created, and all laneways and pathways cleared. Mitch noted the call back could be as soon as the weather breaks, Isaac commented that there needs to be a considerable effort to remove scrap, garbage and create storage.

### **23.03                                      Building Maintenance**

Isaac advised that snow if falling off the roof at the exits and entryways, employees have been hit. He also noted there are no proper eavestroughs for water drainage and the roof has leaks in various locations. Water is dripping on electrical panels; the ceiling tiles are marked and there is mold in the drywall.

Signage is up regarding the snow fall at doors but this needs to be addressed as it is a safety hazard.

Isaac **recommended** at snow break be placed over the man door of the main shop.

Isaac **recommended** maintenance for the roof repairs.

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

No new MOL reports or recommendations have been received. Sarah sent the progress report.

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

Sara advised that all supervisors and foreman have received accident forms and procedure.

### **23.04**

### **New Year Orientation**

Sarah has created a new Orientation for all staff and the goal to begin is February 01, 2024. The Orientation will inform staff of housekeeping procedure, the Health and Safety Manual and training will be updated for staff as required.

The Orientation will be mandatory for all current staff and new hires. Inspection reports will be implemented in GeoTab, the reports will include vehicles and buildings. Sarah stressed the importance of safety, and that Weinmann has to make the commitment to staff, and in turn staff to the company. The JHSC will review the Orientation and make adjustments or recommendations prior to the goal date of February 01, 2024.

Sarah stressed that Weinmann use the automated tools available to make the process more efficient. She also noted the once implemented Fraser will remain available to Weinmann and help maintain the administrative process.

Jamie noted in discussion that this safety culture is mandatory and needs to be placed in the forefront. Supervisors need to be encouraged and staff made aware.

It was confirmed Isaac will send recommendations to staff; Mitch will forward recommendations to management.

**Motion to adjourn by Isaac, second by Mitch. Meeting adjourned at 10:00 a.m.**

**Next meeting – March 13, 2024, at 9:00 a.m. via Team Meetings**