

From: [Clint.Ireland](#)
To: [Bruce.Milligan](#)
Subject: RE: Meeting
Date: March 11, 2015 16:23:44

Sounds good.

From: Bruce.Milligan
Sent: Wednesday, March 11, 2015 4:23 PM
To: Clint.Ireland
Subject: RE: Meeting
 Ok, I will see you Friday at 8 am.

Bruce Milligan

Director

Occupational Health and Safety

Yukon Workers' Compensation

Health and Safety Board

Phone 867-667-3726

Cell 867-332-2669

Fax 867-393-6279

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From: Clint.Ireland
Sent: March-11-15 4:21 PM
To: Bruce.Milligan
Subject: RE: Meeting
 I need to leave by 4:45 ²⁵⁽¹⁾

so it doesn't give us much time.

From: Bruce.Milligan
Sent: Wednesday, March 11, 2015 4:20 PM
To: Clint.Ireland
Subject: Meeting

Hi Clint;

I could stop by right now if that would work?

Regards

Bruce Milligan

Director

Occupational Health and Safety

Yukon Workers' Compensation

Health and Safety Board

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From: [Bruce.Milligan](#)
To: [Clint.Ireland](#)
Date: March 13, 2015 16:45:41
Attachments: [printable_batch-03-13-2015.pdf](#)

Hi Clint;

Attached please find the resume of 25(2)(d) He authorized and is aware that I have passed it onto a YG department, I did not discuss any of the particulars with him.

Regards

Bruce Milligan

Director

Occupational Health and Safety

Yukon Workers' Compensation

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Printable Batch

25(2)(d)

Candidate Printable Batch for Req # 6924, Opportunity Occupational Health & Safety Officer**Profile Data**

Name: 25(2)(d)**Primary Phone:****Secondary Phone:****Address:****Descriptive Phrase:****Included in Pool:****Email Address:****Consideration For All Jobs Applied To:**

Employment Information

Areas of expertise: 25(2)(d)**What kind of job the candidate is looking:**

Education and Work Authorization

Education: 25(2)(d)**Educational Institution:****Other Education Institution:****Professional Designation or Certification:****Work Authorization:**

Questionnaire Results

Total Score: 0.00% (Passed) :: 0 of 0 (minimum 0)

25(2)(d)

You are about to apply on this job opportunity with the Yukon Government. Have you updated your resume profile to clearly demonstrate how you meet the

Printable Batch

qualifications? If not, click Career Centre on left navigation menu to access and edit your profile.

Balanced Scorecard

Type	Value	Adjusted Weight
Assessment Score	25(2)(d)	
Screening Questionnaire Score		
References Score		
Resume Score		
Balanced Score		

Attachments

Attachments not found

Cover Letter

25(2)(d)

25(2)(d)

Resume

25(2)(d)

Printable Batch

25(2)(d)

)

25(2)(d)

From: [Clint.Ireland](#)
To: [Bruce.Milligan](#)
Subject: Re:
Date: March 13, 2015 19:13:32

Thanks Bruce. Have a good weekend.

From: Bruce.Milligan
Sent: Friday, March 13, 2015 04:45 PM Pacific Standard Time
To: Clint.Ireland
Subject:

Hi Clint;

Attached please find the resume of 25(2)(d) He authorized and is aware that I have passed it onto a YG department, I did not discuss any of the particulars with him.

Regards

Bruce Milligan

Director

Occupational Health and Safety

Yukon Workers' Compensation

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From: [Bruce.Milligan](#)
To: [Clint.Ireland](#)
Subject: FW: Fatal Accident Report Posted - Peabody Powder River Mining LLC - North Antelope Rochelle Mine
Date: March 25, 2015 11:04:49

Hi Clint;

Based on our discussion the other day, I thought you might be interested in this report. It is US based and I am aware that cCanadian law has not accepted random testing to date.

For me the main take-away was the fact that the root cause was that the drug and alcohol policy was not adequate to prevent noncompliance.

Regards

Bruce Milligan

Director

Occupational Health and Safety

Yukon Workers' Compensation

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From: Mine Safety and Health Administration [mailto:subscriptions@subscriptions.dol.gov]

Sent: March-25-15 10:27 AM

To: Bruce.Milligan

Subject: Fatal Accident Report Posted - Peabody Powder River Mining LLC - North Antelope Rochelle Mine

Fatality #13 - October 18, 2014

Powered Haulage - Surface - Wyoming

Peabody Powder River Mining LLC - North Antelope Rochelle Mine

COAL MINE FATALITY – On Saturday, October 18, 2014, at approximately 10:05 p.m., a contractor truck driver with over 5 years of truck driving experience was killed while operating a rock truck. The driver was removing top soil ahead of the East Elk Pit when he drove off a highwall and fell approximately 240 feet.

<http://www.msha.gov/fatals/coal/2014/final-reports/final-c14-13.asp>



Questions?

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This email was sent to bruce.milligan@gov.yk.ca using GovDelivery, on behalf of: United States Department of Labor 200 Constitution Ave., NW Washington, DC 20210 1-866-4-USA-DOL (1-866-487-2365)

From: [Amy Johnson](#)
To: [Clint Ireland](#)
Subject: Call Bruce Milligan - 3726
Date: September 11, 2015 15:48:04
Attachments: [image001.png](#)

Amy Johnson

Administrative Assistant | Transportation Maintenance Branch

Highways and Public Works | Government of Yukon

T: 867-667-3062 | F: 867-667-3648 | W-12



enabling Yukon

We're here so you can be there.

From: [Bruce.Milligan](#)
To: [Clint.Ireland](#)
Subject: Discussion
Date: September 14, 2015 15:27:27

Hi Clint;

Do you have a minute to discuss 25(1) ?

Regards

Bruce Milligan

Director

Occupational Health and Safety

Yukon Workers' Compensation

Health and Safety Board

Phone 867-667-3726

Cell 867-332-2669

Fax 867-393-6279

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From: [Bruce.Milligan](#)
To: 25(1) [Sam.Dion](#)
Cc: [Clint.Ireland](#); [Jules.Farkas](#); [Paul.Smythe](#)
Subject: Decision on Safety Concern
Date: October 29, 2015 11:03:14
Attachments: 25(1) [_Decision October 2015.pdf](#)

Hi Sam;

Attached please find my decision related to the concerns you brought forward on June 17, 2015.

Could you please give me your mailing address or is acceptable to send the letter to the HPW address on the top of the letter.

If you have any questions concerning the decision please feel free to contact me.

Regards

Bruce Milligan

Director

Occupational Health and Safety

Yukon Workers' Compensation

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**YUKON WORKERS'
COMPENSATION
HEALTH AND
SAFETY BOARD**

401 STRICKLAND STREET, WHITEHORSE, YUKON Y1A 5N8 TELEPHONE: (867) 667-5645 FAX: (867) 393-6279 TOLL FREE: 1-800-661-0443

October 29, 2015

Highways and Public Works
Transportation Maintenance Branch
W-1A
Whitehorse, Y.T.

Attention: Sam Dion

Re: Complaint of an Unsafe Workplace
Date of incident: June 9-16, 2015

Purpose

The purpose of this decision letter is to determine;

1. Whether there was a safety concern for HPW employees from highway traffic while repairing a distorted portion of Alaska Highway near KM 1522.
2. Whether the employer was obstructing the supervisor from maintaining the portion of highway from Haines Junction to Mendenhall specifically KM 1522

History / Background

On June 17, 2015, Government of Yukon Department of Highways & Public Works (YG-HPW),
3rd Party Personal Info 25(1), approached the Yukon Workers' Compensation Health and Safety Board's Occupational Health & Safety Branch (OH&S) with potential safety concerns regarding a distorted portion of Alaska Highway near KM 1522.

25(1) believed that KM 1522 posed an ongoing hazard to 3rd Party Personal Info employees because of the chance of an accident to occur between his employees and the public while repairing this section of the highway.

25(1)'s primary contention was that that he was being obstructed from maintaining his portion of highway (Haines Junction to Mendenhall) as he had to request permission from HPW
3rd Party Personal Info 25(1), before conducting work that he felt he should have been able to engage on his own accord.

25(1) asked 25(1), in an email, for permission to repair KM 1522 on June 9, 2015. 25(1) had not received a response from 25(1) by June 15, 2015 and conducted the repair. 25(1) sent

25(1) an email on June 16, 2015 asking him not to complete the repair until 25(1) had a chance to inspect the site.

25(1) cited that he has had many years of interpersonal history with various YG personnel including 3rd Party Personal Info 25(1).

Statements were obtained from 25(1) on June 17, 2015, 25(1) on June 22, 2105, 25(1) on June 26, 2015, and 25(1) on July 27, 2015.

Analysis

HPW has developed engineering controls and procedures to minimize and mitigate the associated risks to HPW employees while working on highways with moving traffic. These procedures were used during the June 15, 2015 repair of KM 1522.

The following tailgates indicate measures are regularly taken to minimize risk to both workers and the traveling public.

- March 4, 2015
Topic: Setup signs, cones, and flags at KM 1522.
Hazards: speeders and wildlife.
Hazard Control: defensive driving and use of gloves + vest.
- April 30, 2015
Topic: Install hazardous markers and signage at KM 1522.
Hazards: lifting and Traffic.
Hazard Control: Proper lifting and drive carefully.
- June 4, 2015
Topic: Send Premix to KM 1522 and Flag at KM 1512+ 1522.
Hazards: speeders, bears, wind.
Hazard Control: use Signs, carry bear spray, cones.
- June 15, 2015
Topic: Grader from Ashihik to KM 1522.
Hazards: speeders, bugs and bears.
Hazard Control: Signs, pepper spray, cones, bug dope.

25(1) were in agreement that there has been a long and contentious history between the parties. This is why 25(1) had to get written approval before conducting repair work.

1. 25(1) has many years of interpersonal history with various YG personnel including previous 3rd Party Personal Info 25(1), and former HPW-ADM, 25(1).
2. 25(1) is concerned that he is being obstructed from maintaining his portion of highway (Mendenhall to Haines Junction) as he has to continuously request permission from HPW 3rd Party Personal Info 25(1), to do work.

3. 25(1) has been 3rd Party Personal Info and is concerned that 25(1) is jeopardizing worker and public safety by not allowing him personal discretion to maintain his portion of the Highway.
4. 25(1) provided a memo to 25(1) dated June 2, 2015 regarding personal issues he has been having with 25(1).
5. 25(1) was aware of the safety concerns raised by 25(1) in the past. Interviews with both 25(1) and 25(1) show that their relationship has been acrimonious in the past.
6. 25(1) advised that there have been historic and unresolved issues between 25(1) I and 25(1). 25(1) further advised that although he has spoken formally with both 25(1) and 25(1) about their past and present communication shortfalls, he has left it up to them to work out.

25(1) did not contact either the safety department or the Joint Health and Safety Committee of HPW because he feels management runs the safety department and that the Joint Health and Safety Committee is not functioning as intended.

- 25(1) has not spoken with current HPW safety personnel regarding this matter, as he feels that they would not be able to provide support because of a potential interference/influence by 3rd Party Personal Info 25(1) I.
- 25(1) has not spoken with the HPW, Joint Health and Safety Committee, as he feels that his safety concerns would be met with interference by the Senior Management Team (SMT).

At any time on any highway there is a chance of an accident occurring. HPW is aware of this fact and has instituted provisions to minimize the risk to workers and the traveling public. HPW has developed a management structure to prioritize repair work and expects all employees to follow that structure.

Legislation

The applicable sections of the Occupational Health and Safety Act are:

- 3 (1) Every employer shall ensure, so far as is reasonably practicable, that
 - a) the workplace, machinery, equipment, and processes under the employer's control are safe and without risks to health;
 - b) work techniques and procedures are adopted and used that will prevent or reduce the risk of occupational illness and injury;
- (2) Without limiting the generality of subsection (1), every employer shall, so far as is reasonably practicable,
 - a) ensure that workers are made aware of any hazard in the work...
- 9 Every worker shall, so far as is reasonably practicable, in the course of their employment

- a) take all necessary precautions to ensure their own health and safety and that of any other person in the workplace;
 - d) report immediately to their immediate supervisor any situation which they have reason to believe would present a hazard and which they cannot correct;
- 18 (1) No employer or trade union or person acting on behalf of an employer or trade union shall
- a) dismiss or threaten to dismiss a worker;
 - b) discipline or suspend or threaten to discipline or suspend a worker;
 - c) impose any penalty on a worker;
 - d) intimidate or coerce or attempt to intimidate or coerce a worker or a member of the worker's family; or
 - e) take any discriminatory action against an employee because the worker has acted in compliance with this Act or the regulations or an order made there under or has in good faith sought enforcement of this Act or the regulations.

Decision

Issue 1: Was there a safety concern for HPW employees from highway traffic while repairing a distorted portion of Alaska Highway near KM 1522.

The OH&S Act is clear that a worker is responsible to advise his immediate supervisor of any unsafe acts or conditions in the workplace. In this case, 25(1) did report the concern to 25(1) and was asked not to conduct the repair until the supervisor, 25(1), had a chance to look at that section of highway.

The HPW reporting structure and the OH&S Act requirement expect workers to follow supervisor direction unless the work is imminently dangerous to life or health. This work was not imminently dangerous to life or health because HPW has safe work practices and procedures to deal with work that will be conducted on a public highway.

Issue 2: Was the employer obstructing the supervisor from maintaining the portion of highway from Haines Junction to Mendenhall; specifically KM 1522.

HPW has developed protocols to prioritize repair work and expects all employees to follow that protocol. The Yukon Workers' Compensation Health and Safety Board (YWCHSB) is responsible for enforcing the OHS Act and regulations, and makes determination whether work is performed safely. The OHS Act does not give the YWCHSB the authority or discretion to determine how HPW prioritizes work designed to maintain public highways. This matter is an operational and Human Resources issue; therefore, YWCHSB cannot comment on the obstruction allegation by 25(1).

Orders

No orders are written because of this investigation.

Appeal Rights

Workers and Employers have the right to appeal any decision made by the board. If you would like more information about how to appeal a decision, please phone the OHS Program Services Coordinator at (867) 667-5450. You can also pick up an appeal information package at the front desk of the Yukon Workers' Compensation Health and Safety Board, located at 401 Strickland Street in Whitehorse.

Sincerely,



Bruce Milligan
Director, Occupational Health and Safety

cc: Clint Ireland

ATIPP Coord

From: Bruce.Milligan
Sent: November 23, 2015 17:41
To: Clint.Ireland
Subject: Accepted: 25(1) decision meeting

From: [Bruce.Milligan](#)
To: [Clint.Ireland](#)
Subject: RE: J Wood Decision
Date: November 27, 2015 08:09:49
Attachments: [unit 24112 photo.pdf](#)

Hi Clint;

Attached please find the pictures we looked at.

Regards

Bruce Milligan

Director

Occupational Health and Safety

Yukon Workers' Compensation

Health and Safety Board

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Cell 867-332-2669

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From: Clint.Ireland
Sent: Thursday, November 26, 2015 1:30 PM
To: Bruce.Milligan
Subject: RE: J Wood Decision
 Bruce,

Thanks again for the discussion yesterday. We will be discussing the findings for the investigation at an upcoming Management Team meeting. Can you send me a copy of the picture of the Cat with the windows broken?

Clint

From: Bruce.Milligan
Sent: Friday, November 20, 2015 8:23 AM
To: Clint.Ireland <Clint.Ireland@gov.yk.ca>
Subject: RE: J Wood Decision

Hi Clint;

Can we please make time to meet and discuss next week?

Regards

Bruce Milligan

Director

Occupational Health and Safety

Yukon Workers' Compensation

Health and Safety Board

Phone 867-667-3726

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From: Clint.Ireland
Sent: Thursday, November 19, 2015 4:55 PM
To: Bruce.Milligan
Subject: RE:

Bruce,

I have reviewed it and only have one comment/concern. The third bullet under other recommendations section states that the communication to the effected employee was poor and that an effective communication process for dealing with worker concerns must be addressed by the employer. My concerns with this recommendation is that it is a must while both of the other recommendations in this section are should and that while I agree that there were communication issues in this case the employee was not easy to communicate with. TMB does have communication processes in place for safety issues i.e. mandatory tailgate and safety meetings and near miss reporting etc., so I am not clear if this just refers to communication regarding safety issues or all communication.

Regards,

Clint

From: Sheldon.Pahl

Sent: Tuesday, November 17, 2015 9:04 AM

To: Clint.Ireland <Clint.Ireland@gov.yk.ca>

Cc: Bruce.Milligan <Bruce.Milligan@gov.yk.ca>

Subject:

Good morning Clint,

Here is the final Decision letter in regards to 3rd Party Personal Info concern.

Once you have reviewed this letter could you please contact Bruce Milligan (Director OHS) to discuss the action items outlined in the letter.

Regards,

Sheldon Pahl

Safety Officer YWCHSB

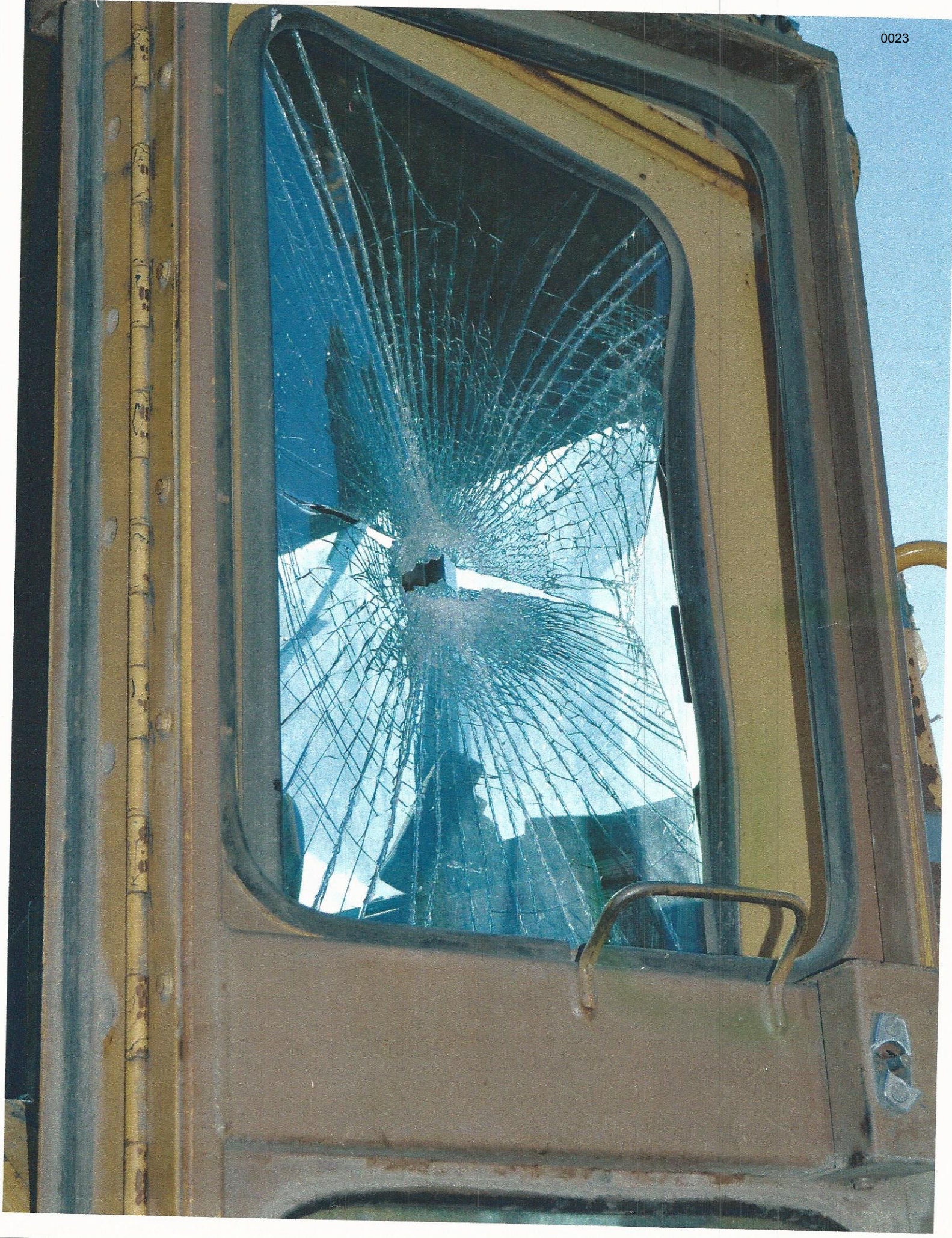
sheldon.pahl@gov.yk.ca

867-667-8209

867-332-9044

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From: [Clint.Ireland](#)
To: [Bruce.Milligan](#)
Subject: RE 25(1) Decision
Date: November 27, 2015 08:34:17

Thanks

Sent from my Windows Phone

From: [Bruce.Milligan](#)
Sent: 2015-11-27 8:09 AM
To: [Clint.Ireland](#)
Subject: RE: 25(1) Decision

Hi Clint;

Attached please find the pictures we looked at.

Regards

Bruce Milligan

Director

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To: Bruce.Milligan
Subject: RE 25(1) Decision

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Clint

From: Bruce.Milligan
Sent: Friday, November 20, 2015 8:23 AM
To: Clint.Ireland <Clint.Ireland@gov.yk.ca>
Subject: RE: 25(1) Decision

Hi Clint;

Can we please make time to meet and discuss next week?

Regards

Bruce Milligan

Director

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From: Clint.Ireland

Sent: Thursday, November 19, 2015 4:55 PM

To: Bruce.Milligan

Subject: RE:

Bruce,

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Regards,

Clint

From: Sheldon.Pahl

Sent: Tuesday, November 17, 2015 9:04 AM

To: Clint.Ireland <Clint.Ireland@gov.yk.ca>

Cc: Bruce.Milligan <Bruce.Milligan@gov.yk.ca>

Subject:

Good morning Clint,

Here is the final Decision letter in regards to the ²⁵⁽¹⁾ prohibited reprisal concern.

Once you have reviewed this letter could you please contact Bruce Milligan (Director OHS) to discuss the action items outlined in the letter.

Regards,

Sheldon Pahl

Safety Officer YWCHSB

sheldon.pahl@gov.yk.ca

867-667-8209

867-332-9044

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ATIPP Coord

From: Clint.Ireland
Sent: June 15, 2016 15:48
To: Richard.Nagano
Subject: FW: Slinky Mine - 2016.06.15, approx 11:38 a.m. - safety issue

FYI.

OHS is issuing a stop work order on this mine. They are concerned that this activity may also be negatively impacting the road. Engineering has been informed of the situation. As soon as I hear back from them regarding the safety of the road I will forward it to you.

Regards,

Clint

From: Bruce.Milligan
Sent: Wednesday, June 15, 2016 3:39 PM
To: Clint.Ireland
Subject: FW: Slinky Mine - 2016.06.15, approx 11:38 a.m. - safety issue

Bruce Milligan
Director
Occupational Health and Safety
Yukon Workers' Compensation
Health and Safety Board
Phone 867-667-3726
Cell 867-332-2669
Fax 867-393-6279

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From: Jeff.Schuyler
Sent: Wednesday, June 15, 2016 2:00 PM
To: Bruce.Milligan
Subject: FW: Slinky Mine - 2016.06.15, approx 11:38 a.m. - safety issue

fyi

Jeff Schuyler
Senior Natural Resources Officer – Mining
Energy, Mines and Resources
Complicance, Monitoring and Inspections
P.O. Box 334, 1242 Front Street
Dawson City, Yukon Y0B1G0

Tel.: 867-993-7305

Fax.: 867-993-6349

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From: AUMiner777 [<mailto:auminer777@gmail.com>]

Sent: Wednesday, June 15, 2016 1:57 PM

To: Tyson.Bourgard; Chris.Reynolds

Cc: Jeff.Schuyler; ²⁵⁽¹⁾

CAO Dawson

Subject: Slinky Mine - 2016.06.15, approx 11:38 a.m. - safety issue

Hi Tyson and Chris,

Thanks for meeting with me this morning. This is a confirmatory email of our discussion.

I have been monitoring the Slinky Mine operation on and off this mining season due to safety concerns regarding the high wall ²⁵⁽¹⁾ has created very near the intersection of Mary McLeod Road and the Dome Road. This morning, because the excavation is deeper than I saw previously, I decided to have a closer look.

For reference:

1. the attached picture was taken 2016.06.15 at 11:38 a.m.
2. the direction facing is basically south-east
3. the power poles are beside the Dome Road.
4. the intersection of the Mary McLeod and Dome roads is at the horizon on the left side of the photograph.

When comparing the size of the backhoes in the picture to the mined bank, the height of the bank in terms of safe mining practices is, in my opinion, excessive. The bank materials appear to be well compacted sands and silty sands which under normal dry conditions (in my experience) can stand for a while before starting to fail to normal angle of repose for the particular material type. This can cause a safety issue for the operators of any equipment working below these types of slopes.

Undercutting a high steep slope such as what is shown in the photograph creates a very serious safety issue not only for the mine operator, but also for any person travelling onto Mary McLeod Road from the Dome Road or from Mary McLeod onto the Dome Road should the slope fail due to perhaps a combination of vibration or wet conditions.

Already the slope is showing signs of deterioration (small failures) just above the undercut section.

Thanks for checking into this.

Stephen

*Stephen Johnson, P.Eng. (Mining)
Councillor, City of Dawson*



Email secured by Check Point

ATIPP Coord

From: Clint.Ireland
Sent: June 15, 2016 17:03
To: Bruce.Milligan
Subject: RE: Slinky Mine - 2016.06.15, approx 11:38 a.m. - safety issue

Bruce,

Just to close the loop on this Transportation Engineering will have someone on site tonight. If there is any imminent risk they will close the road.

Regards,

Clint

Sent from my Windows Phone

From: [Bruce.Milligan](#)
Sent: 2016-06-15 3:39 PM
To: [Clint.Ireland](#)
Subject: FW: Slinky Mine - 2016.06.15, approx 11:38 a.m. - safety issue

Bruce Milligan
 Director
 Occupational Health and Safety
 Yukon Workers' Compensation
 Health and Safety Board
 Phone 867-667-3726
 Cell 867-332-2669
 Fax 867-393-6279

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From: Jeff.Schuyler
Sent: Wednesday, June 15, 2016 2:00 PM
To: Bruce.Milligan
Subject: FW: Slinky Mine - 2016.06.15, approx 11:38 a.m. - safety issue

fyi
 Jeff Schuyler
 Senior Natural Resources Officer – Mining
 Energy, Mines and Resources
 Complicance, Monitoring and Inspections
 P.O. Box 334, 1242 Front Street
 Dawson City, Yukon Y0B1G0

Tel.: 867-993-7305

Fax.: 867-993-6349

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CAO Dawson

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Already the slope is showing signs of deterioration (small failures) just above the undercut section.

Thanks for checking into this.

Stephen

Stephen Johnson, P.Eng. (Mining)

Councillor, City of Dawson



Email secured by Check Point

From: [Bruce.Milligan](#)
To: [Clint.Ireland](#)
Subject: RE: Discussion
Date: November 4, 2016 15:26:56

Hi Clint,
Yes that would work.

Thanks

Bruce Milligan
Director
Occupational Health and Safety
Yukon Workers' Compensation
Health and Safety Board
Phone 867-667-3726
Cell 867-332-2669
Fax 867-393-6279

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From: Clint.Ireland
Sent: Friday, November 04, 2016 2:27 PM
To: Bruce.Milligan
Subject: RE: Discussion

Bruce,
I out of the office, but will be back by 4. Does that work?
Clint
Sent from my Windows 10 phone

From: [Bruce.Milligan](#)
Sent: November 4, 2016 12:07 PM
To: [Clint.Ireland](#)
Subject: Discussion

Hi Clint;
Would you have time this afternoon to discuss an investigation we are doing into a accident that occurred yesterday.
The accident does not involve HPW, we are looking for assistance.

Regards

Bruce Milligan
Director
Occupational Health and Safety
Yukon Workers' Compensation
Health and Safety Board
Phone 867-667-3726
Cell 867-332-2669
Fax 867-393-6279

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From: [Bruce.Milligan](#)
To: [Clint.Ireland](#)
Subject: RE: 360 NetImpact Leadership Assessment
Date: January 6, 2017 08:14:11

Thanks Clint.

Bruce Milligan
 Director
 Occupational Health and Safety
 Yukon Workers' Compensation
 Health and Safety Board
 Phone 867-667-3726
 Cell 867-332-2669
 Fax 867-393-6279

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From: Clint.Ireland
Sent: Thursday, January 05, 2017 5:30 PM
To: Bruce.Milligan
Subject: RE: 360 NetImpact Leadership Assessment
 Bruce,
 I am in.
 Clint
 Sent from my Windows 10 phone

From: [Bruce.Milligan](#)
Sent: January 5, 2017 04:37 PM
Subject: FW: 360 NetImpact Leadership Assessment

Hi All;

Happy New Year!

I am in need of your assistance! I have signed up to have a 360 NetImpact Leadership Assessment done and it would be much appreciated if you could participate and help me identify areas for personal growth.

The highlighted portion below outlines the process.

I need to provide Tracey with your email address if you are willing to participate so please inform me if you cannot and I won't include you. Non responses will be "assumed" willing to participate.

Thanks in advance.

Bruce Milligan
 Director
 Occupational Health and Safety
 Yukon Workers' Compensation
 Health and Safety Board
 Phone 867-667-3726
 Cell 867-332-2669
 Fax 867-393-6279

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From: Tracey.Johnson
Sent: Thursday, January 05, 2017 2:01 PM
To: Bruce.Milligan
Subject: 360 NetImpact Leadership Assessment - as promised
 Hi Bruce – as promised in our phone call. See you Monday.

As discussed:

If you'd like to do the 360, you'll need to give me a list of all your respondents and their emails. Suppliers or stakeholders or customers external to YG are fine to include in your assessment. I will forward your email as well as your respondent's emails to the supplier, and the supplier will email a link to your individual survey to your respondents.

One note – because we need 30-50 experiences to really show good patterns, the more respondents, the better as it lightens the load for everyone as well as providing better data. For example, twenty-five people submitting two experiences each would be top-notch! Naturally, we'd recommend contacting your respondents either personally or over email to ask their permission and let them know what to expect.

For those who don't make the meeting –

Here's a template you can use to explain the survey to them:

+++++

This 360 is a tool designed to develop leaders. The tool is based on good practice principles of giving feedback. You will be asked to describe situations in which you observed or experienced the person demonstrating leadership and then interpret each experience. Your experiences do not have to be lengthy – a paragraph or a few sentences or even bullet points are sufficient. Any experience you share will be kept confidential unless you agree that it be revealed to the leader. If you agree to reveal the experience your name will not be attached to the experience, but it might be possible for the leader to identify you by the content of

the experience. You'll have a choice of whether or not to reveal any experience you share at the end of the assessment.

A sample of the instrument is available by cut n' pasting this link into your browser: <http://eu.sensemaker-suite.com/Collector/collector.gsp?projectId=360demo&language=en#Collector>

The 360 will be open from now until _____ (6 weeks). During this time you are encouraged to submit as many leadership experiences as possible. Your replies will be blended with others to give the person you are responding to a visual 'map' of their leadership impact. Sharing more experiences strengthens the patterns and increases the learning. The aim is to receive at least 50 experiences for the person who invited you to share your experiences of him/her.

From the information you and other respondents provide, the person you are assessing will craft a personal leadership development plan.

If you agree to participate and provide me with feedback, you can expect a link to my individual survey shortly.

Should you have any questions or issues accessing the 360, please contact Tracey Johnson at ext. 3095. Thanks in advance for your participation!

+++++

Hope that helps

Cheers,

Tracey Johnson

Organizational Development Consultant

Yukon Government

867-667-3095

Tracey.Johnson@gov.yk.ca

From: 360NetImpact
To: Clint.Ireland
Subject: Invitation to Provide 360 Feedback for Bruce Milligan
Date: January 20, 2017 06:33:05

This 360 is a tool designed to develop leaders. The tool is based on good practice principles of giving feedback. You will be asked to describe situations in which you observed or experienced the person demonstrating leadership and then interpret each experience. Your experiences do not have to be lengthy – a paragraph or a few sentences or even bullet points are sufficient.

Any experience you share will be kept confidential unless you agree that it be revealed to the leader. If you agree to reveal the experience your name will not be attached to the experience, but it might be possible for the leader to identify you by the content of the experience. You'll have a choice of whether or not to reveal any experience you share at the end of the assessment.

To access the tool and provide feedback for Bruce Milligan, please copy and paste the following URL into your browser:

[http://eu.sensemaker-suite.com/Collector/collector.gsp?
projectID=377&LID=376&LNM=Bruce%20Milligan&SID=36&language=en](http://eu.sensemaker-suite.com/Collector/collector.gsp?projectID=377&LID=376&LNM=Bruce%20Milligan&SID=36&language=en)

The 360 will be open from now until 3 March 2017. During this time you are encouraged to submit as many leadership experiences as possible. Your replies will be blended with others to give the person you are responding to a visual 'map' of their leadership impact. Sharing more experiences strengthens the patterns and increases the learning. The aim is to receive at least 50 experiences for the person who invited you to share your experiences of him/her. From the information you and other respondents provide, the person you are assessing will craft a personal leadership development plan.

Should you have any questions or issues accessing the 360, please contact sarah.crane@gov.yk.ca. Thanks in advance for your participation!

From: 360NetImpact
To: Clint.Ireland
Subject: Reminder: Invitation to Provide 360 Feedback for Bruce Milligan
Date: February 6, 2017 05:06:39

If you have already participated in this 360 Feedback, thank you! This is a reminder for those who have not yet done so.

This 360 is a tool designed to develop leaders. The tool is based on good practice principles of giving feedback. You will be asked to describe situations in which you observed or experienced the person demonstrating leadership and then interpret each experience. Your experiences do not have to be lengthy – a paragraph or a few sentences or even bullet points are sufficient.

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To access the tool and provide feedback for Bruce Milligan, please copy and paste the following URL into your browser:

[http://eu.sensemaker-suite.com/Collector/collector.gsp?
projectID=377&LID=376&LNM=Bruce%20Milligan&SID=36&language=en](http://eu.sensemaker-suite.com/Collector/collector.gsp?projectID=377&LID=376&LNM=Bruce%20Milligan&SID=36&language=en)

(If you receive any error messages in completing the survey, please ensure that the entire link above has been copied properly to your browser.)

The 360 will be open from now until 7 March 2017. During this time you are encouraged to submit as many leadership experiences as possible. Your replies will be blended with others to give the person you are responding to a visual 'map' of their leadership impact. Sharing more experiences strengthens the patterns and increases the learning. The aim is to receive at least 50 experiences for the person who invited you to share your experiences of him/her. From the information you and other respondents provide, the person you are assessing will craft a personal leadership development plan.

Should you have any questions or issues accessing the 360, please contact sarah.crane@gov.yk.ca. Thanks in advance for your participation!

From: [Bruce.Milligan](#)
To: [Clint.Ireland](#)
Subject: RE: Meeting
Date: February 13, 2017 13:49:47

Yes if you can make it.

Bruce Milligan
 Director, Assessments
 Yukon Workers' Compensation
 Health and Safety Board
 Phone 867-667-3726
 Cell 867-332-2669
 Fax 867-393-6279

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From: Clint.Ireland
Sent: Monday, February 13, 2017 1:42 PM
To: Bruce.Milligan
Subject: RE: Meeting
 We still on for coffee at the Chocolate Claim at 3?

From: Bruce.Milligan
Sent: Friday, February 10, 2017 8:18 AM
To: Clint.Ireland
Subject: RE: Meeting
 Sure, 3rd Party Personal Info

Bruce Milligan
 Director, Assessments
 Yukon Workers' Compensation
 Health and Safety Board
 Phone 867-667-3726
 Cell 867-332-2669
 Fax 867-393-6279

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From: Clint.Ireland
Sent: Friday, February 10, 2017 7:24 AM
To: Bruce.Milligan
Subject: RE: Meeting
 Bruce,

3rd Party Personal Info

Does Monday afternoon same time and place work for you?

Clint
 Sent from my Windows 10 phone

From: [Clint.Ireland](#)
Sent: February 9, 2017 02:58 PM
To: [Bruce.Milligan](#)
Subject: RE: Meeting
 Works for me see you then.
 Sent from my Windows 10 phone

From: [Bruce.Milligan](#)

Sent: February 9, 2017 02:43 PM

To: [Clint.Ireland](#)

Subject: RE: Meeting

Chocolate Claim 3 pm unless you would prefer somewhere else, I'm open.

Bruce Milligan

Director, Assessments

Yukon Workers' Compensation

Health and Safety Board

Phone 867-667-3726

Cell 867-332-2669

Fax 867-393-6279

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From: Clint.Ireland

Sent: Thursday, February 09, 2017 2:05 PM

To: Bruce.Milligan

Subject: RE: Meeting

Friday afternoon... let's go have coffee. When and where?

Sent from my Windows 10 phone

From: [Bruce.Milligan](#)

Sent: February 9, 2017 01:22 PM

To: [Clint.Ireland](#)

Subject: RE: Meeting

Absolutely, want to meet for coffee or shall I come over to your office?

Bruce Milligan

Director, Assessments

Yukon Workers' Compensation

Health and Safety Board

Phone 867-667-3726

Cell 867-332-2669

Fax 867-393-6279

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From: Clint.Ireland

Sent: Thursday, February 09, 2017 12:45 PM

To: Bruce.Milligan

Subject: RE: Meeting

Bruce,

Sorry for taking so long to get back to you²⁵⁽¹⁾

I am open Friday afternoon if that works for you.

Clint

From: Bruce.Milligan

Sent: Wednesday, February 8, 2017 1:25 PM

To: Clint.Ireland

Subject: Meeting

Hi Clint;

Would you have time to discuss a couple of items this week?

Regards

Bruce Milligan

Director, Assessments

Yukon Workers' Compensation

Health and Safety Board

Phone 867-667-3726

Cell 867-332-2669

Fax 867-393-6279

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From: [Bruce.Milligan](#)
To: [Clint.Ireland](#)
Subject: Thanks for meeting
Date: February 14, 2017 08:07:20

Hi Clint;

Much appreciated our conversation yesterday, I forgot to mention that²⁵⁽¹⁾ , who you contract with, is²⁵⁽¹⁾ .

All the best.

Bruce Milligan

Director, Assessments

Yukon Workers' Compensation

Health and Safety Board

Phone 867-667-3726

Cell 867-332-2669

Fax 867-393-6279

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From: [Clint.Ireland](#)
To: [Bruce.Milligan](#)
Subject: RE: 25(1) TA
Date: February 22, 2017 17:12:52

Sounds reasonable to me. He will be based out of Whitehorse but I anticipate that visiting the camps will be required as part of the job. Once he is here and we come up with a plan.

Clint

Sent from my Windows 10 phone

From: [Bruce.Milligan](#)
Sent: February 22, 2017 02:52 PM
To: [Clint.Ireland](#)
Subject: 25(1) TA

Hi Clint;

I have had a brief discussion with 25(1) re wages and he was wondering about travel, overtime, etc. My recollection from the meeting we all had was that there would be travel to the camps/remote communities that may include some overtime. Is that a fair representation of the role he will be performing?

Regards

Bruce Milligan

Director, Assessments

Yukon Workers' Compensation

Health and Safety Board

Phone 867-667-3726

Cell 867-332-2669

Fax 867-393-6279

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From: 360NetImpact
To: Clint.Ireland
Subject: Final Reminder: Invitation to Provide 360 Feedback for Bruce Milligan
Date: February 24, 2017 12:40:03

If you have already participated in this 360 Feedback, thank you! This is a final reminder for those who have not yet done so.

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To access the tool and provide feedback for Bruce Milligan, please copy and paste the following URL into your browser:

[http://eu.sensemaker-suite.com/Collector/collector.gsp?
projectID=377&LID=376&LNM=Bruce%20Milligan&SID=36&language=en](http://eu.sensemaker-suite.com/Collector/collector.gsp?projectID=377&LID=376&LNM=Bruce%20Milligan&SID=36&language=en)

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The 360 will be open until 7 March 2017. During this time you are encouraged to submit as many leadership experiences as possible. Your replies will be blended with others to give the person you are responding to a visual 'map' of their leadership impact. Sharing more experiences strengthens the patterns and increases the learning. The aim is to receive at least 50 experiences for the person who invited you to share your experiences of him/her. From the information you and other respondents provide, the person you are assessing will craft a personal leadership development plan.

Should you have any questions or issues accessing the 360, please contact sarah.crane@gov.yk.ca. Thanks in advance for your participation!

ATIPP Coord

Subject: 25(1)
Location: The Claim

Start: Tue 2017-06-20 15:30
End: Tue 2017-06-20 16:30
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Clint.Ireland
Required Attendees: Bruce.Milligan

ATIPP Coord

Subject: 25(1)
Location: The Claim

Start: Thu 2017-06-22 15:30
End: Thu 2017-06-22 16:30
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Clint.Ireland
Required Attendees: Bruce.Milligan

Bruce,

I can't meet today. Does Thursday work?

Clint

ATIPP Coord

From: Bruce.Milligan
Sent: June 22, 2017 13:10
To: Clint.Ireland
Subject: Accepted: ²⁵⁽¹⁾

Sure, that works

ATIPP Coord

Subject: Canceled: ²⁵⁽¹⁾
Location: The Claim

Start: Fri 2017-06-23 13:30
End: Fri 2017-06-23 14:30
Show Time As: Free

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Clint.Ireland
Required Attendees: Bruce.Milligan

Importance: High

Bruce,

I am up to my eyeballs this week... are you available on Friday?

Clint

From: [Bruce.Milligan](#)
To: [Clint.Ireland](#)
Subject: RE25(1)
Date: June 23, 2017 13:14:51

Hi Clint;

No worries on meeting today.

That's great that 25(1) is doing well. Yes, a 6 month extension will work if 25(1) is agreeable. Let me know for sure as I will find a 6 month term replacement to bolster our resources.

Regards

Bruce Milligan

Director, Assessments

Yukon Workers' Compensation

Health and Safety Board

Phone 867-667-3726

Cell 867-332-2669

Fax 867-393-6279

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From: Clint.Ireland

Sent: Friday, June 23, 2017 12:24 PM

To: Bruce.Milligan

Subject: 25(1)

Bruce,

I am not going to be able to make the meeting today and am heading to Dawson on Monday.

25(1) is doing well here and I would like to keep him here for another 6 months. By then we will have a better idea if there is a permanent role for him here. Does that work for you?

Hopefully we will be able to meet for coffee later...

Regards,

Clint Ireland

Director | Maintenance | Transportation

Highways and Public Works | Government of Yukon

T: 867-667-5644 | F: 867-393-5678 | W-12



enabling Yukon

There and back again. Safely

From: [Clint.Ireland](#)
To: [Bruce.Milligan](#)
Subject: Re:25(1)
Date: June 26, 2017 09:28:58

I will discuss with Safety Superintendent and ²⁵⁽¹⁾ and get back to you.

Sent from my iPhone

On Jun 23, 2017, at 1:51 PM, Bruce.Milligan <Bruce.Milligan@gov.yk.ca> wrote:

Hi Clint;

I have discussed with my managers and they are wondering if a longer time frame, say a year, could be considered. That way we could get sufficient return on training investment in a new recruit.

Thoughts, very open to discuss further?

Regards

Bruce Milligan

Director, Assessments

Yukon Workers' Compensation

Health and Safety Board

Phone 867-667-3726

Cell 867-332-2669

Fax 867-393-6279

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From: Clint.Ireland

Sent: Friday, June 23, 2017 12:24 PM

To: Bruce.Milligan

Subject: ²⁵⁽¹⁾

Bruce,

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There and back again. Safely

From: [Bruce.Milligan](#)
To: [Clint.Ireland](#)
Subject: Re²⁵⁽¹⁾
Date: July 25, 2017 18:59:46

Thanks Clint.

Bruce Milligan
 Director
 Occupational Health and Safety
 Yukon Workers Compensation
 Health and Safety Board
 Phone 867-667-3726
 Cell. 867-332-2669
 Fax. 867-393-6279

From: Clint.Ireland
Sent: Tuesday, July 25, 2017 9:42 AM
To: Bruce.Milligan
Subject: RE²⁵⁽¹⁾

Bruce,
 We are working with HR to extend ²⁵⁽¹⁾ for a year, so you can start the process to back fill.
 Regards,
 Clint

From: Bruce.Milligan
Sent: Monday, June 26, 2017 9:30 AM
To: Clint.Ireland
Subject: RE²⁵⁽¹⁾

Sounds good

Bruce Milligan
 Director, Assessments
 Yukon Workers' Compensation
 Health and Safety Board
 Phone 867-667-3726
 Cell 867-332-2669
 Fax 867-393-6279

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From: Clint.Ireland
Sent: Monday, June 26, 2017 9:29 AM
To: Bruce.Milligan
Subject: Re²⁵⁽¹⁾

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Aviation Branch Health and Safety Committee Meeting Minutes

Employer Co-Chair: Doug Burgis
Employee Co Chair: Jasmine Roush
Recorder: Burgis
Participants: Jill Oppold, Jeff Boyd, Bruce Binder (HJ), Allan Benjamin (OC), Tony Berger (DA), Doug Burgis

Date: 01 May 2018**Time: 1100****Location: ATB Boardroom CYXY**

Agenda Item number:	Issue/Discussion	Recommendation	Member Assigned for Follow-Up:	Completion Date
1	Call to Order: 1100			
2	Adoption of Agenda: Yes			
3	Adoption of Minutes of 04 Nov 2017 Reviewed			
4	Old Business – Thanks to Jill for Worksite Inspection template. This will be sent to all members if they choose to use. Other samples can be found at http://healthandsafety.gov.yk.ca/			
5	Regular Reports 5.1 Worksite inspections – Field Electrical Center. HJ, DA asked to select a portion of their worksite to perform a JHSC Worksite Inspection (See 7. Education)		Anton Berger DA HJ-N/A (retiring!) OC-N/A (new) WL-N/A (absent).	Complete an Inspection by 05 June 2018

5.Con't	<p>5.2 First Aid/Injury Reports Nothing to Report (NTR) 5.3 Incident Reports NTR 5.4 Near Miss Reports- NTR. 5.5 Unsafe Condition Reports</p> <p>Update on Maintenance Shop at CYXY Ventilation System Contract (Indoor air quality issue) to be discussed 05 June meeting.</p> <p>Allan Benjamin (Old Crow) mentioned that an Unsafe Condition report is being actioned by their Supervisor Silas Smith about the vehicles going airside with no radio contact with CARS. The JHSC Representative (Allan) said they are working with Silas on improving this situation. No formal Complaint before the JHSC.</p>		<p>Jeff Boyd</p> <p>Allan Benjamin (for update to JHSC on 05 June)</p>	
6	<p>New Business</p> <p>Discussion- Membership Jill Oppold, Jasmine Roush and Bruce Binder are all leaving YG by end of May. We thank them for their service and wish them the best in future endeavours. Odile Rousselle has accepted another position with YG, thanks Odile. Allan Benjamin is the new Old Crow JHSC Representative. We will be looking for new blood to replace these valued members. Also the terms of Jeff Boyd and Doug Burgis have to be renewed as per our Terms of Reference.</p>	Get new members.	Burgis/Boyd	05 June 2018
7	<p>Education- Investigations Trg.- Completed.</p> <p>LMS course "Worksite Inspections" to be completed by all members. This is an online module Please contact Jasmine asap to be course loaded if you haven't already.</p>	.Complete the Worksite Inspections module.	All	05 June 2018 (for those not leaving us!)

8	<p>Discussion- Doug said that the Committees Terms of Reference were due for review. Also it would appear that not much reporting comes before the JHSC. This may be because the SMS is capturing worker concerns and mitigating hazards through the SMS system. However the JHSC has a regulated mandate to be a part of hazard control and reduction in the workplace.</p> <p>Doug will work with the SMS office to address this and how to involve the JHSC in OPHS issues reported through SMS.</p>		Burgis	05 June 2018	0055
	<p>Next Meeting: 05 June 2018</p> <p>Meeting Adjourned: 1130 hrs to go to Field Electrical Center for Worksite Inspection. Report to be filed NLT 04 May 2018.</p>				
8	<p>Approved minutes are to be filed by (enter department or staff member responsible- Burgis), with a hard copy posted on (enter location- each worksite JHSC Board). Electronic copies are provided to all JHSC members, senior management through the Senior Management Representative..</p> <p>In my opinion, the above is an accurate record of this meeting</p>				

Signature of both Co-Chairs is required

J. Oppold
~~J Roush~~

(Co-Chair – Employee Representative)

D Burgis

(Co-Chair – Employer Representative)

HPW JOH&SC, 9010 Quartz Rd.

Meeting Minutes August 16, 2018
9010 Quartz Rd, 2nd floor boardroom

Worker Representatives

Alan Terry (Health & Safety Rep)	Absent
Heather McKay	Present
Karen Bevilacqua	Present
Michael Edwards (Co-Chair)	Present
Celeste Marchand	Present
Shannon Trott	Absent

Management Representatives

Marion Morrison	Present
Vacant (Chair)	Absent
Faye Doiron	Absent
Jody Woodland (Acting)	Present

Visitors

Dwayne Rogowski Corporate Safety Advisor

The meeting convened at 8:30 a.m. and was chaired by Marion Morrison.

1) Round table introductions

- N/A.

2) Adoption of agenda

- Approved.

3) Approval of minutes of previous meeting

- Approved.

4) Business Arising from Previous Meetings - Action Items

None

5) New Business

Updated Evacuation Attendance Sheets

Marion updated the evacuation attendance sheets, but before distributing, wanted to confirm if someone in one zone could be the sweep for an adjacent zone.

Dwayne thinks that we may be able to combine zones and reduce from 5 to 3 zones. Marion and Dwayne will look into this and confirm at next meeting.

Updated Building Inspection Schedule

Marion did not update the inspection schedule yet. Thought it best to wait until we have a better understanding of who will be the ongoing committee

HPW JOH&SC, 9010 Quartz Rd.

Meeting Minutes August 16, 2018
9010 Quartz Rd, 2nd floor boardroom

members. In the interim, Marion will organize current members to complete the inspection before the next meeting.

Sweep Zone – Ground Floor

Discussion on whether or not a sweep from upstairs could ensure that staff have vacated in the downstairs space. It was decided that it would be okay for the upstairs sweep to check in downstairs on their way out of the building to confirm all staff have vacated.

Corporate Safety Advisor

Dwayne is in the process of drafting information to assist the committee members in determining our roles and responsibilities and hopes to have something to present at next meeting.

Dwayne has also volunteered to draft a communication to go out for recruitment for new committee members. The recruitment email will go out to management only to discuss at staff meetings and hopefully entice volunteers.

6) Recent incident reports / near misses

- None reported.

7) Recent building inspections / Parklane

- An inspection was performed by Michael and Karen. A couple of items were noted:
 - Fire extinguisher in Admin area is hidden by items waiting to go to Assets. Marion will speak to Policy & Communication and ask that the area be cleaned up as soon as possible.
 - Notice of Committee Members that is posted in the lunch room is out of date. Marion will update.

8) Open Forum

- Discussion on recruiting. Karen brought up the point that it is difficult to get volunteers as they do not know what they are getting into and what their responsibilities will be, or how much time it will take. Dwayne agreed with this assessment and will assist the committee in drafting something that will describe what is expected.

HPW JOH&SC, 9010 Quartz Rd.

Meeting Minutes August 16, 2018
9010 Quartz Rd, 2nd floor boardroom

Meeting Adjourned at 9:10 p.m.

Next meeting: September 20th 8:30am– 9:30am, 2nd floor boardroom

List of Action Items for Committee

a) Update Evacuation Attendance Sheets.

Marion and Dwayne will review requirements and determine if we can reduce the amount of evacuation zones for the floor. If we can, we should meet with all current sweeps and wardens to discuss.

b) Update Building Inspection Schedule.

Marion will wait until after the recruitment email goes out before updating the inspection schedule.

Minutes prepared by Marion Morrison.

Committee Members

Name	Contact	Member since
Marion Morrison	667-5972 marion.morrison@gov.yk.ca	July 2015
Heather McKay	456-3825 heather.mckay@gov.yk.ca	November 2015
Faye Doiron	667-3706 faye.doiron@gov.yk.ca	February 2016
Michael Edwards	667-3591 michaelbedwards@gov.yk.ca	May 2016
Karen Bevilacqua	456-3869 karen.bevilacqua@gov.yk.ca	May 2016
Alan Terry	667-5109 alan.terry@gov.yk.ca	November 2017
Shannon Trott	633-7940 shannon.trott@gov.yk.ca	December 2017

Approved Minutes

0008 0060

Statement of Purpose: Motor Vehicles/Building Safety JOHS Meeting

Date: October 23, 2018

Start: 10:03 AM

Finish: 10:28 AM

Location: Gold Creek Boardroom

Meeting Roles

Co-chair : Tracy Bendera

Secretary: Florinda Smith

Participants: Tiffany Nadeau, Scott Hauer, Randy Mattson, Blair Rawlings

Regrets: Nancy Irvine, Jacinta Gibbons,

Item #		Follow-Up
1.	Review of Committee Functions May meeting minutes approved	
2.	Old Business <ul style="list-style-type: none"> - MVB Safety Workplace training – getting a firm to come up here and work on a risk assessment and provide training (contract hasn't been finalized yet) - Set up Fire Extinguisher training for Finance and DCB - Building code regulations for Finance/DCB office (Remax Bldg) 	Tracy Liz Scott
	Inspections Completed	
4.	Incident/near miss report None	
5.	New Items <ul style="list-style-type: none"> - AED staff training - Director's plug-in assembly bent off to the side – follow up with landlord - Revise Finance Safe Work Practice - Finance staff needs a bigger screen and an intercom 	Tracy Tracy Liz Liz/Ryan
6.	Adjourned 10:28 AM	
7.	Next Meeting: Mid- November	

Director Approval Signature: _____

Date: _____

Nov 2/18



Health and Safety Committee Meeting
HPW, Supply Services Branch Meeting Minutes

Page 1

Rev 00

Corporate Health and Safety Resource Centre

November 22, 2018

<u>Attendees</u>	Julie Terry, Kirk Tyler, Dayle Robertson, Denae Krauss, Tim Hodgson, Pascale Black.	<u>Regrets</u> Sean Pond		
<u>Agenda Item Number</u>	<u>Issue / Discussion</u>	<u>Recommendation</u>	<u>Member assigned for Follow-up</u>	<u>Completion Date</u>
1)	Call to Order: 10:08 am.			
2)	Adoption of Agenda: Denae 1 st , Tim 2 nd			
2-1)	Adoption of Minutes from October 17, 2018 meeting: Kirk 1 st , Dayle 2 nd			
3)	Old Business			
3-1)	<p>Evacuation Drill –A meeting will be set up to clarify the roles of active participants.</p> <p>1) Updated Staff list on outside pockets of backpacks for easy access / quick to find. - Dayle</p> <p>2) Hang a laminated ‘Quick duty steps’ on the outside of the warden backpacks to help others if the warden and backup warden aren’t available. – Cam</p> <p>3) Leave outside doors unlocked (for emergency responders in a real evacuation event) but hang a card on door “<u>DO NOT ENTER</u> - <i>Emergency Event Occurring Inside</i>”. We will mount hooks on</p>	<p>New drill</p> <p>Procedure list - Denae</p>	<p>Cam new warden</p> <p>David back up</p> <p>Denae prepare evacuation plan</p>	<p>Dec, 2018</p>



Health and Safety Committee Meeting

HPW, Supply Services Branch Meeting Minutes

	<p>exterior doors and have cards on backpacks to clip on the door as the wardens exit the building. This will be on the 'duty steps' card. - Cam</p> <p>4) Put portable fire extinguishers on health and safety expiry checklist.</p>			
3-2)	<p>AR requirements for Naloxone UPDATE: We are still waiting for professional opinions on training for Naloxone use. Sean will look into using a spray instead of a needle. Mailroom is waiting for a federal SOA on fentanyl testing kits and may be purchasing one. UPDATE: Add expiry date check to On-going Item list. Naloxone expired June/2018</p>	<p>More research Naloxone to be replaced</p>	<p>Sean</p>	<p>Dec, 2018</p>
3-3)	<p>On-going issues/discussions will be removed from minutes and will be listed on a separate sheet to be reviewed quarterly. This line will remain on minutes as a reminder. SSB AGENDAS\Ongoing SSB Health & Safety Issues Discussions.docx</p>	<p>Next review: Jan, 2019</p>	<p>Julie</p>	<p>Jan, 2019</p>
3-4)	<p>Stores needs an emergency evacuation lighting system</p>	<p>Being installed</p>	<p>Dayle</p>	<p>Dec, 2018</p>
3-5)	<p>First Aid - Cam needs to renew. Omar expires in Dec. 2020; Sean expires Jan. 2019. UPDATE: Julie taking first Aid training in November, Kirk in January.</p>	<p>First aid poster need updating in January</p>	<p>Team</p>	<p>Jan, 2019</p>
3-6)	<p>Allergies in the workplace. Proposed solution: deep clean of office, carpet cleaning, new air test, review what is in the cleaning contract (PMD), move office if possible Cleaning and testing/report – November to December. Check with PMD contract regarding HEPA vacuum. Travel Services have air ducting installed when walls put up? – Ask Cam</p>	<p>In progress</p>	<p>H&S team</p>	<p>Dec, 2018</p>
4)	<h3>New Business</h3>			
4-1)	<p>Asset warehouse– Intercom quote will be coming. Window tinting for door and garage door needed for safety and security. Gate and parking issue with people driving through and parking in the back.</p>	<p>Rob has sent email to address these issues.</p>	<p>Dayle</p>	<p>Jan, 2019</p>

**Health and Safety Committee Meeting**
HPW, Supply Services Branch Meeting Minutes

Page 3

Rev 00

Corporate Health and Safety Resource Centre

November 22, 2018

5)	Regular Reports			
5-1)	Worksite Inspection: Kirk and Sean			Before next meeting
5-2)	Incident Reports:			
6	Next Meeting: December 19, 2018, 1:30 p.m., SSB Boardroom			
7	Meeting Adjourned: 2:45 p.m.			

Signature of both Co-Chairs is required

(Co-Chair – Employee Representative – Tim Hodgson)

(Co-Chair – Employer Representative – Julie Terry)

FMRS

Facilities Management & Regional
Services

AGENDA

Wednesday December 19th, 2018 (9-10
am)

Training Room

Teleconference: 1-866-969-8429

ID: 8275418

TO:

Barry Drury
Chris Schneider
Daniel Hombert
Kevin Poyton
Martin Eckervogt (Co-Chair)
Mike Simon
Stanley Bode
Richard Wagner (Co-Chair)
Rob Johnstone
Victor Rudolph
Walter Procyk
Dennis Beaudoin
Scott Horsey
Joselito Tobias (Minutes)

Review of Agenda and Minutes of Previous Meeting (Nov 28, 2018)

- Approve Minutes and Agenda
- Additions to Agenda

Old Business

Standing Item(s)

- Safety Training / Recertification / Required Training
- Monthly discussions of FMRS building inspections – All
- Review incident reports relevant – Richard Wagner

New Business

1. Safe Work Plan for all HSS buildings.

Round Table – All

Future Agenda Items

Next meeting: January 30th, 2019

Facilities Management & Regional Services Minutes of Joint Occupational Health and Safety Meeting

Wednesday, Nov 28th, 2018

Facilities Management Training Room, 113 Industrial Road

Start: 9:09 End 9:40

Attendees:, Daniel Hombert, Chris Schneider, Victor Rudolph, Kevin Poyton, Richard Wagner

Attendees via teleconference: Walter Procyk,

Did not Attend:, , Barry Drury, Stanley Bode, Mike Simon, Rob Johnstone

Chair: Martin Eckervogt

Minutes: Joselito Tobias

Agenda Item	Discussion	Action by
Review of agenda and Previous minutes	Agenda, Martin moved, Richard 2 nd	All
Additions to Agenda	Additions to New Business	
Old Business	None	
Standing Items	<p>Training</p> <ul style="list-style-type: none"> • Richard – I found no Training matrix anywhere, I will communicate with workers to get what Training been taking and not. • Kevin – suggestion to request to foreman what training of staff needed and have been taken • Martin – We will do the same on our end. • Richard – Most of the certificate I found are mostly expired. • <p>Monthly Discussions, Building Inspections</p> <ul style="list-style-type: none"> • Richard – were getting a lots of report, not much of a safety concern • Richard – there's a pipe that positive with ACM, we tag and fixed the elbow that contain ACM. • Martin – I remember that the client hired a consultant and never tag the elbow that contains ACM. • Richard – This area is accessible to students and teacher where the elbow contains ACM. • Martin – We also run with the same situation in St. Elias, elbow cut open and we don't know who done it, they should patch it up cover the hole. Something to discuss with some of the safety officer, this kind of situation. • Richard – Something to talk about, some bullet points to follows. <p>Review incident report, relevant</p> <ul style="list-style-type: none"> • Richard – We received a lots of incident report, One worker fell down and 3rd Party Personal Info I suggest to get a new ladder with arm grab bar, I will send a picture to community. We3 already bought pone ladder with almost exactly height with platform. • Dan Hombert – The intent to have one of each worker? • Richard – The elimination of aluminum ladder was 15 yrs. And is a success, We also have a number of slipped and falls. I talked to grounds and security they bought some foot grabber, we will buy some. • Kevin – We need those and try what security have been using we need for icy situation. • Chris – We bought this from Sports expert and they work really good. • Richard – How about you guys in community? • Walter – we are using them they are great, but it makes marks in lino if not taken off. 	

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New Business	<p>1. Elimination of 4 ft. ladders with work platform.</p> <ul style="list-style-type: none"> • Richard – In supply services, there are areas that hard to service. There is a ladder that we can buy a rolling ladder or a rolling scaffolding, we also need a training. I will send an email to communities and foreman for feedback. What you guys use in community? • Walter – We use the small genie lift and platform. • Chris – There should be one on site ready for use. • Richard - Rolling flat form should work. • Walter - New Building Maintenance Worker, how to deal to access the roof. They propose an outside ladder to access it and so slippery, told them its not safe. • Richard – I already forward that issue to Dwayne he will get back to us. Can you take some picture, the elevation & situation so we have reference. • Walter – They should put a platform to put the materials so it will not fall out. • Richard – Get some pictures and we will go from there. 	Walter

TRANSPORTATION MAINTENANCE BRANCH

JOINT HEALTH & SAFETY COMMITTEE MEETING

December 20, 2018 File #0105-20-08

The Transportation Maintenance Branch (TMB), Central Workshop Joint Health and Safety Committee is committed to providing a safe and healthy workplace environment for all staff and visitors by facilitating worker/employer abilities to resolve health and safety concerns reasonably and cooperatively.

Chair: Mike Bernier	Recorder: Jean Hogg
Co-chair: David Belisario	
<u>Present:</u> Managers Chair: Automotive Shop: Les O'Brien Parts & Shipping: Jean Hogg Safety & Training: Mike Bernier Safety & Training: Sign Shop: Heavy Duty: David Belisario M & P, Admin : Erik Jacobsen WGS: Rep. to report issues as they arise	<u>Absent:</u> Sign Shop Kelly Dewdney

Call to Order: 09:55 am

Adjourned: 11:30 am

Building issues:

Old Business:

Old business discussed:

Automotive Shop:

Action:

• Near miss report needs to be completed, regarding fork lift in shipping bay.	• Les
--	-------

Heavy Duty Shop:

Action:

• Dan E has someone to repair/install eye wash station shower drain.	• Ongoing – Mike B
• Hose extension being used to divert exhaust from pressure washer. Parts are here.	• David and Michel (ongoing)
• There seems to be confusion whether PMD has ordered parts for decommissioned heaters in heavy duty shop. A PID has been created.	• Ongoing - Kelly

Safety & Training:**Action:**

• Evacuation plans should be reviewed, in preparation for a surprise drill (or an actual alarm) as per the safety inspection check sheet.	• Ongoing - All groups
• JH&S "may be" part of investigations, as per OH&S Regulations section 12. Role, purpose and expectation requires clarification. Is training required? Substantial incidents only.	• Ongoing - Mike Bernier
• All TMB camp's confined spaces, including the ferries, to be examined during safety's quarterly inspections and rescue plans developed. Rescue team training cost to be looked into.	• Ongoing - Mike B
• Camps investigation training will be conducted in the near future. To include JH&S	• Ongoing - Safety & Training

Miscellaneous**Action:**

• Will there be a report from the recent third party building inspection.	• Kelly
• Rod Rombough will attend the January JH&S meeting and will be taking over the Chair.	• Kelly and Rod

New Business:***Parts & Shipping:*****Action:**

• Several old rusted (non-decommissioned) brake pots in the back of a truck (from a camp) in automotive for service. Automotive foreperson and Equipment Maintenance Planner advised.	• Kelly
• Parking lot snow removal.	• Kelly
• Quarterly inspection completed with Mike W.	•

Finance/Admin. Maint. /Plan. Sign Shop**Action:**

• Nil	•
-------	---

Automotive Shop:**Action:**

• Les to talk to Tim re the clean-up of compressor room and what is a priority. Then let Mike B know.	• Les
• Quarterly inspection completed with Mike W.	•

Sign Shop:**Action:**

• Nil	•
-------	---

Heavy Duty Shop:**Action:**

• Quarterly inspection completed with Mike W.	•
---	---

Safety & Training:**Action:**

• Avalanche Search and Rescue manual needs updating. • There is a new inspection tool.	• Mike B
---	----------

WGS (Whitehorse Grader Station)

• Revisit invitation to WGS to attend JH&S meeting.	• Mike B
---	----------

Miscellaneous**Action:**

• Nil	•
-------	---

NOTE:

- As per OH&S regulations 1.48 sections (1) (2) (3), 1.17, 1.18 – **PPE Must be worn in Yard**
- Risk assessment on violence in the workplace potential – safety: **Refer to YG Health & Safety (link below)**
<http://www.healthandsafety.gov.yk.ca/our-health-safety-system/emergency-preparedness>

SAFETY MEETING VS JOINT HEALTH AND SAFETY MEETING (by Mike Bernier)

Safety Meeting:

Provide groups of employees with information from weekly safety letters, training issues, regulations, procedures, and hazard protections.

Safety meetings are important to the success of your safety program because they impact all of the following:

- Safety meetings encourage safety awareness
- Safety meetings get employees actively involved
- Safety meetings motivate employees to follow proper safety practices
- Safety meetings can help to nip safety hazards
- Safety meetings introduce workers to new safety rules, equipment and preventive practices
- Safety meetings provide vital information on accident causes and types

Joint Health and Safety Meeting:

(10) Each committee shall

- (a) Identify situations that may be a source of danger or hazard to workers;
- (b) Investigate and deal with complaints relating to health and safety of workers represented by the committee;
- (c) Develop and promote programs, measures, and procedures for the protection of health and safety and for the education and training of workers represented by the committee;
- (d) Make recommendations to the constructor or employer and to the workers for the improvement of the health and safety of workers;
- (e) Review all accident investigation reports and participate in investigations into accidents that result in or have high potential for serious or fatal injuries;
- (f) Inquire into matters pertaining to health and safety including consultation with persons who are technically qualified to advise the committee on those matters; and
- (g) Obtain from the constructor or employer any information respecting existing or potential hazards with respect to materials, processes, or equipment that is possessed by or might be reasonably obtained by the constructor or employer.