



Department of Environment  
PO Box 2703, Whitehorse, Yukon Y1A 2C6

January 24, 2019

Records Manager  
Information and Communications Technology Division  
Department of Highways and Public Works  
ATIPP Office (W-10)

Dear Records Manager:

**Re: Response to ATIPP #A-7552**

The Department of Environment is releasing 3 pages of records which are responsive to the applicant's request for:

"Seeking the most recent minutes from all Joint Health & Safety committees in Yukon Government. <http://healthandsafety.gov.yk.ca/our-health-safety-system/joint-health-safety-committees>. January 1, 2016-January 1, 2019."

Clarification was received around timelines, in that "[the applicant] would only like the most recent minutes."

Access Granted in Full:

Access has been granted in full to 3 pages of records: 0001-0003

Copies of the records being released to the applicant are enclosed. There are no costs associated with this request.

Please direct any questions or concerns regarding the response that the applicant may have to:

Samantha Harrigan, A/ATIPP Coordinator  
(867) 667-3029  
[samantha.harrigan@gov.yk.ca](mailto:samantha.harrigan@gov.yk.ca)

Sincerely,

John L. Bailey, PhD  
Deputy Minister of Environment



## JOINT HEALTH AND SAFETY COMMITTEE MEETING AGENDA

**Department:** Environment

**Location:** 10 Burns Rd., Main Boardroom

**Date:** November 15, 2018 @ 10:30

**Attendees:**

Heather Onsong, Co-Chair  
Amanda Teel, Support  
Maryanne Baer, Member  
Collin Remillard, Member  
Julia Ahlgren, Member  
Joseph Mewett, Member

Christine Cleghorn, Member  
Caitlin January, Member  
Dawn Dickson, Member  
Carol Foster, Member  
Jamie Hlewka, Member  
Dennis Berry, ADM Operations

**Regrets:**

Gordon Hitchcock, Co-Chair  
Marc Cattet, Member  
Michal Wojcik, Member  
Holly Goulding, Member  
Justin Hooper, Member  
Tyler Kuhn, Member

Megan Larivee, Member  
Jim Welsh, Member

**ACTION ITEMS:**

	Description	Assigned To
1	Recommendation to update Incident / Near Miss Report Form to make it more user friendly. Form should also have a reference number that is linked to the incident log to ensure confidentiality and tracking of action items / follow-up.	Heather Onsong
2	Snow and Ice removal: What is the landlords responsibility for snow / ice removal of entry ways and back bay doors. <ul style="list-style-type: none"> <li>– If snow/ice removal is not the responsibility of the landlord, set-up a meeting to discuss procedures and responsibilities.</li> <li>– Alternate option: wellness break email to advise the dept. to grab a shovel and clear the problematic areas.</li> </ul>	Heather Onsong to discuss with Carrie Ekholm.
3	CMG approval re: safe driving practices	Jamie Hlewka
4	Create a space planning map for parking vehicles at Parks and 10 Burns Rd.	Dennis Berry to follow-up with Sherri Young
5	JOHSC News Bulletin / Blast. Work with Communications Branch to set it up.	Heather Onsong

6	First Aid Kits and First Aid Attendants to be checked and updated for each section.	Everyone
7	Fire Wardens and Fire Maps – Update the fire wardens list and revise fire evacuation maps to reflect space/ building changes.	Joe Mewett
8	Get the elevator fixed	Joe Mewett
9	Secure shelving units in HR and Parks	Jamie Hlewka and Dawn Dickson
10	Unmarked fuel containers outside baack bay doors. Need to be labelled and moved to appropriate storage location.	Caitlin January
11	JOHSC recommendation – More formal training is required for anyone operating a Bobcat.	Program Manager, Health and Safety
12	Storage boxes piling up throughout the building and becoming a safety hazard.	Heather Onstage to communicate concerns to Sherri Young

### DISCUSSION ITEMS:

1. Call to order and Introductions
2. Adoption of Agenda
3. Adoption of Minutes
  - i. Meeting minutes from July 18, 2018
4. Old Business
  - i. CMG approval re: safe driving practices
    - Outstanding, carried forward
  - ii. JHSC rep training
    - Heather Onstage emailed everyone on the committee of upcoming training. Training dates are Nov 21 & 22 & Dec 5 & 6. Training is mandatory for JOHSC reps.
5. Reports
  - i. Worksite Inspections:
    - HR – Moved cabinets that required securing;
    - IT- Nothing to report;
    - EPB – Fire extinguishers up for renewal; Building manager has been notified
    - Range Road – Still letting the dust settle, nothing to report;
    - EC&I - MSR Fuel canister found in lunch room; Salt has been purchased for back door area of the building; Landlord has been contacted about snow removal and adequate ground coverage (Sand/ Salt);
    - FWB - Too many records boxes not being dealt with; possible tripping and fire hazard;
    - Climate Change – Report not completed;

- Parks – Shelving needs to be secured; staff take care of the shovelling of snow near doorways;
- CS - Elevator still not working; boxes in the foyer; unmarked fuel containers being left by the the outside doors, all fuel containers must be stored in designated area; vehicles still parking with trailers in front of bay doors.
- ADM- Two near misses w/ bobcat, if folks are not comfortable with a Bobcat they should take more caution and training. WHIMIS training should be mandatory (confirmed that it is);

ii. Incident & Near Miss Reports

- Reviewed a serious incident involving injury to worker; JHSC has made recommendations to be reviewed by CMG.
- Due to time additional Near Miss and Incident Reports will be reviewed at the next JHSC meeting.

6. New Business

i. Terms of Reference

- Require updating to reflect recent space changes to office at Range Rd.

ii. Updates to JHSC SharePoint and Collaboration Site

- Ongoing work to have our JHSC files accessible on sharepoint as a one stop shop for all things H&S.

iii. First Aid Kits and Attendants

- Who is responsible for updating these kits? JHSC reps will check their own sections and update. Reps will also update First Aid attendant list.
- If you are using a pool vehicle, Joe Mewett has extra safety supplies and checks frequently to ensure the bags are equipped. It's everyone's responsibility to report missing equipment or equipment requiring attention to Joe.

iv. Fire Warden

- Joe Mewett updating the list; please double check with your areas to confirm who the wardens are.

7. Update from corporate health and safety

- i. Still waiting for this position to be filled.

8. Meeting Adjourned at **11:40**