Minutes of the Joint Occupational Health and Safety Committee Meeting
Main Administration Building
January 7, 2016 – 11:00 a.m.
ECO Boardroom, Main Admin Building

Present:

Louise Dawson (Co-Chair)	ECO
Angela Salé-Roche (Co-Chair)	ECO
Helen Fitzsimmons	Legislative Assembly
Catherine Marangu	PSC
Cynthia Lyslo	Finance
Marten Berkman	Tourism & Culture
Bryan Krause	HPW – Mailroom
Rob Kuny	HPW – Security
Michelle Christensen-Toews	PSC – Corporate Health & Safety
Carl Burgess	ECO
Shane Horsnell	HPW – ICT

Regrets:

Paula Nugent	Community Services
Lorie Munro	HPW – ICT
Caitlin Irvine	Cabinet Office

1. **Approval of agenda**
   Approved.

2. **Approval of minutes**
   Minutes for December 1, 2015 were approved.

   Matters arising from minutes
   Angela is still working on getting new plans for the MAB.

3. s. 22(1)(a)
   a. Shane Horsnell was asked to assess s. 22(1)(a) and to establish how it would work for MAB staff.
   b. Shane contacted the supplier and determined that it would probably work for the MAB and, if necessary, other Yg departments.
   c. We would need to establish s. 22(1)(a) protocol if this s. 22(1)(a) were to be put in place. Michelle commented that the committee will have to have a strong commitment to test s. 22(1)(a) regularly, otherwise there is no point in having it.
   d. Carl offered to network with his colleagues in other jurisdictions and security services to find out who has worked on similar projects.
   e. We need to establish exactly what we want and how we want it to work before we purchase s. 22(1)(a)
   f. Cynthia s. 22(1)(a)
      s. 22(1)(a)

4. **Secretariat for the Committee**
   Discussion deferred to next meeting.

5. **Incident Reports**
   None

6. **Round Table**
   Catherine expressed concern about s. 22(1)(a)
   Helen mentioned that the primary building exit for the Legislature has been changed temporarily to accommodate the renovations to the building envelope.

Meeting adjourned: 11:45 a.m.

Next meeting: February 4, 2016 - ECO Boardroom

Minutes of the Executive Council Office Occupational Health and Safety Committee Meeting

Main Administration Building

January 14, 2016 – 9:00 a.m.

ECO Boardroom, Main Admin Building

Present:

Craig Mitchell (Co-Chair)	YBS
Amy Campbell	HR
Tannis Bonham	Finance, Admin & Systems
Louise Dawson (Mgmt.)	Finance, Admin & Systems
Ruby Porter	Main Street Offices
Caitlin Irvine	Cabinet

Regrets:

Tangie Fisher	YWB
Kerri Scholz	Policy
Angela Sale-Roche	DM's Office
Patricia Nowell-Lindquist	Commissioner's Office
Jenny Trapnell	IGR

1. **Approval of agenda**
   - Agenda was approved.

2. **Approval of minutes**
   - Previous Minutes (15-11-12) were approved.

3. **Business arising from previous meetings/Review of Action Items from July 9th, 2015**
   - **Action:** Amy completed the flow chart for the WCB Injury on Duty Process. This was reviewed and approved by the committee. Craig will post the chart on the SharePoint site and include it in an upcoming staff newsletter. Amy will continue to work on the near miss/Injury flow chat.
   - **Action: Each workplace will work on putting together an office/branch health and safety plan. Deadline is March 31st, 2016.** Copies of plans are being posted to the SharePoint site. Amy will follow-up with Michelle Christensen-Toews for a template.
   - **Louise to look into finding another management level rep for the committee for January 2016.** This is a legislative requirement. Andrea Wilson prepared an item and posted it to the ECO newsletter. Amy will contact the DMC should no person step forward. *B/F of the co-chair item for the next meeting. If a management level employee does not step forward, one will be assigned to the committee by the DM. Craig will contact DAP for a replacement member for Andrea.*

4. **Incident Reports**
   - No incidents to report.

5. **Workplace Hazard Reports**
    - The committee will continue to inspect work units in pairs on a quarterly basis. Each individual office is require to conduct monthly reviews in-between committee inspections.

6. **Round Table**
    - Each Branch will find an alternate member should the incumbent not be able to attend the meeting.
    - Jenny Trapnell will represent IGR.

Next Meeting Date – 16-02-11 @ 09:00 – ECO Boardroom

Summary of Action Items

- **Action: Craig will post the chart on the SharePoint site and include it in an upcoming staff newsletter.**
- **Action: Amy will continue to work on the near miss/Injury flow chat.**
- **Action: Each workplace will work on putting together an office/branch health and safety plan. Deadline is March 31st, 2016.**
- **Action: Amy will follow-up with Michelle Christensen-Toews for a branch H&S plan template.**
- **Action: Craig will contact DAP for a replacement member for Andrea.**

Minutes of the Joint Occupational Health and Safety Committee Meeting
Main Administration Building
February 4, 2016 – 11:00 a.m.
ECO Boardroom, Main Admin Building

Present:

Louise Dawson (Co-Chair)	ECO
Angela Salé-Roche (Co-Chair)	ECO
Rob Kuny	HPW – Security
Lorie Munro	HPW – ICT

Regrets:

Paula Nugent	Community Services
Caitlin Irvine	Cabinet Office
Helen Fitzsimmons	Legislative Assembly
Catherine Marangu	PSC
Cynthia Lyslo	Finance
Marten Berkman	Tourism & Culture
Bryan Krause	HPW – Mailroom

1. **Approval of agenda**
   Approved.

2. **Approval of minutes**
   Approval of minutes for January 7, 2016 was deferred to the meeting in March.

   Matters arising from minutes
   Lorie was brought up to speed on the discussion about s. 22(1)(a) held at the January meeting.

3. s. 22(1)(a)
   It was proposed that this committee make a recommendation to senior management that an expert be contracted to look into what the MAB needs with regard to s. 22(1)(a) Louise will draft the memo to be sent to senior management.

4. **Secretariat for the Committee**
   Discussion deferred to next meeting because of low attendance at the meeting today.

5. **Incident Reports**
   On February 3, 2016 Security was called to escort an inebriated person from the ECO reception area without incident (the person became loud and abusive when asked to leave). s. 22(1)(a)

   Angela will speak to Justice about the system they use and Louise will talk to PSC about theirs.

6. **Round Table**
   Emergency exits on the south side of the building have been rerouted by PMD for the duration of the construction of the south side of the building. Departments affected by this feel that the signage is adequate and there are no issues.

Meeting adjourned: 11:25 a.m.

Next meeting: March 3, 2016 - ECO Boardroom

Minutes of the Executive Council Office Occupational Health and Safety Committee Meeting

Main Administration Building
February 11, 2016 – 9:00 a.m.
ECO Boardroom, Main Admin Building

Present:

Craig Mitchell (Co-Chair)	YBS
Amy Campbell (Mgmt.)	HR
Tannis Bonham	Finance, Admin & Systems
Louise Dawson (Mgmt.)	Finance, Admin & Systems
Ruby Porter	Main Street Offices
Caitlin Irvine	Cabinet
Andrea Wilson	DAP
Kim Hobus	YWB
Angela Sale-Roche	DM's Office
Patricia Nowell-Lindquist	Commissioner's Office

Regrets:

Tangie Fisher	YWB
Kerri Scholz	Policy

1. <u>Approval of agenda</u>
   - Agenda was approved.

2. <u>Approval of minutes</u>
   - Previous Minutes from January (16-01-14) were approved.

3. <u>Business arising from previous meetings/Review of Action Items from July 9th, 2015</u>
   - **Action: Craig will post the chart on the SharePoint site and include it in an upcoming staff newsletter;** this was complete: it was brought to the committee's attention that the SharePoint site was not accessible for viewing by all ECO employees. Craig/Tannis will ensure that ECO employees have *read only* access.

   - **Action: Amy will continue to work on the near miss/Injury flow chat;** work is progressing.

   - **Action: Each workplace will work on putting together an office/branch health and safety plan. Deadline is March 31st, 2016;** this was discussed to change the title to *Emergency Plan*. Amy and Angela will meet with Michelle Christensen-Toews for guidance and a possible template so each unit may use as a resource.

   - **Action: Amy will follow-up with Michelle Christensen-Toews for a branch H&S plan template;** see above note.

- **Action: Craig will contact DAP for a replacement member for Andrea;** Andrea is staying on as the DAP representative. Her term as a Co-chair is complete. The committee will be accepting/seeking a new co-chair from the committee members.
- **Action: Committee requires another Management Level member;** Amy Campbell will represent Management on the committee for the next year in her role as acting Director for HR.

4. **Incident Reports**
    - Some offices on the east end of Main Street were evacuated on February 5th by the RCMP due to a suspicious package found at one of the banks; minor Incident Report will be prepared.
    - A member of the public was found at the ECO Main office sitting on the couch. They appeared non-responsive to staff inquiry. Security was called and escorted the person from the premise.

5. **Workplace Hazard Reports**
    - The committee will continue to inspect work units in pairs on a quarterly basis. Each individual office is require to conduct monthly reviews in-between committee inspections. Craig and Ruby will be conducting the Committee Inspections for February on Tuesday, March 1st. An e-mail notice will be sent to the committee members prior to the inspection date.

6. **Round Table**
    - Jenny Trapnell s. 25(1) She will no longer be representing IGR on the committee.

Next Meeting Date – 16-03-10 @ 09:00 – ECO Boardroom

Summary of Action Items

- **Action: Craig/Tannis to update SharePoint site to ensure that ECO employees have *read only* access.**
- **Action: Amy will continue to work on the near miss/Injury flow chat.**
- **Action: Amy and Angela will meet with Michelle Christensen-Toews for guidance and a possible template for each unit to use as a resource in preparing an Emergency Plan for each unit. The Plan from each unit is due by March 31st, 2016.**
- **Action: Seeking a committee member to step forward as a Co-Chair for the 2016/17 fiscal.**

Minutes of the Joint Occupational Health and Safety Committee Meeting
Main Administration Building
March 3, 2016 – 11:00 a.m.
ECO Boardroom, Main Admin Building

Present:

Angela Salé-Roche (Co-Chair)	ECO
Catherine Marangu	PSC
Miriam Smith	Finance
Bryan Krause	HPW – Mailroom
Lorie Munro	HPW – ICT
Caitlin Irvine	Cabinet Office

Regrets:

Louise Dawson (Co-Chair)	ECO
Rob Kuny	HPW – Security
Marten Berkman	Tourism & Culture
Helen Fitzsimmons	Legislative Assembly
Paula Nugent	Community Services

1. **Approval of agenda**
   Approved.

2. **Approval of minutes**
   Minutes for February 4, 2016 were deferred.

   Matters arising from minutes
   Angela will send out a template/draft of a Health and Safety Plan for everyone to adapt for their own use. The draft plan was provided by Michelle Christensen-Toews from PSC and is still a working document.

   s. 22(1)(a)
   As the renovations for the inside of the building have not happened yet, it was suggested that we try to coordinate with that once we have more details.

3. **Secretariat for the Committee**
   Members were informed that a secretariat for the committee is necessary. Please poll your department to see if there is any interest.

4. **Incident Reports**
   There was an incident in a garbage can outside the cafeteria. We are trying to track down the incident report.
   s. 22(1)(a) Angela will introduce Bryan to Judy Shannon, IGR Planning Coordinator for CoF.

5. **Round Table**
   Caitlin informed members that the Cabinet offices still have black foam for windows and they have been instructed not to touch them. Finance also has the black foam windows. In a recent

email from HPW the timelines to be finished the renovations was outlined and south side should be done by March 31.

Meeting adjourned: 11:25 a.m.

Next meeting: April 7, 2016 - ECO Boardroom

Minutes of the Executive Council Office Occupational Health and Safety Committee Meeting

Main Administration Building

March10, 2016 – 9:00 a.m.

ECO Boardroom, Main Admin Building

Present:

Craig Mitchell (Co-Chair)	YBS
Amy Campbell (Mgmt.)	HR
Tannis Bonham	Finance, Admin & Systems
Louise Dawson (Mgmt.)	Finance, Admin & Systems
Ruby Porter	Main Street Offices
Kim Hobus	YWB
Patricia Nowell-Lindquist	Commissioner's Office
Andrew Smith	DAP

Regrets:

Tangie Fisher	YWB
Kerri Scholz	Policy
Angela Sale-Roche	DM's Office
Caitlin Irvine	Cabinet
Andrea Wilson	DAP

1. <u>Approval of agenda</u>
   - Agenda was approved.

2. <u>Approval of minutes</u>
   - Previous Minutes from January (16-02-11) were approved.

3. <u>Business arising from previous meetings/Review of Action Items from July 9th, 2015</u>
   - **Action: Craig will post the chart on the SharePoint site and include it in an upcoming staff newsletter;** *Tannis ensured that ECO employees have read-only access to the SharePoint site. Amy sent a note out for the news-letter and included a link on the ECO intranet under the Committees drop down list.*

   - **Action: Amy will continue to work on the near miss/Injury flow chat;** *Amy forwarded to the group an Emergency Preparedness document. The group is to review the documents and we will have a discussion regarding them next meeting.*

   - **Action: Each workplace will work on putting together an office/branch health and safety plan. Deadline is March 31st, 2016;** *B/F to next meeting. After the discussion of the above item, the group will discuss the deadline for the office/branch safety plans.*

   - **Action: Seeking a committee member for step forward as a Co-Chair for the 2016-17 fiscal;** *Item to be brought forward to next meeting.*

4. **Incident Reports**
    - AR will be providing an Incident and Near Miss Investigative Report on behalf of the Main Street offices with regard to the CIBC/Main Street closure on February 5th, 2016.

5. **Radon Testing for Commissioners Office**
    - It was discussed that any unit can order testing for their offices. The cost must be absorb by the respected unit as Property Management stated they not pay for these services. Louise will e-mail Property Management and inquire if they do provide any testing for branches.

6. **Workplace Hazard Reports**
    - Ruby and Craig conducted unit Inspection Reports March 1st. These reports are to be signed by the units' supervisor, a co-chair of the OH&SC and posted to the H&S SharePoint site.

7. **Round Table**
    - No issues raised.

Next Meeting Date – 16-04-14 @ 09:00 – ECO Boardroom

Summary of Action Items

- **Action: Committee Members to review documents provided by Amy Campbell and provide feedback during next meeting.**
- **Action: Louise to e-mail Property Management and inquire if they provide any testing for branches (radon, mold, etc.).**
- **Action: Seeking a committee member to step forward as a Co-Chair for the 2016/17 fiscal.**

Minutes of the Executive Council Office Occupational Health and Safety Committee Meeting

Main Administration Building

April 14, 2016 – 9:00 a.m.

ECO Boardroom, Main Admin Building

Present:

Craig Mitchell (Co-Chair)	YBS
Amy Campbell (Mgmt.)	HR
Tannis Bonham	Finance, Admin & Systems
Louise Dawson (Mgmt.)	Finance, Admin & Systems
Patricia Nowell-Lindquist	Commissioner's Office
Angela Sale-Roche	DM's Office

Regrets:

Tangie Fisher	YWB
Kerri Scholz	Policy
Brianne Warner	Cabinet
Andrea Wilson	DAP
Ruby Porter	Main Street Offices
Kim Hobus	YWB

1. **Approval of agenda**
   - Agenda was approved.

2. **Approval of minutes**
   - Previous Minutes from March (16-03-10) were approved.

3. **Business arising from previous meetings/Review of Action Items from July 9th, 2015**
   - **Action: Committee Members to review documents provided by Amy Campbell and provide feedback during next meeting.** *Feedback is to be provided by April 15th. Next meeting we will have a general discussion on Elements 9 &10.*

   - **Action: Louise to e-mail Property Management and inquire if they provide any testing for branches (radon, mold, etc.).** *Property Management no longer provides this service. Each branch/unit is responsible for their own testing.*

   - **Action: Seeking a committee member to step forward as a Co-Chair for the 2016/17 fiscal.** *Amy Campbell has stepped up as the Co-chair until another committee member comes forward.*

4. **Incident Reports**
   - AR provided a report regarding the CIBC incident. Tannis posted this to the SharePoint site.

5. **Workplace Hazard Reports**
    - Reminder that each unit is responsible for monthly reporting. Andrea has posted the template to the SharePoint site.

6. **Round Table**
    - No issues raised.

Next Meeting Date – 16-05-12 @ 09:00 – ECO Boardroom

Summary of Action Items

As a follow up to our committee meeting this morning, we agreed to the following action items to be completed before our next meeting on **May 12**:

1) **Evacuation route**
    a. Determine evacuation route (in conjunction with relevant colleagues. In many cases these already exist. If it doesn't exist, you may have to work with building owner)
    b. Post route in workplace (required)
    c. Ensure colleagues/supervisor are familiar with route (ie. Please communicate at your staff meetings)

2) **Emergency Contact & Reminders Form – Attachment 1**
    a. Determine information & complete form (in conjunction with relevant colleagues)
    b. Ensure colleagues/supervisors are familiar with form (ie. Please communicate at your staff meetings)
    c. Post form under evacuation route poster in workplace

*The **Assisted staging area** is a designated area where staff with mobility difficulties can gather to be assisted/escorted out of the building. For example, it's the site where if you have an injured person and can assist them to there, but not out of the building – then the building marshal can tell the firemen where to collect these individuals. This is optional to have so you'll need to determine if it's relevant for your work area (in many cases, these people can be assisted to the actual muster points). I have indicated this as optional on the form.*

3) **Upload** #1 and #2 by May 12th to ECO H&S Sharepoint site under 'Resources'
s. 19(1)(l)
(this is so everyone puts it in a common place. We will reorganize the site shortly).

4) **Feedback** – if you have any feedback on attachment 2, please let me know.

Minutes of the Joint Occupational Health and Safety Committee Meeting
Main Administration Building
May 5, 2016 – 11:00 a.m.
ECO Boardroom, Main Admin Building

Present:

Louise Dawson (Co-Chair)	ECO
Catherine Marangu	PSC
Miriam Smith	Finance
Sean Pond	HPW – Mailroom
Lorie Munro	HPW – ICT
Marylynn Crane	HPW - ICT
Marten Berkman	Tourism & Culture

Regrets:

Rob Kuny	HPW – Security
Marten Berkman	Tourism & Culture
Helen Fitzsimmons	Legislative Assembly
Bryan Krause	HPW - Mailroom

1. **Approval of agenda**
   Approved.

2. **Approval of minutes**
   Minutes for March 2, 2016 were approved.

   Matters arising from minutes
   Marten asked when the internal renovations were going to be done so that s. 22(1)(a) He reported a recent incident where a confused , fairly incoherent person wandered into his office.

3. **Secretariat for the Committee**
   Angela Sale-Roche has stepped down from the committee for the summer because of other workplace obligations, and Louise Dawson will be resigning from the committee with effect from 29 July 2016. This means that the committee will have no Chair as of the end of July 2016. **Please poll your department to see if there is any interest in taking on this role.**

4. **Incident Reports**
   An employee s. 25(1) had a severe reaction to latex balloons used in an event held in the lobby of the building on 4 May 2016. s. 25(1) was forced to leave the building for the rest of the day. Marion Morrison at PMD was contacted and agreed to include a clause in the building use agreement regarding the use of latex.

5. **Additions to the agenda** – Miriam Smith
   - The allergic reaction to latex balloons mentioned in 4. above highlighted the need for greater awareness of employees with life-threatening allergies. It was agreed that health and safety is the primary responsibility of each individual. The onus is on the allergy sufferer to advise their colleagues of their allergies. This committee will send a

memo to senior management regarding allergies and how the risks can be mitigated once the matter has been discussed further and clear recommendations can be made.

- There have been a lot of staff changes in Finance and a request has been made for evacuation procedure training. Louise has offered to provide this training. Miriam will make the necessary arrangements.

6. **Round Table**
   No items.

Meeting adjourned: 11:45 a.m.

Next meeting: June 2, 2016 - ECO Boardroom

Minutes
Executive Council Office Joint Occupational Health and Safety Committee Meeting
May 12, 2016 – 9:00 a.m.
ECO Boardroom, Main Admin Building

Present:

Craig Mitchell (Co-Chair)	YBS
Amy Campbell (Mgmt.)(Co-Chair	HR
Tannis Bonham	Finance, Admin & Systems
Louise Dawson (Mgmt.)	Finance, Admin & Systems
Angela Sale-Roche	DM's Office
Tangie Fisher	YWB
Andrea Wilson	DAB
Colin Rowe	Commissioner's Office
Kathleen Zimmer	AR

Regrets:

Kerri Scholz	Policy
Brianne Warner	Cabinet
Ruby Porter	Main Street Offices
Kim Hobus	YWB

1. **Approval of agenda**
   - Agenda was approved.

2. **Approval of minutes**
   - Previous Minutes from April (16-04-14) were approved.

3. **Business arising from previous meetings/Review of Action Items from April 14th, 2016**
   - **Post Evacuation Route and Emergency Contact Documents from each branch/unit to the OH&SC SharePoint site**: *Waiting for the following units/branches to upload to the SharePoint site: Main Street Offices (AR, Youth Dir., Audit), Main Admin. Bldg. units. Angela will respond with the Main Admin Bldg. document. The Main Street Offices will have their documents posted by Thursday, May 19th.*
   - The current documents are located under the *Resources* link on the left hand column of the site; Angela will look into making a new tab labeled Evacuation Plans.
   - A Reminder that each branch/unit is to conduct a Fire Drill/Evacuation annually.
   - Should Cabinet require First Aid Assistance they are to contact the Security Desk.

4. **Communicate and Integrate Element 9 & 10 documents throughout ECO**
   - Louise will forward the documents to the DMC group for their review. Should they have any questions the group can request a presentation for further clarification. This item will also be requested to be added to the agenda for the group's next meeting.

5. **Incident Reports**
    - No incident(s) reported nor discussed

6. **Workplace Hazard Reports**
    - Reminder that each unit is responsible for monthly reporting.
    - Tannis and Angela will be conducting the ECO inspections for this quarter (May).

7. **Round Table**
    - Reminder that the Main Street Offices Safety representative is required to communicate the Health and Safety meetings with the other offices on Main Street.
    - No update on the Radon testing at the Commissioner's Office due to difficulty in obtaining quotes from the private sector.
    - It was discussed ECO could request a full time Health and Safety coordinator.
    - Louise will request a standing agenda item for Health and Safety during the DMC group meetings.

Next Meeting Date – 16-06-09 @ 09:00 – ECO Boardroom

Summary of Action Items

As a follow up to our committee meeting this morning, we agreed to the following action items to be completed before our next meeting on **June 9**:

- Main Street Offices to post on SharePoint the evacuation and emergency contact documents
- Angela to produce an evacuation document for the main administrative building (ECO section).
- Angela to add a column titled *evacuation plans* on the SharePoint site.
- Louise to forward to the DMC, documents: Element 9 & 10.
- Louise to place the idea of a full time Health and Safety coordinator of ECO to the DMC.
- Louise to request Health and Safety standing agenda item during the DMC meetings.

Minutes of the Joint Occupational Health and Safety Committee Meeting
Main Administration Building
June 2, 2016 – 11:00 a.m.
ECO Boardroom, Main Admin Building

Present:

Louise Dawson (Co-Chair)	ECO
Catherine Marangu	PSC
Miriam Smith	Finance
Bryan Krause	HPW – Mailroom
Marylynn Crane	HPW - ICT
Marten Berkman	Tourism & Culture
Helen Fitzsimmons	Legislative Assembly
Brianne Warner	Cabinet

Regrets:

Rob Kuny	HPW – Security

1. **Approval of agenda**
   Approved.

2. **Approval of minutes**
   Minutes for May 5, 2016 were approved.

   Matters arising from minutes
   With regard to the latex allergy situation, Miriam confirmed that PMD was extremely responsive and now include a clause banning the use of latex products in their MAB building rental agreement. This matter will be brought to Security's attention so that they can monitor tours coming into the building.

3. **Secretariat for the Committee**
   No one has come forward to chair the committee. Louise will send an e-mail to senior management requesting that they appoint two co-chairs for the committee.

4. **Incident Reports**
   The black Styrofoam was placed in the windows of the Legislative Assembly in preparation for removing the windows. The foam started melting in the sun and emitted toxic gas. Staff had to be sent home. The solution to the problem is for the contractors to work on each office individually.
   Sealant being used on the basement walls emits fumes. The contractor has been asked to do the sealing around the fresh air intake over a weekend because this would affect the entire building.

5. **Round Table**
   Brianne – the ceiling just behind her desk is still dripping. The bucket being used to catch the drips is in an open area where there is a tripping risk. This bucket needs to be clearly marked. There are a lot of flies in the cabinet offices. A call has been placed to Orkin.

   Miriam – Finance is currently changing carpeting and reorganising space. Payroll requires additional filing cabinets but the weight of the records has been flagged as a concern. Suggested

that she speaks to PMD regarding the location of the beams and to ask if they have any solutions to the problem.

Bryan – the loading bay doors have been inaccessible because of the construction. Hopefully they will be available to use again soon.

General – Each representative on this committee needs to advise the employees in their areas not to use the loading bay door for entering or exiting the building.. Care needs to be taken when exiting through emergency exits that are available because the concrete pads outside the doors may have been moved.

Meeting adjourned: 11:50 a.m.

Next meeting: August 4, 2016 - ECO Boardroom

Minutes
Executive Council Office Joint Occupational Health and Safety Committee Meeting
July 14, 2016 – 9:00 a.m.
ECO Boardroom, Main Admin Building

Present:

Craig Mitchell (Co-Chair)	YBS
Tannis Bonham	Finance, Admin & Systems
Tangie Fisher	YWB
Kathleen Zimmer	AR
Amy Campbell (Mgmt.)(Co-Chair	HR
Colin Rowe	Commissioner's Office
Andrew Smith	DAB

Regrets:

Kerri Scholz	Policy
Brianne Warner	Cabinet
Ruby Porter	Main Street Offices
Kim Hobus	YWB
Angela Sale-Roche	DM's Office
Louise Dawson (Mgmt.)	Finance, Admin & Systems
Andrea Wilson	DAB

1. **Approval of agenda**
   - Agenda was approved.

2. **Approval of minutes**
   - Previous Minutes from June (16-06-09) were approved.

3. **Business arising from previous meetings/Review of Action Items from April 14th, 2016**
   - **Main Street Offices to post on SharePoint the evacuation and emergency contact documents:** *Work in progress; extended deadline for posting emergency document to August 11th, 2016 due to busy work schedules.*
   - **Angela to produce an evacuation document for the main administrative building (ECO section):** *Work in progress; extended deadline for posting emergency document to August 11th, 2016 busy work schedules.*
   - **Angela to add a column titled *evacuation plans* on the SharePoint site:** *Completed.*
   - **Louise to place the idea of a full time Health and Safety coordinator of ECO to the DMC:** *After reviewing the request with the JOHSC, it was agreed that better use of resources would be to hire a contractor to produce the required documents for Health & Safety rather than exploring the hiring of a FTE for this role. Louise to suggest this during the next DMC meeting. There was no DMC meeting prior to this JOH&SC meeting. B/F*
   - **Louise to request Health and Safety standing agenda item during the DMC meetings:** *This will be brought forward to the next DMC meeting for Louise to raise this suggestion.*

4. **Communicate and Integrate Element 9 & 10 documents throughout ECO**
    - Louise will forward the documents to the DMC group for their review. Should they have any questions the group can request a presentation for further clarification. This item will also be requested to be added to the agenda for the group's next meeting.
    - Amy will speak with communications to seek the best approach for releasing the H&S elements.

5. **Incident Reports**
    - Two incidents reported at the Main Admin. Building both dealing with employees cutting their hands/fingers while trying to open the half-door located in the ECO admin branch.
    - An employee filled out an incident report at AR. They were lifting items and experienced pain in their elbow region that evening.
    - Both reports are posted on the SharePoint site.

6. **Workplace Hazard Reports**
    - Reminder that each unit is responsible for monthly reporting.

7. **Round Table**
    - A new Co-Chair is required starting September. Seeking a volunteer to come forward.
    - The Commissioner's Office inquired on how many fire extinguishers are required in the Taylor House. Tannis will forward a contact number to Colin and he will follow-up.
    - Tangie contacted Petra from Corporate H&S and was informed that all JOH&SC members are required to take the Health & Safety course. Northern Safety Network offers this course. Information can be found on the Corporate H&S web-site. A course is offered in September.
    - Colin gave an update on the Radon Testing. He has had no response from NGO's as of yet. He will contact Yukon Housing for further information.

Next Meeting Date – 16-08-11 @ 09:00 – ECO Boardroom

Summary of Action Items

As a follow up to our committee meeting this morning, we agreed to the following action items to be completed before our next meeting on August 11:

- Main Street Offices to post on SharePoint the evacuation and emergency contact documents
- Angela to produce an evacuation document for the main administrative building (ECO section).
- Louise to place the idea of hiring a contractor to produce Health and Safety documents and update the H&S Elements to the DMC.
- Louise to request Health and Safety standing agenda item during the DMC meetings.
- Amy will speak with communications to seek the best approach for releasing the H&S elements.
- A new Co-Chair is required starting September. Seeking a volunteer to come forward.

Minutes of the Joint Occupational Health and Safety Committee Meeting
Main Administration Building
August 3, 2016 – 10:00 a.m.
ECO Boardroom, Main Admin Building

Present:

Jason Biensch (Co-Chair)	FIN
Bryan Krause	HPW – Mailroom
Marylynn Crane	HPW - ICT
Marten Berkman	Tourism & Culture
Helen Fitzsimmons	Legislative Assembly
Jessica Schultz	ECO
Colin Cohoe	HPW - Security

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1. **Approval of agenda**
   Approved.

2. **Approval of minutes**
   Minutes for June 2, 2016 were approved.

3. **Committee – Terms of Reference**
   ACTION: Jason to obtain copy of Terms of Reference for distribution and discussion at the next meeting.

4. **Incident Reports**
   Marylynn reported to the committee that 3 ICT employees left work due to a noxious smell from a sealant (used in current renovations) gassing off in proximity to their work space. A group discussion concluded that incident reports or leave forms are not applicable leave documentation in these cases. A decision was reached that appropriate documentation in these cases is:
   - notification of the circumstances and employees involved is given to the Project Manager; and,
   - inclusion in the committee's minutes.

   ACTION: Jason to initiate, if required, a "change of ownership" from the past co-chair Louise Dawson to the new co-chair Satnam Gill to ensure the OPR for the committee minutes is valid.

5. **Round Table**
   Bryan noted that hard hats are still required outside loading bay door and that signs have still not been provided.

   ACTION: Jason to follow-up with Mike Otto for "Hard hat area only" signage.
   Bryan also noted that not all fire exit concrete pad "step downs" have been re-installed. Need to facilitate completion by contacting the responsible party.

   Walk-around discussion - not the responsibility of the committee to complete walk-around. Committee to "participate in the identification of hazards" and to make sure the actual walk-around are completed by individuals who know what to look for and who are trained in the process. In the best case scenario, individual branch areas should be scanned, on an ongoing basis, by area employees using a practical common sense approach to identifying potential

hazards. It was also noted that per their mandate, Security personnel do daily walk-around to identify existing or emerging safety issues. Suggestion made that the committee arrange, for a future meeting, a 1 hour Q&A session in order to gain a fuller knowledge of what walk-around inspections are met to accomplish, as opposed to participating in full-length training.

Helen brought forward that s. 22(1)(a)

ACTION: Jason to research s. 22(1)(a)

A further discussion followed re: Security's role in this type of situation. s. 22(1)(a)

ACTION: Recommend put as standing item; Helen and Jason to research and make recommendations to HPW (Property Management) to change s. 22(1)(a)

Jason brought forward first aid training and the need to keep a current listing of which employees are up to date first aid reps. Employee compensation can provide list. If you are exposed to a situation requiring first aid, who do you call – Jason will look into a current first aid rep contact list to be posted through-out the building. It was noted that 911 is always the correct first contact.

Discussion on location of the defibrillator and the possibility of initiating an informal 10 minute demonstration on its use in order to dispel the intimidation people generally feel about being able to operate it in the case of an emergency - show how straightforward and easy to use it actually is. Discussed the battery requirements and if there was a process in place to ensure they are checked and changed as required.

The need for s. 22(1)(a) as the first step towards upgrading / updating MAB safety was discussed. It was also brought up that an evacuation drill should take place this summer.

ACTION: Jessica offered to co-chair a Building Evacuation committee. First step – gather the plan and documentation that has already been developed and update as appropriate.

It was noted that the First Aid Room is currently being used as a "respite space" a few times a day but because this room is strictly a "no-go" zone - unless it is required for an illness or health emergency - the need for "health break room" was discussed.

ACTION: Find out what necessitates the current requirement for daily "quiet times" to determine the best accommodation for this situation – determine if the room can continue to be used.

Meeting adjourned: 10:50 a.m.
Next meeting: September 7th, 2016 - ECO Boardroom

Minutes of the Joint Occupational Health and Safety Committee Meeting
Main Administration Building
August 3, 2016 – 10:00 a.m.
ECO Boardroom, Main Admin Building

Present:

Jason Biensch (Co-Chair)	FIN
Bryan Krause	HPW – Mailroom
Marylynn Crane	HPW - ICT
Helen Fitzsimmons	Legislative Assembly
Jessica Schultz	ECO
Brendan Gendron	HPW – Security
Martin Berkman	Tourism & Culture

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1. **Approval of agenda**
   Approved.

2. **Approval of minutes**
   Minutes for August 3, 2016 were approved in principle, revised copy to be emailed out.

3. **Committee – Terms of Reference**
   Michelle Christiansen Toewes to attend next meeting to discuss and provide corporate expertise.

   Jason indicated that Corporate OHS is developing training for committees that they hope to roll out late in the year.

   Action: Helen and Jessica will see if copies of the TOR exist in their emails, and Jason will send a draft overview to Helen for review.

4. **Incident Reports**
   - Van backed south side of the building, minimal damage, no injuries. Committee has no recommendations.
   - s. 22(1)(a)

     Advance Security is working on it, but will wait until construction finished to hook up however Security to follow up with advanced security to see if work can be completed now.

5. ***Evacuation Committee Updates***
   Jason and Jessica will meet to discuss plan, and then will set up a time and date for all department reps to meet. s. 22(1)(a)

6. Round Table

s. 22(1)(a)

Helen and Jessica will set up a meeting with Ryan to discuss. Brendan indicated that there is pamphlet that he can send out s. 22(1)(a)

Jason to look at First Aid room, see if it has adequate first aid supplies.

Jason and Marylynn to meet to discuss setting up a quick reporting and tracking system for incidents, actions and responses so we can perform quick summaries to Deputies.

7. Matters arising from minutes

Jason had no new information on a Building evacuation program, will keep following up with Shane Horsnell.

Meeting adjourned: 10:45 a.m.
Next meeting: October 5th, 2016 - ECO Boardroom

MINUTES

Executive Council Office

Joint Occupational Health and Safety Committee Meeting

August 11, 2016 – 9:00 a.m.
ECO Boardroom, Main Admin Building

Present:

Kerri Scholz	Policy
Tannis Bonham	Finance, Admin & Systems
Kathleen Zimmer	Main Street Offices
Amy Campbell (Mgmt.)(Co-Chair)	HR
Colin Rowe	Commissioner's Office
Andrew Smith	DAB
Kim Hobus	YWB
Ruby Porter	Main Street Offices
Jessica Schultz (Mgmt.)	Finance, Admin & Systems

Regrets:

Craig Mitchell (Co-Chair)	YBS
Tangie Fisher	YWB
Brianne Warner	Cabinet
Angela Sale-Roche	DM's Office

1. **Approval of agenda**
   - Agenda was approved.

2. **Approval of minutes**
   - Previous Minutes from July (16-07-14) were approved.

3. **Actions arising from previous meetings**
   - **Main Street Offices to post on SharePoint the evacuation and emergency contact documents:** *Complete*
   - **Angela to produce an evacuation document for the main administrative building (ECO section):** *Not Complete*
   - **Angela to add a column titled *evacuation plans* on the SharePoint site:** *Complete*
   - **Louise to place the idea of a full time Health and Safety coordinator of ECO to the DMC:** *Recommendation under review (Amy & Jess)*
   - **Louise to request Health and Safety standing agenda item during the DMC meetings:** *Recommendation under review (Amy & Jess)*

4. **Radon Testing – Taylor House**
   - Colin provided an overview of what Radon is, methods and options for testing and contact information for professionals in Whitehorse who can complete testing. Further resources regarding radon have been uploaded to SharePoint.

- Taylor house will proceed with testing ($200) and will contact Property Management to initiate request.

5. **Incident Reports**
   - Employee had an allergic reaction. Staff called 911 and employee was taken to hospital. Supervisor remained in contact with employee throughout day. Employee returned to work next day.

6. **Workplace Hazard Reports**
   - Reminder that each unit is responsible for monthly reporting.
   - Amy & Tangie will complete ECO Inspection on August 30th

7. **Round Table**
   - A new Co-Chair is required starting September. Seeking a volunteer to come forward.
   - Jesse will meet with Jason Biensch (Finance) to work on s. 22(1)(a)

Summary of Action Items

As a follow up to our committee meeting this morning, we agreed to the following action items to be completed before our next meeting on September 8:

- Angela/Kerri to update evacuation document, communicate to units and post by exits
- Amy/Jesse to review OHS contractor and DMC agenda
- Colin to initiate radon testing with property management
- A new Co-Chair is required
- Jesse to initiate MAB s. 22(1)(a)

Next Meeting Date – September 8, 2016 - 9:00am – ECO Boardroom

Consolidated Minutes of the Joint Occupational Health and Safety Committee Meetings
Main Administration Building
August 3, 2016 and September 6, 2016
ECO Boardroom, Main Admin Building
Dated: October 21, 2016

Present:

August 3, 2016		**September 6, 2016**	
Jason Biensch (Co-Chair)	FIN	Jason Biensch (Co-Chair)	FIN
Bryan Krause	HPW – Mailroom	Bryan Krause	HPW – Mailroom
Marylynn Crane	HPW - ICT	Marylynn Crane	HPW - ICT
Marten Berkman	Tourism & Culture	Marten Berkman	Tourism & Culture
Helen Fitzsimmons	Legislative Assembly	Helen Fitzsimmons	Legislative Assembly
Jessica Schultz	ECO	Jessica Schultz	ECO
Colin Cohoe	HPW - Security	Brendan Gendron	HPW - Security

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1. **Approval of agenda**
   Approved – August 3 & September 6

2. **Approval of minutes**
   Minutes for June 2, 2016 were approved.

3. **Committee – Terms of Reference**
   Discussions on approaching Michelle Christiansen Toewes for assistance with this.

   Action: Helen and Jessica to look for a previous copy in their e-mails.

4. **Incident Reports**
   - (August 3) Marylynn reported to the committee that 3 ICT employees had to leave work due to a noxious smell from a sealant (used in current renovations) gassing off in proximity to their work space.

     Action: Marylynn to notify Project Manager about the incident

   - (Sept 6) Van backed south side of the building, minimal damage, no injuries. Committee has no recommendations.

   - (Sept 6) With the construction occurring, s. 22(1)(a)

     (a)

     Action: s. 22(1)(a)

5. *Evacuation Committee Updates (Sept 6)*

Jason and Jessica will meet to discuss plan, and then will set up a time and date for all department reps to meet.

6. Round Table

- Bryan noted that hard hats are still required outside loading bay door and that signs have still not been provided.

  Action: Jason to follow-up with Mike Otto for "Hard hat area only" signage.

- Members discussed Committee's role in MAB walk-around inspections.

  The consensus is this is not committee's role as there are experts in departments who take care of this.

- s. 22(1)(a)

  Action: Jason and Marylynn to meet and discuss setting up a quick reporting and tracking system for incidents, actions and responses with a goal of proving quick summaries to Deputies.

- Committee discussed Security's role
  s. 22(1)(a)

  Action: Helen and Jason to research and make recommendations to HPW- Property Management s. 22(1)(a)

- Discussion on First-Aid training and First Aid Room

  Action: Jason to compile a list of first-aid reps in the building.
  Action: Jason to find out if there are adequate supplies in the room.

- Discussion on Defibrillator in MAB
  Employees working in MAB need to be made aware of the locations and ease of its use.

- Discussions on performing a drill for MAB Evacuation

  Action: Jessica offered to Co-chair a Building Evacuation committee.

Next meeting: November 2nd, 2016 - ECO Boardroom

Joint Occupational Health & Safety Meeting
Main Administration Building
10:00 am - October 13, 2016
Executive Council Office Boardroom

Present:

Satnam Gill	Public Service Commission
Jessica Schultz	Executive Council Office
Helen Fitzsimmons	Legislative Assembly Office
Bryan Krause	Highways & Public Works
Marylynn Crane	Highways & Public Works

Regrets:

Jason Biensch	Finance
Marten Berkman	Tourism
Chris Schneider	Security

1. Minutes of previous meetings:
   a. There was no meeting in July
   b. ACTION: Satnam will review and summarize the August and September minutes and send out by Friday, October 21st.
2. Terms of Reference
   a. Helen and Jesse were unable to find a previous version.
   b. ACTION: Jesse to follow-up with Michelle next week to get a sample to work from.
3. Building Risk Assessment
   a. Helen and Jesse tried to meet with PMD.
   b. The Director of FMRS confirmed their current mandate is to s. 22(1)(a)

   c. ACTION: Jesse to follow-up with Michelle for advice on moving forward.
4. Exterior Retrofits
   a. Helen contacted s. 22(1)(a) as the weather is colder and rodents have the potential to move in.
   b. Jesse met with the Project Manager, Ryan O'Donovan, who did an inspection of the construction. He committed to following up with Ketza Construction and sending out a global email to update staff on the status.
   c. ACTION: Jesse to follow-up with PMD.
5. Loading Bay – Mail Room
   a. Jackie McBride-Dixon will present this item at the next meeting.
   b. s. 22(1)(a)

6. Emergency Contact Software
   a. Helen researched and made a recommendation to ICT.
   b. ACTION: Satnam to follow-up with Shane Horsnell.

7. First Aid Contacts
    a. The Chair is responsible for providing an updated list of First Aid contacts to the Security Office.
    b. Signs need to be put up to remind staff they should be calling the main security number, 5703, in the event First Aid is required.
    c. ACTION: Members to provide Satnam with a list of First Aid contacts for their department.
8. Defibrillator
    a. There is one available in the building.
    b. The procedure is very simple and staff can be trained.
    c. ACTION: Bring forward to next meeting.
9. First Aid Room Supplies
    a. Supplies need to be checked to ensure they are current and meet the requirements of the building.
    b. ACTION: Bring forward to next meeting.
10. Fire Evacuation
    a. Jesse worked with Jason Biensch and Renee Pacquin and updated the overall plan and information.
    b. Jesse held a meeting with all Marshal Station Captains on October 6th:
        i. Overall Evacuation Drill Process
        ii. Roles & Responsibilities
            1. Command Centre
            2. Emergency Station
            3. Marshal Station Captain
            4. Building Sweeps
        iii. Review Clipboard Handouts
            1. Zones and Changes
            2. Marshal Station Sites
            3. Radio Language
            4. Evacuation Bag Inventory
        iv. Primary and Secondary Evacuation Routes
        v. Buddy System
        vi. Debriefs Afterwards
        vii. Regular Drills
        viii. Monthly Call for Employee List Updates
        ix. Training for New Staff
        x. Questions or Comments
    c. ACTION: Jesse to coordinate a Fire Drill next week pending authority/approval from the Deputies in the building.

Next meeting:
Wednesday, November 2, 2016 at 10:00 am
Executive Council Office Boardroom

Agenda Items:
1. Approve August & September Meeting Minutes
2. Terms of Reference

3. Risk Assessment
4. Mail Room – Loading Bay
5. Exterior & Interior Retrofits
6. Emergency Contact Software
7. Defibrillator
8. First Aid Supplies

Joint Occupational Health & Safety Meeting
Main Administration Building
10:00 am – November 2, 2016
Executive Council Office Boardroom

Present:

Satnam Gill	Public Service Commission
Jessica Schultz	Executive Council Office
Jason Biensch	Finance
Bryan Krause	Highways & Public Works
Scott Tyrner	Highways & Public Works
Brendyn Gendron	Security

Regrets:

Helen Fitzsimmons	Legislative Assembly Office
Marylynn Crane	Highways & Public Works
Marten Berkman	Tourism
Chris Schneider	Security

1. Minutes of previous meetings:
    a. August, September and October, 2016 meeting minutes approved.
2. Action items from previous meetings:
    a. Risk Assessment
        i. Jesse spoke with Michelle Christianson-Toews.
        ii. ACTION: Jesse to follow-up with potential consultants and pass on to Satnam.
    b. PMD Communications
        i. Jesse contacted PMD and they will use the MAB distribution group for future communications.
    c. Emergency Contact Software
        i. Satnam followed up with Shane Horsnell.
        ii. ACTION: Satnam to investigate further options.
    d. First Aid Contacts
        i. Jesse and Helen provided contacts to Satnam. s. 22(1)(a)
        ii. ACTION: Satnam to confirm First Aid category as well as the dates for the First Aid course with Ken Schamber and send out a global e-mail to the MAB to recruit for First Aid reps.
    e. Entrances not working
        i. Brendyn confirmed the North and South entrances are working now.
    f. Terms of Reference
        i. Jesse sent out the draft provided by Michelle Christianson-Toews.
        ii. ACTION: Satnam and Jason to review and bring back to a future meeting.
    g. Loading Bay – Mail Room
        i. The Committee agrees that s. 22(1)(a)

ii. s. 22(1)(a)
iii. There is a higher risk in the winter when it's icy and vehicles have skidded in the past.
iv. ACTION: Satnam to talk to ICT regarding their potential requirements for the loading bay and then brief his Deputy s. 22(1)(a)

h. First Aid Room Supplies
i. There is no requirement for a first aid room based on the category rating for the MAB, however, a treatment area is required.
ii. ACTION: Satnam to confirm category rating with Ken Schamber.
iii. ACTION: Jason and Scott to check supplies are up to date.

i. Fire Evacuation
i. Jesse confirmed staff are trained and supplies are replenished.
ii. ACTION: Pending a drill in the future.

3. New Items:
a. Incident Reports:
i. PSC received a report regarding a smell in the building when the furnace maintenance occurred.
ii. ACTION: Satnam to talk to Curt about notifying the two Chairs when this type of work is being done.

4. Round Table:
a. Jesse – PSC H&S branch is preparing to teach a refresher on the H&S Committee training to government employees. ACTION: Michelle to provide an update in December when she is back from holidays.
b. Satnam – has not taken the full two day course yet. ACTION: Satnam to look into taking the program.

Next meeting:
Wednesday, December 7, 2016 at 10:00 am
Executive Council Office Boardroom

Agenda Items:
1. Terms of Reference
2. Risk Assessment
3. Mail Room – Loading Bay
4. Emergency Contact Software
5. Defibrillator

Joint Occupational Health & Safety Meeting
Main Administration Building
10:00 am – January 4, 2017
Executive Council Office Boardroom

Present:

Satnam Gill	Public Service Commission
Jessica Schultz	Executive Council Office
Bryan Krause	Highways & Public Works
Britini Zazulak	Highways & Public Works
Scott Tyrner	Highways & Public Works
Marten Berkman	Tourism

Regrets:

Helen Fitzsimmons	Legislative Assembly Office
Chris Schneider	Security
Jason Biensch	Finance

1. Minutes of previous meetings:
   a. To be discussed at next meeting

2. s. 22(1)(a)
   Jessica initiated discussion on this standing item and informs the committee about availability of contractor resources to help YG with this.
   Action :- Jessica and Satnam to work on a Memo for DMs to make a recommendation on this.

3. Round Table:
   a. ALL - No new incident reported in the last month.
   b. Satnam – Informed the members about PSC H&S working on organizing a training session for committee members in Main Admin Building.
   c. ACTION: Satnam to follow-up with Jackie in HPW regarding s. 22(1)(a)

Meeting adjourned at 10:30.

Next meeting:
Wednesday, February8, 2016 at 10:00 am
Executive Council Office Boardroom

MINUTES

Executive Council Office
Joint Occupational Health and Safety Committee

Meeting Details			
Meeting:	Executive Council Office Joint Health & Safety Committee		
Date:	January 19, 2017	Time:	9:00am
Minutes Prepared by:	Angela Salé-Roche	Location:	ECO Boardroom

Attendees

Present:

Angela Salé-Roche (for Kerri Scholz)	DM Office/Policy
Amy Campbell (Mgmt.)(Co-Chair)	HR
Tangie Fisher	YWB
Rosemary Scanlon	Commissioner's Office
Scott Herron	Main Street Offices

Regrets:

Andrew Smith	DAB
Jessica Schultz (Mgmt.)	Finance, Admin & Systems

Agenda, notes, decisions, issues

Topic	Discussion
Review of October 13, 2016 minutes	Approved.
Additions to agenda	One addition - Scott Herron - Winter Vehicle Kits
Business arising from previous meetings	
a) Discuss/ review Terms of Reference	Members discussed a draft terms of reference; see document for changes reviewed and discussed.
b) Procedures / process/ reporting framework	Deferred – *deferred to February 2017*
c) Full time Health and Safety Coordinator for ECO	All Members agreed this could be removed as it is not necessary at this time
d) Health and Safety standing item during DMC meetings	Deferred; to be decided via e-mail
New Business	
a) Work Site evacuation overviews (Jess)	Deferred
b) Winter Vehicle Kits	Scott wanted to know if there are Winter Road Preparedness kits available in YG vehicles for travelling to communities in winter months.

MINUTES

Executive Council Office
Joint Occupational Health and Safety Committee

c) Co-Chair	A new management co-chair will need to be appointed as Amy's term is ending at the end of February. Amy would like to stay on the committee but not in the co-chair position.

Incident Reports & Follow up	
Incident	Details
-	-

Workplace Hazard Reports
Reminder that each worksite is responsible for monthly reporting.

Action Items

Action	Assigned	Due Date	Status
Procedures/process/reporting framework discussion	Kerri Scholz	2017-01-12	Deferred from Jan 19
Revised Terms of Reference document to be sent to members for final review	Amy Campbell / all members	2017-02-16	Final Review
Winter Vehicle Kits	Scott Herron	2017-01-27	
Email branches confirming evacuation plan and recent drills and report back at next meeting	Amy Campbell	2017-02-16	Initial

Joint Occupational Health & Safety Meeting
Main Administration Building
10:00 am – February 8, 2017
Executive Council Office Boardroom

Present:

Satnam Gill (Chair)	Public Service Commission
Jessica Schultz	Executive Council Office
Scott Tyrner	Highways & Public Works
Jason Biensch	Finance

Regrets:

Helen Fitzsimmons	Legislative Assembly Office
Chris Schneider	Security
Britini Zazulak	Highways and Public Works

1. An Item (OHS Workplace Classification) added to the Agenda
2. Minutes of previous meetings:
   a. January 4 Meetings Minutes approved
   b. December 7 Meeting Minutes to be discussed at next meeting
3. Incident Reports
   a. None reported in the last month
4. Round Table
   a. Scott updated about the Air Quality report received by ICT. Humidity was found at low levels. Recommendation is to use a humidifier.
   b. Scott also reported about Near tripping Incident in ICT. Power cords were found not taped in Development Services. The problem was rectified when discovered.
   c. Jessica announced ECO will appoint her replacement s. 25(1)

5. OHS Workplace Classification
   MAB is classified as Category B Workplace. Keeping an Oxygen cylinder at worksite is a requirement of the Act.
   Action :- Jason to find out if Security has an Oxygen cylinder

6. MAB Evacuation Plan
   Jessica informed s. 22(1)(a)
   Sub-committee will manage this in future.

   Meeting adjourned at 10:35.

Next meeting:
Wednesday, May 3, 2017 at 10:00 am
Executive Council Office Boardroom

MINUTES

Executive Council Office
Joint Occupational Health and Safety Committee

Meeting Details			
Meeting:	Executive Council Office Joint Health & Safety Committee		
Date:	February 16, 2017	Time:	9:00am
Minutes Prepared by:	Kerri Scholz	Location:	ECO Boardroom

Attendees

Present:

Kerri Scholz (CO-Chair)	DM Office/Policy
Tangie Fisher	YWB
Rosemary Scanlon	Commissioner's Office
Andrew Smith	DAB
Susan Simpsons	Cabinet Office

Regrets:

Jessica Schultz (Mgmt.)	Finance, Admin & Systems
Scott Herron	Main Street Offices

Agenda, notes, decisions, issues

Topic	Discussion
Review of January 19, 2017 minutes	Approved.
Additions to agenda	Three additions- Taylor House concerns, Meeting times, First Aid Training
Business arising from previous meetings	
a) Discuss/ review Terms of Reference	Members discussed a draft terms of reference and approved them as presented
New Business	
a) Work Site evacuation overviews (Jess)	Deferred
b) Templates	A JHSC Recommendations to Senior Management template and the Decision Tracking ECO-JHSC template were approved for use by the committee. Kerri will post these on the SharePoint site.
c) Times of meetings	It was decided to move the meetings to the 2nd Thursday of each month. Kerri will send out an invite and book the boardroom.
d) Taylor House concerns	s. 22(1)(a) this was evident during the visit of a very agitated person. Security and Property Management is working on this. Radon is being tested in the Taylor House. In the basement, the 1 week test showed a very high level of radon present in the basement. Still waiting to see the results of the 3 month test. No one works in the basement at the moment and the Commissioner's office staff will work with Property Management on a solution. Rosemary will keep the committee apprised.

MINUTES

Executive Council Office
Joint Occupational Health and Safety Committee

e) First Aid Training	The Cabinet office is looking to get some First Aid training for staff. The course that is put on March 29-30th by the Corporate Health and Safety branch doesn't work for timing. Susan is wondering if another department or others were going on a course that she and a co-worker could attend. Susan will talk to HR and look into options. Kerri will also send Susan the link for the Northern Safety Network as well.

Incident Reports & Follow up

Incident	Details
-Agitated person at the Commissioner's Office	Rosemary said that a woman came in to see the Commissioner and got quite agitated. She will write up a report.

Workplace Hazard Reports

Reminder that each worksite is responsible for monthly reporting. It was decided that having the Quarterly inspections are not always necessary. Branch reps can inspect their areas and if they feel they need a fresh inspection, they will ask the members to come do an inspection. This is to be courteous of people's schedules as currently everyone is pressed for time.

The Cabinet office will change once renos are completed. Susan will contact Property Management to have new plans created.

Action Items

Action	Assigned	Due Date	Status
Meetings times changed	Kerri	Feb 16-17	completed
Templates posted for use	Kerri	Feb 16-17	completed
Taylor House reporting	Rosemary	Each meeting	ongoing
First Aid Training for Cabinet staff	Susan	March 9-17	Initiated

Joint Occupational Health & Safety Meeting
Main Administration Building
10:00 am – April 5, 2017
Executive Council Office Boardroom

Present:

Jason Biensch (Chair)	Finance
Michell Christensen Toews	PSC – Corporate Health & Safety
Scott Tyrner	Highways & Public Works
Satnam Gill	Public Service Commission
Katherine Traplin	Highway and Public Works

Regrets:

Helen Fitzsimmons	Legislative Assembly Office
Chris Schneider	Security
Karen Hougen-Bell/Joanne Curial	Executive Council Office

1. Agenda Approved
2. Minutes of previous meetings:
   a. February 8 Meetings Minutes approved
3. MAB Safety and Evacuation Plans
   a. Michelle CT discussed updated Safety & Evacuation Plan for MAB
   b. Highlighted the need for more coordination and liaison between MAB-JOHSC and departmental committees

Benefits	Actions
Increased communications	TOR cross reference
Common space coverage	Joint Training
Responsibilities identified	Executive Committee Development
Knowledge of incidents	Drills
Shared safety learning	Communication Sharing

   c. Discontinue s. 22(1)(a)
   d. s. 22(1)(a) and Label the Muster Point
   e. Include all the DMs and Chief Clerk in the Executive Committee

Action Items

i. Get a draft Term of Reference from Michelle CT (Satnam)
ii. s. 22(1)(a) (Satnam)
iii. Clarify with ECO regarding representation for Cabinet (Satnam)

4. Incident Reports
    a. Flight Vehicle crew-person slipped in the mailroom entrance s. 25(1)
       Property Management should be asked to inform mailroom supervisor and safety representative. They will inform Scott and Paul McCann of this schedule.
       Action:- Kathy to contact Property Management regarding sending this notification
    b. Near Tripping in Digital Media Room
       Supervisor advised staff to take precaution.
    c. Advanced First-Aid for Mailroom employees
       Action:- Mailroom Supervisor working with Property Management and WCB to implement recommendations
5. Round Table
    a. Parking on the south-side Entrance
       No Parking sign is required and also committee recommends installing 2 speed bumpers on the road.
       Action:- Jason to recommend this to Executive Committee
    b. Cafeteria Greese Clean-up
       Notification is required of the schedule. Normally scheduled after work but still an issue for staff working after-hours.
       Action:- Scott to contact Curt Campbell to request for this notification

Meeting adjourned at 10:35.

Next meeting:
Wednesday, June 7, 2017 at 10:00 am
Executive Council Office Boardroom

MINUTES

Executive Council Office
Joint Occupational Health and Safety Committee

Meeting Details			
Meeting:	Executive Council Office Joint Health & Safety Committee		
Date:	April 18, 2017	Time:	1:00pm
Minutes Prepared by:	Kerri Scholz	Location:	ECO Boardroom

Attendees

Present:

Kerri Scholz (Co-Chair)	DM Office/Policy
Andrew Smith	DAB
Susan Simpsons	Cabinet Office
Scott Herron	Main Street Offices
Monica Nordling	Cabinet Office
Amy Campbell	Human Resources

Regrets:

Karen Hougen-Bell (Mgmt.)	Finance, Admin & Systems
Tangie Fisher	YWB
Rosemary Scanlon	Commissioner's Office

Agenda, notes, decisions, issues

Topic	Discussion
Review of February 16, 2017 minutes	Approved.
Additions to agenda	Removed work site evacuation overview until there is a new Director of Finance and Admin
Business arising from previous meetings	
a) First Aid Training	Susan wasn't able to go when originally wanted but will continue to pursue it.
New Business	
a) Work Site evacuation overviews (Jess)	Removed from the agenda until there is a hiring of a New Director of Finance and Admin.

Incident Reports & Follow up

Incident	Details
None	N/a

Workplace Hazard Reports

There were about 4 inspections that were done in the last 2 months and have been uploaded to the SharePoint site

Action Items

Action	Assigned	Due Date	Status
First Aid Training for Cabinet staff	Susan	March 9-17	Initiated

Main Administration Building
Joint Occupational Health & Safety Meeting
Main Administration Building
10:00 am – June 7, 2017
Executive Council Office Boardroom

Present:	Satnam Gill – Co-Chair	Public Service Commission
	Jason Biensch – Co-Chair	Finance
	Jessica Schultz	Executive Council Office
	Scott Tyrner	Highways & Public Works
	Brendyn Gendron	Security
	Katherine Traplin	Highway and Public Works
Regrets:	Marten Berkman	Tourism & Culture
	Helen Fitzsimmons	Legislative Assembly Office

1. Agenda Approved
2. April 5, 2017 Meeting Minutes approved
    a. Terms of Reference
        i. ACTION: Jesse to e-mail Michelle
    b. Cabinet Representative
        i. ACTION: Jesse to clarify with Chief of Staff
    c. Resurfacing the Loading Bay
        i. Katherine submitted a work request
    d. Speed Bumps – Installation in Parking Lot
        i. Katherine submitted a work request
    e. First Aid Courses in Mailroom
        i. Staff are registering today
    f. No Parking Signs at South Entrance
        i. ACTION: Scott to submit a work request
    g. Grease Clean up in Cafeteria
        i. ACTION: Scott to contact Curt
3. Evacuation Planning – Update
    a. Handouts provided from ESB plan
    b. Recommendation to implement the same/similar plan
    c. Communications Strategy will be required
    d. Deputy's approval
    e. MAB members agreed Evacuation Plan requires updating
    f. ACTION: Jesse to draft a communications plan for Committee approval and recommendation to Deputies in the building
4. Co-Chair & Finance Representation
    a. Jason on leave for a few months
    b. A new representative for Finance will be appointed
    c. Scott will take over the role as co-chair during Jason's absence

5. Incident Reports
    a. None reported
6. Round Table
    a. Martin – A wall fixture has been added in photo unit
    b. Scott – Defibrulator manufacturer called and some parts require replacement.
       ACTION: Scott to get a quote from the contractor.
    c. Jason – Difficult client was in the building – Security was called

Future Agenda Items:

1. All Departmental H&S Committee Meetings - Consistent Messaging
2. MAB Risk Assessment
3. Link to Emergency Planning
4. Link to Business Continuity

Next meeting:
Wednesday, July 5, 2017 at 10:00 am
Executive Council Office Boardroom

Main Administration Building
Joint Occupational Health & Safety Meeting
Main Administration Building
10:00 am – July 5, 2017
Executive Council Office Boardroom

Present:

Scott Tyrner – a/Co-Chair	Highways & Public Works
Jessica Schultz – Administrator	Executive Council Office
George Hilderman	Security
Katherine Traplin	Highway and Public Works
Marten Berkman	Tourism & Culture

Guests: Michelle Christianson-Toews — Public Service Commission

Regrets:

Satnam Gill – Co-Chair	Public Service Commission
Jason Biench – Co-Chair	Finance
Helen Fitzsimmons	Legislative Assembly Office

1. Agenda Approved
    a. Add Violence in the Workplace
    b. Add Terms of Reference
    c. CHSMS eLearning
    d. Evacuation Plan
2. June 7, 2017 Meeting Minutes approved
    a. Cabinet Representation
        i. Covered under ECO
    b. Grease Cleanup
        i. Curt to request cleanup starts after 5 pm
    c. No Parking Signs at South Entrance
        i. ACTION: Scott to submit a work request
    d. Finance Representation
        i. ACTION: Satnam/Jesse to confirm
3. Terms of Reference
    a. Jesse, Scott and Michelle presented the TOR they worked on
    b. ACTION: Scott to speak with ADM-ICT regarding Deputy delegation for senior management representation for HPW
    c. ACTION: Jesse to have a SharePoint site developed for committee
4. CHSMS eLearning
    a. Michelle sent out a message HS-ICS (Health & Safety Implementation Sub-committee) regarding eLearning opportunities through Moodle for every employee to take
    b. Jesse sent this information out to ECO staff via newsletter

   c. ACTION: Representatives to share through newsletters and e-mail
   d. Link has been posted on What's Happening
5. Evacuation Planning
   a. Jesse drafted a communications plan for Committee approval and recommendation to Deputies in the building
   b. Michelle provided some feedback/recommendations
   c. ACTION: Jesse to confirm revised process and approach with Deputies and then set up meeting with departmental reps with MAB reps regarding implementation
6. Violence in the Workplace – Deferred
   a. ACTION: Jesse to follow up with Jim Welsch
7. Incident Reports
   a. None reported
8. Round Table
   a. Katherine – Dogs in the workplace – supervisors were contacted and situations have improved

NOTE: Please post these minutes in your work area.

Future Agenda Items:

1. Inspection & s. 22(1)(a) Training
2. Health & Safety Committee Training
3. All Departmental H&S Committee Meetings - Consistent Messaging
4. MAB Risk Assessment
5. Link to Emergency Planning
6. Link to Business Continuity

Next meeting:
Wednesday, August 2, 2017 at 10:00 am
Executive Council Office Boardroom

MINUTES

Executive Council Office
Joint Occupational Health and Safety Committee

Meeting Details			
Meeting:	Executive Council Office Joint Health & Safety Committee		
Date:	July 20, 2017	Time:	11:00am
Minutes Prepared by:	Amy Campbell	Location:	ECO Boardroom

Attendees

Present:

Susan Simpson, Cabinet
Monica Nordling, Cabinet
Amy Campbell (Secretary), Human Resources
Tangie Fisher (EE Co-Chair), Waterboard Secretariat
Christine Philipps, Waterboard Secretariat

Regrets:

Rosemary Scanlon, Commissioner's Office
Scott Herron, Main Street Offices
Andrew Smith, DAB
Jessica Shultz (Mgt Co-Chair), Finance, Systems & Admin

Agenda, notes, decisions, issues

Topic	Discussion
Review of Prior Minutes	n/a
Additions to agenda	n/a
Business arising from previous meetings	**Information / Discussion**
a)	n/a
New Business	
a) Updates from (Jess)	1. Yukon government has a Health & Safety Leadership Committee as per GAM 3.48 which consists of Deputies as well as YEU representation. a. A Health & Safety Implementation Sub-Committee has been developed and consists of Deputy appointed representatives for each government department. Jessica Schultz is the representative for ECO. b. Updates from this sub-committee will be shared with the ECO H&S committee c. A new government-wide system s. 22(1)(a) is currently in test mode – departments will enter their inspections and incident reporting through here – more info and updates will be provided as we progress d. Corporate health & safety sent out some messaging to department reps regarding safety training through e-Learning asking them to distribute throughout their departments – eventually, all employees will be required to take this training – Brittany included in the ECO newsletter a couple weeks ago

MINUTES

Executive Council Office
Joint Occupational Health and Safety Committee

	i. Members remember seeing Orientation related to New & Young Workers and weren't sure if this is what was meant by e-learning. To clarify with Jess ii. Noted that this could be done centrally through HR's orientation process when hiring new staff. e. Jim Welsch provided a presentation on Violence in the Workplace – would like to have him present to ECO H&S committee as well i. Members in agreement 2. Corporate health & safety, along with the fire department, has identified s. 22(1)(a) - the MAB-JOH&S committee is currently looking into other options which will require approval by the deputies of the building before proceeding 3. Jesse is working with Marie-Alexis on the overall Emergency Plan for the department – the plan will require Deputy and Cabinet office approval - hope to have an update in the coming months 4. Future agenda item: a. Terms of Reference – possibly tweak to incorporate different roles to spread out the tasks, ie: Administrator/Secretary role Amy has been filling, Inspection Coordinator
5. Cabinet	s. 22(1)(a) Will look into legislative requirements and potentially request s. 22(1)(a)

Incident Reports & Follow up

Incident	Details
-	-

Workplace Hazard Reports

Reminder that each worksite is responsible for monthly reporting.

Action Items

Action	Assigned	Due Date	Status
Members to review Terms of Reference so it can be updated at next meeting	All members	2017/08/17	
s. 22(1)(a) for Cabinet	Susan Simpson		

Main Administration Building
Joint Occupational Health & Safety Meeting
Main Administration Building
10:00 am – August 2, 2017
Executive Council Office Boardroom

Present:		
	Carol McLelland – Co-Chair	Finance
	Marylynn Crane – a/Co-Chair	Highways & Public Works
	Jessica Schultz – Administrator	Executive Council Office
	Brendyn Gendron	Security
	Katherine Traplin	Highways & Public Works
Guests:	Jim Welsch	Environment
Regrets:		
	Scott Tyrner – Co-Chair	Public Service Commission
	Helen Fitzsimmons	Legislative Assembly Office
	Marten Berkman	Tourism & Culture

1. Violence in the Workplace Presentation
    a. Handouts provided
    b. ACTION: Members to confirm and let Jesse know s. 22(1)(a)
    c. ACTION: Jesse to share EMR Policy for discussion at the next meeting on potential adoption.
    d. ACTION: Jesse to add future agenda items:
        i. Ergonomics Presentation
        ii. Fire Extinguisher Course
2. July 5, 2017 Meeting Minutes deferred to next meeting

NOTE: Please post these minutes in your work area.

Future Agenda Items:

1. Inspection & s. 22(1)(a) Training
2. Health & Safety Committee Training
3. All Departmental H&S Committee Meetings - Consistent Messaging
4. MAB Risk Assessment
5. Link to Emergency Planning
6. Link to Business Continuity

Next meeting:
Wednesday, September 6, 2017 at 10:00 am
Executive Council Office Boardroom

MINUTES

Executive Council Office
Joint Occupational Health and Safety Committee

Meeting Details			
Meeting:	Executive Council Office Joint Health & Safety Committee		
Date:	August 18, 2017	Time:	11:00am
Minutes Prepared by:	Amy Campbell	Location:	ECO Boardroom

Attendees

Present:

Rosemary Scanlon, Commissioner's Office
Andrew Smith, DAB
Jessica Shultz (Mgt Co-Chair), Finance, Systems & Admin
Amy Campbell (Secretary), Human Resources
Tangie Fisher (EE Co-Chair), Waterboard Secretariat
Christine Philipps, Waterboard Secretariat
Joanna Lilley (Guest)

Regrets:

Susan Simpson, Cabinet
Monica Nordling, Cabinet
Scott Herron, Main Street Offices

Agenda, notes, decisions, issues

Topic	Discussion
Approval of Prior Minutes	Minutes from 2017.07.20 meeting are adopted
Business arising from previous meetings	**Information / Discussion**
a)	s. 22(1)(a) (deferred)
b)	Terms of Reference Review (completed)
New Business	
1. Violence in the Workplace Presentation (Jim Welsh; Presenter)	- Jim is doing corporate training for YG on how to approach to dealing with abusive and aggressive clients and mitigating it as much as possible. When talking to YG employees across departments, themes came out; a tendency to empower and reward problem clients and trends for opinion shopping from clients to get the answer they want. Approach has generally been to be more accommodating to difficult clients to our own detriment. - Step 1: EMR uses H&S Management System, reports all come in to one H&S Officer. Document issue, time, exact quotes, how the EE felt, who else interacts with this client, other details as necessary to support issue. - Step 2: Writing letters; opportunity to communicate unacceptable behavior to client after the fact (it can sometimes be challenging to do so in the moment). - Provided advice for managers in order to support employees and issues; try to support employee decision and empower employee not just client, have employees meet in public (or visible) space or not alone, recognize different employees may have

MINUTES

Executive Council Office

Joint Occupational Health and Safety Committee

	different sensitivities to aggressive behavior, assign appropriate employee to deal with client - Planning; have a plan, communicate with staff, look at work space environments, use of mechanisms like panic buttons etc. - Implementation; training, staff meetings, policy, communication
2. Out of office travel forms & safety guidelines (Andrew)	- Feedback on guidelines to determine how much narrative is needed and perhaps supplement with formal checklist. - Andrew to cross reference to PSC Corporate website/info
3. Monthly reporting requirement (Tangie)	- Waterboard looked into monthly reporting requirement for office environments. It isn't negotiable. (Jess talked to MAB Committee too which had the same response) - ECO-JHSC Reps are now responsible to bring Hazard Inspection Reports to each meeting for co-chair signature and discussion.
4. Radon Testing	- 3-month long radon test done at Commissioners Office meets Canada's standards.

Incident Reports & Follow up

Incident	Details
-	-

Workplace Inspection Reports

Reminder that each worksite is responsible for monthly reporting.

Action Items

Action	Assigned	Due Date	Status
Review and put document together for ECO Committee and management re: difficult and aggressive clients to have an ECO dept. response and approach.	Amy/Jess	October 14	
Confirming travel guidelines	Andrew	October 14	
Follow up on s. 22(1)(a)	Susan	October 21	

Joint Occupational Health & Safety Meeting
Main Administration Building
10:00 am – September 6, 2017
Executive Council Office Boardroom

Present:

Carol MacLellan – Co-Chair	Finance
Scott Tyrner – Co-Chair	Highways & Public Works
Katherine Traplin	Highways & Public Works
Nigel Allen	Public Service Commissioner
Marten Berkman	Tourism & Culture

Regrets:

Helen Fitzsimmons	Legislative Assembly Office
Brendan Gendron	Security
Jessica Schultz	Executive Council Office

1. No Agenda Prepared
2. Minutes of previous meetings:
   a. To be discussed/adopted at next meeting
   b. Brief review of TOR for Nigel/Carol re: roles
3. Reviewed presentation given by Jim W at August 2 meeting

4. Reviewed action items from August 2 meeting. Deferring reporting and adoption of minutes to next meeting

5. Incident Reporting: No incidents reported

6. Round Table:
   a. Clean up involving Property Management – no incidents.
   b. Kat (HPW) – Mail Room delivery door entrance: s. 22(1)(a)

   c. Scott (HPW) – discussion of reporting incidents. Mention of s. 22(1)(a) usage and training, per suggestions made by Michelle C-T from PSC.
   d. Marten (T&C) – Advised of cabling practices in the Photo Unit eg: keeping away from pathways/walking areas awareness
   e. General – discussion of fire alarm testing and drills.

Meeting adjourned at 10:55.

Next meeting:
Wednesday, October 4, 2016 at 10:00 am
Executive Council Office Boardroom

Joint Occupational Health & Safety Meeting
Main Administration Building
10:00 am – October 4, 2017
Executive Council Office Boardroom

Present:

Carol MacLellan – Co-Chair	Finance
Scott Tyrner – Co-Chair	Highways & Public Works
Katherine Traplin	Highways & Public Works
Nigel Allen	Public Service Commissioner
Marten Berkman	Tourism & Culture
Brendyn Gendron	Security – PMD-HPW
Brenda McCain-Armour	Legislative Assembly Office

Regrets:

1. Agenda approved
    a. Added Fentanyl Overdose Kits
2. Minutes of previous meetings:
    a. s. 22(1)(a)

    b. ACTION: Members to review EMR Violence in the Workplace policy and add as an agenda item to the next meeting.
3. Health & Safety Training
    a. PSC is offering the following training now:
        i. Committee Training
        ii. Inspection Training
        iii. Investigations Training
        iv. Due Diligence Training
    b. ACTION: Nigel to set up training with Michelle
4. Radon Management Guideline
    a. Approved by the Health & Safety Leadership Committee
    b. Testing schedule included in the guideline
    c. MAB testing done last year; next scheduled test for approximately 2019
5. Fire Alarm & Generator Testing
    a. Legislated to test once per month
    b. s. 22(1)(a)

    c. s. 22(1)(a)
    d. ACTION: Nigel to call the Electrical Foreman to coordinate communication s. 22(1

6. Health & Safety Implementation Subcommittee Update
    a. Gathering information on all existing YG committees
    b. s. 22(1)(a) still in pilot mode – user procedures will be shared with departments

c. Shakeout is on October 19th
d. Community Services SharePoint site
    i. ACTION: Jesse to send link out to group
e. Employees Injured at Work handout provided
f. Fentanyl Overdose Kits
    i. ACTION: Members to let Brendyn know who has first aid in their departments

7. Security Personnel in MAB
    a. s. 22(1)(a)
8. First Aid
    a. s. 22(1)(a) has a list of employees with first aid

9. Incident Reporting: No incidents reported

10. Round Table:
    a. Deferred

Next meeting:
Wednesday, November 1, 2017 at 10:00 am
Executive Council Office Boardroom

MINUTES

Executive Council Office
Joint Occupational Health and Safety Committee

Meeting Details			
Meeting:	Executive Council Office Joint Health & Safety Committee		
Date:	October 19, 2017	Time:	11:00am
Minutes Prepared by:	Amy Campbell	Location:	ECO Boardroom

Attendees

Present:

Rosemary Scanlon, Commissioner's Office
Andrew Smith, DAB
Jessica Shultz (Mgt Co-Chair), Finance, Systems & Admin
Amy Campbell (Secretary), Human Resources
Tangie Fisher (EE Co-Chair), Waterboard Secretariat
Alisha Bell (Main Street Offices)

Regrets:

Susan Simpson / Monica Nordling, Cabinet

Agenda, notes, decisions, issues

Topic	Discussion
Approval of Prior Minutes	Minutes from 2017.08.17 meeting are adopted
1. Travel Planning & Check-ins	- Andrew looked into what Corporate H& Safety has for travel planning. They approve of what Andrew put forth - Andrew to finish the draft, send it to the OHS Committee and then committee will put it forward to DMC for dept. approval
2. Health & Safety Committee Training	- Committee will take refresher - Jess to set up the 1 day training

Incident Reports & Follow up

Incident	Details
DAB	Employee was moving around desks and furniture. The employee unplugged their lamp and the cord was black against baseboard heater. Furniture had damage on backside. - Andrew will put post in newsletter to remind people of placement of their cords/furniture relative to heaters
WBS	Employee fell in parking lot on way to building. Tangie phoned 800 number (federal building) who phoned contractors. Tangie requested sand and didn't get it. Another employee just about slipped again. Request hasn't been fulfilled. - Tangie is calling to make request again today.
MAB	Angry and difficult client. Security managed it and submitted incident report on behalf of building. Client talked to multiple people in building. MAB looking at s. 22(1)(a) in bigger picture.

Workplace Inspection Reports

Reminder that each worksite is responsible for monthly reporting.

MINUTES

Executive Council Office

Joint Occupational Health and Safety Committee

Main Admin Building Joint OHS Meeting Update
s. 22(1)(a)
Finance unit is building SharePoint site for MAB. And considering other sites already built in other departments
Fentanyl overdose kits are available.
Corporate H&S training. Jess has sent a link out to encourage staff to take it and it has been put into the weekly newsletter. Currently this training is voluntary and there hasn't been much uptake on it to date.

Action Items			
Action	Assigned	Due Date	Status
Review and put document together for ECO Committee and management re: difficult and aggressive clients to have an ECO dept. response and approach.	Amy/Jess	November	
Confirming travel guidelines	Andrew	November	
Committee Training	Jess	November	

Joint Occupational Health & Safety Meeting
Main Administration Building
10:00 am – November 1, 2017
Executive Council Office Boardroom

Present:

Carol MacLellan – Co-Chair	Finance
Scott Tyrner – Co-Chair	Highways & Public Works
Jessica Schultz	Executive Council Office
Katherine Traplin	Highways & Public Works
Nigel Allen	Public Service Commissioner
Brenda McCain-Armour	Legislative Assembly Office
Marten Berkman	Tourism & Culture

Regrets:

Brendyn Gendron	Security – PMD-HPW

1. Agenda approved
    a. Handicap Access
2. Minutes of previous meetings
    a. Violence in the Workplace – defer to next meeting
    b. Health & Safety Training
        i. Nigel set up training with PSC for November 30, 2017
    c. Fire Alarm & Generator Testing
        i. ACTION: Nigel confirming details with PMD
    d. First Aid
        i. ACTION: LAO, Finance and PSC to let Brendyn know who their reps are
3. Handicap Access
    a. No push-button door opening in main access
    b. There is on the north and south entrances
    c. ACTION: Nigel to follow-up and get more information on issues and building requirements
4. Incident Reporting
    a. Jessica – There was a situation with a difficult client. Security assisted and the issue was resolved. Violence in the workplace procedures to be confirmed after the committee training.
    b. Nigel – ACTION: s. 22(1)(a)

5. Round Table
    a. Katherine/Brenda – Flu shots November 8th & 9th

Next meeting:
Wednesday, December 6, 2017 at 10:00 am
Executive Council Office Boardroom

MINUTES

Executive Council Office
Joint Occupational Health and Safety Committee

Meeting Details			
Meeting:	Executive Council Office Joint Health & Safety Committee		
Date:	November 16, 2017	Time:	11:00am
Minutes Prepared by:	Amy Campbell	Location:	ECO Boardroom

Attendees

Present:

Jessica Shultz (Mgt Co-Chair), Finance, Systems & Admin
Tangie Fisher (EE Co-Chair), Waterboard Secretariat
Amy Campbell (Secretary), Human Resources
Rosemary Scanlon, Commissioner's Office

Regrets:

Susan Simpson / Monica Nordling, Cabinet
Andrew Smith, DAB
Alisha Bell (Main Street Offices)

Agenda, notes, decisions, issues

Topic	Discussion
Approval of Prior Minutes	- Minutes from 2017.10.19 meeting are adopted
1. Travel Planning & Check-ins (business arising from last meeting)	- Andrew looked into what Corporate H& Safety has for travel planning. They approve of what Andrew put forth - Andrew to finish the draft, send it to the OHS Committee and then committee will put it forward to DMC for dept. approval (not yet complete)
2. Health & Safety Committee Training (business arising from last meeting)	- Taking place December 7th
3. Working alone procedures (business arising from last meeting)	- Delay to after OHS committee training
4. ECO document for difficult and aggressive clients (business arising from last meeting)	- Delay to after OHS committee training
5. Process for dealing with incident reports (new)	- Completed incident reports get sent to HR. HR blacks out the names, files and posts the reports to the ECO OHS site.

Incident reports & follow up

Incident	Details
Commissioner's Office	- Threatening person on the phone at Commissioner's Office. Wanted access to Commissioner. When the answer was no, client was threatening. Private Secretary locked doors, and closed office early. Notified Commissioner, will be notifying ADM

MINUTES

Executive Council Office
Joint Occupational Health and Safety Committee

WBS	- Employee tripped inside building doors on a mat. Tenant was notified.
Hazard reports	
Reminder that each worksite is responsible for monthly reporting.	
Health & Safety Leadership Sub-Committee update	
None	
Main Admin Building Joint OHS update	
None	
Summary: action items	

Action	Assigned	Due Date	Status
Review and put document together for ECO Committee and management re: difficult and aggressive clients to have an ECO dept. response and approach.	Amy/Jess	December	
Confirming travel guidelines	Andrew	November	
Safety reminder in staff newsletter related to placement of cords and furniture	Andrew	November	

Joint Occupational Health & Safety Meeting
Main Administration Building
10:00 am – December 6, 2017
Executive Council Office Boardroom

Present:

Carol MacLellan – Co-Chair	Finance
Scott Tyrner – Co-Chair	Highways & Public Works
Jessica Schultz	Executive Council Office
Nigel Allen	Public Service Commissioner
Marten Berkman	Tourism & Culture
Katherine Traplin	Highways & Public Works

Regrets:

Brendyn Gendron	Security – PMD-HPW
Brenda McCain-Armour	Legislative Assembly Office

1. Agenda approved
2. Minutes of previous meetings
    a. Fire Alarm & Generator Testing
        i. ACTION: Nigel confirmed with PMD they will provide adequate notice to PSC Communications and they will send out a global message to MAB staff
    b. First Aid
        i. ACTION: LAO, Finance and PSC to let Brendyn know who their reps are
    c. Handicap Access
        i. ACTION: Katherine to submit an Archibus request for signage at the front entrance that handicap access is available at the North and South entrances
3. Joint Occupational Health & Safety Training
    a. Members took the first part last week
    b. The next part that includes Inspections is to be scheduled
        i. ACTION: Jesse to follow-up with PSC
    c. Jesse sent out the updated Terms of Reference based on feedback from the training session
        i. Voted and approved
    d. Representatives
        i. Katherine was voted the Employee Co-Chair
        ii. Scott was voted the Health & Safety Representative
        iii. ACTION: Jesse to follow-up with PMD
4. Incident Reports
    a. PSC had an employee with a severe allergic reaction
        i. ACTION: Nigel to follow up with an incident report
    b. Mailroom received two near miss incident reports involving vehicles

Next meeting:
Wednesday, January 3, 2018 at 10:00 am
Executive Council Office Boardroom

Joint Occupational Health & Safety Meeting
Main Administration Building
10:00 am – January 3, 2018 - Executive Council Office Boardroom

Present:

Katherine Traplin – Co-Chair	Highways & Public Works
Jessica Schultz	Executive Council Office
Marten Berkman	Tourism & Culture
Scott Tyrner	H&S Rep - Highways & Public Works
Glenn Lemoine	PMD-HPW

Regrets:

Brenda McCain-Armour	Legislative Assembly Office
Carol MacLellan – Co-Chair	Finance
Nigel Allen	Public Service Commission

1. Agenda approved
2. Minutes of previous meetings
    a. Fire Alarm & Generator Testing
        i. ACTION: Glenn to inquire about s. 22(1)(a)
    b. First Aid
        i. ACTION: LAO, Finance and PSC to let PMD know who their reps are
        ii. ACTION: Bring this item forward at the next meeting
    c. Handicap Access (second avenue)
        i. Handicap access is available at the North and South entrances
        ii. ACTION: Glenn to speak with bylaw to confirm stall requirements which will determine signage required. Glenn to speak with the sign shop
    d. Incident Report
        i. ACTION: Nigel to follow-up with an incident report for severe allergic reaction
3. PMD Representation
    a. Glenn Lemoine will represent PMD
        i. ACTION: Glenn will speak with the Superintendent of Maintenance
4. s. 22(1)(a)
    a. ACTION: Scott to follow-up with Satnam on status
5. Incident Reports
    a. Employee slipped in the parking lot. PMD was contacted. Incident report filled in. s. 22(1)(a)

        i. ACTION: Jesse to follow-up with Michelle to confirm process. Messaging to MAB staff will required on H&S reminders.
    b. Two incidents where a high risk offender was in the MAB. Personalized Safety Plans were put in place. ECO is looking into potential risk assessment report resources.
        i. Discussion around having s. 22(1)(a)

Next meeting:
Wednesday, February 7, 2018 at 10:00 am - Executive Council Office Boardroom

MINUTES

Executive Council Office
Joint Occupational Health and Safety Committee

Meeting Details			
Meeting:	Executive Council Office Joint Health & Safety Committee		
Date:	January 18, 2018	Time:	11:00am
Minutes Prepared by:	Amy Campbell	Location:	ECO Boardroom

Attendees

Present:

Andrew Smith, DAB
Jessica Schultz (Mgt Co-Chair), Finance, Systems & Admin
Tangie Fisher (EE Co-Chair), Waterboard Secretariat
Alisha Bell (Main Street Offices)

Regrets:

Susan Simpson / Monica Nordling, Cabinet
Rosemary Scanlon, Commissioner's Office
Amy Campbell (Secretary), Human Resources

Agenda, notes, decisions, issues

Topic	Discussion
Approval of Prior Minutes	Minutes from 2017.10.19 meeting are adopted
1. Dealing with Difficult Clients Procedure	- Jesse & Amy to draft a procedure for committee review - EMR has a draft we can work from
2. Terms of Reference	- Amy updated the Terms of Reference based on instructor's feedback - Jesse to check on status
3. Travel Planning & Check-ins	- Andrew looked into what Corporate H& Safety has for travel planning. They approve of what Andrew put forth - Andrew to finish the draft, send it to the OHS Committee and then committee will put it forward to DMC for dept. approval

Incident Reports & Follow up

Incident	Details
AR	- Had a building evacuation - Procedures and orientations need to be updated - Jesse to share MAB roles and responsibilities
MAB	- Another incident where a high risk offender was in the building. Personalized safety plans were put in place by supervisors. ECO is looking into potential risk assessment report resources.

MINUTES

Executive Council Office
Joint Occupational Health and Safety Committee

Workplace Inspection Reports			
Reminder that each worksite is responsible for monthly reporting. Reports were signed off by co-chairs.			
Health & Safety Leadership Committee Update			
WHIMIS Training required by all Yukon government staff. Jesse to draft an implementation plan for committee review.			
Main Admin Building Joint OHS Meeting Update			
s. 22(1)(a)			
Action Items			
Action	Assigned	Due Date	Status
Review and put document together for ECO Committee and management re: difficult and aggressive clients to have an ECO dept. response and approach.	Amy/Jesse	February	
Confirming travel guidelines	Andrew	February	
WHIMIS training implementation plan	Jesse	February	
Share MAB evacuation plan info	Jesse/Andrew	January	
Terms of Reference updates	Amy/Jesse	January	

Joint Occupational Health & Safety Meeting
Main Administration Building
10:00 am – February 7, 2018 - Executive Council Office Boardroom

Present:

Brenda McCain-Armour	Legislative Assembly Office
Carol MacLellan – Co-Chair	Finance
Nigel Allen	Public Service Commission
Jessica Schultz	Executive Council Office
Scott Tyrner	H&S Rep - Highways & Public Works

Regrets:

Katherine Traplin – Co-Chair	Highways & Public Works
Marten Berkman	Tourism & Culture
Glenn Lemoine	PMD- Highways & Public Works

1. Agenda approved
    a. Added s. 22(1)(a)
2. Minutes of previous meetings
    a. Defer to next meeting
3. s. 22(1)(a) System
    a. Introduction to the system
    b. Instructions and access available at http://healthandsafety.gov.yk.ca/s. 22(1)(a)
    c. ACTION: Jesse to set up meeting with Scott and PSC to have the MAB set up.
4. Inspection & Investigation Training
    a. Scheduled for next week
    b. Scenarios will include:
        i. Slip and fall in parking lot
        ii. Scent sensitivity
5. Other items deferred until next meeting

Next meeting:
Wednesday, March 7 2018 at 10:00 am - Executive Council Office Boardroom

Joint Occupational Health & Safety Meeting
Main Administration Building
10:00 am – April 4, 2018 - Executive Council Office Boardroom

Present:

Katherine Traplin – Co-Chair	Highways & Public Works
Brenda McCain-Armour	Legislative Assembly Office
Nigel Allen	Public Service Commission
Phil MacDonald	Executive Council Office
Scott Tyrner	H&S Rep - Highways & Public Works
Glenn Lemoine	PMD - Highways & Public Works
Chris Schneider	Security - Highways & Public Works

Regrets:

Carol MacLellan – Co-Chair	Finance
Marten Berkman	Tourism & Culture

1. Agenda approved
    a. Agenda was created and approved at the outset of the meeting.

2. Minutes of previous meetings
    a. Minutes from January 3, 2018 had been previously deferred.
    b. Fire Alarm & Generator Testing
        i. ACTION: Glenn will follow-up again on possibility of a re-occurring time schedule.
    c. Incident Report – Nigel discussed an allergic reaction induced by fumes from work being done on building. PSC followed up by meeting with PMD to take precautionary measures in order to avoid a similar situation in the future.
    d. Discussion on handicap parking spots beside old library because the old library is now being used as 'swing space' during office moves.
        i. ACTION: Glenn will draft up a sign that directs users of parking stalls to barrier free access to the building.
        ii. ACTION: Scott and Katherine to review draft mock-up of signage.
    e. s. 22(1)(a)

    f. Potential s. 22(1)(a)
        i. ACTION: Phil will follow-up to determine status and report back to committee at the next meeting.

3. Freight Delivery Ramp Access
    a. Glenn noted that ICT-H&PW s. 22(1)(a)
        This is now being resolved.
    b. Risks associated with pedestrian traffic around the loading bay were noted.
        i. ACTION: Glenn is working towards having the area deemed a point of entry for freight only with pedestrian traffic required to wear high-visibility vests.

c. It was also noted that these changes will require the appropriate communication, likely through a global message.

4. Naloxone Training
   a. PSC held a training session on naloxone training kits to treat opioid (e.g. fentanyl) overdoses. The hour long session had attendees from PSC.

5. Safety Data Sheets
   a. Discussion on whether WHIMS safety data sheets should be put next to each First Aid kit. The likely WHIMS sheets are those for toner overflow and fire extinguishers.
      i. ACTION: Nigel will follow-up to determine which data sheets.

6. First Aid Room
   a. Discussion on whether the building requires an official First Aid Room (with eye wash station, etc.).
      i. Scott had determined it does not because it is a Class B building under the OH&S Regulations.
      ii. There is an eye wash station in the mail room.
      iii. Scott noted that the First Aid Room was recently cleaned out and expired supplies were removed.
   b. Though the building does not require an official First Aid Room, it does require a recovery room which the current space already facilitates.
      i. ACTION: Scott will bring back OH&S Regulations that determine building is Class B.

7. s. 22(1)(a) System
   a. s. 22(1)(a)
   b. ACTION: Phil will get access to system and training in order to use system and provide printed report of incidents for review at each meeting.

8. Potential Change to s. 22(1)(a)
   a. ACTION: Phil will follow-up on status and possible next steps and report back to committee.

Next meeting:
Wednesday, May 2 2018 at 10:00 am - Executive Council Office Boardroom

Joint Occupational Health & Safety Meeting
Main Administration Building
10:00am – May 2, 2018 - Executive Council Office Boardroom

Present:

Katherine Traplin – Co-Chair	Highways & Public Works
Carol MacLellan – Co-Chair	Finance
Brenda McCain-Armour	Legislative Assembly Office
Phil MacDonald	Executive Council Office
Scott Tyrner	H&S Rep - Highways & Public Works
Chris Schneider	Security - Highways & Public Works
Marten Berkman	Tourism & Culture

Regrets:

Nigel Allen	Public Service Commission

1. Agenda approved
    a. Agenda was approved with addition of Incident Reports.

2. Minutes of previous meetings
    a. April 4, 2018 minutes were approved.

3. Fire Alarm & Generator Testing
    a. The notes sent out prior to testing were noted as quite helpful. However, Blair is still looking at options ofs. 22(1)(a) when possible.
        i. ACTION: Glenn will still report back on status at next meeting.

4. Parking Spots Beside Old Library
    a. Confirmed that wording for sign is going to come from Scott and Katherine.
        i. ACTION: Scott and Katherine will draft language for a sign that directs users of parking stalls to buildings' barrier free access and send wording to Glenn to liaise with sign shop for production.

5. s. 22(1)(a)

6. Potential s. 22(1)(a)
    a. Phil provided update on status, noting Property Management Division (PMD) may be able to help. It was also noted that payment for any s. 22(1)(a) may need to be split amongst departments in MAB but costs are not yet clear.
        i. ACTION: Phil will reach out to new contact in PMD that may be able to provide name of contractor(s) to s. 22(1)(a) and other advice and report back to committee on next steps.

7. Freight Delivery Ramp Access
    a. Work being done to designate door beside ramp as a point of entry for freight only with pedestrian traffic required to wear high-visibility vests. Signs are being made and Chris noted Glen has talked to representatives in ICT and Mailroom.

8. Safety Data Sheets
    a. Item deferred: Nigel was not present to provide more info on which data sheets.

9. First Aid Room
    a. Scott provided further rationale for why building is Class B under OH&S Regulations.
    i. ACTION: Scott will have oxygen tank in recovery room refilled.

10. s. 22(1)(a) System
    a. Phil, Scott and Carol took s. 22(1)(a) System training. Scott will input inspection reports each month and Phil will print report for committee to review.
    b. Scott discussed which portions of old library space are encompassed in inspections as communal space.
    c. Katherine plans to attend next inspection walk around with Scott.

11. Potential Change to s. 22(1)(a)
    a. Phil provided update on status, as he gathered, Deputy Ministers were generally supportive of s. 22(1)(a) but had some concerns. Phil will continue to get a better understanding of those concerns and how they can be addressed, lining up next steps.

12. Incident Reports
    a. Chris mentioned incident from a few weeks past about aggressive behavior at inquiry desk. RCMP were called to handle and staff were reminded that they should not s. 22(1)(a)
    ECO is putting on a verbal Judo Course in July for some of its frontline staff.
    b. Discussion on inappropriate parking spots around building now that spring has arrived. Tickets can/will be issued to deter parking violations because some can cause safety concerns.

Next meeting:
Wednesday, June 6 2018 at 10:00 am – **Epp Boardroom** – Executive Council Office

Joint Occupational Health & Safety Meeting
Main Administration Building (MAB)
10:00 am – June 6, 2018 – ECO Epp Boardroom

Present:

Katherine Traplin – Co-Chair	Highways & Public Works
Carol MacLellan – Co-Chair	Finance
Brenda McCain-Armour	Legislative Assembly Office
Phil MacDonald	Executive Council Office
Scott Tyrner	H&S Rep - Highways & Public Works
Chris Schneider	Security - Highways & Public Works
Marten Berkman	Tourism & Culture
Glenn Lemoine	PMD - Highways & Public Works

Regrets:

Nigel Allen	Public Service Commission

1. Agenda approved
   a. Agenda was approved.

2. Minutes of previous meetings
   a. May 2, 2018 minutes were approved.

3. Fire Alarm & Generator Testing
   a. Looking at s. 22(1)(a)

   Glenn noted that Blair Rolling will likely attend the next meeting to further discuss.

4. Parking Spots Beside Old Library
   a. Signs were drafted to direct users of parking stalls to buildings' barrier free access but in doing so it was noted that the parking stalls don't appear to meet accessibility standards.
      i. ACTION: Scott and/or Katherine will engage PSC's Workplace Diversity Office to check on specific concerns and implications of removing parking stalls.
      ii. ACTION: Glen will follow-up with Capital Development on status of any potential plans to upgrade parking lots around building.

   b. In discussion of barrier free access, two other things were noted. There is a vent on the side of the building protruding over the sidewalk and the wheelchair lift may not be working.
      i. Glen will look at adding high-vis material or possibly redesigning vent.
      ii. Glen will have the wheelchair lift tested.

5. Potential Risk Assessment Report
    a. Phil asked the committee about what the scope of any engagement with a contractor the committee may want included. Some suggestions were:
        - small building improvements;
        - ideas for consideration during MAB Space Planning (i.e. should public spaces be in one area, etc.); and
        - suggested safety practices (e.g. employees wearing ID cards, etc.).
            i. ACTION: Phil will look into further defining scope and next steps to have assessment completed.

    b. In discussing safety of MAB staff, it was noted that ECO has a contract for Verbal Judo training on July 10/11 and there are some extra spots available. The training is geared towards front-line staff dealing with the public.
        i. ACTION (ALL MEBMERS): If there are any front-line staff in MAB who are interested in taking training for safety purposes, MAB H&S rep should contact Phil as only a few spaces remain.

6. Freight Delivery Ramp Access
    a. Getting area deemed a point of entry for freight with only pedestrian traffic (required to wear high-visibility vests). Signage being created, delayed because RFP required now that signs need to include new YG branding. When draft signs are complete, proofs will be sent to committee members for review.

7. Safety Data Sheets
    a. Deferred to next meeting.

8. Best Practices to Setup a Departmental Joint Occupational Hazard and Safety Committee
    a. Deferred to next meeting.

9. Incident Reports
    a. No incidents to report.

10. Next Meeting
    a. July's meeting will be canceled because majority of committee is away. Next meeting will be August 1, 2018. If anything major arises in interim, it should be addressed by emailing committee members.

Next meeting:
Wednesday, August 1 2018 at 10:00 am – Main Executive Council Office Boardroom

MINUTES

Executive Council Office
Joint Occupational Health and Safety Committee

Meeting Details			
Meeting:	Executive Council Office Joint Health & Safety Committee		
Date:	July 26, 2018	Time:	11:00am
Minutes Prepared by:	Tangie Fisher	Location:	ECO Boardroom

Attendees

Present:

Tangie Fisher, EE Co-Chair, Yukon Water Board Secretariat
Philip MacDonald, Management Co-Chair, Finance, Systems & Admin
Andrew Smith, Major Projects Yukon
Phyllis Rowsell, Cabinet Office

Absent:

Christine Phillips, Yukon Water Board Secretariat
Rosemary Scanlon, Commissioner's Office
Taelor Mason, Cabinet Office
Alisha Bell, Main Street Offices

Agenda, notes, decisions, issues

Topic	Discussion
Approval of Prior Minutes	Minutes from April 19, 2018 meeting are adopted
1. Travel Planning & Check-ins	- Andrew looked into what Corporate H&S has for travel planning. They approved the document he submitted for review. - Andrew will finish part one of the Travel and Field Safety Guidelines. - Draft travel protocol form approved by the committee. - Phillip will confirm if the forms need to be approved by DMC.
2. WHMIS Training	- Reminder that all employees are required to complete the training by December 2018. - Corporate H&S advised that staff may do this in groups. Once completed, provide John Clarke with a list of employees.
3. Health & Safety Consultant	- There was another incident in the YG building and ECO Finance will be hiring a Health and Safety Consultant to review the office set up and procedures.
4. s. 22(1)(a)	- s. 22(1)(a)

Incident Reports & Follow up

Incident	Details
None	

Workplace Inspection Reports

Reminder that each worksite is responsible for monthly reporting
Upload inspection reports to s. 22(1)(a)
We need to confirm that we can pull reports from s. 22(1)(a) to track trends and issues

MINUTES

Executive Council Office
Joint Occupational Health and Safety Committee

Health & Safety Leadership Committee Update			
N/A			
Main Admin Building Joint OHS Meeting Update			
N/A			
Action Items			
Action	Assigned	Due Date	Status
Review and put document together for ECO Committee and management - Re: difficult and aggressive clients - ECO dept. response and approach	Amy/Jesse	February	Need to assign to someone as neither Jesse nor & Amy are available
Terms of Reference updates	Amy/Jesse	January	Philip to ask Jesse for update

Joint Occupational Health & Safety Meeting
Main Administration Building (MAB)
10:00 am – August 1, 2018 – Main Executive Council Office (ECO) Boardroom

Present:

Katherine Traplin – Co-Chair	Highways & Public Works
Carol MacLellan – Co-Chair	Finance
Phil MacDonald	Executive Council Office
Nigel Allen	Public Service Commission
Scott Tyrner	H&S Rep - Highways & Public Works
Glenn Lemoine	PMD - Highways & Public Works

Regrets:

Brenda McCain-Armour	Legislative Assembly Office
Chris Schneider	Security - Highways & Public Works
Marten Berkman	Tourism & Culture

1. Agenda approved
    a. The following two items were added to the agenda:
        i. Air Intake Hood
        ii. South-end Accessible Parking Stalls

2. Minutes of previous meetings
    a. June 6, 2018 minutes were approved.

3. Fire Alarm & Generator Testing
    a. Glenn noted that Blair Rawlings - Superintendent of Maintenance will attend the next meeting to further discuss.

4. Parking Spots Beside Old Library
    a. ACTION: Scott and/or Katherine still to engage PSC's Workplace Diversity Office to check on specific concerns and implications of removing parking stalls.
    b. Discussed possibility of turning stalls on second avenue into accessible parking spaces. Looking into whether there are any regulations or other issues to consider.

5. Safety Data Sheets
    a. ACTION: Nigel will forward pdf version of safety data sheet for fire extinguishers that includes first aid measures. Committee members will then post them in respective areas.

6. Best Practices to Setup a Departmental Joint Occupational Hazard and Safety Committee
    a. No H&S committee exists in Finance but is required. Advice to set one up was being sought.

b. PSC's committee structure was described. It is similar in some ways to Finance because of how program areas reside in multiple buildings.
a. ACTION: Nigel will send Carol a link to the PSC H&S SharePoint site as a resource for setting up the Finance committee.

7. Incident Reports
   a. High risk offender was in the MAB. Personalized Safety Plans are in place. ECO has contacted PMD about s. 22(1)(a)
   b. s. 19(1)(b)

8. Air Intake Hood
   a. As discussed with ICT, intake hood is necessary where it is but there was a question of whether a redesign may be feasible in order to make the area safer.
   b. ACTION: Scott will look into whether a Project Identification Document might be considered.

9. South-end Accessible Parking Stalls
   a. Stalls will be moved to better location. Currently, there are three spots but one is not useable because of drainage issues. Stalls will be relocated shortly to allow for better accessibility.
   b. Discussion was also had on speed limits in parking lot.
   c. ACTION: Glenn will be looking into whether speed limit signs might be installed to curb excessive speeds.

Next meeting:
Wednesday, September 5 2018 at 10:00 am – Executive Council Office Boardroom

MINUTES

Executive Council Office
Joint Occupational Health and Safety Committee

Meeting Details			
Meeting:	Executive Council Office Joint Health & Safety Committee		
Date:	September 20, 2018	Time:	11:00am
Minutes Prepared by:	Tangie Fisher	Location:	ECO Boardroom

Attendees

Present:

Tangie Fisher, EE Co-Chair, Yukon Water Board Secretariat
Exilda Driscoll, Management Co-Chair, Finance, Systems & Admin
Andrew Smith, Major Projects Yukon
Taelor Mason, Cabinet Office
Rosemary Scanlon, Commissioner's Office
Alisha Bell, Main Street Offices

Absent:

Christine Phillips, Yukon Water Board Secretariat

Agenda, notes, decisions, issues

Topic	Discussion
Approval of Prior Minutes	Minutes from July 26, 2018 meeting are adopted
1. Travel Planning & Check-ins	-
2. WHMIS Training	- Reminder that all employees are required to complete the training by December 2018. - Corporate H&S advised that staff may do this in groups. Once completed, provide John Clarke with a list of employees.
3. Assignments of tasks assigned to Amy/Jesse	- Exilda will meet with Jesse and report back to the committee on the status of the action items. - Andrew will bring in the health and safety manual that he has already in place for Major projects. - Tangie suggested that we use what is available already and not reinvent
4. Roles of the Committee	- Need a new secretary. Christine Phillips will help out when she is available.
5. s. 22(1)(a)	- Tangie will contact John Clarke and see if he is available for s. 22(1)(a) training.
6. Training	- Exilda will circulate information on Cannabis & Workplace Safety Online course offered through the Worker's Compensation Board.
7. Aboriginal Relations H&S rep	- Today was Alisha's last meeting. Aboriginal Relations will appoint a new H& S rep.

Incident Reports & Follow up

Incident	Details
None	

MINUTES

Executive Council Office
Joint Occupational Health and Safety Committee

Workplace Inspection Reports
Reminder that each worksite is responsible for monthly reporting Upload inspection reports to s. 22(1)(a) We need to confirm that we can pull reports from s. 22(1)(a) to track trends and issues
Health & Safety Leadership Committee Update
N/A
Main Admin Building Joint OHS Meeting Update
N/A
Action Items

Action	Assigned	Due Date	Status
Review and put document together for ECO Committee and management - Re: difficult and aggressive clients - ECO dept. response and approach	Amy/Jesse	February	Need to assign to someone as neither Jesse nor & Amy are available
Terms of Reference updates	Amy/Jesse	January	Philip to ask Jesse for update

Joint Occupational Health & Safety Meeting
Main Administration Building
10:00 am – October 3, 2018 - Executive Council Office Boardroom

Present:

Katherine Traplin – Co-Chair	Highways & Public Works
Carol MacLellan – Co-Chair	Finance
Exilda Driscoll	Executive Council Office
Scott Tyrner	H&S Rep - Highways & Public Works
Glenn Lemoine	PMD - Highways & Public Works
Chris Schneider	Security - Highways & Public Works
Marten Berkman	Tourism & Culture
Mike Smith	Superintendent of Maintenance-PMD

Regrets:

Nigel Allen	Public Service Commission

1. Agenda approved with following addition
   - Water Testing (lead) added to the agenda

2. Minutes of previous meetings
   - Minutes from August 1, 2018 approved

3. Fire Alarm & Generator Testing

   Mike Simon, Superintendent of Maintenance was asked about the scheduling of fire alarms and generator testing

   - Fire alarm and generator testing are routine items and scheduled to be tested s. 22(1)(a)

   - It response to request that MAB JOHSC be given s. 22(1)(a) notice so that proper notice can be given to building employees so they could prepare for the interruption in power and do not unnecessarily leave the building. Mike could not commit to s. 22(1)(a) but thought s. 22(1)(a) could be a possibility.
   - Single point of contact – Departments should inform their staff that if they are not receiving notification of fire alarm and generator testing that they should contact Nigel Allen to be added to the list.
   - Discussion around whether the testing could be done s. 22(1)(a) Mike said they would try to do testing around this time.

4. Parking spots behind Old Library.
   - Glen met with Dennis and it was decided that the parking spots should be left as is.

5. Safety Data Sheets - **COMPLETED**

6. 6. Best practices to set up Departments Joint Occupational Hazard and Safety Committee
    - This it is for the Dept of Finance only and Carol pursue this further on her own.

7. Wheelchair access to the MAB is at the North and South entrances only.
    i. ACTION: Glenn will draft up a sign that directs users of parking stalls to barrier free access to the building.
    ii. ACTION: Scott and Katherine to review draft mock-up of signage.

8. South-end Accessible Parking Stalls
    - Handicap parking at south access entrance is not optimal because of the slope; it causes water to pool and it freezes when cold. Glen had the drainage flushed out this year which helps the situation and will schedule to have it done once a year in the future. The situation will not be resolved until a complete overall of the parking lot is done.

9. Air Intake Hood
    - Pointing the wrong way and is a low enough where people walking on side walk risk bumping into it.
    - Glen has put some high visibility tape on it so it is more visible
    - Too late to have it modified because of high cost
    - If there are complaints, record the complaint on archibus

10. YWCHSB JOHSC Training
    - Exilda will look into getting training, all other members have received training some of or all of the required training.
    - Carol, Kat and Marten have received level 1 and would be interested in level 2

11. Incident Reports – none

Roundtable

Water Testing – It was reported in the media there was lead detected in some schools;

- Mike confirmed that this was true but the lead detected was believed to be coming from the faucets (drinking fountains) or the saudering on the pipes not from the water source.
- There was an assessment done of high risk buildings in YG and the MAB was not identified as high risks. 22(1)(a)
- The MAB has 8 drinking fountains and to replace each fountain with a water filling station would cost $25K per station.

Scott Turner is s. 25(1)

Next meeting:

Wednesday, Oct 7, 2018 at 10:00 am - Executive Council Office Boardroom

Evacuation Planning Working Group
Main Administration Building
1:00 pm - October 6, 2016
Executive Council Office Boardroom

Present:

Jessica Schultz	Executive Council Office
Angela Sale-Roche	Executive Council Office
Lisa Legere-Melanson	Executive Council Office
Brendyn Gendron	Highways & Public Works - Security
Rick Termeth	Highways & Public Works - ICT
Scott Tyrner	Highways & Public Works – ICT
Brenda McCain-Armour	Legislative Assembly
Coleen O'Hagan	Finance
Renee Paquin	Public Service Commission
Cheryl Carey	Public Service Commission
Lisa Hurley	Public Service Commission
Cathleen Lewis	Public Service Commission
Nigel Allan	Public Service Commission
Natalka Luciuk	Public Service Commission

Regrets:

Jason Biensch	Finance
Cynthia Lyslo	Finance
Kelly-Anne Malcomson	Finance
Arwen Rowe	Executive Council Office
Harmony Istchenko	Cabinet Office

1. Overall Evacuation Drill Process
    a. Action: Jesse will provide an update to the group once she hears back from HPW-PMD Project Officer responsible for the MAB upgrades, Ryan O'Donovan, regarding the status of s. 22(1)(a)
    b. Action: Jesse to bring up to the MAB Health & Safety Committee that checking s. 22(1)(a) should be included in the regular building inspections.
2. Roles & Responsibilities
    a. Command Centre
        i. Action: Jesse to provide access to the R Drive for Angela and Arwen s. 22(1
    b. Emergency Station
        i. Jason Biensch/Cynthia Lyslo liaise with Emergency Personnel as well as the Command Centre team.
    c. Marshal Station Captain
    d. Building Sweeps

3. Review Clipboard Handouts
    a. Zones and Changes
        i. Action: All Marshall Station Captains to review the zones that report to their station and update their Employee Listings and send to Jesse.
    b. Marshal Station Sites
    c. Radio Language
    d. Evacuation Bag Inventory
4. Primary and Secondary Evacuation Routes
    a. Action: Jesse to follow-up with HPW-PMD on updated maps
5. Buddy System
    a. Everyone should have a system in place
6. Debriefs Afterwards
    a. s. 22(1)(a)
7. Regular Drills
    a. Action: s. 22(1)(a)
8. Monthly Call for Employee List Updates
    a. Action: Jesse will send out a monthly call for updates to the Employee Listing.
9. Training for New Staff
    a. Action: All Marshall Station Captains to review roles and responsibilities with their alternates, building sweeps for their zones and all staff confirming their primary and secondary evacuation routes.
    b. Action: Renee has a presentation of speaking notes she used and will send out to all members.
    c. Supervisors are responsible for training new staff on the Evacuation requirements.

Next meeting: MAB Executive Council Office Boardroom – Date TBA

MINUTES

Executive Council Office
Joint Occupational Health and Safety Committee

Meeting Details			
Meeting:	Executive Council Office Joint Health & Safety Committee		
Date:	October 18, 2018	**Time:**	11:00am
Minutes Prepared by:	Christine Phillips	**Location:**	ECO Boardroom

Attendees

Present:

Tangie Fisher, EE Co-Chair, Yukon Water Board Secretariat
Exilda Driscoll, Management Co-Chair, Finance, Systems & Admin
Andrew Smith, Major Projects Yukon
Rosemary Scanlon, Commissioner's Office
Christine Phillips, Yukon Water Board Secretariat
John Clarke, Corporate Health & Safety
Scott Giroux, Corporate Health & Safety

Absent:

Taelor Mason, Cabinet Office
Rep, Main Street Offices

Agenda, notes, decisions, issues

Topic	Discussion
Approval of Prior Minutes	Minutes from the September 20, 2018 meeting adopted as written
1. WHMIS Training	- Reminder that all employees are required to complete the training by December 1, 2018 - Staff may complete in groups - Once completed, provide John Clarke with a list of employees
2. Roles of the Committee	- Need a new secretary. Christine Phillips will assist when available
3. s. 22(1)(a)	- John provided s. 22(1)(a) training - s. 22(1)(a)- one-stop database - s. 22(1)(a) - Inspections should be conducted with a manager - Under Inspection Comments: • General snapshot of the review • John to provide a template ECO can tailor for each location • Include any H&S policies promoted during inspection - Ability to issue emails to managers/supervisors - Resolution: These need to be tracked monthly to ensure timeliness

MINUTES

Executive Council Office
Joint Occupational Health and Safety Committee

	- s. 22(1)(a) - Enter hazards even if rectified during inspection - Use s. 22(1)(a) to track trends - Resolution: • Admin would follow up on any outstanding ones. • Corp H&S to assist for now • Management has responsibilities to ensure resolutions are actioned - Suggestion to review employees responsibilities - Promote identification of hazards at monthly staff meeting - Also review employee's responsibilities on a regular basis – perhaps b/f quarterly
4. Training	- Exilda recommends taking the Cannabis & Workplace Safety online course offered through the Worker's Compensation Board
5. Aboriginal Relations H&S rep	- Aboriginal Relations needs to appoint a new H&S rep - Exilda to follow up to have a new rep in place for November meeting.
6. H&S Manual	- DM can be held legally responsible - Required to have an ECO global one with addendums for each location - Christine to forward CS H&S Manual link to all reps - John has an audit template that outlines all required documents - H&S Management System – form to be completed with recommendation to DM – Exilda/Tangie to complete

Incident Reports & Follow up

Incident	Details
None	

Workplace Inspection Reports

Each worksite is responsible for monthly reporting
Ensure inspections are entered on s. 22(1)(a) including all hazards
Track trends and resolutions each month using s. 22(1)(a) database
Educate employees about H&S policies, guidelines and recommendations

Health & Safety Leadership Committee Update

N/A

Main Admin Building Joint OHS Meeting Update

N/A

Action Items

Action	Assigned	Due Date	Status
Policy for difficult and aggressive clients. ECO response and approach. EMR provided templates. These need amendment for ECO use. To be reviewed at November meeting	Exilda	November	
Terms of Reference update	Andrew	November	
Vacant Aboriginal Affairs position	Exilda	November	
H&S Management System – complete form including recommendations to DM	Exilda/Tangie	November	
CS H&S link to members	Christine	November	

MINUTES

Executive Council Office
Joint Occupational Health and Safety Committee

Meeting Details			
Meeting:	Executive Council Office Joint Health & Safety Committee		
Date:	November 15, 2018	**Time:**	11:00 am
Minutes Prepared by:	Christine Phillips	**Location:**	YWB Boardroom

Attendees

Present:

Exilda Driscoll, Management Co-Chair, Finance, Systems & Admin
Andrew Smith, Major Projects Yukon
Christine Phillips, Alternate, Yukon Water Board Secretariat

Absent:

Tangie Fisher, EE Co-Chair, Yukon Water Board Secretariat
Taelor Mason, Cabinet Office
Rosemary Scanlon, Commissioner's Office
Jodi-Lyn Newnham, Main Street Offices

Agenda, notes, decisions, issues

Topic	Discussion
Approval of Prior Minutes	Minutes from the October 18, 2018 meeting adopted as written
1. WHMIS Training	- Reminder that all employees are required to complete the training by December 1, 2018 - Staff may complete in groups - Once complete, provide John Clarke with a list of employees
2. Roles of the Committee	- We still need a new secretary. Christine Phillips has declined the position but will assist when available
3. s. 22(1)(a)	- Designated Admin to pull reports once a month prior to the meeting
4. Training	- Discussion of H&S matters at monthly staff meetings and during inspections
5. Aboriginal Relations H&S rep	- Replacement is Jodi-Lyn Newnham
6. H&S Safety Management Plan	- s. 22(1)(a) - Draft will be uploaded to SharePoint by Andrew - Cross referenced with our Terms of Reference - Logo will be updated to new YG image - Inspection Coordinator – one for each location - Job Safety Assessments- JSAs only if position warrants them - What does a JSA look like? - Safe Job Procedures – refer to the Corp. H&S link, print in a binder for each office - SharePoint should assign ARCS and ORCS numbers for inspection reports – Exilda to discuss with Joanne

MINUTES

Executive Council Office

Joint Occupational Health and Safety Committee

	- Onboarding – checklist - Fire drills – s. 22(1)(a) - Christine to ask Brookfield about this - Contractor/Management – not required - Andrew to forward amended document to the H&S reps
7. Dealing with difficult/aggressive clients	- Exilda is researching a workshop from BC - Need to allow/account for persons with mental illness - Verbal Judo course also recommended - Need a global policy but also flexibility on case-by-case basis

Incident Reports & Follow up

Incident	Details
None	

Workplace Inspection Reports

Each worksite is responsible for monthly reporting (including s. 22(1)(a) entry)
Designated Admin to pull report monthly for review at H&S meeting
Use any trends or issues as an opportunity to educate employees about H&S policies, guidelines and recommendations

Health & Safety Leadership Committee Update

N/A

Main Admin Building Joint OHS Meeting Update

N/A

Action Items

Action	Assigned	Due Date	Status
Policy for difficult and aggressive clients. To be reviewed at future meeting	Exilda	December	
Upload draft Safety Plan to SharePoint	Andrew	December	
Distribute revised draft Safety Plan to H&S members	Andrew	November	
H&S Management System	Exilda/Tangie	November	
Contact John Clarke for list of ECO employees who completed WHMIS Training	Christine	December	