



	<ul style="list-style-type: none"> <li>JOHSC Committee Handbook: Final changes have been made. Will have members read through and vote for approval next meeting. <b><u>WE DID NOT VOTE ON THIS</u></b></li> <li>Feedback for PSC Check In and Field Trip Planning Procedure: Dennis created a point form document outlining the elements of the policy framework. Members are to review and comment for next meeting. <b><u>WE DID NOT REVIEW OR COMMENT ON THIS</u></b></li> <li>Appointment of Positions on PSC JOHSC: We still have need of an Admin Coordinator –Kerri Fernandes came forward to assume the position. Steve will capacity build her for the role in the coming weeks. Thank you Kerri. <b><u>DUE TO STEVE'S ABSENCE THIS NEEDS TO BE FOLLOWED UP ON HIS RETURN – KERRI IS UNCLEAR AS TO HER RESPONSIBILITIES</u></b></li> <li>JOHSC Committee Training (NSNY) – Steve has set up tentatively February 12 full day training; Ken will invite the committee members</li> </ul>			
5.	<p>Regular Reports:  <b>5.1 Worksite Inspection</b>  Yvette will run reports for quarterly timeframes; Nigel will prepare a communication piece about being assigned to the Parklane System so folks know when they get an email what it is about; Note: Parklane doesn't recognize employee #</p> <ul style="list-style-type: none"> <li>DDC - Slip/Trip hazard at man door of work room</li> <li>MAB – Filing boxes obstructing egress and presenting tripping hazard of an employees work area.</li> </ul>	Discussed	See summary for details.	

	<ul style="list-style-type: none"> <li>SDB – First aid signs need to be updated</li> </ul> <p><b>5.2 First Aid/Injury Reports</b></p> <ul style="list-style-type: none"> <li>No First Aid Reports</li> </ul> <p><b>5.3 MINOR - Incident and Near Miss Reports</b></p> <ul style="list-style-type: none"> <li>Personal_Info a wire damaged by his sit/stand station causing a pinch and shortage; Yvette will send him the form to be returned to her for report</li> </ul> <p><b>5.4 Unsafe Condition Reports</b></p>			
6	<p><b>New Business</b></p> <ul style="list-style-type: none"> <li>EvacuTrack at Main Admin Building: particularly necessary for 3<sup>rd</sup> floor; 2<sup>nd</sup> floor – Ken will follow up re: training session (by floor; not necessarily a dept. piece – ie. Finance)</li> <li>Elevators at the Main Building – signage/certified safety not posted (Dennis to follow up)</li> <li>Fire Extinguisher in Main Building – tagged ‘service required’ (Dennis to follow up with Property Management)</li> <li>Extra communication piece to department re: who the committee reps are, inspections, followup, etc.... where we exist on intranet, minutes, etc.</li> </ul>	Trish will enter in Parklane	<p>Dennis</p> <p>Dennis</p> <p>Nigel</p>	

	<ul style="list-style-type: none"> <li>Kerri will be absent for February meeting so will ask Laura Markle to do inspection</li> </ul>			
7	<b>Next Meeting: February 11, 2016 at 1315hrs in the HSDM Boardroom - Suite 201 Dakwakada Building.</b>			
8	Meeting Adjourned: 2:10 p.m.			
9	<ul style="list-style-type: none"> <li>Approved minutes are to be filed by Kerri Fernandes/Steve Hahn</li> <li>Electronic copies are provided to all JHSC members and Tara Klippert to post on the PSC Blog.</li> <li>A hard copy is to be posted on health and safety bulletin board.</li> </ul>			

Signature of both Co-Chairs is required

\_\_\_\_\_  
(Co-Chair – Employee Representative)

\_\_\_\_\_  
(Co-Chair – Employer Representative)





5.	<p>Regular Reports:</p> <p><b>5.1 Worksite Inspection</b></p> <ul style="list-style-type: none"> <li>• DDC - No Hazards Found</li> <li>• HSDM – No Hazards Found</li> <li>• RWO – No Hazards Found</li> <li>• SDB – No Hazards Found</li> <li>• MAB – Not Completed</li> </ul> <p><b>5.2 First Aid/Injury Reports</b></p> <ul style="list-style-type: none"> <li>• No First Aid Reports</li> </ul> <p><b>5.3 MINOR - Incident and Near Miss Reports</b></p> <ul style="list-style-type: none"> <li>• DDC – employee slipped on the step outside – hitting his chest on metal dumpster, while going to dispose of refuse bag. Ice melt applied to steps. Employee c/o increased chest pain and referred to medical aid. WCB docs completed.</li> <li>• MAB – Follow up to electrical short <small>Personal_Info</small> sit/stand desk. Will create a blog post to highlight dangers of strained cords and ensure qualified personnel install cable routing on swing arm sit/stand desks.</li> </ul> <p><b>5.4 Unsafe Condition Reports</b></p> <ul style="list-style-type: none"> <li>• No unsafe condition reports.</li> </ul>	<p><b>Discussed</b></p> <p>Will complete prior to March</p> <p>Reminder to fill out FA Record book for all injuries even if no first aid administered and just referred to medical aid</p> <p>Nigel to create a blog post to this effect.</p>	<p><b>See summary for details.</b></p> <p>Nigel/Steve</p> <p>Nigel</p>	<p>March 3, 2016</p> <p>March 3, 2016</p>
6	<p><b>New Business</b></p> <ul style="list-style-type: none"> <li>• Reviewed importance and necessity to have a First Aid Record</li> </ul>	<p>Steve will send out</p>	<p>Steve</p>	<p>March 3,</p>

	Book. Will ensure that all branches have a record book.	record books to branches with deficiencies.		2016
7	<b>Next Meeting: March 10, 2016 at 1315hrs in the HSDM Classroom - Suite 201 Dakwakada Building.</b>			
8	Meeting Adjourned: 1400hrs			
9	<ul style="list-style-type: none"> <li>Approved minutes are to be filed by Kerri Fernandes/Steve Hahn</li> <li>Electronic copies are provided to all JHSC members and Tara Klippert to post on the PSC Blog.</li> <li>A hard copy is to be posted on health and safety bulletin board.</li> </ul>			

Signature of both Co-Chairs is required

\_\_\_\_\_  
(Co-Chair – Employee Representative)

\_\_\_\_\_  
(Co-Chair – Employer Representative)



	<p>There needs to be some training to ensure there is a group of employees comfortable utilizing it to evacuate mobility impaired clients and staff in an emergency.</p> <ul style="list-style-type: none"> <li>JOHSC Committee Training – Due to a lack of response from across YG, a closed course was not able to be run due to low numbers. Committee members will have to go to NSNY and register for training individually.</li> </ul>	<ul style="list-style-type: none"> <li>Once numbers known Steve will develop timings for 20 min training sessions</li> <li>Nigel will communicate timings on the blog.</li> <li>Should be completed before end of May</li> <li>Steve send committee members link to NSNY training site.</li> <li>Individual members will book training with NSNY</li> <li>Training will be reimbursed by CHS</li> </ul>		
5.	<p>Regular Reports:</p> <p><b>5.1 Worksite Inspection</b></p> <ul style="list-style-type: none"> <li>DDC - Fire extinguisher needs annual maintenance</li> <li>HSDM – Red interview chair was misplaced in layout of interview room</li> <li>RWO – Lightbulbs in back hall need to be replaced</li> <li>ODB – Cords in conference room tangled and tripping hazard. Items missing from first aid kit. No first aid record book.</li> <li>MAB – Nothing to Report</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>		

	<b>5.2 First Aid/Injury Reports</b> <ul style="list-style-type: none"> <li>No First Aid Reports</li> </ul> <b>5.3 MINOR - Incident and Near Miss Reports</b> <ul style="list-style-type: none"> <li>Nothing to Report</li> </ul> <b>5.4 Unsafe Condition Reports</b> <ul style="list-style-type: none"> <li>Nothing to Report</li> </ul>			
6				
7	<b>Next Meeting: May 12, 2016 at 1315hrs in the HSDM Boardroom - Suite 201 Dakwakada Building.</b>			
8	Meeting Adjourned: 1345hrs			
9	<ul style="list-style-type: none"> <li>Approved minutes are to be filed by Stephanie Schorr</li> <li>Electronic copies are provided to all JHSC members and Tara Klippert to post on the PSC Blog.</li> <li>A hard copy is to be posted on health and safety bulletin board.</li> </ul>			

Signature of both Co-Chairs is required

\_\_\_\_\_  
(Co-Chair – Employee Representative)

\_\_\_\_\_  
(Co-Chair – Employer Representative)

<b>PSC Health and Safety Committee Meeting Minutes</b>  <b>Co-Chair: Steve Hahn</b> <b>Recorder: Amanda Dieckmann</b>  <b>Participants: Steve Hahn, Nigel Allan, Yvette Choma, Louis Kedziora, Amanda Dieckmann</b>  <b>Regrets:</b>  <b>Guests:</b>		<b>Date: May 12, 2016</b>  <b>Time: 1:15 p.m.</b>  <b>Location: Boardroom - Dakwakada Building</b>		
Agenda Item number:	Issue/Discussion	Recommendation	Member Assigned for Follow-Up:	Completion Date
1	<b>Call to Order:</b>	1315hrs		
2	<b>Adoption of Agenda:</b>	Adopted with addition of Firedrill update in New Business		
3	<b>Adoption of Minutes</b> : April 14, 2016 minutes	Adopted Approved minutes to be filed by Stephanie Schor Steve to put March 10 Minutes in template and then on Yukonnect		
4.	<b>Old Business:</b> <ul style="list-style-type: none"> <li>• Evac U Trac Training in MAB - 20-30 minute training sessions maximum 6/session will be set up (2nd level to 1<sup>st</sup> level evac)</li> <li>• JOHSC Committee Training – all members need to have the training through NSNY and will be reimbursed by CHS</li> </ul>	- Nigel will put general call in Blog for people to request training - Amanda to arrange to take the training		

5.	<p>Regular Reports:</p> <p><b>5.1 Worksite Inspection</b></p> <ul style="list-style-type: none"> <li>• DDC - nothing to report</li> <li>• HSDM – nothing to report</li> <li>• RWO – nothing to report</li> <li>• ODB – Amanda to be shown how to input Workplace Inspection Reports in to Parklane</li> <li>• MAB – Nothing to Report</li> </ul> <p><b>5.2 First Aid/Injury Reports</b></p> <ul style="list-style-type: none"> <li>• No First Aid Reports</li> </ul> <p><b>5.3 MINOR - Incident and Near Miss Reports</b></p> <ul style="list-style-type: none"> <li>• Nothing to Report</li> </ul> <p><b>5.4 Unsafe Condition Reports</b></p> <ul style="list-style-type: none"> <li>• Steve reported under inflated dolly tires were filled</li> <li>• Lock out/tag out for some equipment</li> </ul>			
6	<p>New Business</p> <ol style="list-style-type: none"> <li>Due to operational requirements Kerri Fernandes (ODB) has resigned from the Committee</li> <li>Amanda Dieckmann will be the new JOHSC member from ODB</li> <li>Emergency Summer Fire drill was completed at 211 Hawkins Street on May 12. The building was evacuated to Jim Light</li> </ol>			



	Park. Steve indicated that members of JOHSC are encouraged to observe and evaluate drills. Ideally a Spring and a Fall drill should be completed. Floor warden kits to include clip board with evacuation steps, high vis ball cap available at computec, high vis toque available at Canadian Tire and up to date staff roster.			
7	<b>Next Meeting: June 9, 2016 at 1315hrs in the HSDM Boardroom - Suite 201 Dakwakada Building.</b>			
8	Meeting Adjourned: 1350hrs			
9	.			

Signature of both Co-Chairs is required

\_\_\_\_\_  
(Co-Chair – Employee Representative)

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(Co-Chair – Employer Representative)

<b>PSC Health and Safety Committee Meeting Minutes</b>  <b>Co-Chairs:</b> Nigel Allen <b>Recorder:</b> Amanda Dieckmann  <b>Participants:</b> Trish Loretz, Dennis Clutton, Nigel Allan, Amanda Dieckmann, Michelle Christensen-Toews  <b>Regrets:</b> Ken Schamber, Amanda Foss, Renee Paquin, Cheryl McLean  <b>Guests:</b>		<b>Date:</b> July 14, 2016  <b>Time:</b> 1:15pm  <b>Location:</b> Boardroom - Dakwakada Building		
Agenda Item number:	Issue/Discussion	Recommendation	Member Assigned for Follow-Up:	Completion Date
1	Call to Order:	1315hrs		
2	Adoption of Agenda:	Adopted with addition of 5.d. Need an employee co-chair		
3	Adoption of Minutes : June 9, 2016	Minute's date changed to June 9, 2016 - Adopted		
4.	<b>Old Business:</b> <ul style="list-style-type: none"> <li>Evac U Trac Training in MAB Uncertain of #s interested in training as some email training requests may not have been received due to staff change</li> </ul>	-Nigel will repost this training opportunity to the blog with RSVP form -new instructor will be determined due to staff change		

	<ul style="list-style-type: none"> <li>SWP – Sharps</li> <li>Procedures could remain concise with dos &amp; don'ts and move contact numbers to the top or</li> <li>more detail could be added in to the procedures from appropriate sites</li> </ul>	<ul style="list-style-type: none"> <li>Keep concise - add link addresses as reference. Post to Safe Work Practice website and rotate for a month on Yukonnect "slide show"</li> </ul>		
5.	<p><b>Regular Reports:</b></p> <p><b>5.1 Worksite Inspection</b></p> <ul style="list-style-type: none"> <li>DDC – nothing to report</li> <li>HSDM – HZ status open on 2 items (coat rack behind office door and window sill water damage)</li> <li>RWO – nothing to report</li> <li>ODB – nothing to report</li> <li>MAB – nothing to report</li> </ul> <p><b>5.2 First Aid/Injury Reports</b></p> <ul style="list-style-type: none"> <li>No First Aid Reports</li> </ul> <p><b>5.3 Minor - Incident and Near Miss Reports</b></p> <ul style="list-style-type: none"> <li>No Incident and Near Miss Reports</li> </ul> <p><b>5.4 Unsafe Condition Reports</b></p> <ul style="list-style-type: none"> <li>No Unsafe Condition Reports</li> </ul>	<ul style="list-style-type: none"> <li>Ken to follow up on these two items</li> </ul>		
6	<p><b>New Business:</b></p> <p>a. Review TOR for next mandate – increasing duty schedule from 6mos to 1 year. Ideally outgoing member would mentor incoming member for first meeting of the new mandate. New TOR should be available for next formal SMT meeting.</p>	<p>Recommend to SMT - term be extended to 1 year for all PSC JOHSC members</p>		

	<p>b. Replacing Anne Kinsey-Jenson with A/Director Labour Relations. New TOR will extend mandate. Suggested that representatives should be sought from satellite offices and each floor in MAB</p> <p>c. Roles and Responsibilities committee members. Customized PSC version of minute template would be helpful on the Health and Safety page for Administrator to access. All JOHSC members should have training. In the past training has been provided by NSNY. Training will be available for all JOHSCs through HSDM this fall.</p> <p>d. Need an employee co-chair.</p>	<p>-JOHSC members to put the call out for employee member for committee</p> <p>-Nigel to post PSC JOHSC minute template</p> <p>-Once new empl. member is recruited, empl. co-chair can be decided</p>		
7	<b>Next Meeting: August 18, 2016 at 1315hrs in the HSDM Boardroom- Suite 201 Dakwakada Building</b>			
8	<b>Meeting Adjourned: 1350hrs</b>			

Signature of both Co-Chairs is required

No employee co-chair

(Co-Chair – Employee Representative)

  
(Co-Chair – Employer Representative)



	<p>-Administrator Duties and Responsibilities (pg 2) – draft minutes to be finalized, printed and signed at meetings then scanned and posted on PSC intranet</p> <p>-Training on page 1 and on page 2 to be combined under one Training heading</p> <p>-Membership and Schedule (pg. 4) – August 2017 end of term for Yvette and Pat</p>	With these changes PSC-JOHSC has adopted these terms of reference to guide its operations		
5.	<p><b>Regular Reports:</b></p> <p>5.1 Worksite Inspection</p> <ul style="list-style-type: none"> <li>One hazard remains open at Disability Management</li> </ul> <p>5.2 First Aid/Injury Reports</p> <ul style="list-style-type: none"> <li>Nothing to report</li> </ul> <p>5.3 Minor - Incident and Near Miss Reports</p> <ul style="list-style-type: none"> <li>Near Miss behind CHRDS reception desk. Cubical partition wall almost fell over.</li> </ul> <p>5.4 Unsafe Condition Reports</p> <ul style="list-style-type: none"> <li>Nothing to report</li> </ul>	Contractor secured partition and inspected others		
6	<p><b>New Business:</b></p> <p>No new business</p>			
7	<p><b>Next Meeting:</b></p> <p><b>September 8, 2016 at 1315hrs in the HSDM Bordroom – Suite 201 Dakwakada Building</b></p>			
8	<p><b>Meeting Adjourned:</b> 1350hrs</p>			

Signature of both Co-Chairs is required



(Co-Chair – Employee Representative)



(Co-Chair – Employer Representative)

<b>Co-Chairs: Nigel Allan (employer rep) and Bonita Tarr (employee rep)</b>		<b>Date: September 8, 2016</b>		
<b>Recorder: Amanda Dieckmann</b>		<b>Time: 13:15</b>		
<b>Participants: Dennis Clutton, Bonita Tarr, Ken Schamber, Nigel Allan, Amanda Dieckmann, Pat Pelletier.</b>		<b>Location: Boardroom - Dakwakada Building</b>		
<b>Regrets: Trish Loretz, Yvette Choma</b>				
Agenda Item number:	Issue/Discussion	Recommendation	Member Assigned for Follow-Up:	Completion Date
1	<b>Call to Order:</b>	1315hrs		
2	<b>Adoption of Agenda:</b>	Adopted with addition of 3 New Business items -blocked exit -concave mirror installation request -employee rep vacancy		
3	<b>Adoption of Minutes :</b>	Adopted – Nigel Allan last name misspelled		
4.	<b>Old Business:</b> <ul style="list-style-type: none"> <li>• Evac U Track Training at MAB 5 people participated in training on September 2. Another session should be offered in 3 or 4 months</li> <li>• Employee co-chair New employee rep and co-chair, Bonita Tarr (downstairs MAB)</li> </ul>			

5.	<b>Regular Reports:</b> 5.1 Worksite Inspection <ul style="list-style-type: none"> <li>• one hazard open in Disability Management</li> <li>• CHRDS does not appear in drop down in Parklane</li> <li>• Certificate in MAB elevator needs changing</li> </ul> 5.2 First Aid/Injury Reports <ul style="list-style-type: none"> <li>• Nothing to report</li> </ul> 5.3 Minor - Incident and Near Miss Reports <ul style="list-style-type: none"> <li>• Nothing to report</li> </ul> 5.4 Unsafe Condition Reports <ul style="list-style-type: none"> <li>• Nothing to report</li> </ul>		Ken Dennis	
6	<b>New Business:</b> <ul style="list-style-type: none"> <li>a. Blocked exit upstairs MAB</li> <li>b. Concave mirror installation request in Diversity Prog area</li> <li>c. 1 employee rep vacancy – approach Jazmina Randhawa in Labour Relations</li> </ul>		Nigel Dennis Nigel	
7	<b>Next Meeting: October 13, 2016 at 1315hrs in the HSDM Boardroom – Suite 201, Dakwakada Building</b>			
8	<b>Meeting Adjourned: 1340hrs</b>			

Signature of both Co-Chairs is required



(Co-Chair – Employee Representative)



(Co-Chair – Employer Representative)





# Joint Occupational Health and Safety Committee Meeting

Public Service Commission

October 13, 2016

<b>Co-Chairs:</b> Nigel Allan (employer rep) and Bonita Tarr (employee rep) <b>Recorder:</b> Amanda Dieckmann <b>Participants:</b> Nigel Allan, Bonita Tarr, Yvette Choma, Pat Pelletier, Amanda Dieckmann, John Clarke, Rosemary Tait <b>Regrets:</b> Trish Loretz, Dennis Clutton, Ken Schamber. <b>Guests:</b> Michelle Christensen-Toews		<b>Date:</b> October 13, 2016 <b>Time:</b> 3:00-4:00pm <b>Location:</b> Boardroom - Dakwakada Building		
Agenda Item number:	Issue/Discussion	Recommendation	Member Assigned for Follow-Up:	Completion Date
1	<b>Call to Order:</b> Welcome to Rosemary Tait and John Clarke new members of the committee. Round table of introductions.	1500hrs		
2	<b>Adoption of Agenda:</b>	Adopted with addition of New Business e. More extinguishers on MAB main floor		
3	<b>Adoption of Minutes :</b> September 8, 2016 minutes	Adopted		
4.	<b>Old Business:</b> <ul style="list-style-type: none"> <li>• none</li> </ul>			
5.	<b>Regular Reports:</b> 5.1 Worksite Inspection <ul style="list-style-type: none"> <li>• Parklane report generated by committee member is not including all hazards reported through the system</li> </ul>	Request IT support to reinstall program on committee member computer	Yvette	

		<p>Run hazard report from different computer (approx. 8 hazards)</p> <p>Enter inspection report in Parklane and print hazard report for your area</p> <p>Blog about electric heaters and safety -Rosemary to draft</p> <p>Encourage inspections to be done in pairs, with supervisor, with new staff etc. If staff have health &amp; safety concerns they should be brought to the attention of their supervisor</p> <p>Emergency Exits - Ensure internal and external exits checked during inspection</p> <p>Ticket in elevators will not be updated when inspected. Update occurs at Comm. Services Bldg Safety Branch</p>	<p>John/Ken</p> <p>All JOHSC members</p> <p>Nigel</p> <p>All JOHSC members</p> <p>All JOHSC members</p> <p>Dennis</p>	
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# Joint Occupational Health and Safety Committee Meeting

Public Service Commission

October 13, 2016

	<p>5.2 First Aid/Injury Reports</p> <ul style="list-style-type: none"> <li>None</li> </ul> <p>5.3 Minor - Incident and Near Miss Reports</p> <ul style="list-style-type: none"> <li>1 incident of power outage in RWO due to squirrel and power pole</li> </ul> <p>5.4 Unsafe Condition Reports</p> <ul style="list-style-type: none"> <li>Files, mats, banners in hall were moved in CHRDS</li> </ul>	Incident report will be brought to next meeting	Yvette	
6	<p><b>New Business:</b></p> <p>a. Welcome Rosemary and John</p> <p>b. ShakeOut 2016 – October 20 at 10:20 – Earthquake drill – Encourage participation in this educational opportunity</p> <p>c. MAB Emergency Evacuation – drill brought to light areas for improvement including ensuring exits are accessible and unlocked. Looking to run more drills more regularly.</p> <p>d. Liaison with MAB H&amp;S committee – PSC has two reps on this committee to maintain communication – (Catherine and Satnam)</p> <p>e. More extinguishers on MAB main floor – Whitehorse Fire Department regulations state 1 extinguisher within 25 metres. Things to consider include Whse Fire Department would have indicated there are not enough extinguishers, minimum requirement are maintained, extinguishers are to be used to exit the building not fight the fire</p>	<p>Post blog with video to promote the event</p> <p>Subcommittee of marshal captains to review overall emergency planning for MAB</p> <p>Assess the work area for CHRDS. If extinguisher is required a work order can be completed for PMD in Parklane</p>	<p>Nigel</p> <p>Nigel</p> <p>Bonita</p>	
7	<p><b>Next Meeting: November 10, 2016 at 1315hrs in the HSDM Boardroom – Suite 201, Dakwakada Building</b></p>			

8	<b>Meeting Adjourned:</b> 1600hrs			
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Signature of both Co-Chairs is required

  
(Co-Chair – Employee Representative)

  
(Co-Chair – Employer Representative)

<b>Co-Chairs:</b> Bonita Tarr (employee rep)  <b>Recorder:</b> Amanda Dieckmann  <b>Participants:</b> John Clarke, Pat Pelletier, Patricia (Trish) Loretz, Rosemary Tait, Yvette Choma, Bonita Tarr, Amanda Dieckmann  <b>Regrets:</b> Dennis Clutton, Ken Schamber, Nigel Allan  <b>Guests:</b>		<b>Date:</b> November 10, 2016  <b>Time:</b> 13:15  <b>Location:</b> Boardroom - Dakwakada Building		
Agenda Item number:	Issue/Discussion	Recommendation	Member Assigned for Follow-Up:	Completion Date
1	<b>Call to Order:</b> 13:20 called to order			
2	<b>Adoption of Agenda:</b> moved by Rosemary Tait, seconded by Trish Loretz	Adopted with addition of New Business e. Agenda format recommendation		
3	<b>Adoption of Minutes :</b> October 13, 2016 moved by John Clarke, seconded by Pat Pelletier	Adopted		
4.	<b>Old Business:</b> <ul style="list-style-type: none"> <li>Liaison with MAB H&amp;S Committee – Satnam is the Manager Co-Chair and PSC rep. Nigel will assist with liaison</li> <li>Blog Post: What we as a JOH&amp;S Committee do</li> <li>More Fire Extinguishers on main floor MAB</li> </ul>	Tabled until next meeting  Based on info provided at Oct JOHSC meeting sufficient # of extinguishers exist on main floor MAB	Nigel  Nigel	





	<p>5.4 Unsafe Condition Reports</p> <ul style="list-style-type: none"> <li>• Pylon on box outside one of the doors in MAB</li> </ul>	In Parklane as hazard and will be handled through that process		
6	<p><b>New Business:</b></p> <p>a. <u>Process for completing Worksite Inspection Reports</u></p> <ul style="list-style-type: none"> <li>- Use office inspection template to complete inspection on site <a href="http://healthandsafety.gov.yk.ca/docs/downloads/office-inspection-template-hazard-identification">http://healthandsafety.gov.yk.ca/docs/downloads/office-inspection-template-hazard-identification</a></li> <li>- Log in to Parklane and enter information including hazards if any to report <a href="https://web.hosting.parklanesys.com/yute1664122/prod/ra-inspection/login.php">https://web.hosting.parklanesys.com/yute1664122/prod/ra-inspection/login.php</a></li> <li>- Gather all First Aid, Minor Incident/Near Miss and Unsafe Conditions Reports that have been completed and email to Yvette and Dennis</li> <li>- Yvette will print these reports and bring to the next meeting along with the monthly summary from Parklane of all hazards reported.</li> <li>- "Open" hazards will remain on the reports from month to month until they have been dealt with and "Closed" in Parklane.</li> <li>- Yvette generates reminder emails to areas with hazards if hazards remain "Open" in Parklane from month to month</li> </ul>	Office inspections must occur monthly		

	<p><u>Process for completing Minor - Incident and Near Miss Reports</u></p> <ul style="list-style-type: none"> <li>- Employee fills in top of report and submits to supervisor <a href="http://healthandsafety.gov.yk.ca/docs/downloads/minor-incident-near-miss-investigative-report-template.pdf">http://healthandsafety.gov.yk.ca/docs/downloads/minor-incident-near-miss-investigative-report-template.pdf</a></li> <li>- Supervisor discusses with employee and completes bottom of report including indication of what if any corrective actions were required</li> <li>- Supervisor provides completed incident report to their JOHSC member</li> <li>- JOHSC member emails form to Yvette for reporting at next JOHSC meeting</li> </ul> <p>All JOHSC bulletin boards should include</p> <ul style="list-style-type: none"> <li>- Poison control phone #</li> <li>- Emergency contact phone #s (fire, ambulance, police)</li> <li>- Name of JOHSC member for that area</li> <li>- Name and contact number for First Aid attendant for that area</li> <li>- Copy of JOHSC meeting minutes</li> </ul> <p>b. Advanced First Aid for MAB Do HPW Security personnel in MAB have Advanced First Aid?</p>	<p>All incidents must be reported to the employee's supervisor</p> <p>Request that Jasmina update SMT with this process for incident reporting</p> <p>Committee member to contact Chris Schneider (HPW) to determine what level of First Aid Security personnel have in MAB.</p>	<p>Rosemary</p> <p>John</p>	
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	<p>c. Radio Choices Query from Marshal within MAB about whether radios used during building evacuation should be chargeable or use disposable batteries?</p> <p>d. Notes of interest from JH&amp;S Rep Training Very good course offered by Northern Safety Network Yukon.</p> <ul style="list-style-type: none"> <li>- Completion certificates were dated to expire 3 years after course completion, but now do not expire</li> <li>- Yukon Regs are available at <a href="http://www.yukonregs.ca">www.yukonregs.ca</a></li> <li>- YG Health and Safety are developing a couple of courses which will be available in the new year one of which will provide this same training and certificate for JOHSC members</li> </ul> <p>e. Agenda Format Recommendation</p> <ul style="list-style-type: none"> <li>- List Employee and Management rep names on separate lines so when attendee names are circled it is easy to see if there is quorum</li> <li>- List Co-Chairs separately so Co-Chair for that particular meeting can be circled</li> </ul>	Radios need to use disposable batteries to avoid issue of radios not being charged when required in an emergency		
7	<b>Next Meeting: December 8, 2016 13:15</b>			
8	<b>Meeting Adjourned: 14:22</b>			

Signature of both Co-Chairs is required

  
(Co-Chair – Employee Representative)

  
(Co-Chair – Employer Representative)

<b>Co-Chair: Nigel Allan (employer rep)</b>  <b>Recorder: Amanda Dieckmann</b>  <b>Participants: Bonita Tarr, Nigel Allan, John Clarke, Dennis Clutton, Yvette Choma, Pat Pelletier, Rosemary Tait, Amanda Dieckmann</b>  <b>Regrets: Trish Loretz</b>		<b>Date: December 8, 2016</b>  <b>Time: 13:15</b>  <b>Location: Boardroom - Dakwakada Building</b>		
<b>Agenda Item number:</b>	<b>Issue/Discussion</b>	<b>Recommendation</b>	<b>Member Assigned for Follow-Up:</b>	<b>Completion Date</b>
1	<b>Call to Order:</b>	13:20		
2	<b>Adoption of Agenda:</b> Rosemary Tait moved, Dennis Clutton seconded.	Adopted with recommendation to remove wording "Please see attached Summary Report" for each regular report on agenda. Reports will be available at the meetings	Nigel/Bonita	
3	<b>Adoption of Minutes of November 10, 2016:</b> John Clarke moved, Rosemary Tait seconded.	Adopted		
4.	<b>Old Business:</b> <ul style="list-style-type: none"> <li>Blog Post: What we as a JOH&amp;S Committee do. Post has been drafted. Post will be finalized with general reminder of role which is to identify and recommend.</li> </ul>	Finalize and post blog	Nigel and John	

5.	<p><b>Regular Reports:</b></p> <p><b>5.1 Worksite Inspection</b></p> <ul style="list-style-type: none"> <li>No hazards reported other than three in CHRD (extreme heat in meeting room, electrical outlet below water fountain and unsafe/poorly secured hanging of sign) also table cloth tripping hazard and cords in meeting room hazard</li> </ul> <p>When a hazard is listed in Parklane the person identified as responsible will receive an email. In the email they can respond and fill in the resolution and submit that once the hazard has been dealt with. Yvette and John will see that resolution once submitted and then go in to Parklane and "close" the hazard. If hazard is not resolved reminder emails will be sent to the same person until it is resolved.</p> <p>When undertaking a worksite inspection we can use the paper working copy just while doing the inspection– info goes in to Parklane as official record.</p> <p><b>5.2 First Aid/Injury Reports</b></p> <ul style="list-style-type: none"> <li>Nothing to report</li> </ul> <p><b>5.3 Minor - Incident and Near Miss Reports</b></p> <ul style="list-style-type: none"> <li>5 Incident reports – building damage, HVAC system issue, baseboard heater issue, cut finger and injury from slipping on ice.</li> </ul> <p><b>5.4 Unsafe Condition Reports</b></p> <ul style="list-style-type: none"> <li>Nothing to report</li> </ul>	<p>If there is no hazard to report enter information in comments in the inspection report indicating that you spoke to employees and nothing was identified, etc.</p> <p>Update the worksite inspection form from Corp H&amp;S site as the working copy– remove signed by H&amp;S committee.</p> <p>Ensure FA reports are completed if incident rpt involves injury and ensure FA log is filled in</p> <p>As part of Jan 2017 worksite inspection reports ask supervisors if they have taken <u>Accident Investigation Training</u>.</p>	John and Ken	
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6	<b>New Business:</b> <ul style="list-style-type: none"> <li>MAB First Aid requirements and debrief the meeting with Satnam Gill – There are class B and class C FA requirements in MAB. Decision needs to be made as to whether the MAB will be dealt with as a whole or by department. Currently there is no policy regarding FA responsibility in the MAB. A Hazard Assessment may be necessary to determine how we are going to address the FA in the building.</li> <li>How to avoid extra work when documenting inspections, investigations, etc.- individuals name to appear at top only. Elsewhere position named not individual. Only need to cover individual's name in one place.</li> <li>H&amp;S Board has been moved to a more prominent location in the main PSC hallway on the MAB 2<sup>nd</sup> floor (next to the Comp and Class admin desk).</li> <li>Parklane training still needs to take place</li> </ul>	<p>Recommendation was made to Satnam to talk to H&amp;S committee in MAB to determine next steps.</p> <p>Request update from Satnam in the new year.</p> <p>Pat/Bonita/John</p>	Nigel	
7	<b>Next Meeting: January 12, 2017 at 1315 hrs in the HSDM Boardroom – Suite 201, Dakwakada Building</b>			
8	<b>Meeting Adjourned: 1430</b>			

Signature of both Co-Chairs is required



(Co-Chair – Employee Representative)



(Co-Chair – Employer Representative)

<b>Co-Chairs:</b> Nigel Allan (employer rep), <u>Bonita Tarr (employee rep) – chair 01/12/17</u> <b>Recorder:</b> Amanda Dieckmann  <b>Participants:</b> Trish Loretz, Dennis Clutton, Pat Pelletier, Nigel Allan, Bonita Tarr, Amanda Dieckmann  <b>Advisor to the JOHSC:</b> John Clarke  <b>Regrets:</b> Rosemary Tait, Yvette Choma		<b>Date:</b> January 12, 2017  <b>Time:</b> 13:15  <b>Location:</b> Boardroom - Dakwakada Building		
Agenda Item number:	Issue/Discussion	Recommendation	Member Assigned for Follow-Up:	Completion Date
1	<b>Call to Order:</b>	13:03		
2	<b>Adoption of Agenda:</b> Dennis Clutton moved, John Clarke seconded	Adopted with addition of New Business e) Review of Policy & Procedure during inspections and at meetings		
3	<b>Adoption of Minutes of December 8, 2016:</b> Nigel Allan moved, Trish Loretz seconded	Adopted		
4.	<b>Old Business:</b> <ul style="list-style-type: none"> <li>No Old Business.</li> </ul>			
5.	<b>Regular Reports:</b> 5.1 Worksite Inspection <ul style="list-style-type: none"> <li>All hazards with past due dates have been resolved except for one initiated July 6, 2016 DM</li> </ul> 5.2 First Aid/Injury Reports <ul style="list-style-type: none"> <li>No reports</li> </ul> 5.3 Minor - Incident and Near Miss Reports <ul style="list-style-type: none"> <li>No reports</li> </ul>	During worksite inspection check that all evacuation maps are up to date	All committee members	

	<p>5.4 Unsafe Condition Reports</p> <ul style="list-style-type: none"> <li>No reports</li> </ul>			
6	<p><b>New Business:</b></p> <ul style="list-style-type: none"> <li>a. Evacuation Plans for Branches – some branches have the emergency evacuation floor plans displayed as well as a written evacuation plan</li> <li>b. Communicating emergency evacuation procedures – PSC JOHSC has been asked to communicate all PSC branch emergency evacuation procedures, marshal areas, captains for areas/zones. This could be achieved by using the PSC Intranet or the Blog.</li> <li>c. Changes to JOHSC web page – Committee was shown the web page and all the changes and updates that have been completed. <a href="https://yukonconnect.gov.yk.ca/departments/PSC/committees/Pages/health-safety.aspx">https://yukonconnect.gov.yk.ca/departments/PSC/committees/Pages/health-safety.aspx</a></li> <li>d. Farewell to Amanda/Admin assistance going forward – Pat Pelletier has offered to take minutes after this meeting. Pat may not be able to attend March and April meetings due to year end.</li> </ul>	<p>May be helpful to have the written plan when orienting new staff and for visitors to the branch</p> <p>Supervisors have a responsibility to ensure all staff are aware of emergency procedures</p> <p>Committee members to review what documents for emergency evacuation are used in their area and bring that info to the next meeting</p>	All committee members	



	e. Review of policy & procedure during inspections and at the meetings – as the committee continues in its role to identify and recommend, questions should be asked of staff during workplace inspections to determine their understanding and knowledge of safety information that is meant to be passed on to them during orientation. Based on what is identified and recorded in Parklane the committee may have recommendations.			
		During February workplace inspection ask staff where their evacuation muster station is located. Include results in Parklane.		
7	<b>Next Meeting: February 9, 2017</b>			
8	<b>Meeting Adjourned: 14:00</b>			

Signature of both Co-Chairs is required



(Co-Chair – Employee Representative)



(Co-Chair – Employer Representative)

<b>Co-Chairs:</b> Nigel Allan (employer rep)- chair 2017/02/09, <u>Bonita Tarr (employee rep)</u> – <b>Recorder:</b> Pat Pelletier  <b>Participants:</b> Trish Loretz, Dennis Clutton, Pat Pelletier, Nigel Allan, Bonita Tarr, Jenna Stehelin, Pat Pelletier  <b>Advisor to the JOHSC:</b> Ken Schamber  <b>Regrets:</b> Rosemary Tait, John Clarke, Yvette Chome		<b>Date:</b> February 9, 2017  <b>Time:</b> 13:15  <b>Location:</b> Boardroom - Dakwakada Building		
Agenda Item number:	Issue/Discussion	Recommendation	Member Assigned for Follow-Up:	Completion Date
1	<b>Call to Order:</b>	1:15		
2	<b>Adoption of Agenda:</b> Ken Schamber moved, Trish Loretz seconded	Adopted		
3	<b>Adoption of Minutes of January 12, 2017:</b> Dennis Clutton moved, Trish Loretz seconded	Adopted		
4.	<b>Old Business:</b> <ul style="list-style-type: none"> <li>a.) Communicating emergency evacuation procedures Survey done during the worksite inspection on the upper floor of the MAB. 30% found not to know part or both of the questions asked (primary and secondary emergency exits).</li> </ul>	To approach SMT with recommendations: HPW to update evacuation maps. Have the Captains, Marshals and Sweeps listed in each zone. To brief and inform new employee of safety exits procedures. Add evacuation procedures to SharePoint.	Nigel Allan	



5.	<b>Regular Reports:</b> <b>5.1 Worksite Inspection</b> <ul style="list-style-type: none"> <li>Two hazards with pass dates have been resolved. Hazard initiated January 4, 2017 is still pending. Two new hazard added this month at the Dakwadaka building, there were three new hazards added from the MAB only one was recorded in Parklane.</li> </ul> <b>5.2 First Aid/Injury Reports</b> <ul style="list-style-type: none"> <li>No reports</li> </ul> <b>5.3 Minor - Incident and Near Miss Reports</b> <ul style="list-style-type: none"> <li>No reports</li> </ul> <b>5.4 Near Miss Reports:</b> <ul style="list-style-type: none"> <li>No reports</li> </ul> <b>5.5 Unsafe Condition Reports</b> <ul style="list-style-type: none"> <li>No reports</li> </ul>	Inform the HSDM Director When entering multiple entries into Parklane only one record showed up on the report.	Ken Schamber	
6	<b>New Business:</b> <b>b.) Evacuations Plans for Branches</b> <ul style="list-style-type: none"> <li>this was tabled for the next meeting.</li> </ul> <b>c.) Welcome Jenna</b>	Tabled for next meeting	Yvette Choma and John Clarke	
7	<b>Next Meeting: March 9, 2017 @1:15pm</b>			
8	<b>Meeting Adjourned:</b>			

Signature of both Co-Chairs is required



(Co-Chair – Employee Representative)



(Co-Chair – Employer Representative)

<b>Co-Chairs:</b> Nigel Allan (employer rep)- <u>Bonita Tarr (employee rep) – chair-17/03/14</u> <b>Recorder:</b> Pat Pelletier  <b>Participants:</b> Trish Loretz, Dennis Clutton, Pat Pelletier, Nigel Allan, Bonita Tarr, Rosemary Tait, Yvette Chome  <b>Advisor to the JOHSC:</b> John Clarke  <b>Regrets:</b> Jenna Stehelin		<b>Date:</b> March 14, 2017  <b>Time:</b> 13:15  <b>Location:</b> Boardroom - Dakwakada Building		
Agenda Item number:	Issue/Discussion	Recommendation	Member Assigned for Follow-Up:	Completion Date
	<b>Call to Order:</b>	1:15pm		
1.	<b>Adoption of Agenda:</b> Trish Loretz moved, Dennis Clutton seconded	Adopted with addition of New Business f) Sensitivity		
2.	<b>Adoption of Minutes of :</b> Nigel Allan moved, Rosemary Tait seconded	Adopted		
3.	<b>Old Business:</b> a) Email out to PSC-Senior Management re: MAB emergency evacuation procedures (update) Updates can be found on the G:STAFF/MAB johsc evac or on the Yukon Connect - PSC/Resources/ Emergency Evacuation info.  Training and Boardrooms when in use, person responsible should be aware of emergency exits and muster stations. C&C, HSDM, CHRDS & ODB	JOHSC Recommending to SMT that all managers during the month of March ensure that all employees are aware of emergency evacuation procedures.  Talk to Communications about writing up a document to inform	Nigel Allan	

	<p>b) Update on training submitted to YWCB Second revision sent for approval The course will be 2 8 hour days-4hrs will be on concepts and general information. 8 hours will focus on reporting and 4 hours will cover forms/office inspections and hands on learning in Parklane</p>	<p>employees/employers responsibilities</p> <p>Waiting for approval from YWCB</p>		
4.	<p><b>Regular Reports:</b></p> <p>1. Worksite Inspections: There are 4 outstanding hazard reports.</p> <p>a) Water damage on window sill at the Dakwadaka building (HSDM)</p> <p>b) Fire exit door, hard to open tight in frame. MAB</p> <p>c) Inadequate/faulty tools-Destruction centre</p> <p>d) Heavy boxes stacked in file room. Comp. &amp; Class</p> <p>2. First Aid and Injury Reports One report entered, first aid done by subject, incident was reported in the first aid log book. Professional medical care was not needed.</p> <p>3. Incident Reports: No</p> <p>4. Near Miss Reports: No</p> <p>5. Unsafe Condition Reports: Two hazards identified at CHRDS</p>	<p>Extended to summer</p> <p>To be updated</p> <p>Will be fixed April 1, 2017</p> <p>One box left to remove</p> <p>Bonita Tarr will meet with John Clarke in March to discuss</p>	<p>Nigel Allan</p> <p>Dennis Clutton</p> <p>Trish Loretz</p>	

	6. Worksite inspections question to ask during inspections: Has your First Aid kit been inspected recently? How would you know?	All committee inspectors		
5	<p><b>New Business:</b></p> <p><b>c) Evacuation Plans for Branches</b> Ensure that all branches has updated evacuation signs that are clear, easy to read and understand.</p> <p><b>d) Discuss a replacement Parklane Administrator</b> Yvette Choma stepping down from this position but will remain on the committee. Dennis Clutton is tentatively interested will see what the time commitment will be.</p> <p><b>e) Training calendar in house First Aid</b> All government employees can take this course with their supervisor's approval. Must complete form and register with HSDM. Course given 3 or 4 times a year. HSDM will reimburse all departments for this course. Email: <a href="mailto:safety@gov.yk.ca">safety@gov.yk.ca</a></p>	<p>Nigel to ask Liz to renew all maps- PSC in MAB building</p> <p>John to send template</p> <p>John Clarke to train Dennis Clutton pending decision</p> <p>Pat to send out reminder for inspections to be done April 1<sup>st</sup> to accommodate training</p>		

	<p><b>f) Scent/Sensitivity</b></p> <p>Huge issues acknowledged, people coming for meetings to have prior notice of scent sensitivity. A new poster is being created to promote awareness. It was discussed to have another educational program in the form of a video medium.</p> <p>It was also suggested that we could ask meeting organizers to add into their meeting requests: A mention that "We try to be a scent free environment and ask that people respect this and come as scent free."</p>	Employees to record all incidents from allergic reactions due to scent		
6	Next Meeting: April 13, 2017 @1:15pm			
7	Meeting Adjourned: 2:35 pm			

Signature of both Co-Chairs is required



(Co-Chair – Employee Representative)



(Co-Chair – Employer Representative)

**Joint Occupational Health and Safety Committee Meeting**<sup>0043</sup>



	<p><b>c) Replacement for Rosemary</b> Looking for another member for the JOH&amp;SC. Target Labour Relations, check with Janice re: Sonya Darling From Classification.</p> <p><b>d) Parklane Inspection Reports</b> Dennis and John reviewed the reports last week. Suggested we make comments and put them in the comments in the area. I.e.: talked to employees about emergency evacuation, or concerns received. Discussed single location and multiple locations, add a location for each sub location. JOHSC member should try to take someone from the branch with them to do the inspection.</p>	Nigel will raise at SMT	Nigel	
			Dennis/John	
6	<b>Next Meeting: May 11, 2017 @1:15pm</b>			
7	<b>Meeting Adjourned: 2:10 pm</b>			

Signature of both Co-Chairs is required

  
(Co-Chair – Employee Representative)

  
(Co-Chair – Employer Representative)

<b>Co-Chairs:</b>	Nigel Allan Chair (employer rep), Bonita Tarr (employee rep)	<b>Date:</b> May 11, 2017 <b>Time:</b> 13:15 <b>Location:</b> Boardroom - Dakwakada Building
<b>Recorder:</b>	Jenna Stehelin	
<b>Participants:</b>	Trish Lorretz, Dennis Clutton, Bonita Tarr, Yvette Choma, Jenna Stehelin	
<b>Advisor:</b>	John Clarke	
<b>Regrets:</b>	Nigel Allan, Pat Pelletier	

Item #:	Issue/Discussion	Recommendation	Member Assigned for Follow-Up:	Completion Date
	<b>Call to Order:</b>	13:15		
1.	<b>Adoption of Agenda</b> Approve (1st: Trish, 2nd: Dennis)			
2.	<b>Adoption of Minutes:</b> Not yet complete – will be sent via email Minutes don't seem to be uploaded to site for 2017			
3a.	<b>Old Business:</b> <b>MAB person with advanced First Aid (Trish)</b> Hazard assessment should be completed for MAB in order to determine proper First Aid requirements in each individual workplace/area (different work locations will have different requirements). Many office areas will meet the standards for a First Aid Level "C" location. Common areas/Public accessed areas such as security, café, mail room will probably be an increased level of "B"	Share document re: First Aid levels/hazard assessment as an example to review to committee.	John	

Item #:	Issue/Discussion	Recommendation	Member Assigned for Follow-Up:	Completion Date
5b.	<b>Evacuation Plans for Branches (Yvette &amp; John)</b>			
5c.	<b>MAB Incident with citizen in Finance Department</b> Citizen approached desk/staff and was unruly and disruptive. Incident ended well, but a reminder regarding employee safety MAB departments involved should review their workplace violence policies and ensure they are up to date MAB departments involved should ensure that employees who interact with the public are trained appropriately to deal with difficult public interactions – Non – violent crisis intervention Ensure that systems are tested so that they can be relied upon in an emergency.			
6.	<b>Next Meeting:</b> June 1, 2017 13:15 pm			
7.	<b>Meeting Adjourned:</b> not recorded			

Signature of both Co-Chairs is required

  
(Co-Chair – Employee Representative)

  
(Co-Chair – Employer Representative)

<b>Co-Chairs:</b> Nigel Allan Chair 17/06/08 (employer rep) Bonita Tarr (employee rep) <b>Recorder:</b> Pat Pelletier <b>Participants:</b> Dennis Clutton, Pat Pelletier, Nigel Allan, <b>Advisor to the JOHSC:</b> John Clarke <b>Regrets:</b> Trish Loretz, Bonita Tarr, Jenna Stehelin Yvette Choma		<b>Date:</b> June 8, 2017 <b>Time:</b> 13:15 <b>Location:</b> Boardroom - Dakwakada Building		
Agenda Item number:	Issue/Discussion	Recommendation	Member Assigned for Follow-Up:	Completion Date
	<b>Call to Order:</b>	13:15		
1.	<b>Adoption of Agenda</b> Add: Training on line on the Health & Safety web page. Air Conditioning not working MAB	Check with Curt/maintenance or ECO		
2.	<b>Adoption of Minutes:</b> Last two meeting minutes tabled for approval at July 13 meeting.		Jenna & Bonita?	
3.	<b>Old Business:</b> <ul style="list-style-type: none"> <li>• AMB 1<sup>st</sup> Aid – Tabled Waiting for decision, John sent email to Michele asking how to proceed.</li> <li>• WCB proposal for training</li> </ul>		John	
4.	<b>Regular Reports:</b> <ul style="list-style-type: none"> <li>• <b>Worksite inspections:</b> Many not done due to staff absences PSC upstairs not entered in Parklane</li> <li>• <b>First Aid and Injury Reports</b> Dennis to close First Aid incident at Shedding deport</li> </ul>			

7	Next Meeting: July 13, 2017 13:15 pm			
8	Meeting Adjourned: 13:40			

Signature of both Co-Chairs is required



(Co-Chair – Employee Representative)



(Co-Chair – Employer Representative)

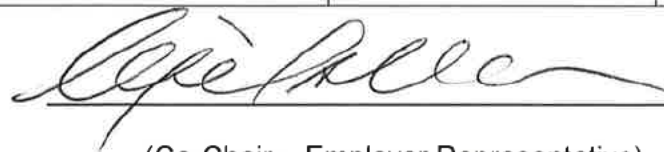
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4.	<b>Regular Reports</b> <ol style="list-style-type: none"> <li>1. Worksite Inspections: 2 Reports</li> <li>2. First Aid and Injury Reports: None</li> <li>3. Incident Reports: None</li> <li>4. Near Miss Reports: None</li> <li>5. Unsafe Condition Reports: None</li> </ol>		ALL	
5	<b>New Business</b> <ol style="list-style-type: none"> <li>a) Great Shakeout Earthquake Drills – October 19, 2017               <ul style="list-style-type: none"> <li>-There is a corporate push to try to get more departments involved</li> <li>-Michelle Christensen-Toews working on idea's for Oct 19<sup>th</sup>, send all ideas anyone has to her directly at H&amp;SDM</li> <li>-create emergency preparedness plan for your family (link)</li> </ul> </li> <li>b) MAB H&amp;S Committee</li> </ol> <p>Satnum is done his Term on the MAB H&amp;S committee and Nigel has been asked to step into the now vacant position on the MAB committee</p> <p>Nigel has agreed to step onto the MAB committee and continue on with the PSC JOHSC as well for the next couple of months</p>		Nigel  Nigel   Nigel	
6	<b>Next Meeting August 10, 2017 @1:15pm</b>			
7	<b>Meeting Adjourned: 1:55 pm</b>			

Signature of both Co-Chairs is required



(Co-Chair – Employee Representative)



(Co-Chair – Employer Representative)



<b>Co-Chairs: Nigel Allan (employer rep)- <u>Bonita Tarr (employee rep) – chair-17/09/14</u></b> <b>Recorder: Pat Pelletier</b>  <b>Participants: Trish Loretz, Dennis Clutton, Pat Pelletier, Nigel Allan, Bonita Tarr, Kerri Fernandes, Yvette Chome</b>  <b>Advisor to the JOHSC: John Clarke</b>  <b>Regrets:</b>			<b>Date: September 14, 2017</b>  <b>Time: 13:15</b>  <b>Location: Boardroom - Dakwakada Building</b>	
Agenda Item number:	Issue/Discussion	Recommendation	Member Assigned for Follow-Up:	Completion Date
	<b>Call to Order:</b>	1:15pm		
1.	<b>Adoption of Agenda:</b> Kerri Fernandes moved, Trish Loretz seconded	Adopted with addition to Regular Reports - 6. MAB H&S Report		
2.	<b>Adoption of Minutes of :</b> March 14, 2017 Dennis Clutton moved, Bonita Tarr seconded  No Quorum for August 10, 2017 PSC-JOHSC Meeting.	Adopted July minutes to be transferred to template	Bonita	Next meeting
3.	<b>Old Business:</b> a) Emergency (Earthquake) Kits for MAB- Tabled  b) Nigel's last meeting with JOHSC moving on to MAB H&S. Renee Paquin to replace Nigel as employer rep.  c) Great October Shakeout Earthquake Drills October 19, 2017 Ideas on how to get PSC depts. more involved. Forward these ideas to Michelle Christensen-Toews.	To check into this further. Well improve communication between the two committees. Nigel to provide monthly reports.  New information on H&S web page.	Dennis         All	

	<p>encourage employees to take pictures of self during the drill</p> <p>Planning a gathering to review and debrief after the drill</p> <p>During safety inspections this month ask if employees are aware of Shakeout drill, do they know what to do during an earthquake, refer them to HS web page.</p>	<p>To be finalized. Detail to follow in the PSC blog.</p> <p>Question to send out with monthly reminders</p>	<p>Nigel</p> <p>Dennis</p>	
4.	<p><b>Regular Reports</b></p> <ol style="list-style-type: none"> <li>1. Worksite Inspections: None</li> <li>2. First Aid and Injury Reports: None</li> <li>3. Incident Reports: None</li> <li>4. Near Miss Reports: None</li> <li>5. Unsafe Condition Reports:</li> <li>6. MAB Health &amp; Safety committee Report: New</li> </ol>	<p>Nigel to send report monthly.</p>	<p>Nigel</p>	
5	<p><b>New Business</b></p> <p>a) JOHSC Approval for training - dates for trial courses. Up to 12 participants. Instructor John Clarke</p> <p>Pre-requisite; moodle training titled: Corporate Health &amp; Safety Management System Training found on the H&amp;S web site.</p> <p>Part 1: Dates Oct. 12,19, &amp; 26 full day</p> <p>Part 11: Dates Nov. 8 &amp; 22 full day Training for Co-chairs: EE Rep: Bonita Tarr and ER Rep: Renee Paquin, and PSC Employee Rep. Dennis Clutton</p>	<p>Approved by WCB</p> <p>Members to complete before the course.</p> <p>All members to take training together. Coordinate with outlook calendars</p> <p>Open to all members and Supervisors</p>	<p>All</p> <p>Bonita</p> <p>All</p>	

	<p>b) Procurement JOHSC Committee</p> <p>HWP procurement offices downstairs in Dakwakada Building has no committee would like to join our committee. All agreed</p> <p>c) Radon Testing: Approved Document on Radon gases to review. Contract template available, tender based on guidelines. This is a multi-year program, each department is responsible to initiate testing, more information on the H&amp;S web site. There will be information sent in the Global notes.</p> <p>d) Fire Drill Evacuation at the Medical Arts Building (RWO) all four tenants will participate. This will be done in November 2017.</p>	<p>Department to take training together to get full benefit of course.</p> <p>Add/e-mail Vanessa Oosterbosch to welcome to our committee</p> <p>Review 6 page document.</p> <p>That all fire/evacuation/emergency drills be reported to the JOHSC committee</p>	<p>Bonita</p> <p>All</p>	
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6	Next Meeting October 12, 2017 @1:15pm			
7	Meeting Adjourned: 2:15 pm			

Signature of both Co-Chairs is required



(Co-Chair – Employee Representative)



(Co-Chair – Employer Representative)

**Co-Chairs:** Renee Paquin (employer rep)- Bonita Tarr (employee rep) – chair-17/10/12  
**Recorder:** Pat Pelletier

**Participants:** Bonita Tarr, Kerri Fernandes, Gary Adams, Vanessa Oosterbosch, Renee Paquin, Pat Pelletier

**Advisor to the JOHSC:** John Clarke

**Regrets:** Trish Loretz, Yvette Chome, Dennis Clutton

**Date:** October 12, 2017

**Time:** 13:15

**Location:** Boardroom - Dakwakada Building

Agenda Item number:	Issue/Discussion	Recommendation	Member Assigned for Follow-Up:	Completion Date
	<b>Call to Order:</b>	1:18pm		
1.	<b>Adoption of Agenda:</b> <b>Add to new business</b> d) WHIMS e) Dennis to include question with monthly inspection reminder f) Panic buttons in MAB		John Bonita	
2.	<b>Adoption of Minutes of :</b> Kerri Fernandes-moved, Pat Pelletier-seconded Kerri Fernandes-moved, Pat Pelletier-seconded	July minutes September minutes Nigel to Sign yet then Pat to post	Pat	
3.	<b>Old Business:</b> a) Bonita welcomed our new Employer Rep "Renee Paquin" from CHRDS b) Bonita welcome to our committee Member from Procurement- Vanessa Oosterbosch c) Bonita welcomed to our committee Member from Labour Relations, Gary Adams d) PSC JOHSC All taking training October 19, 2017 Part 1 with pre requisite (Moodle) e) Great October Shakeout Earthquake Drills Oct. 19, 2017, there will be a delegate from each Branch ensuring procedures are followed.		Bonita Bonita  Bonita Bonita/John  Bonita/John	

4.	<b>Regular Reports</b> <ol style="list-style-type: none"> <li>1. Worksite Inspections: 6 Reports <ol style="list-style-type: none"> <li>a) RWO replace light in back hallway exit.</li> <li>b) RWO front lobby emergency light test button not working</li> <li>c) RWO front door outside light not working</li> <li>d) CHRDS tripping hazard</li> <li>e) Back hall entrance emergency lights test not working</li> <li>f) Fob entry for HSDM &amp; Trailhead, allow access to each dept.</li> </ol> </li> <li>2. First Aid and Injury Reports: Non</li> <li>3. Incident Reports: Non</li> <li>4. Near Miss Reports: Non</li> <li>5. Unsafe Condition Reports: Non</li> <li>6. MAB Health &amp; Safety committee Report: New</li> </ol>		Contact Yvette	
5	<b>New Business</b> <ol style="list-style-type: none"> <li>a) <b>Part 2 of H&amp;S training Inspection &amp; Investigation</b> Up to 12 participants</li> <li>b) <b>PSC-JOHSC Part 2 of the training Dates are November 8 or 22, 2017.</b> Course date to be determined. Tentatively set for January 2018, (after January 16<sup>th</sup> as John is away till then.).</li> <li>c) <b>No Handicap Push Button at the front door of MAB, 2 handicap stalls out front.</b></li> <li>d) <b>WHMIS</b></li> </ol>	<p>Send email to Renee by January 15<sup>th</sup> with availability dates for yourself.</p> <p>Bring to MAB health and Safety committee</p>	<p>Renee</p> <p>Renee to Nigel</p>	

	<p>New developed WHIMS Training. Resource sheets found on the H&amp;S Web site. Moodle and classroom courses. This training is mandatory to be completed by December 2018.</p> <p><b>e) Monthly inspection question to be added to email reminders</b> Purpose to gather information, with positive or negative responses accumulate and assess results, then send recommendations to management Health and Safety Committee.</p> <p><b>f) Panic Buttons in MAB</b> 3 located in the MAB building. PSC reception desk, LR assistant desk, and Communication/Policy.</p>	<p>To build a rapport with the MAB Health and Safety committee</p> <p>Get clarification as to where the alarm is sent and/or where they are linked.</p>	<p>All</p> <p>Dennis</p>	
6	<b>Next Meeting November 9, 2017 @1:15pm</b>			
7	<b>Meeting Adjourned: 2:20 pm</b>			

Signature of both Co-Chairs is required



(Co-Chair – Employee Representative)



(Co-Chair – Employer Representative)



<b>Co-Chairs: Renee Paquin (employer rep)-          Bonita Tarr (employee rep) – chair-17/11/9 (Bonita chaired on behalf of Renee)</b> <b>Recorder: Pat Pelletier</b>  <b>Participants: Bonita Tarr, Kerri Fernandes, Gary Adams, Vanessa Oosterbosch, Pat Pelletier, Dennis Clutton</b>  <b>Advisor to the JOHSC: John Clarke</b>  <b>Regrets: Trish Loretz, Yvette Choma, Renee Paquin</b>		<b>Date: November 9, 2017</b>  <b>Time: 13:15</b>  <b>Location: Boardroom - Dakwakada Building</b>		
Agenda Item number:	Issue/Discussion	Recommendation	Member Assigned for Follow-Up:	Completion Date
	<b>Call to Order:</b>	1:20pm		
1.	<b>Adoption of Agenda:</b> Dennis Clutton adopted & Kerri Fernandes Seconded			
2.	<b>Adoption of Minutes of October 12, 2017</b>	Tabled for next meeting for Renee to sign.		
3.	<b>Old Business:</b> a) PSC JOHSC we all took the new training October 19, 2017 and completed Part 1 with pre requisite (Moodle) (UPDATE). There was good feedback from the training given to 3 other YG Departments. Future courses will be electronic formatting of the course content. The inspection at the end will be eliminated but will keep the Parklane segment.  b) Great October Shakeout Earthquake Drills October 19, 2017 (UPDATE) There was a good turnout 24 agencies registered through-out the Territory. The JOHSC Web site was down and not working. PSC was registered and Environment had a sub registry of their own for participates to register as well.		John       John	

	<p>c) No Handicap Push Button at the front door of MAB, 2 handicap stalls out front of MAB (UPDATE) There was never a handicap button there because of the steep incline of that entrance. The parking area is not adequate or accessible for the Handy Bus to park. (The handicap parking spaces was originally put there for the library patrons.)</p> <p>d) Part 2 of JOHSC Training – Inspection and Investigation January date? The calendar is open for Part 2 JOHSC training. Tentative dates between January 17 - 30, 2018.(Full day required)</p>	<p>Dennis to speak with Nigel about asking ECO to record complaints and collect statistics on this issue and then decide if this should be pursued.</p> <p>Email Renee on what dates members are available.</p>	<p>Dennis</p> <p>Renee</p>	
4.	<p><b>Regular Reports</b></p> <p>1. Worksite Inspections: 6 Reports</p> <p>RWO exit light back exit CHRDS tripping hazard HSDM emergency light test not working/HSDM fob entry access with other tenants</p> <p>RWO front entrance emergency exit light test not working RWO front door outside light burned out</p> <p>2. First Aid and Injury Reports: None 3. Incident Reports: None 4. Near Miss Reports: None 5. Unsafe Condition Reports: None 6. MAB Health &amp; Safety committee Report: New (Read out) 7. Monthly Inspection Question for December: What potential Christmas Hazards are there?</p>	<p>Yvette to confirm Fixed Waiting for parts Work order submitted</p> <p>Yvette to confirm Yvette to confirm</p> <p>Pat to upload report with minutes.</p>	<p>Yvette</p> <p>John</p> <p>Yvette Yvette</p> <p>Pat</p> <p>Dennis</p>	

5	<b>New Business</b>  a) MAB First Aid attendants (require 2 + 1) Nigel Allan, Dennis Clutton and Trish Loretz have First Aid Training (Dennis ½ time at MAB and ½ time at DDC, so Trish will fill in for the MAB in absence of Dennis' time at the DDC)  b) Challenge Results: John read out the departments numbers.		John	
6	<b>Next Meeting December 14, 2017 @1:15pm</b>			
7	<b>Meeting Adjourned: 1:45 pm</b>			

Signature of both Co-Chairs is required



(Co-Chair – Employee Representative)



(Co-Chair – Employer Representative)

# PSC OCUPATIONAL JOINT HEALTH & SAFETY COMMITTEE MEETING

Dakwakada Building – Boardroom

Time: 1:15 pm – December 14, 2017

## Present:

Renee Paquin	-Co-Chair – PSC-CHRDS
Bonita Tarr	-Co-Chair-PSC-DS.
Dennis Clutton	-PSC Safety Rep. PSC-DS
Trish Loretz	-PSC-C&C
Pat Pelletier	-PSC-FIN&ADMIN
Vanessa Oosterbosch	-HPW-PROCRUMENT

## Regrets:

Yvette Choma	-PSC-RWO
Gary Adams	-PSC-LR
Kerri Fernandes	-PSC-ODB

**Advisors to JOHSC:** John Clarke (Regrets), Ken Schamber (Regrets)

**Call to Order:** 1:15 pm

## 1. Agenda approved.

## 2. Meeting Minutes Approved for October 12, 2017 and November 9, 2017

## 3. Old Business:

a) Dennis followed up with Nigel regarding Handicap access at the MAB, security risk assessment. See attached email.

b) Feedback from students of the Training Part 1 – John – Deferred to next mtg.

c) Part 2 of JOHSC training – Inspection and Investigation.

E-mail Bonita with availability of dates after January 16, 2018.

## 4. Regular Reports:

### 1. Worksite Inspections – No new reports.

ACTION: Dennis to follow up with Yvette's RWO reports.

### 2. First Aid and Injury Reports:

Severe allergic reaction re: burning wires odor in MAB. Nigel Allen is following up with incident. A second severe allergic to reaction (perfume) not reported from Comp & Class. Both incidents were loss of work time. (WCB)

### 3. Incident Reports:

Need to communicate with supervisors the importance of completing forms.

ACTION: Trish to contact Comp & Class supervisor on reporting all incidents and incident concerning employee's allergic reaction to scent.

ACTION: Trish to send link of incident report to the committee members.

All incident reports are to go to John Clarke, Advisor to JOHSC and Dennis Clutton, PSC Health and Safety representative.

ACTION: Renee to approach SMT and remind them of the importance of remitting all incident reports that could potentially lead to further injury due to original incident.

ACTION: Renee to look into including scent sensitivity with orientation onboarding.

ACTION: Renee to check with HR (Stephanie) about WCB reports on what kind and how many claims, and if they are not coming in, Renee will take to SMT to remind them all WCB claims need to be sent to our CHRDS.

**4. Near Miss Reports:** None

**5. Unsafe Conditions Report:** None

**6. MAB H&S committee:** See Attached Minutes from December 6, 2017 meeting - ACTION items

Is there a need for two Joint Health Safety Committees? MAB & PSC

ACTION: Renee to talk to Nigel include Dennis and John or Ken. Re: are we duplicating what the committees do. Does the MAB committee enter into Parklane? Who is in charge? Deferred as Nigel is away.

ACTION: Have our meeting minutes brought to the MAB JOHSC meetings.

ACTION: Dennis to talk to Nigel regarding entering MAB incidents into Parklane.

**5. New Business:**

**a)** Renee away for most of January Ashley Kayseas will be acting.

**b)** New format for minutes.

ACTION: Adopting the format used in the MAB JOHSC minutes to start with the December 14, 2017 meeting minutes.

**Meeting Adjourned at:** 2:05 pm.

**Next Meeting:** January 11, 2018 @ 1:15 pm.

# PSC JOINT OCUPATIONAL HEALTH & SAFETY COMMITTEE MEETING

Dakwakada Building – HSDM Boardroom

Time: 1:15 pm – January 11, 2018

## Present:

Ashley Kayseas	- Co-Chair – PSC-CHRDS, DS
Bonita Tarr	- Co-Chair-PSC-CHRDS, DS, Chair
Gary Adams	- PSC-LR
Dennis Clutton	- PSC-CHRDS, DS
Kerri Fernandes	- PSC-ODB
Pat Pelletier	-PSC-FIN&ADM
Vanessa Oosterbosch	-HPW-PROCRUMENT
Trish Loretz	-PSC-C&C

## Regrets:

Yvette Choma	-PSC-RWO
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**Advisors to JOHSC:** Ken Schamber (HSDM) present, John Clarke (HSDM) (Regrets)

**Call to Order:** 1:18 pm

## 1. Agenda – Add to New Business – c) WHMIS d) Naloxone Training

## 2. Meeting Minutes Approved for December 14, 2017

## 3. Old Business:

### a) Feedback from students of the Training Part 1 (update on feedback) John-deferred

It's beneficial to take both days of training the second day is geared towards the supervisor's role. It would be beneficial to offer Part One and Two of the training together as one course.

### b) Part 2 of JOHSC Training – Inspection and Investigation

Bonita

Date of Training: February 5, 2018

### c) Results of matching up WCB claims to Incident reports

Bonita/Renee

**Action:** Renee to check with Stephanie Aube HR whether or not receiving reported claims from WCB. There are no reports to date for PSC from WCB. Forward this to SMT emphasizing the importance of HR receiving reports to track incidents.

### d) Inquire with Nigel regarding the necessity of having 2 H&S committees.

Dennis/Renee

Advisor (Ken) to JOHSC, are currently working with MAB and satellite offices to clarify the roles of the two committees and whether or not having the two committees is necessary. How to work with the MAB committee and how to coordinate the exchange of information.

### e) Follow up with supervisor's re: filling out incident reports.

Trish

**Action:** Trish to follow up with Debby, and Pat to follow up with Catherine regarding allergic reaction incidents report forms.

**Action:** Trish to touch base with Loretta and Agnes.

**Action:** Recommendation to MAB to send WCB forms to HR and to Advisors (John & Ken) HSDM for PSC all incidents.

#### **4. Regular Reports**

**1. Worksite Inspections** – No new reports.  
All reports were completed this month.

**2. First Aid and Injury Reports: None**

**3. Incident Reports: None**

**a) Need to communicate to SMT the importance of completing forms.**

**4. Near Miss Reports: None**

**5. Unsafe Conditions Report:**

ODB –broken closet door

Dakwakada Building -loose cords

**6. MAB H&S committee:** Please see attached

**5. New Business:**

**a) WHMIS**

Training for 9 to 12 participants.

Action: Who is responsible for filling out the MSDS sheets for cleaners and any chemical substance (fire extinguishers).

**Action:** Dennis to get more information.

**b) Scents in the workplace**

**Action:** Recommend to send out a memo in the Global Notes to employees about the seriousness of complying with the no-scent policies. SMT has supported this action, inclusive of all work areas.

**c) Parklane-** Opening and closing incidents and when to close was discussed.

**d) Noloxone Training** – must have first aid training

**Action:** Dennis and Trish to contact Michelle Christensen-Towes to inquire about taking the training.

**Meeting Adjourned at:** 2:04 pm.

**Next Meeting:** February 8, 2018 at 1:15 pm.





**PUBLIC SERVICE COMMISSION**  
**Joint Occupational Health & Safety Committee**

**April 12, 2018 – 1:15 p.m.**  
**Dakwakada Building – HS&DM Boardroom**

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*Attendees:*

Renee Paquin – Management Co-Chair (PSC – CHRDS)  
Bonita Tarr – Employee Co-Chair (PSC – CHRDS) Chaired  
Dennis Clutton (PSC - DS)  
Gary Adams (PSC – LR)  
Yvette Choma (PSC – RWO)  
Kerri Fernandes (PSC – ODB)  
Emma Stinson (PSC – ODB)  
Trish Loretz (PSC - C&C)  
John Clarke (PSC – HS&DM)  
Vanessa Oosterbosch (H&PW)

**Regrets:**

Pat Pelletier (PSC – F&A)

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Recorder: Renee Paquin

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- 1. Adoption of Agenda – Approved**
- 2. Adoption of February 8, 2018 Minutes – Approved, with amendment to Old Business c) – to state:**  
“Recommendation to MAB to print a copy of the WCB forms and send to HR...”
- 3. Old Business**
  - a) Naloxone Training/Training Updates**

7 people attended the training – all present were given a kit. One kit is attached to the First Aid Kits in Comp & Class & CHRDS (old library).

**Action:** Dennis to speak with Nigel & Holly Winter, Health Promotions Coordinator about another training session (possibly in ODB’s training lab), and extending the invitation to include other YG departments in the Hougen’s Building.

**b) Replacement for Yvette (Respectful Workplace Office)**

John will cover RWO while Yvette is on deferred leave; other committee members agreed to assist with inspections as required.

**c) Training for SMT, Managers and Supervisors re: safety procedures and filling out forms**

SMT was reminded of their responsibilities, report requirements, etc.; and training was provided to the manager/supervisor.

**d) Bring forward WHMIS & CHSMS Numbers to SMT**

A list was given to SMT of PSC employees who have completed the WHMIS training; with a request to have all their staff complete the required training.

**e) JOHSC – Making Recommendations to Public Service Commissioner**

Renee and John to meet to draft recommendation letter.

**f) ARCS (Removing names, distributing/filing incident reports)**

CHRDS has agreed to be the OPR (Primary holder) of original incident reports – access will be restricted to the PSC Safety Representative; who will send a redacted copy to Scott Turner (MAB H&S Committee).

**4. Regular Reports**

**a) Worksite Inspections:** Several hazards were reported last month (most housekeeping issues, e.g. cords not secured); all hazards were resolved.

**b) First Aid and Injury Reports:** There were 3 First Aid reports - 2 ice slips that required first aid (PMB was directed to address) and 1 heavy lifting. There was no time lost.

**c) Incident Reports:** There were 7 Incident Reports – 5 were scent sensitivity related (lost time for all); and 2 were ice slips (1 loss time).

**d) Near Miss Reports:** There was 1 near miss (ice buildup on the sidewalk) – PMB was notified.

**e) Unsafe Conditions Report:** As Above

**f) MAB H&S committee:** Committee reviewed April 4<sup>th</sup> Minutes (see attached).

**5. New Business:****a) PSC Commissioner 2018 Commitment to Safety**

All members have received a copy of the e-mail from the Public Service Commissioner.

**Action:** All Committee Members will raise this at their next branch meeting; and will reference when doing inspections.

**b) Air Quality Testing, Request from Classification & Compensation Branch**

John suggested that an “air-balance assessment” be conducted first.

**Action:** Trish to speak with the supervisor about contacting PMB; and a walk-through inspection of the area will be completed.

**c) New Committee Member**

Introduction to Emma Stinson, who will be replacing Kerri as representative for the Organizational Development Branch.

**d) Fire Extinguisher Training**

Seats are available for the next fire extinguisher training on May 2<sup>nd</sup>. If anyone is interested, please go to the website to register.

**e) WHMIS Training**

Committee agreed that casual employees should be encouraged to take the WHMIS training.

**\* The committee would like to thank Kerri Fernandes for her work on the committee and for the support she has given its' members! \***

**Meeting Adjourned at: 2:15pm.**

**Next Meeting: May 10, 2018 at 1:15 pm.**



**PUBLIC SERVICE COMMISSION**  
**Joint Occupational Health & Safety Committee**

**May 10, 2018 – 1:15 p.m.**  
**Dakwakada Building – HS&DM Boardroom**

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*Attendees:*

Renee Paquin – Management Co-Chair (PSC – CHRDS)  
Dennis Clutton (PSC - DS)  
Gary Adams (PSC – LR)  
John Clarke (PSC – HS&DM)  
Pat Pelletier (PSC – F&A)

**Regrets:**

Vanessa Oosterbosch (H&PW)  
Emma Stinson (PSC – ODB)  
Trish Loretz (PSC - C&C)

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Recorder: Pat Pelletier

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1. **Adoption of Agenda –Add New**
2. **Adoption of April 12, 2018 Minutes – Approved**
3. **Old Business**
  - a) **Naloxone Training/Training Updates**

New dates for training are June 6 and 13, 2018.  
8:30am to 9:30am  
Location: Diamond Room at the Training Center.  
Call Dennis to register.  
**Action:** Speak with Tara/Liz or Nigel to put training details on the PSC Blog.
  - b) **Replacement for Yvette (Respectful Workplace Office)**

Dennis will cover RWO while Yvette is on deferred leave; other committee members agreed to assist with inspections as required. Please call Jenilee to book a time for the inspection.

**c) JOHSC – Making Recommendations to Public Service Commissioner**

Renee and John to draft a recommendation letter. Letter to be deterred until the end of the month to wait for more results from testing results. The amount of employees taking training has been increasing.

**4. Regular Reports**

**a) Worksite Inspections:**

**b) First Aid and Injury Reports**

**c) Incident Reports:**

There were 3 scent related incidents at the MAB. Two incidents were in the work area and one was on the stairs in the public area of the building. The employee went home for the day for two of these incidents, and one incident the employee missed the following day as well.

**d) Near Miss Reports:**

**DDC**

Flammable products in wooden storage cabinet – removed to an approved storage cabinet.  
Eye wash solution expired – Purchased new solution, attached label to eyewash bottle with replaced date and expiry date.

**HSDM**

Two fire extinguisher inspections not dated since Dec. 2017 – EE's (?) to be advised to check all monthly.

Fire alarm missing glass bar – Work order to PMD to have it replaced.

Seal broken on first aid kit – Items to be inventoried/replaced and new seal applied.

**e) Unsafe Conditions Report:**

**f) MAB H&S committee.**

Redacted copies of PSC MAB incidents given to Scott Tyrner

**5. New Business:**

**a) Up Date Share Point Templates send link.**

It was discussed that the Agenda should be posted on Share Point where the committee members can all have access to and the ability to add items on the list.

**Action:** Renee to draft a new agenda template (time permitting) and to send instructions on how to maintain.

**b) Fire Extinguisher Training**

New courses have just been added to the HSDM training calendar. Jun 5, 2018 is the next course offering. If anyone is interested, please go to the website to register.

**Action:** All members to pass information on to employees.

**c) Call for Volunteers**

The committee needs a replacement for the Employee Co-Chair and to recruit more employees to be involved/ informed and to be a valued member of the committee.

**Action:** Renee will send an email out or draft a message for the Blog to get more representatives to volunteer for JOHSC.

**Meeting Adjourned at: 2:00 pm.**

**Next Meeting: June 14, 2018 at 1:15 pm.**



**PUBLIC SERVICE COMMISSION**  
**Joint Occupational Health & Safety Committee**

**June 14, 2018 – 1:15 p.m.**  
**Dakwakada Building – HS&DM Boardroom**

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*Attendees:*

Renee Paquin – Management Co-Chair (PSC – CHRDS)  
Dennis Clutton (PSC - DS)  
Gary Adams (PSC – LR)  
John Clarke (PSC – HS&DM)  
Pat Pelletier (PSC – F&A)  
Trish Loretz (PSC - C&C)  
Emma Stinson (PSC – ODB)

**Regrets:**

Vanessa Oosterbosch (H&PW)

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Recorder: Pat Pelletier

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- 1. Adoption of Agenda –Add New**
- 2. Adoption of May 10, 2018 Minutes – Approved**

**3. Discussion Items:**

Action Items from May 10 meeting:

**\*Draft new agenda**-All okay with format.

**\*Naloxone Training on PSC Website**

Emma has advertised training on ODB Website and looking at regular training throughout the fall. CHRDS had an in-house training on June 7<sup>th</sup> and another training will be on June 20.

**\*Letter to Commissioner**-Pending training results, John to provide numbers of employees that have taken training at next meeting.



**\*JOHSC Share Point Site**-Pending assistant from the Communications Branch to develop site.

**\*Call for new JOHSC volunteers** – Draft PSC Blog

Renee to send to communications for posting on PSC Blog Friday.

## **New Business**

### **Employee Co-Chair**

\*Dennis has volunteered (temporarily until membership is reviewed).

### **Terms of Reference (update)**

\*Renee to send final version to all members (will be updated when call for volunteers is complete)

### **Indoor Air Quality**

\*Dennis to contract Debbi to confirm if MAB maintenance has been contacted regarding air balance Assessment.

## **4. Standing Items:**

### **a) Worksite Inspections:**

Fire extinguishers were inspected – pending confirmation of tags.

### **b) First Aid and Injury Reports**

\*5 First aid and injury: Incident – 1 scent related; 2 transportation for medical treatment; and 2 minor First Aid.

There were three incident reports last month; one for scents sensitivity, one for body fluid leakage, one for assisting with medical emergency for YG EE. 1st aid report completed

**Meeting Adjourned at: 2:00 pm.**

**Next Meeting: July 12, 2018 at 1:15 pm.**



## PUBLIC SERVICE COMMISSION Joint Occupational Health & Safety Committee

September 13, 2018 – 1:15 p.m.

Dakwakada Building – HS&DM Boardroom

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*Attendees:*

Dennis Clutton Employee Co-Chair (PSC – CHRDS) Chaired  
Renee Paquin – Management Co-Chair (PSC – CHRDS)  
Scott Giroux (PSC - HS&DM)  
Vanessa Oosterbosch (H&PW)  
Emma Stinson (PSC – ODB)

**Regrets:**

Pat Pelletier (PSC – F&A)  
Gary Adams (PSC – LR)  
Yvette Choma (PSC – RWO)  
Trish Loretz (PSC - C&C)  
John Clarke (PSC – HS&DM)

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Recorder: Renee Paquin

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**1. Adoption of Agenda** – Approved

**2. Adoption of August 9, 2018 Minutes** – Deferred to next meeting

**3. Old Business**

None

**4. New Business**

- Committee agreed that Renee will submit a recommendation to MAB OH&S to install permanent muster station signs around the MAB.
- Scott will look at updating Parklane to include the “Old Library” to the system
- Reminder: All incident reports are to be sent to the Safety Officer (Dennis)
- Confirmation: Emma, as Parklane Administrator, will ensure inspections are closed.
- Shake Out Yukon: October 18<sup>th</sup> at 10:18 a.m. Michelle will advise JOHSC what assistance they can provide for the event.
- Reminder: If any health or safety issues are noticed within and around the MAB building, all PSC staff are asked to submit a maintenance request using the Building Maintenance “Archibus” system: <http://app-arch-prod.ynet.gov.yk.ca:8080/archibus/login.axvw>

- Review of current membership schedule: Renee will contact committee members who are absent to confirm role and length of service; and speak with PSC's Senior Management Team about a new management representative.
- SharePoint Site: Renee will arrange for the new Terms of Reference and membership schedule to be added to the site.

#### **5. Standing Items**

- a) Worksite Inspections:** 3 "Unsafe conditions" were reported: 1 in the Old Library (leaking hot water valves); and 2 in HS&DM Building (unsecured cabinets and items on top shelf)
- b) Incident Reports (First Aid, Injury, Near Miss, and Unsafe Conditions) Reports:** There was 1 First Aid report (cut finger – off site; no lost time)
- c) MAB H&S Committee:** No report received

**Meeting Adjourned at: 2:05pm.**

**Next Meeting: October 11, 2018 at 1:15 pm.**

**PUBLIC SERVICE COMMISSION**  
**Joint Occupational Health & Safety Committee**



**October 11, 2018 – 1:15 p.m.**  
**Dakwakada Building – HS&DM Boardroom**

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**Attendees:**

Dennis Clutton Employee Co-Chair (PSC – CHRDS)  
Renee Paquin – Management Co-Chair (PSC – CHRDS)  
Janis Meger – Management (PSC – CC&PB)  
Scott Giroux (PSC - HS&DM)  
Lisa Schellenberg (PSC – HS&DM)  
Vanessa Oosterbosch (H&PW)  
Emma Stinson (PSC – ODB)  
Everett Rook (PSC – LR)

**Regrets:**

Pat Pelletier (PSC – F&A)  
Gary Adams (PSC – LR)  
Yvette Choma (PSC – RWO)  
Trish Loretz (PSC - C&C)

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Recorder: Renee Paquin

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- 1. Adoption of Agenda – Approved**
- 2. Adoption of August 9<sup>th</sup> and September 13<sup>th</sup> – Approved**
- 3. Old Business**
  - Committee Structure
    - Scott Giroux has replaced John Clarke as Health & Safety Advisor; and Lisa Schellenberg has replaced Ken Schamber as Health, Safety & Disability Management Unit representative.
    - Vanessa has volunteered to be Administrator; Pat has agreed to remain as MAB representative (and as backup Administrator).
      - **Action Item: Renee will update the Terms of Reference; and consult with Vanessa regarding sending out a new meeting invitation**
    - Lisa has volunteered to be the employee Co-Chair; and Dennis will remain as Health & Safety Representative;
    - The new Employer Representative & Co-Chair is Janis Meger (Director, Classification, Pay & Benefits). Renee's and Gary's terms have ended.
  - Muster Station Signs: Renee has sent an e-mail to Nigel (MAB Health & Safety Committee) recommending permanent muster station signs be installed around the building.
    - **Action Item: Renee will advise Dennis of the MAB H&SC response**
  - As CHRDS will be in the library for some time, the Committee agreed to the area to the Parklane system.
    - **Action Item: Scott will amend the Parklane system to include CHRDS option**

#### 4. New Business

- Committee agreed to add a new standing item on the agenda: Programs to Promote During Next Inspections
  - **Action Item: Renee will amend the agenda template**
- October is Earthquake awareness month; and the Great Shake-Out event is scheduled for October 18<sup>th</sup>. There will be information on the PSC Blog about the event – staff will be encouraged to take selfies and prizes will be offered.
  - **Action Item: Scott will send Renee the link to the information**
- As a Corporate Health & Safety leader, Branches and PSC's Senior Management Team should be reviewing the Parklane reports on a monthly basis.
  - **Action Item: Janis will distribute the monthly reports to Branch Directors for information and discussion at SMT meeting.**

#### 5. Standing Items

- **Worksite Inspections & Incident Reports (First Aid, Injury, Near Miss, and Unsafe Conditions) Reports:** Leaking ceiling at the Training Development Centre – the tiles have been replaced and room repaired; 1 fall on stairs – no loss time.
- **MAB H&S Committee:** No report received
- **Program(s) to Promote During Next Inspections:**
  - General Health & Safety rules for YG employees have changed effective October 1, 2018 (reference to the Substance Use and Impairment Policy). [Health and Safety Rules](#)
  - New Impairment policy GAM 3.62 <https://yukonnect.gov.yk.ca/employee-info/Pages/sui.aspx>;
  - Earthquake awareness month; and Great Shake-Out Event (October) <https://www.shakeout.org/yukon/>

**Meeting Adjourned at: 2:05pm.**

**Next Meeting: November 8, 2018 at 1:15 pm.**



# PSC Joint Occupation Health & Safety Committee Agenda

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**Date:** November 8, 2018

**Time:** 1:15 p.m.

**Place:** PSC – Health, Safety & Disability Management Training Room – Dakwakada Building

**Attendees:**

Dennis Clutton H&S Rep (PSC – CHRDS)  
Scott Giroux (PSC - HS&DM)  
Lisa Schellenberg Employee Co-Chair (PSC – HS&DM)  
Vanessa Oosterbosch (H&PW)  
Everett Rook (PSC – LR)  
Trish Loretz (PSC - C&C)  
Debbie Huff Acting Management Co-Chair (PSC – CC&PB)  
Cristina Mancini (PSC – C&C)

**Regrets:**

Pat Pelletier (PSC – F&A)  
Yvette Choma (PSC – RWO)  
Janis Meger – Management (PSC – CC&PB)  
Emma Stinson (PSC – ODB)

Recorder: Vanessa Oosterbosch

## **Approval of Agenda - Approved**

## **Approval of Minutes** – Move to Dec Meeting for Approval of October Minutes

## **Old Business:**

- Action Items (from October 11<sup>th</sup> meeting)
  - Review updated Terms of Reference and New Committee Schedule
    - **ACTION ITEM:** Vanessa to send out the updated Terms of Reference for review by the group prior to the December Meeting
  - Muster Stations: Response from MAB Health & Safety Committee
    - **ACTION ITEM:** Move to December Meeting – Dennis to get response from MAB H&SC from Renee
  - Parklane Reporting
    - To be sent out to the group prior to the next meeting and should be sent with the minutes

# PSC Joint Occupation Health & Safety Committee Agenda

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## **New Business:**

- Add new business items
- Terms of Reference and what is included in the roles
  - Management Co-Chair and Employee Co-Chair – Chair monthly meetings on a rotational basis (Management one month and employee the next)
  - Administrator – Sends minutes to Chair / Co-Chair for approval – When approved, bring to the group for approval at the next meeting, sending out prior to the meeting and attaching the Parklane Report as well as the MAB Meeting Minutes – When Minutes have been approved by group, upload to Sharepoint.
  - **ACTION ITEMS:** Vanessa to update TOR with current members
- Office Hot Plates – Are they allowed? What are the rules around them?
  - **ACTION ITEMS:** Keep operation manuals for all products in use and follow the correct procedures. Write office guidelines, detailing who is responsible for what, ensuring items are turned off or unplugged when not in use, etc.
- Trish Loretz is being replaced by Cristina Mancini as their office rep. Trish will remain as their first aid person. Trish will also act as back up if Cristina is away
  - **ACTION ITEMS:** Cristina to reach out to Scott to receive some training

## **Standing Items:**

- Worksite Inspections & Incident Reports (First Aid, Injury, Near Miss, and Unsafe Conditions): Potential Hazard – light was out outside of MAB door, request has been made
- MAB OH&S Committee Report
  - No Report Received
- Program(s) to Promote During Next Inspections
  - **ACTION ITEMS:** December topic to promote: Office Decorations Safety

## **Meeting Adjourned**

**Next Meeting: December 13, 2018 at 1:15 p.m.**



# PSC Joint Occupation Health & Safety Committee Meeting Minutes



**Date:** April 11, 2019

**Time:** 1:18 p.m.

**Place:** Procurement Support Centre Boardroom – Dakwakada Building

**Attendees:**

Everett Rook (PSC – LR)

Janis Meger – Management (PSC – CC&PB)

Vanessa Oosterbosch (H&PW)

Scott Giroux (PSC - HS&DM)

**Regrets:**

Lisa Schellenberg Employee Co-Chair (PSC – HS&DM)

Pat Pelletier (PSC – F&A)

Emma Stinson (PSC – ODB)

Yvette Choma (PSC – RWO)

Dennis Clutton H&S Rep (PSC – CHRDS)

Cristina Mancini (PSC – C&C)

**Recorder:** Vanessa Oosterbosch

**Approval of Agenda - Approved**

**Approval of Minutes – March 2019 – Approved**

**Old Business:**

Action Items (from previous meetings)

- **Standing Action Item:** All Members to commit to reviewing Terms of Reference.
- Policy on Naloxin Training: Holly Winter runs all training for Health & Social Services.
  - **ACTION ITEM:** Emma will ask Holly what is the policy towards Naloxin training?
  - **UPDATE:** LAWYERS ARE INVOLVED, NO ANSWER YET
  - **See if there is an update for May 2019 meeting**
- **Contest** – conduct a test based on our branch's OH&S display board (the documents that are on it), rationale would be for staff to read the safety board and a prize for the highest score and one for the lowest score.
  - **ACTION ITEM:** Pat to ask Kim, Nigel Loretta about funds. Could we use the wellness committee prize funds or prizes or would we be able to utilize this funding?
  - **UPDATE:** Tabled until May 2019 Meeting

**New Business:**

Committee membership meeting attendance

## PSC Joint Occupation Health & Safety Committee Meeting Minutes

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- Lack of attendance has become a concern
- ACTION ITEM:** Vanessa to resend meeting invite
- Have alternates from your office attend the monthly meeting if you are unable to make it

### **Standing Items:**

- Worksite Inspections & Incident Reports (First Aid, Injury, Near Miss, and Unsafe Conditions): Nothing was received
- MAB OH&S Committee Report
  - **ACTION ITEM:** Everett to follow up with Nigel
- Program(s) to Promote During Next Inspections
  - **ACTION ITEMS:** Scent Free Workspace

**Meeting Adjourned: 1:34pm**

**Next Meeting: May 9, 2019 at 1:15 p.m. Where: HSDM Training Room**  
**Dennis off next meetings**

## PSC Joint Occupation Health & Safety Committee Minutes



**Date:** May 9, 2019

**Time:** 1:16pm

**Place:** Dakwakada Building – Health and Safety Training Room

**Attendees:**

Janis Meger – Management Co-Chair (PSC – CC&PB)  
 Lisa Schellenberg Employee Co-Chair (PSC – HS&DM)  
 Pat Pelletier (PSC – F&A)  
 Emma Stinson (PSC – ODB)  
 Yvette Choma (PSC – RWO)  
 Cristina Mancini (PSC – C&C)  
 Everett Rook (PSC – LR)  
 Vanessa Oosterbosch (H&PW)  
 Scott Giroux (PSC – HS&DM)  
 Kaitlin Melvin (PSC-ODB),

**Regrets:**

Dennis Clutton H&S Rep (PSC – CHRDS)

Recorder: Vanessa Oosterbosch

**Approval of Agenda - Approved**

**Approval of Minutes – April 2019 - Approved**

**Old Business:**

Action Items (from previous meetings)

- **Standing Action Item:** All Members to commit to reviewing Terms of Reference.
- Policy on NoloXin Training: Holly Winter runs all training for Health & Social Services.
  - Emma will ask Holly what is the policy towards NoloXin training?
  - Lawyers are involved, no answers yet.
  - **See if there is an update for June 2019 meeting**
- **Contest** – conduct a test based on our branch's OH&S display board (the documents that are on it), rationale would be for staff to read the safety board and a prize for the highest score and one for the lowest score.
  - Pat to ask Kim, Nigel Loretta about funds. Could we use the wellness committee prize funds or prizes or would we be able utilize this funding?
  - **UPDATE:** Need to confirm the answer but was most likely a no we cannot use the wellness committee prize fund.
  - **ACTION:** Janis to confirm with Nigel
- Committee membership meeting attendance

## PSC Joint Occupation Health & Safety Committee Minutes

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- -Lack of attendance has become a concern
- -Vanessa resent recurring meeting invite
- -Have alternates from your office attend the monthly meeting if you are unable to make it
- Attendance is part of the job, Supervisors should ensure you have time to attend meetings and complete inspections.
- Monitor over the next few months, may need to adjust when the monthly meetings occur.

### **New Business:**

- MAB OH&S Committee Report
  - There have been no new reports, they are not meeting quorum.
- Update on emergency evacuation in Yvette's building (4211 Hawkins St.)
  - Completed yearly, preferably on a day where majority of people are in the office.
- Office Inspections - Doubling up in case things get missed
  - HS&DM rotate inspections in the office. Either Lisa or Scott complete the inspection with the co-worker.

### **Standing Items:**

- Worksite Inspections & Incident Reports (First Aid, Injury, Near Miss, and Unsafe Conditions):
  - ODB had a few items too high in the office
  - ACTION FOR EVERYONE: When completing inspections, if there are no hazards, still go into Parklane to say there were no hazards – shows inspections were completed.
- MAB OH&S Committee Report
- Program(s) to Promote During Next Inspections
  - ACTION ITEMS: "STREET WISE" ROAD SAFETY WHEN CROSSING THE STREET

**Meeting Adjourned: 1:43 PM**

**Next Meeting: June 13, 2019 at 1:15 p.m. Where: HSDM Training Room**

## PSC Joint Occupation Health & Safety Committee Meeting Minutes



**Date:** June 13, 2019

**Time:** 1:15 p.m.

**Place:** PSC – HSDM Training Room – Dakwakada Building

**Attendees:**

Janis Meger – Management (PSC – CC&PB)  
 Emma Stinson (PSC – ODB)  
 Sasha Sywulsky (PSC-CHRDs)  
 Lisa Schellenberg Employee Co-Chair (PSC – HS&DM)  
 Yvette Choma (PSC – RWO)  
 Scott Giroux (PSC - HS&DM)  
 Cristina Mancini (PSC – C&C)  
 Pat Pelletier (PSC – F&A)

**Regrets:**

Vanessa Oosterbosch (H&PW)  
 Everett Rook (PSC – LR)  
 Dennis Clutton H&S Rep (PSC – CHRDs)

**Chair:** Lisa Schellenberg

**Recorder:** Pat Pelletier

**Approval of Agenda – Approved**

**Additions:** - Incidents reports Parklane-where to file/store

- Incidents at ODB
- Budget for contest gifts
- Christine- contest questions/draft

**Approval of Minutes – Approved.**

**Old Business:**

- Action Items (from previous meeting)
  - Review updated Terms of Reference and New Committee Schedule  
 TOR has been approved.  
 Emma will stay an additional term with Kaitlin Melvin as back-up  
 Sasha will ask Dennis if he is staying another year.  
 Vanessa to ensure they are added to the sharepoint site.
  - Policy on Naloxin Training: Holly Winter runs all training for Health & Social Services.  
 Still waiting for updates on Policies for Naloxin training.

# PSC Joint Occupation Health & Safety Committee Meeting Minutes



- **Contest** – conduct a test based on our branch's OH&S display board (the documents that are on it), rationale would be for staff to read the safety board and a prize for the highest score and one for the lowest score.
- **ACTION ITEM:** Ask Kim if a budget of \$500.00 could come out the Finance and Admin budget. (Pat) -- Follow up: Jan sent an email to the Committee on June 6 following a meeting with Kim Brant to advise that there can be a budget for this purpose and for the Committee to consider and discuss an ongoing budget to promote and support health and safety in the workplace.
  - **ACTION ITEM:** (Christine) to price possible prizes such as: First Aid Kit, Flashlights, Car kits, Headlamps.

## **New Business:**

- **MAB OH&S Committee Report**
  - **ACTION ITEM:** Haven't received any reports. (Lisa) to follow up with Nigel regarding the MAB OH&S committee reports.
- **Parklane/Incident Reports**
  - Improve on the process of the Parklane/incident reports. Emma sends reminder to complete inspections a week prior to the JOSHC meeting. Entered into Parklane. Then bring reports to meeting for review and recommendations to SMT
  - **ACTION ITEM:** Scott to prepare the Incident Reports to send to SMT
    - Scott said Jeananne (Director of HSDM) will now be distributing the minutes of JOHSC to SMT going forward
  - **ACTION ITEM:** Pat to ask Julie L. about the Incident reports and Meeting minutes

## **Standing Items:**

- **Worksite Inspections & Incident Reports (First Aid, Injury, Near Miss, and Unsafe Conditions:**
- ODB-Burn stains found behind desk where the telephones and other computer wires run next to Heaters similar to the small portable heaters.
- Paper cut
- **MAB OH&S Committee Report**
  - No Report Received

## **PSC Joint Occupation Health & Safety Committee Meeting Minutes**



- **Program(s) to Promote During Next Inspections**
  - **ACTION ITEMS:** Question to ask while doing the safety inspections: Sun smart and water safety.
  -

**Meeting Adjourned 2 pm**

**Next Meeting: July 11, 2019 at 1:15 p.m.**



# PSC Joint Health & Safety Committee Minutes

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0086

**Date:** August 9, 2019

**Time:** 1:20pm

**Place:** Dakwakada Building – Health and Safety Training Room

**Attendees:**

Everett Rook (PSC – LR)

Emma Stinson (PSC – ODB)

Lisa Schellenberg Employee Co-Chair (PSC – HS&DM)

Eliana Castellamos (PSC – F&A)

Marie Fast (PSC-CHS)

**Regrets:** Cristina Mancini (PSC – C&C)

Melissa Mann for Dennis Clutton H&S Rep (PSC – CHRDS)

Janis Meger – Management (PSC – CC&PB)

Yvette Choma (PSC – RWO)

**Recorder:** Emma Stinson

**Chair:** Lisa Schellenberg Employee Co-Chair (PSC – HS&DM)

## **Approval of Agenda - Approved**

## **Approval of Minutes – approved (vanessa)**

### **Old Business:**

#### **Standing Item: TOR – always being reviewed**

Action Items (from previous meetings)

- Policy on Naloxin Training: Holly Winter runs all training for Health & Social Services.
  - See if there is an update for Sept 2019 meeting
- **Contest** – conduct a test based on our branch's OH&S display board (the documents that are on it), rationale would be for staff to read the safety board and a prize for the highest score and one for the lowest score.
- Pat has purchased bigger items. Jan buying smaller items,
  - **ACTION ITEM:** Everett will write blurb for contest and sending Nigel. Contest start mid September.
  - Sub-committee to do the draws for prizes

### **New Business:**

# PSC Joint Health & Safety Committee Minutes

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- MAB OH&S Committee Minutes: Nigel did not have a report to share – they are still meeting though- Everett following up with Nigel
- Asbestos work is done.
- New minutes and agenda taking by Eliana moving forward
- Air conditioner in MAB, Finance concerned about air quality. Conditioner turned off on the weekend, staff found it unbearable on Mondays. Maybe a better management process. Recommended that they take it to Property Management.

## **Standing Items:**

- Worksite Inspections & Incident Reports (First Aid, Injury, Near Miss, and Unsafe Conditions): When inputting the hazards, it should be assigned to the supervisor to assign the hazard to be remedied.
  - Went over report. There were some old hazards that needed to be closed.
  - Dec 18 – change responsible party to Kim Runions – securing old filing cabinets. Kim asked for more time to while in the restructure. Needs a few months.
  - Ask Janice, about sending reminder to Nigel about procedures being put on the JOHSC site.
- Emma will pull the report and post it to the JHSC sharepoint site for viewing by the committee.
- MAB OH&S Committee Minutes
- Terms of Reference: to be sent with agenda each month in case updates are required. Decided not to do that.
- Program(s) to Promote During Next Inspections.
  - **ACTION ITEMS:** Slow down in School zones.

## **Meeting Adjourned:**

**Next Meeting: September 12 2019 @ 1:15pm**