

Schedule of Records for ATIPP 23-074

Record #	Type of Record	Date	From	To	No. of Pages	Full (F)/Severed (S)/Withheld entirely (W)	Rationale (redaction code)
1	Response to A-6691	15-Feb-18	ATIPP coordinator, WSCB	Records Manager, ATIPP office, HPW, YG	32	F	
2	Response to A-7565	15-Jan-19	ATIPP coordinator, WSCB	Records Manager, ATIPP office, HPW, YG	153	F	
3	Response to A-7705	13-Aug-19	ATIPP coordinator, WSCB	Records Manager, ATIPP office, HPW, YG	64	F	
4	Amended response to A-7705	26-Aug-19	ATIPP coordinator, WSCB	Records Manager, ATIPP office, HPW, YG	4	F	
5	Response to A-7922	21-Aug-19	ATIPP coordinator, WSCB	Records Manager, ATIPP office, HPW, YG	7	F	
6	Second amended response to A-7705	21-Oct-19	ATIPP coordinator, WSCB	Records Manager, ATIPP office, HPW, YG	3	F	
					263		



Yukon Workers'
Compensation
Health and
Safety Board

401 Strickland Street
Whitehorse, Yukon
Y1A 5N8

tel: 867 667-5645
fax: 867 393-6279
claims fax: 867 667-8740
toll free: 1 800 661-0443
web: wcb.yk.ca

To: David Downing, Records Manager, *ATIPP Act*
From: Inge Brown ATIPP Coordinator, Yukon Worker's Compensation Health and Safety Board
Date: 2018-02-15
Re: ATIPP Request A-6991 Final Response – Access Granted in Part

In conducting a thorough search for records responsive to the above named ATIPP request, the following program areas were contacted: Occupational Health and Safety (OH&S)

After reviewing the responsive records, the Yukon Worker's Compensation Health and Safety Board has decided that, overall, access will be granted in part to the 29 pages of responsive records. This means that all responsive records were reviewed, but some information contained in the records was removed pursuant to the noted sections of the ATIPP Act.

The severances were made pursuant to the following section(s) of the *ATIPP Act*:

- Sections 25 (1) (2) (d)

The following type(s) of records are being refused or redacted: Emails. The reasons for refusal or redactions may be found in the attached Schedule of Records.

- Responsive records are enclosed.

All fees associated with this request have been waived pursuant to Regulation 9(2) of the ATIPP Act, because total costs for services was under \$25.

Any questions regarding this response may be directed to Bruce Milligan, at 667-3726.

Inge Brown

ATIPP Coordinator

A-6991

Document Date	Record From: (if applicable)	Record to: (if applicable)	Access Granted	Severed (S) Withheld (W)	Rationale for Severing
July 25, 2017	Bruce Milligan	Clint Ireland		S	Section 25 (1) (2) (d) – the information relates to a third party name and employment
June 23, 2017	Bruce Milligan	Clint Ireland		S	Section 25 (1) (2) (d) – the information relates to a third party name and employment.
June 22, 2017	Bruce Milligan	Clint Ireland		S	Section 25 (1) (2) (d) – the information relates to a third party name and employment
June 20, 2017	Bruce Milligan	Clint Ireland		S	Section 25 (1) (2) (d) – the information relates to a third party name and employment.
June 19, 2017	Bruce Milligan	Clint Ireland		S	Section 25 (1) (2) (d) – the information relates to a third party name and employment.
Mar. 1, 2017	Bruce Milligan	Clint Ireland		S	Section 25 (1) (2) (d) – the information relates to a third party name, employment, and educational history.
Feb. 22, 2017	Clint Ireland	Bruce Milligan		S	Section 25 (1) (2) (d) – the information relates to a third party name and employment.
Feb. 14, 2017	Bruce Milligan	Clint Ireland		S	Section 25 (1) – the information relates to third party names.
Feb. 13, 2017	Bruce Milligan	Clint Ireland	Yes	n/a	
Jan. 6, 2017	Bruce Milligan	Clint Ireland	Yes	n/a	

Document Date	Record From: (if applicable)	Record to: (if applicable)	Access Granted	Severed (S) Withheld (W)	Rationale for Severing
Nov. 4, 2016	Clint Ireland	Bruce Milligan	Yes	n/a	
Mar. 25, 2015	Bruce Milligan	Clint Ireland	Yes	n/a	
Mar. 16, 2015	Bruce Milligan	Clint Ireland	Yes	n/a	
Mar. 13, 2015	Clint Ireland	Bruce Milligan		S	Section 25 (1) (2) (d) – the information relates to a third party name, employment, and educational history.
Mar. 11, 2015	Bruce Milligan	Clint Ireland	Yes	n/a	

①

Bruce.Milligan

From: Bruce.Milligan
Sent: Tuesday, July 25, 2017 7:00 PM
To: Clint.Ireland
Subject: Re: 25(1)(2)(d)

Thanks Clint.

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

From: Clint.Ireland
Sent: Tuesday, July 25, 2017 9:42 AM
To: Bruce.Milligan
Subject: RE: 25(1)(2)(d)

Bruce,

We are working with HR to extend 25(1)(2)(d) for a year, so you can start the process to back fill.

Regards,

Clint

From: Bruce.Milligan
Sent: Monday, June 26, 2017 9:30 AM
To: Clint.Ireland <Clint.Ireland@gov.yk.ca>
Subject: RE: 25(1)(2)(d)

Sounds good

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

Confidentiality Warning: This email and any attachments are confidential and is directed solely to the intended recipients. If you are not the intended recipient, please notify the sender immediately and delete the email and attachments from your system without making any copy in any format. Thank you.

If you are an intended addressee, please be aware that the contents of this e-mail communication may be disclosable under the *Access to Information and Protection of Privacy Act*, or, alternatively, under the Yukon Workers' Compensation Health and Safety Board's obligation to disclose documents relevant to any litigation it may be involved in.

From: Clint.Ireland
Sent: Monday, June 26, 2017 9:29 AM

To: Bruce.Milligan

Subject: Re: 25(1)(2)(d)

I will discuss with Safety Superintendent and 25(1)(2)(d) and get back to you.

Sent from my iPhone

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

Hi Clint;

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

Thoughts, very open to discuss further?

Regards

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

Confidentiality Warning—This email and any attachments are confidential and is directed solely to the intended recipients. If you are not the intended recipient, please notify the sender immediately and delete the email and attachments from your system without making any copy in any format. Thank you.

If you are an intended addressee, please be aware that the contents of this e-mail communication may be disclosable under the *Access to Information and Protection of Privacy Act*, or, alternatively, under the Yukon Workers' Compensation Health and Safety Board's obligation to disclose documents relevant to any litigation it may be involved in.

From: Clint.Ireland

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

To: Bruce.Milligan

Subject: 25(1)(2)(d)

Bruce,

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

25(1)(2)(d) is doing well here and I would like to keep him here for another 6 months. By then we will have a better idea if there is a permanent role for him here. Does that work for you?

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

Regards,

Clint Ireland

Director | Maintenance | Transportation
Highways and Public Works | Government of Yukon
T: 867-667-5644 | F: 867-393-5678 | W-12

<image001.jpg>

enabling Yukon

There and back again. Safely

2

Bruce.Milligan

From: Bruce.Milligan
Sent: Friday, June 23, 2017 1:14 PM
To: Clint.Ireland
Subject: RE: 25(1)(2)(b)

Hi Clint;

No worries on meeting today.

That's great that 25(1)(2)(b) is doing well. Yes, a 6 month extension will work if 25(1)(2)(b) is agreeable. Let me know for sure as I will find a 6 month term replacement to bolster our resources.

Regards

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

Confidentiality Warning—This email and any attachments are confidential and is directed solely to the intended recipients. If you are not the intended recipient, please notify the sender immediately and delete the email and attachments from your system without making any copy in any format. Thank you.

If you are an intended addressee, please be aware that the contents of this e-mail communication may be disclosable under the *Access to Information and Protection of Privacy Act*, or, alternatively, under the Yukon Workers' Compensation Health and Safety Board's obligation to disclose documents relevant to any litigation it may be involved in.

From: Clint.Ireland
Sent: Friday, June 23, 2017 12:24 PM
To: Bruce.Milligan
Subject: 25(1)(2)(b)

Bruce,

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

25(1)(2)(b) is doing well here and I would like to keep him here for another 6 months. By then we will have a better idea if there is a permanent role for him here. Does that work for you?

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

Regards,

Clint Ireland
Director | Maintenance | Transportation
Highways and Public Works | Government of Yukon
T: 867-667-5644 | F: 867-393-5678 | W-12



enabling Yukon
There and back again. Safely

③

Bruce.Milligan

From: Bruce.Milligan
Sent: Thursday, June 22, 2017 1:10 PM
To: Clint.Ireland
Subject: Accepted: 25 (1) (2) (d)

Sure, that works

④

Bruce.Milligan

From: Bruce.Milligan
Sent: Tuesday, June 20, 2017 2:20 PM
To: Clint.Ireland
Subject: Accepted: 25(1)(2)(d)

5

Bruce.Milligan

From: Bruce.Milligan
Sent: Monday, June 19, 2017 4:41 PM
To: Clint.Ireland
Subject: Accepted: 25 (1)(2)(d)

(6)

Bruce.Milligan

From: Bruce.Milligan
Sent: Wednesday, March 01, 2017 8:41 AM
To: Clint.Ireland
Subject: 25(1)(2) Cover Letter and Resume
Attachments: 25(1)(2)(d) - Cover Letter and Resume, March, 2017.pdf

Hi Clint;

Attached please find the resume of '25(1)(2)(d)' that we discussed a couple of weeks ago.

Thanks very much for forwarding to the appropriate location.

Regards

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

Confidentiality Warning-This email and any attachments are confidential and is directed solely to the intended recipients. If you are not the intended recipient, please notify the sender immediately and delete the email and attachments from your system without making any copy in any format. Thank you.

If you are an intended addressee, please be aware that the contents of this e-mail communication may be disclosable under the *Access to Information and Protection of Privacy Act* or, alternatively, under the Yukon Workers' Compensation Health and Safety Board's obligation to disclose documents relevant to any litigation it may be involved in.

From: Kristy.Olson
Sent: Wednesday, March 01, 2017 8:36 AM
To: Bruce.Milligan
Subject: 25(1)(2)(d) Cover Letter and Resume

See Attached

And thanks again!

Kristy Olson | Safety and Program Services Coordinator

Yukon Workers' Compensation Health & Safety Board

Occupational Health and Safety

P: 867-667-5450 F: 867-393-6729

401 Strickland Street

www.wcb.yk.ca | kristy.olson@gov.yk.ca

Whitehorse, YT Y1A 5N8

 Please consider the environment before printing this e-mail.

"This email and any attached files are intended for the sole use of the primary and copied addressee(s) and may contain privileged and/or confidential information. Any distribution, use or copying by any means of this information is strictly prohibited. If you received this email in error, please delete it immediately and notify the sender."

25 (1) (2) (d)

25(1)(a)(d)

(7)

Bruce.Milligan

From: Clint.Ireland
Sent: Wednesday, February 22, 2017 5:13 PM
To: Bruce.Milligan
Subject: RE: 25(1) TA

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

Clint

Sent from my Windows 10 phone

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

Hi Clint;

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

Regards

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

Confidentiality Warning: This email and any attachments are confidential and is directed solely to the intended recipients. If you are not the intended recipient, please notify the sender immediately and delete the email and attachments from your system without making any copy in any format. Thank you.

If you are an intended addressee, please be aware that the contents of this e-mail communication may be disclosable under the *Access to Information and Protection of Privacy Act*, or, alternatively, under the Yukon Workers' Compensation Health and Safety Board's obligation to disclose documents relevant to any litigation it may be involved in.



Bruce.Milligan

From: Bruce.Milligan
Sent: Tuesday, February 14, 2017 8:07 AM
To: Clint.Ireland
Subject: Thanks for meeting

Hi Clint;

Much appreciated our conversation yesterday, I forgot to mention that 25 (1) , who you contract with, is 25 (1)

All the best.

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

Confidentiality Warning-This email and any attachments are confidential and is directed solely to the intended recipients. If you are not the intended recipient, please notify the sender immediately and delete the email and attachments from your system without making any copy in any format. Thank you.

If you are an intended addressee, please be aware that the contents of this e-mail communication may be disclosable under the *Access to Information and Protection of Privacy Act*, or, alternatively, under the Yukon Workers' Compensation Health and Safety Board's obligation to disclose documents relevant to any litigation it may be involved in.

9

Bruce.Milligan

From: Bruce.Milligan
Sent: Monday, February 13, 2017 1:50 PM
To: Clint.Ireland
Subject: RE: Meeting

Yes if you can make it.

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

Confidentiality Warning—This email and any attachments are confidential and is directed solely to the intended recipients. If you are not the intended recipient, please notify the sender immediately and delete the email and attachments from your system without making any copy in any format. Thank you.

If you are an intended addressee, please be aware that the contents of this e-mail communication may be disclosable under the *Access to Information and Protection of Privacy Act*, or, alternatively, under the Yukon Workers' Compensation Health and Safety Board's obligation to disclose documents relevant to any litigation it may be involved in.

From: Clint.Ireland
Sent: Monday, February 13, 2017 1:42 PM
To: Bruce.Milligan
Subject: RE: Meeting

We still on for coffee at the Chocolate Claim at 3?

From: Bruce.Milligan
Sent: Friday, February 10, 2017 8:18 AM
To: Clint.Ireland
Subject: RE: Meeting

Sure, get well

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

Confidentiality Warning—This email and any attachments are confidential and is directed solely to the intended recipients. If you are not the intended recipient, please notify the sender immediately and delete the email and attachments from your system without making any copy in any format. Thank you.

If you are an intended addressee, please be aware that the contents of this e-mail communication may be disclosable under the *Access to Information and Protection of Privacy Act*, or, alternatively, under the Yukon Workers' Compensation Health and Safety Board's obligation to disclose documents relevant to any litigation it may be involved in.

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

Bruce,

I am sick and staying home today. Does Monday afternoon same time and place work for you?

Clint

Sent from my Windows 10 phone

From: [Clint.Ireland](#)
Sent: February 9, 2017 02:58 PM
To: [Bruce.Milligan](#)
Subject: RE: Meeting

Works for me see you then.

Sent from my Windows 10 phone

From: [Bruce.Milligan](#)
Sent: February 9, 2017 02:43 PM
To: [Clint.Ireland](#)
Subject: RE: Meeting

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

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

Confidentiality Warning—This email and any attachments are confidential and is directed solely to the intended recipients. If you are not the intended recipient, please notify the sender immediately and delete the email and attachments from your system without making any copy in any format. Thank you.

If you are an intended addressee, please be aware that the contents of this e-mail communication may be disclosable under the *Access to Information and Protection of Privacy Act*, or, alternatively, under the Yukon Workers' Compensation Health and Safety Board's obligation to disclose documents relevant to any litigation it may be involved in.

From: [Clint.Ireland](#)
Sent: Thursday, February 09, 2017 2:05 PM
To: [Bruce.Milligan](#)
Subject: RE: Meeting

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

Sent from my Windows 10 phone

From: [Bruce.Milligan](#)
Sent: February 9, 2017 01:22 PM
To: [Clint.Ireland](#)
Subject: RE: Meeting

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

Bruce Milligan

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

Confidentiality Warning–This email and any attachments are confidential and is directed solely to the intended recipients. If you are not the intended recipient, please notify the sender immediately and delete the email and attachments from your system without making any copy in any format. Thank you.

If you are an intended addressee, please be aware that the contents of this e-mail communication may be disclosable under the *Access to Information and Protection of Privacy Act*, or, alternatively, under the Yukon Workers' Compensation Health and Safety Board's obligation to disclose documents relevant to any litigation it may be involved in.

From: Clint.Ireland
Sent: Thursday, February 09, 2017 12:45 PM
To: Bruce.Milligan
Subject: RE: Meeting

Bruce,

Sorry for taking so long to get back to you I was at home with a sick kid yesterday...

I am open Friday afternoon if that works for you.

Clint

From: Bruce.Milligan
Sent: Wednesday, February 8, 2017 1:25 PM
To: Clint.Ireland
Subject: Meeting

Hi Clint;

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

Regards

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

Confidentiality Warning–This email and any attachments are confidential and is directed solely to the intended recipients. If you are not the intended recipient, please notify the sender immediately and delete the email and attachments from your system without making any copy in any format. Thank you.

If you are an intended addressee, please be aware that the contents of this e-mail communication may be disclosable under the *Access to Information and Protection of Privacy Act*, or, alternatively, under the Yukon Workers' Compensation Health and Safety Board's obligation to disclose documents relevant to any litigation it may be involved in.

10

Bruce.Milligan

From: Bruce.Milligan
Sent: Friday, January 06, 2017 8:14 AM
To: Clint.Ireland
Subject: RE: 360 NetImpact Leadership Assessment

Thanks Clint.

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

Confidentiality Warning:—This email and any attachments are confidential and is directed solely to the intended recipients. If you are not the intended recipient, please notify the sender immediately and delete the email and attachments from your system without making any copy in any format. Thank you.

If you are an intended addressee, please be aware that the contents of this e-mail communication may be disclosable under the *Access to Information and Protection of Privacy Act*, or, alternatively, under the Yukon Workers' Compensation Health and Safety Board's obligation to disclose documents relevant to any litigation it may be involved in.

From: Clint.Ireland
Sent: Thursday, January 05, 2017 5:30 PM
To: Bruce.Milligan
Subject: RE: 360 NetImpact Leadership Assessment

Bruce,

I am in.

Clint

Sent from my Windows 10 phone

From: Bruce.Milligan
Sent: January 5, 2017 04:37 PM
Subject: FW: 360 NetImpact Leadership Assessment

Hi All;

Happy New Year!

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

The highlighted portion below outlines the process.

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

Thanks in advance.

• •

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

Confidentiality Warning–This email and any attachments are confidential and is directed solely to the intended recipients. If you are not the intended recipient, please notify the sender immediately and delete the email and attachments from your system without making any copy in any format. Thank you.

If you are an intended addressee, please be aware that the contents of this e-mail communication may be disclosable under the *Access to Information and Protection of Privacy Act*; or, alternatively, under the Yukon Workers' Compensation Health and Safety Board's obligation to disclose documents relevant to any litigation it may be involved in.



Bruce.Milligan

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

Bruce,

I out of the office, but will be back by 4. Does that work?

Clint

Sent from my Windows 10 phone

From: Bruce.Milligan
Sent: November 4, 2016 12:07 PM
To: Clint.Ireland
Subject: Discussion

Hi Clint;

Would you have time this afternoon to discuss an investigation we are doing into a accident that occurred yesterday.

The accident does not involve HPW, we are looking for assistance.

Regards

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

Confidentiality Warning—This email and any attachments are confidential and is directed solely to the intended recipients. If you are not the intended recipient, please notify the sender immediately and delete the email and attachments from your system without making any copy in any format. Thank you.

If you are an intended addressee, please be aware that the contents of this e-mail communication may be disclosable under the *Access to Information and Protection of Privacy Act*, or, alternatively, under the Yukon Workers' Compensation Health and Safety Board's obligation to disclose documents relevant to any litigation it may be involved in.

Bruce.Milligan

From: Bruce.Milligan
Sent: Wednesday, March 25, 2015 11:05 AM
To: Clint.Ireland (Clint.Ireland@gov.yk.ca)
Subject: FW: Fatal Accident Report Posted - Peabody Powder River Mining LLC - North Antelope Rochelle Mine

Hi Clint;

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

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

Regards

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

Confidentiality Warning—This email and any attachments are confidential and is directed solely to the intended recipients. If you are not the intended recipient, please notify the sender immediately and delete the email and attachments from your system without making any copy in any format. Thank you.

If you are an intended addressee, please be aware that the contents of this e-mail communication may be disclosable under the *Access to Information and Protection of Privacy Act*, or, alternatively, under the Yukon Workers' Compensation Health and Safety Board's obligation to disclose documents relevant to any litigation it may be involved in.

Bruce.Milligan

From: Bruce.Milligan
Sent: Monday, March 16, 2015 3:54 PM
To: Clint.Ireland
Cc: Paul.Smythe; Sheldon.Pahl
Subject: RE: Meeting

Thanks;

Sheldon should be contacting you shortly.

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

Confidentiality Warning: This email and any attachments are confidential and is directed solely to the intended recipients. If you are not the intended recipient, please notify the sender immediately and delete the email and attachments from your system without making any copy in any format. Thank you.

If you are an intended addressee, please be aware that the contents of this e-mail communication may be disclosable under the *Access to Information and Protection of Privacy Act*, or, alternatively, under the Yukon Workers' Compensation Health and Safety Board's obligation to disclose documents relevant to any litigation it may be involved in.

From: Clint.Ireland
Sent: March-16-15 3:46 PM
To: Bruce.Milligan
Cc: Paul.Smythe; Sheldon.Pahl
Subject: RE: Meeting

Bruce,

Probably best if I am the contact for this. That way I can make sure that there are no hold ups.

Thanks again for the referral. I have reviewed the resume and will follow up.

Regards,

Clint

From: Bruce.Milligan
Sent: Friday, March 13, 2015 4:08 PM
To: Clint.Ireland
Cc: Paul.Smythe; Sheldon.Pahl
Subject: Meeting

Hi Clint;

Thanks for meeting with me today.

I am going to contact the fellow we discussed this morning and see if he is interested in me forwarding his resume to you. Would you like me to contact others on our short-list, we could possibly get together again and review those we short-listed? (I will check with our HR on that - not sure they are willing to let me share our evaluations)

Going forward who should our Safety Officers contact regarding documentation and interviews? Our main contacts in the Juanita Wood matter will be Paul Smythe and Sheldon Pahl.

Regards

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

Confidentiality Warning-This email and any attachments are confidential and is directed solely to the intended recipients. If you are not the intended recipient, please notify the sender immediately and delete the email and attachments from your system without making any copy in any format. Thank you.

If you are an intended addressee, please be aware that the contents of this e-mail communication may be disclosable under the *Access to Information and Protection of Privacy Act*, or, alternatively, under the Yukon Workers' Compensation Health and Safety Board's obligation to disclose documents relevant to any litigation it may be involved in.

14

Bruce.Milligan

From: Clint.Ireland
Sent: Friday, March 13, 2015 7:14 PM
To: Bruce.Milligan
Subject: Re. . 25(1) Resume

Thanks Bruce. Have a good weekend.

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

Hi Clint;

Attached please find the resume of 25(1) He authorized and is aware that I have passed it onto a YG department, I did not discuss any of the particulars with him.

Regards

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

Confidentiality Warning—This email and any attachments are confidential and is directed solely to the intended recipients. If you are not the intended recipient, please notify the sender immediately and delete the email and attachments from your system without making any copy in any format. Thank you.

If you are an intended addressee, please be aware that the contents of this e-mail communication may be disclosable under the *Access to Information and Protection of Privacy Act*, or, alternatively, under the Yukon Workers' Compensation Health and Safety Board's obligation to disclose documents relevant to any litigation it may be involved in.

Printable Batch

25 (2)(d)

Printable Batch

25 (2)(d)

Printable Batch

25(2)(d)

Printable Batch

25 (2) (a)

Printable Batch

25 (2)(d)

Bruce.Milligan

From: Bruce.Milligan
Sent: Wednesday, March 11, 2015 4:24 PM
To: Clint.Ireland
Subject: RE: Meeting

Ok, I will see you Friday at 8 am.

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

Confidentiality Warning—This email and any attachments are confidential and is directed solely to the intended recipients. If you are not the intended recipient, please notify the sender immediately and delete the email and attachments from your system without making any copy in any format. Thank you.

If you are an intended addressee, please be aware that the contents of this e-mail communication may be disclosable under the *Access to Information and Protection of Privacy Act*, or, alternatively, under the Yukon Workers' Compensation Health and Safety Board's obligation to disclose documents relevant to any litigation it may be involved in.

From: Clint.Ireland
Sent: March-11-15 4:21 PM
To: Bruce.Milligan
Subject: RE: Meeting

I need to leave by 4:45 to pick up my son from day care, so it doesn't give us much time.

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

Hi Clint;

I could stop by right now if that would work?

Regards

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

Confidentiality Warning—This email and any attachments are confidential and is directed solely to the intended recipients. If you are not the intended recipient, please notify the sender immediately and delete the email and attachments from your system without making any copy in any format. Thank you.

If you are an intended addressee, please be aware that the contents of this e-mail communication may be disclosable under the *Access to Information and Protection of Privacy Act*, or, alternatively, under the Yukon Workers' Compensation Health and Safety Board's obligation to disclose documents relevant to any litigation it may be involved in.



Yukon Workers'
Compensation
Health and
Safety Board

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

To: Records Manager, *ATIPP Act*
From: ATIPP Coordinator, Yukon Workers' Compensation Health and Safety Board
Date: 2019-01-15
Re: ATIPP Request A-7565 Final Response – Access Granted in Part

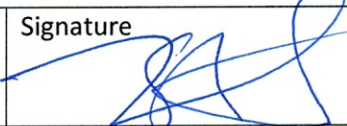
In conducting a thorough search for records responsive to the above named ATIPP request, the following program areas/persons were contacted: Joint Health and Safety Committee Coordinator.

After reviewing the responsive records, the Yukon Workers' Compensation Health and Safety Board has decided that, overall, access will be granted in part to the 150 pages of responsive records. This means that all responsive records were reviewed, but some information contained in the records was removed pursuant to the noted sections of the ATIPP Act.

The severances were made pursuant to the following section(s) of the *ATIPP Act*: Section 25 (1). The reasons for redactions may be found in the attached Schedule of Records. The information withheld includes personal information.

Responsive records are enclosed. No fees are charged for this request.

This response was reviewed by:

Print name Kathleen Avery	Signature 
------------------------------	---------------------------------------------------------------------------------------------------

Any questions regarding this response may be directed to Stefan Gottermann, at Stefan.gottermann@gov.yk.ca or 667-8837.


Stefan Gottermann

Schedule of Records for ATIPP A-7486

Record #	Type of Record	Date	From	To	No. of Pages	Access granted	Full (F)/Severed (S)/Withheld entirely (W)	Rationale
1	Minutes	21-Jan-16	Kristy Olson, Safety Coordinator	YWCHSB	4	yes	F	
2	Minutes	02-Feb-16	Kristy Olson, Safety Coordinator	YWCHSB	5	yes	F	
3	Minutes	22-Mar-16	Kristy Olson, Safety Coordinator	YWCHSB	5	yes	F	
4	Minutes	12-Apr-16	Kristy Olson, Safety Coordinator	YWCHSB	4	yes	F	
5	Minutes	10-May-16	Kristy Olson, Safety Coordinator	YWCHSB	5	yes	F	
6	Minutes	07-Jun-16	Kristy Olson, Safety Coordinator	YWCHSB	3	yes	F	
7	Minutes	05-Jul-16	Kristy Olson, Safety Coordinator	YWCHSB	4	yes	F	
8	Minutes	02-Aug-16	Kristy Olson, Safety Coordinator	YWCHSB	4	yes	F	
9	Minutes	06-Sep-16	Kristy Olson, Safety Coordinator	YWCHSB	4	yes	F	
10	Minutes	13-Oct-16	Kristy Olson, Safety Coordinator	YWCHSB	4	yes	F	
11	Minutes	01-Nov-16	Kristy Olson, Safety Coordinator	YWCHSB	4	yes	F	
12	Minutes	08-Dec-16	Kristy Olson, Safety Coordinator	YWCHSB	4	yes	F	
13	Minutes	10-Jan-17	Kristy Olson, Safety Coordinator	YWCHSB	4	yes	F	
14	Minutes	07-Feb-17	Kristy Olson, Safety Coordinator	YWCHSB	4	yes	F	
15	Minutes	07-Mar-17	Kristy Olson, Safety Coordinator	YWCHSB	3	yes	F	
16	Minutes	03-Apr-17	Kristy Olson, Safety Coordinator	YWCHSB	4	yes	F	
17	Minutes	02-May-17	Kristy Olson, Safety Coordinator	YWCHSB	4	yes	F	
18	Minutes	06-Jun-17	Kristy Olson, Safety Coordinator	YWCHSB	5	yes	F	
19	Minutes	04-Jul-17	Kristy Olson, Safety Coordinator	YWCHSB	4	yes	F	
20	Minutes	01-Aug-17	Kristy Olson, Safety Coordinator	YWCHSB	4	yes	F	
21	Minutes	05-Sep-17	Kristy Olson, Safety Coordinator	YWCHSB	5	yes	F	
22	Minutes	05-Oct-17	Kristy Olson, Safety Coordinator	YWCHSB	5	yes	F	

Schedule of Records for ATIPP A-7486

Record #	Type of Record	Date	From	To	No. of Pages	Access granted	Full (F)/Severed (S)/Withheld entirely (W)	Rationale
23	Minutes	07-Nov-17	Kristy Olson, Safety Coordinator	YWCHSB	5	yes	F	
24	Minutes	05-Dec-17	Kristy Olson, Safety Coordinator	YWCHSB	6	yes	F	
25	Minutes	02-Jan-18	Kristy Olson, Safety Coordinator	YWCHSB	5	yes	F	
26	Minutes	13-Feb-18	Kristy Olson, Safety Coordinator	YWCHSB	4	yes	F	
27	Minutes	06-Mar-18	Kristy Olson, Safety Coordinator	YWCHSB	4	yes	F	
28	Minutes	03-Apr-18	Kristy Olson, Safety Coordinator	YWCHSB	5	yes	F	
29	Minutes	08-May-18	Kristy Olson, Safety Coordinator	YWCHSB	4	yes	F	
30	Minutes	05-Jun-18	Kristy Olson, Safety Coordinator	YWCHSB	4	yes	F	
31	Minutes	03-Jul-18	Kristy Olson, Safety Coordinator	YWCHSB	4	yes	F	
32	Minutes	14-Aug-18	Kristy Olson, Safety Coordinator	YWCHSB	4	yes	S	Sec 25 (1) - personal information of third parties
33	Minutes	04-Sep-18	Kristy Olson, Safety Coordinator	YWCHSB	3	yes	F	
34	Minutes	05-Oct-18	Kristy Olson, Safety Coordinator	YWCHSB	3	yes	F	
35	Minutes	06-Nov-18	Kristy Olson, Safety Coordinator	YWCHSB	3	yes	F	
36	Minutes	04-Dec-18	Kristy Olson, Safety Coordinator	YWCHSB	4	yes	F	
					150			

YWCHSB Joint Health and Safety Committee MINUTES
January 21, 2015

PRESENT

Kurt Dieckmann – Chair (Employer)
Kristy Olson (Safety Coordinator)
Sheldon Pahl
Sheila Vanderbyl
Ramesh Ferris

GUESTS

ABSENT

Karen Pearson
Allanna Wiebe
Natalie Thivierge
Claudia Morgan

	Action / Status
The meeting was called to order at 9:32 a.m.	
1) Call to Order and Approval of the Agenda	Meeting was called to order; agenda was approved with addition of new business.
2) Tailgate Presentations / Updates 1. A JHSC member is needed to provide January 28, 2015 tailgate update.	Sheila
3) Review Draft Minutes 2. Reviewed. (See outstanding action item / business list below).	December 1, 2015 minutes accepted.
<u>3A) New Updates to Outstanding Action Items and Regular Report Items (updates bolded)</u> a) June 2015 Annual Hazard Assessment / Inspection Report	<hr/> <u>July 13th</u> : EC reviewed on July 8 th and accepted. EC recommends Corporate Services determine how many tent cards needed and cost. JHSC accepted as presented. <u>August 4th</u> : Corporate Services determined cost of cards. Safety Coordinator made 10 copies. Corporate Services will determine how many to make once new building is complete and safety plan has been reviewed due to possible revisions to cards. <u>December 1st</u> : With updates being done to the Safety Plan the tent cards need to be reviewed before more are made. Kristy will be doing this review as soon as the Safety Plan revisions are complete. Sheila will mention this at Corporate Services' December 4 Business Plan meeting to give them the heads up.

	Action / Status
<hr/> <div>b) JHSC Terms of Reference / Mandate</div> <hr/>	<p><u>January 21st</u>: The Safety Plan revisions are now complete so review of the current tent cards can now be started. Kristy will begin this review and report back at next month's meeting.</p> <hr/> <p><u>November 2nd</u>: The Terms of Reference were handed out for everyone's review. Will set-up an additional meeting to come up with finalized mandate/terms of reference in time to update the JHSC section of the Safety Plan.</p> <p><u>December 1st</u>: JHSC was unable to get together to discuss this. Kristy will make proposed changes to combine the Terms of Reference and Mandate and bring to January's meeting.</p> <p><u>January 21st</u>: The proposed changes have been made and the revised Mandate / Terms of reference have been submitted to JHSC members for review and provide feedback before February's meeting.</p> <hr/>
<div>c) Evacuation Plan / Maps and Floor Warden stations for new building</div>	<p><u>November 2nd</u>: Karen brought up the need for evacuation plan / maps / floor wardens for the new building. Karen to bring to EC November 3rd.</p> <p><u>December 1st</u>: The floor warden stations have been set-up in the new addition. The evacuation plans/maps are in the works by IT.</p> <p><u>January 21st</u>: The floor maps have been completed and put up at each station. Kristy will coordinate a time to do a walk-about with all floor wardens.</p>
<div>4) Regular Reports (from October 6/15 JHSC Meeting)</div> <div><u>4.1</u></div> <div>November 2015 Monthly Hazard Assessment / Inspection Report</div> <div>December 2015 Quarterly Hazard Assessment / Inspection Report</div>	<p><u>December 1st</u>: EC reviewed and accepted October Hazard Assessment/Inspection Report on November 18th. The November Hazard Assessment/Inspection Report with reviewed and accepted by JHSC. EC to review December 2nd.</p> <p><u>January 21st</u>: November's Hazard Assessment / Inspection Report was reviewed and accepted by EC on December 2nd. The December report was reviewed and accepted by EC on January 13th and by JHSC January 21st.</p>

	Action / Status
<u>4.2</u> Incident Report Quarterly Analysis (Q1-May; Q2-Aug; Q3-Nov; Q4-Feb)	<u>January 21st</u> : The 4 th Quarter will be reviewed in February.
<u>4.3</u> Incident Report/First Aid/Unsafe Condition/Near Miss	<u>January 21st</u> : No Incidents / First Aid / Unsafe Conditions / Near Misses reported.
<u>4.4</u> Review Safety Plan – Feedback from Branch Safety Meetings	<p><u>Dec 9th</u>: Kurt to follow-up with contractor Mike Kramer and advise completion date.</p> <p><u>Jan 6th</u>: Mike Kramer's contract signed. Kurt to follow-up on completion date. Kurt and Sheila will contact Mike Kramer to confirm what is required for updating Safety Plan.</p> <p><u>March 3rd</u>: Updated draft (in tracked changes) received. Sheila Vanderbyl will ensure a plan to review the first draft.</p> <p><u>April 7th</u>: Sheila starting proofing updates from the contractor.</p> <p><u>May 5th</u>: JHSC recommends to EC to determine the priority of review of the Safety Plan.</p> <p><u>June 23rd</u>: On May 6th EC directed Aileen to assist with proofing and spell/grammar check of the updated plan from the contractor. June 15th, the President/CEO directed Kristy (as the new Safety Coordinator) to take over this role, for review by EC by the end of August.</p> <p><u>July 13th</u>: EC to meet and review tracked changes by end of August 2015.</p> <p><u>August 4th</u>: EC meeting to review and accept track changes to Safety Plan on September 17th.</p> <p><u>September 8th</u>: Updates to the safety plan that come out of the September 17 review will be brought to JHSC on October 6.</p> <p><u>October 6th</u>: EC is currently reviewing and revising the safety plan. Once revised, the safety plan will be sent out to all staff. JHSC to review in upcoming months.</p> <p><u>November 2nd</u>: EC will be reviewing last couple sections of the plan on November 18th. It's anticipated that the plan will be finalized by the end of November.</p>

	Action / Status
	<p><u>December 1st</u>: EC reviewed safety plan sections on November 25. These sections will be going back to EC on December 9.</p> <p><u>January 21st</u>: EC reviewed the last safety plan sections on January 13th, 2016. The Safety Plan is now ready to be updated on SafeTNet. A reminder will be made at tailgate that branches still need to have a monthly safety talk and submit this to the Safety Coordinator. The results of this will be reported to the board quarterly. The 2015 COR Audit Action Plan will be submitted to JHSC for review before February's meeting.</p>
5) New Business	<p>New Business arising from the December 1st JHSC meeting:</p> <ol style="list-style-type: none">1) There was a staff concern brought to Sheila regarding the low humidity in the building. Many people are using desk-top humidifiers. Sheldon will speak with Mike Henney about the HVAC System and whether this is something that can be addressed.2) There has been concern about entrances and exits being blocked after-hours by the janitors cleaning equipment and moved mats. Kristy will speak with Tami about giving the janitors a reminder to keep these areas clear.3) Ramesh mentioned noticing chunks of ice falling from the outside lights on the building's extension. Sheila will bring this up at next tailgate as a caution to everyone.4) From the 2015 COR Audit Action Plan it was recommended that the Mine Rescue Station / WCAT be formally inspected quarterly. Kristy will speak with OHS Director and Managers about this.
6) Next Meeting Scheduled <ul style="list-style-type: none">The next meeting is scheduled for Tuesday, February 2, 2016 from 9:30 – 11:00 am, in the training room.	
The meeting adjourned at 10:05 a.m.	

Minutes approved at February 2, 2016 Joint Health and Safety Committee meeting.

	Action / Status
	<p><u>January 21st</u>: The Safety Plan revisions are now complete so review of the current tent cards can now be started. Kristy will begin this review and report back at next month's meeting.</p> <p><u>February 2nd</u>: Review hasn't started. Will report back at March JHSC meeting.</p>
b) JHSC Terms of Reference / Mandate	<p><u>November 2nd</u>: The Terms of Reference were handed out for everyone's review. Will set-up an additional meeting to come up with finalized mandate/terms of reference in time to update the JHSC section of the Safety Plan.</p> <p><u>December 1st</u>: JHSC was unable to get together to discuss this. Kristy will make proposed changes to combine the Terms of Reference and Mandate and bring to January's meeting.</p> <p><u>January 21st</u>: The proposed changes have been made and the revised Mandate / Terms of reference have been submitted to JHSC members for review and provide feedback before February's meeting.</p> <p><u>February 2nd</u>: Changes approved by JHSC. Will be brought to EC for final approval.</p>
c) Evacuation Plan / Maps and Floor Warden stations for new building	<p><u>November 2nd</u>: Karen brought up the need for evacuation plan / maps / floor wardens for the new building. Karen to bring to EC November 3rd.</p> <p><u>December 1st</u>: The floor warden stations have been set-up in the new addition. The evacuation plans/maps are in the works by IT.</p> <p><u>January 21st</u>: The floor maps have been completed and put up at each station. Kristy will coordinate a time to do a walk-about with all floor wardens.</p> <p><u>February 2nd</u>: A meeting still needs to be set-up with the floor wardens. Will report back at March JHSC meeting.</p>
d) Humidity in building	<p><u>January 21st</u>: There was a staff concern brought to Sheila regarding the low humidity in the building. Many people are using desk-top humidifiers. Sheldon will speak with Mike Henney about the HVAC System and whether this is something that can be addressed.</p> <p><u>February 2nd</u>: The building isn't set-up to regulate humidity. Personal humidifiers will need to be used if people are finding it dry. COMPLETE</p>

	Action / Status
<div>e) Entrances and Exits being blocked by janitors after-hours</div> <hr/>	<p><u>January 21st</u>: There was a staff concern brought to Sheila regarding the low humidity in the building. Many people are using desk-top humidifiers. Sheldon will speak with Mike Henney about the HVAC System and whether this is something that can be addressed.</p> <p><u>February 2nd</u>: Kristy brought this up with Tami and they both spoke with one of the Janitors regarding this. The janitor seemed to understand and said they would take more care to keep the entrances and exits clear. COMPLETE</p> <hr/>
<div>f) Ice falling from outside lights</div> <hr/>	<p><u>January 21st</u>: Ramesh mentioned noticing chunks of ice falling from the outside lights on the building's extension. Sheila will bring this up at next tailgate as a caution to everyone.</p> <p><u>February 2nd</u>: We haven't had a tailgate since this was brought up at JHSC. Sheila will speak about it at tailgate on February 3rd.</p> <hr/>
<div>g) Quarterly Inspection of the Mine Rescue Station and WCAT</div> <hr/>	<p><u>January 21st</u>: From the 2015 COR Audit Action Plan it was recommended that the Mine Rescue Station / WCAT be formally inspected quarterly. Kristy will speak with OHS Director and Managers about this.</p> <p><u>February 2nd</u>: Kristy has a meeting with Bruce to speak about this on February 3rd.</p> <hr/>
<div>4) Regular Reports (from October 6/15 JHSC Meeting)</div> <div>4.1</div> <div>January 2016 Monthly Hazard Assessment / Inspection Report</div> <div>4.2</div> <div>Incident Report Quarterly Analysis (Q1-May; Q2-Aug; Q3-Nov; Q4-Feb)</div> <hr/>	<p><u>February 2nd</u>: JHSC reviewed and accepted. EC to review on February 3rd.</p> <p><u>January 21st</u>: The 4th Quarter will be reviewed in February.</p> <p><u>February 2nd</u>: Reviewed the 4th Quarter and noted that slips and trips were a trend. Seems that people are having slipping incidents within the building but are not reporting. This will be talked about at tailgate on February 3rd.</p> <hr/>

	Action / Status
<u>4.3</u> Incident Report/First Aid/Unsafe Condition/Near Miss	<u>February 2nd</u>: One incident on January 4th where a contractor left our main staff entrance door propped opened. The contractor was spoken to about this. No further recommendations from JHSC. EC advised on January 6th with no further recommendations.
<u>4.4</u> Review Safety Plan – Feedback from Branch Safety Meetings	<p><u>Dec 9th</u>: Kurt to follow-up with contractor Mike Kramer and advise completion date.</p> <p><u>Jan 6th</u>: Mike Kramer's contract signed. Kurt to follow-up on completion date. Kurt and Sheila will contact Mike Kramer to confirm what is required for updating Safety Plan.</p> <p><u>March 3rd</u>: Updated draft (in tracked changes) received. Sheila Vanderbyl will ensure a plan to review the first draft.</p> <p><u>April 7th</u>: Sheila starting proofing updates from the contractor.</p> <p><u>May 5th</u>: JHSC recommends to EC to determine the priority of review of the Safety Plan.</p> <p><u>June 23rd</u>: On May 6th EC directed Aileen to assist with proofing and spell/grammar check of the updated plan from the contractor. June 15th, the President/CEO directed Kristy (as the new Safety Coordinator) to take over this role, for review by EC by the end of August.</p> <p><u>July 13th</u>: EC to meet and review tracked changes by end of August 2015.</p> <p><u>August 4th</u>: EC meeting to review and accept track changes to Safety Plan on September 17th.</p> <p><u>September 8th</u>: Updates to the safety plan that come out of the September 17 review will be brought to JHSC on October 6.</p> <p><u>October 6th</u>: EC is currently reviewing and revising the safety plan. Once revised, the safety plan will be sent out to all staff. JHSC to review in upcoming months.</p> <p><u>November 2nd</u>: EC will be reviewing last couple sections of the plan on November 18th. It's anticipated that the plan will be finalized by the end of November.</p> <p><u>December 1st</u>: EC reviewed safety plan sections on November 25. These sections will be going back to EC on December 9.</p>

	Action / Status
	<p><u>January 21st</u>: EC reviewed the last safety plan sections on January 13th, 2016. The Safety Plan is now ready to be updated on SafeTNet. A reminder will be made at tailgate that branches still need to have a monthly safety talk and submit this to the Safety Coordinator. The results of this will be reported to the board quarterly. The 2015 COR Audit Action Plan will be submitted to JHSC for review before February's meeting.</p> <p><u>February 2nd</u>: Safety Plan still needs to be uploaded to SafeTnet.</p>
5) New Business	New Business arising from the February 2 nd JHSC meeting: No new business
6) Next Meeting Scheduled <ul style="list-style-type: none">The next meeting is scheduled for Tuesday, March 1, 2016 from 9:30 – 11:00 am, in the training room.	
The meeting adjourned at 10:27 a.m.	

Minutes approved at March 22, 2016 Joint Health and Safety Committee meeting.

Kurt Dieckmann
Sheila Vanderbyl
Ramesh Ferris
Claudia Morgan

JHSC Minutes – March 22nd, 2016
Page 1 of 5

	Action / Status
	<p><u>January 21st</u>: The Safety Plan revisions are now complete so review of the current tent cards can now be started. Kristy will begin this review and report back at next month's meeting.</p> <p><u>February 2nd</u>: Review hasn't started. Will report back at March JHSC meeting.</p> <p><u>March 22nd</u>: Review has begun – no changes found so far.</p>
b) JHSC Terms of Reference / Mandate	<p><u>November 2nd</u>: The Terms of Reference were handed out for everyone's review. Will set-up an additional meeting to come up with finalized mandate/terms of reference in time to update the JHSC section of the Safety Plan.</p> <p><u>December 1st</u>: JHSC was unable to get together to discuss this. Kristy will make proposed changes to combine the Terms of Reference and Mandate and bring to January's meeting.</p> <p><u>January 21st</u>: The proposed changes have been made and the revised Mandate / Terms of reference have been submitted to JHSC members for review and provide feedback before February's meeting.</p> <p><u>February 2nd</u>: Changes approved by JHSC. Will be brought to EC for final approval.</p> <p><u>March 22nd</u>: The Mandate was brought to EC on February 24th where changes were recommended. It was then brought back to EC on March 9th where it was approved. The Mandate is now posted on the Safety Bulletin Board. COMPLETE</p>
c) Evacuation Plan / Maps and Floor Warden stations for new building	<p><u>November 2nd</u>: Karen brought up the need for evacuation plan / maps / floor wardens for the new building. Karen to bring to EC November 3rd.</p> <p><u>December 1st</u>: The floor warden stations have been set-up in the new addition. The evacuation plans/maps are in the works by IT.</p> <p><u>January 21st</u>: The floor maps have been completed and put up at each station. Kristy will coordinate a time to do a walk-about with all floor wardens.</p> <p><u>February 2nd</u>: A meeting still needs to be set-up with the floor wardens. Will report back at March JHSC meeting.</p> <p><u>March 22nd</u>: After several sessions the floor warden walk-about was completed with everyone on February 25th. COMPLETE</p>

	Action / Status
<div>d) Ice falling from outside lights</div> <div>e) Quarterly Inspection of the Mine Rescue Station and WCAT</div>	<div><u>January 21st</u>: Ramesh mentioned noticing chunks of ice falling from the outside lights on the building's extension. Sheila will bring this up at next tailgate as a caution to everyone.</div> <div><u>February 2nd</u>: We haven't had a tailgate since this was brought up at JHSC. Sheila will speak about it at tailgate on February 3rd.</div> <div><u>March 22nd</u>: This was spoken to at February 3rd tailgate. COMPLETE</div> <div><u>January 21st</u>: From the 2015 COR Audit Action Plan it was recommended that the Mine Rescue Station / WCAT be formally inspected quarterly. Kristy will speak with OHS Director and Managers about this.</div> <div><u>February 2nd</u>: Kristy has a meeting with Bruce to speak about this on February 3rd.</div> <div><u>March 22nd</u>: Kristy and Mike Henney did an inspection of the Mine Rescue Building and WCAT on March 16th. Next inspection will take place in June. COMPLETE</div>
<div>4) Regular Reports (from October 6/15 JHSC Meeting)</div> <div><u>4.1</u></div> <div>February 2016 Monthly Hazard Assessment / Inspection Report</div> <div>Q1 Hazard Assessment / Inspection Report for WCAT & Mine Rescue Station</div> <div><u>4.2</u></div> <div>Incident Report Quarterly Analysis (Q1-May; Q2-Aug; Q3-Nov; Q4-Feb)</div>	<div><u>February 2nd</u>: JHSC reviewed and accepted. EC to review on February 3rd.</div> <div><u>March 22nd</u>: on February 3rd EC reviewed and had no recommendations for January's inspection report. The February inspection report was reviewed and accepted by EC on March 9th and JHSC on March 22nd. Q1 Report for WCAT and the Mine Rescue Building was reviewed and accepted by JHSC on March 22nd. This report needs to go to EC.</div> <div><u>January 21st</u>: The 4th Quarter will be reviewed in February.</div> <div><u>February 2nd</u>: Reviewed the 4th Quarter and noted that slips and trips were a trend. Seems that people are having slipping incidents within the building but are not reporting. This will be talked about at tailgate on February 3rd.</div>

	Action / Status
	<p><u>March 22nd</u>: The 4th quarter report was discussed at tailgate on February 3rd. Next review will be in May.</p>
<p><u>4.3</u> Incident Report/First Aid/Unsafe Condition/Near Miss</p>	<p><u>March 22nd</u>: One incident occurred outside of work on Saturday, March 19th. An employee was at a social function when they were approached by an unhappy and distraught claimant. This employee didn't know this person. The incident was reported to their supervisor the following Monday and the claimants case manager was also advised. JHSC recommends having a P.R session with everyone so we have consistent messaging and know the appropriate way to handle events of this nature.</p>
<p><u>4.4</u> Review Safety Plan – Feedback from Branch Safety Meetings</p>	<p><u>Dec 9th</u>: Kurt to follow-up with contractor Mike Kramer and advise completion date.</p> <p><u>Jan 6th</u>: Mike Kramer's contract signed. Kurt to follow-up on completion date. Kurt and Sheila will contact Mike Kramer to confirm what is required for updating Safety Plan.</p> <p><u>March 3rd</u>: Updated draft (in tracked changes) received. Sheila Vanderbyl will ensure a plan to review the first draft.</p> <p><u>April 7th</u>: Sheila starting proofing updates from the contractor.</p> <p><u>May 5th</u>: JHSC recommends to EC to determine the priority of review of the Safety Plan.</p> <p><u>June 23rd</u>: On May 6th EC directed Aileen to assist with proofing and spell/grammar check of the updated plan from the contractor. June 15th, the President/CEO directed Kristy (as the new Safety Coordinator) to take over this role, for review by EC by the end of August.</p> <p><u>July 13th</u>: EC to meet and review tracked changes by end of August 2015.</p> <p><u>August 4th</u>: EC meeting to review and accept track changes to Safety Plan on September 17th.</p> <p><u>September 8th</u>: Updates to the safety plan that come out of the September 17 review will be brought to JHSC on October 6.</p> <p><u>October 6th</u>: EC is currently reviewing and revising the safety plan. Once revised, the safety plan will be sent out to all staff. JHSC to review in upcoming months.</p>

	Action / Status
	<p><u>November 2nd</u>: EC will be reviewing last couple sections of the plan on November 18th. It's anticipated that the plan will be finalized by the end of November.</p> <p><u>December 1st</u>: EC reviewed safety plan sections on November 25. These sections will be going back to EC on December 9.</p> <p><u>January 21st</u>: EC reviewed the last safety plan sections on January 13th, 2016. The Safety Plan is now ready to be updated on SafeTNet. A reminder will be made at tailgate that branches still need to have a monthly safety talk and submit this to the Safety Coordinator. The results of this will be reported to the board quarterly. The 2015 COR Audit Action Plan will be submitted to JHSC for review before February's meeting.</p> <p><u>February 2nd</u>: Safety Plan still needs to be uploaded to SafeTnet.</p> <p><u>March 22nd</u>: The Safety Plan is now available on SafeTnet.</p>
5) New Business	<p>New Business arising from the March 22nd JHSC meeting:</p> <ul style="list-style-type: none">• We reviewed the COR Audit Action Plan updates that were brought to EC on March 9th.
6) Next Meeting Scheduled <ul style="list-style-type: none">• The next meeting is scheduled for Tuesday, April 5, 2016 from 9:30 – 11:00 am, in the training room.	
The meeting adjourned at 10:30 a.m.	

Minutes approved at April 12, 2016 Joint Health and Safety Committee meeting.

Allanna Wiebe
Sheldon Pahl

JHSC Minutes – April 12th, 2016
Page 1 of 4

	Action / Status
	<p><u>January 21st</u>: The Safety Plan revisions are now complete so review of the current tent cards can now be started. Kristy will begin this review and report back at next month's meeting.</p> <p><u>February 2nd</u>: Review hasn't started. Will report back at March JHSC meeting.</p> <p><u>March 22nd</u>: Review has begun – no changes found so far.</p> <p><u>April 12th</u>: Review almost done – no changes found so far.</p>
<p>4) Regular Reports (from October 6/15 JHSC Meeting)</p> <p><u>4.1</u></p> <p>March 2016 Monthly Hazard Assessment / Inspection Report</p> <p>Q1 Hazard Assessment / Inspection Report for WCAT & Mine Rescue Station</p>	<p><u>February 2nd</u>: JHSC reviewed and accepted. EC to review on February 3rd.</p> <p><u>March 22nd</u>: on February 3rd EC reviewed and had no recommendations for January's inspection report. The February inspection report was reviewed and accepted by EC on March 9th and JHSC on March 22nd. Q1 Report for WCAT and the Mine Rescue Building was reviewed and accepted by JHSC on March 22nd. This report needs to go to EC.</p> <p><u>April 12th</u>: Q1 Report for WCAT and the Mine Rescue Building will be reviewed by EC on April 13th. March's inspection report was reviewed and accepted by JHSC and will be reviewed by EC on April 13th.</p>
<p><u>4.2</u></p> <p>Incident Report Quarterly Analysis (Q1-May; Q2-Aug; Q3-Nov; Q4-Feb)</p>	<p><u>January 21st</u>: The 4th Quarter will be reviewed in February.</p> <p><u>February 2nd</u>: Reviewed the 4th Quarter and noted that slips and trips were a trend. Seems that people are having slipping incidents within the building but are not reporting. This will be talked about at tailgate on February 3rd.</p> <p><u>March 22nd</u>: The 4th quarter report was discussed at tailgate on February 3rd. Next review will be in May.</p>

	Action / Status
<p><u>4.3</u> Incident Report/First Aid/Unsafe Condition/Near Miss</p>	<p><u>April 12th</u>: There was 1 near miss reported for March 31st - A light fixture fell out of the ceiling in the front foyer. The bulb shattered and there was glass on the floor. No one was hurt. The glass was cleaned and the supervisor informed building services. Electrician came to inspect and indicated to replace all the fixtures like this one in the building. EC was advised on April 6th where they agreed with the recommendation to have these fixtures replaced. This is in the works.</p>
<p><u>4.4</u> Review Safety Plan – Feedback from Branch Safety Meetings</p>	<p><u>Dec 9th</u>: Kurt to follow-up with contractor Mike Kramer and advise completion date.</p> <p><u>Jan 6th</u>: Mike Kramer's contract signed. Kurt to follow-up on completion date. Kurt and Sheila will contact Mike Kramer to confirm what is required for updating Safety Plan.</p> <p><u>March 3rd</u>: Updated draft (in tracked changes) received. Sheila Vanderbyl will ensure a plan to review the first draft.</p> <p><u>April 7th</u>: Sheila starting proofing updates from the contractor.</p> <p><u>May 5th</u>: JHSC recommends to EC to determine the priority of review of the Safety Plan.</p> <p><u>June 23rd</u>: On May 6th EC directed Aileen to assist with proofing and spell/grammar check of the updated plan from the contractor. June 15th, the President/CEO directed Kristy (as the new Safety Coordinator) to take over this role, for review by EC by the end of August.</p> <p><u>July 13th</u>: EC to meet and review tracked changes by end of August 2015.</p> <p><u>August 4th</u>: EC meeting to review and accept track changes to Safety Plan on September 17th.</p> <p><u>September 8th</u>: Updates to the safety plan that come out of the September 17 review will be brought to JHSC on October 6.</p> <p><u>October 6th</u>: EC is currently reviewing and revising the safety plan. Once revised, the safety plan will be sent out to all staff. JHSC to review in upcoming months.</p> <p><u>November 2nd</u>: EC will be reviewing last couple sections of the plan on November 18th. It's anticipated that the plan will be finalized by the end of November.</p>

	Action / Status
	<p><u>December 1st</u>: EC reviewed safety plan sections on November 25. These sections will be going back to EC on December 9.</p> <p><u>January 21st</u>: EC reviewed the last safety plan sections on January 13th, 2016. The Safety Plan is now ready to be updated on SafeTNet. A reminder will be made at tailgate that branches still need to have a monthly safety talk and submit this to the Safety Coordinator. The results of this will be reported to the board quarterly. The 2015 COR Audit Action Plan will be submitted to JHSC for review before February's meeting.</p> <p><u>February 2nd</u>: Safety Plan still needs to be uploaded to SafeTnet.</p> <p><u>March 22nd</u>: The Safety Plan is now available on SafeTnet.</p>
5) New Business	<p>New Business arising from the April 12th JHSC meeting:</p> <ul style="list-style-type: none">Discussed the use of interviews rooms as it seems that new employees in particular are not sitting closest to the door as stated in the safety plan. This will be brought up at EC on April 13th and tailgate on April 14th. Kristy will send this out as a safety meeting topic for May.
6) Next Meeting Scheduled <ul style="list-style-type: none">The next meeting is scheduled for Tuesday, May 2nd, 2016 from 9:30 – 11:00 am, in the training room.	
The meeting adjourned at 10:10 a.m.	

Minutes approved at May 10th, 2016 Joint Health and Safety Committee meeting.

YWCHSB Joint Health and Safety Committee MINUTES
May 10, 2016

PRESENT

Kristy Olson (Safety Coordinator)
Karen Pearson (Chair)
Natalie Thivierge (2:04)
Ashlee MacInnis (2:05)
Kurt Dieckmann
Claudia Morgan
Sheldon Pahl

GUESTS

Jim Stephens

ABSENT

	Action / Status
The meeting was called to order at 2:03 p.m.	
1) Call to Order and Approval of the Agenda	Meeting was called to order; agenda was approved.
2) Tailgate Presentations / Updates 1. A JHSC member is needed to provide May 12, 2016 tailgate update.	Karen
3) Review Draft Minutes 2. Reviewed. (See outstanding action item / business list below).	April 12, 2016 minutes accepted with change to date.
<u>3A) New Updates to Outstanding Action Items and Regular Report Items (updates bolded)</u> a) June 2015 Annual Hazard Assessment / Inspection Report	 <u>July 13th</u> : EC reviewed on July 8 th and accepted. EC recommends Corporate Services determine how many tent cards needed and cost. JHSC accepted as presented. <u>August 4th</u> : Corporate Services determined cost of cards. Safety Coordinator made 10 copies. Corporate Services will determine how many to make once new building is complete and safety plan has been reviewed due to possible revisions to cards. <u>December 1st</u> : With updates being done to the Safety Plan the tent cards need to be reviewed before more are made. Kristy will be doing this review as soon as the Safety Plan revisions are complete. Sheila will mention this at Corporate Services' December 4 Business Plan meeting to give them the heads up.

	Action / Status
	<p><u>January 21st</u>: The Safety Plan revisions are now complete so review of the current tent cards can now be started. Kristy will begin this review and report back at next month's meeting.</p> <p><u>February 2nd</u>: Review hasn't started. Will report back at March JHSC meeting.</p> <p><u>March 22nd</u>: Review has begun – no changes found so far.</p> <p><u>April 12th</u>: Review almost done – no changes found so far.</p> <p><u>May 10th</u>: Review completed. JHSC will recommend to EC that 50 new tent cards are printed.</p>
<p>b) Discussed the use of interviews rooms as it seems that new employees in particular are not sitting closest to the door as stated in the safety plan. This will be brought up at EC on April 13th and tailgate on April 14th. Kristy will send this out as a safety meeting topic for May.</p>	<p><u>May 10th</u>: Most branches have reviewed the Interview Rooms procedures. Feedback was given by the executive branch and brought to the JHSC. JHSC reviewed this section and made the following recommendations to go to EC:</p> <ul style="list-style-type: none">• Change order of steps in procedure• Update alert block function for all branch's computer applications.• Compile list of known 'alert blocks' for CST
<p>4) Regular Reports (from October 6/15 JHSC Meeting)</p> <p><u>4.1</u></p> <p>April 2016 Monthly Hazard Assessment / Inspection Report</p>	<p><u>February 2nd</u>: JHSC reviewed and accepted. EC to review on February 3rd.</p> <p><u>March 22nd</u>: on February 3rd EC reviewed and had no recommendations for January's inspection report. The February inspection report was reviewed and accepted by EC on March 9th and JHSC on March 22nd.</p> <p>Q1 Report for WCAT and the Mine Rescue Building was reviewed and accepted by JHSC on March 22nd. This report needs to go to EC.</p> <p><u>April 12th</u>: Q1 Report for WCAT and the Mine Rescue Building will be reviewed by EC on April 13th.</p> <p>March's inspection report was reviewed and accepted by JHSC and will be reviewed by EC on April 13th.</p> <p><u>May 10th</u>: March's inspection report was accepted by EC on April 13th. Mike Henney and Frank Campbell will be speaking to EC on May 11th regarding the WCAT inspection and working alone. EC accepted the Mine Rescue inspection as long as the shelving is secured to the wall after the assessment is done on building. Mike Henney is working on that.</p>

	Action / Status
<u>4.2</u> Incident Report Quarterly Analysis (Q1-May; Q2-Aug; Q3-Nov; Q4-Feb)	<p>April's inspection report was reviewed and accepted by JHSC and will be reviewed by EC on May 25th.</p> <hr/> <p><u>January 21st</u>: The 4th Quarter will be reviewed in February.</p> <p><u>February 2nd</u>: Reviewed the 4th Quarter and noted that slips and trips were a trend. Seems that people are having slipping incidents within the building but are not reporting. This will be talked about at tailgate on February 3rd.</p> <p><u>March 22nd</u>: The 4th quarter report was discussed at tailgate on February 3rd. Next review will be in May.</p> <p><u>May 10th</u>: Reviewed the 1st quarter report. No trends.</p> <hr/>
<u>4.3</u> Incident Report/First Aid/Unsafe Condition/Near Miss	<p><u>May 10th</u>: No incident reports / First Aid / Unsafe Conditions or Near Misses were formally reported.</p> <p>JHSC was verbally notified of the outside mat at the alley entrance / exit flipping up causing the door to stay open. JHSC recommends getting a better mat to replace that one.</p> <p>Also verbally reported to building services and EC was a cracked window in the building that looks as though a rock was thrown at it. It was recommended that cameras be installed on every side of the building.</p> <hr/>
<u>4.4</u> Review Safety Plan – Feedback from Branch Safety Meetings	<p><u>Dec 9th</u>: Kurt to follow-up with contractor Mike Kramer and advise completion date.</p> <p><u>Jan 6th</u>: Mike Kramer's contract signed. Kurt to follow-up on completion date. Kurt and Sheila will contact Mike Kramer to confirm what is required for updating Safety Plan.</p> <p><u>March 3rd</u>: Updated draft (in tracked changes) received. Sheila Vanderbyl will ensure a plan to review the first draft.</p> <p><u>April 7th</u>: Sheila starting proofing updates from the contractor.</p> <p><u>May 5th</u>: JHSC recommends to EC to determine the priority of review of the Safety Plan.</p> <p><u>June 23rd</u>: On May 6th EC directed Aileen to assist with proofing and spell/grammar check of the updated plan from the contractor. June 15th, the President/CEO</p>

	Action / Status
	<p>directed Kristy (as the new Safety Coordinator) to take over this role, for review by EC by the end of August.</p> <p><u>July 13th</u>: EC to meet and review tracked changes by end of August 2015.</p> <p><u>August 4th</u>: EC meeting to review and accept track changes to Safety Plan on September 17th.</p> <p><u>September 8th</u>: Updates to the safety plan that come out of the September 17 review will be brought to JHSC on October 6.</p> <p><u>October 6th</u>: EC is currently reviewing and revising the safety plan. Once revised, the safety plan will be sent out to all staff. JHSC to review in upcoming months.</p> <p><u>November 2nd</u>: EC will be reviewing last couple sections of the plan on November 18th. It's anticipated that the plan will be finalized by the end of November.</p> <p><u>December 1st</u>: EC reviewed safety plan sections on November 25. These sections will be going back to EC on December 9.</p> <p><u>January 21st</u>: EC reviewed the last safety plan sections on January 13th, 2016. The Safety Plan is now ready to be updated on SafeTNet. A reminder will be made at tailgate that branches still need to have a monthly safety talk and submit this to the Safety Coordinator. The results of this will be reported to the board quarterly. The 2015 COR Audit Action Plan will be submitted to JHSC for review before February's meeting.</p> <p><u>February 2nd</u>: Safety Plan still needs to be uploaded to SafeTnet.</p> <p><u>March 22nd</u>: The Safety Plan is now available on SafeTnet.</p> <p><u>May 10th</u>: Review of Safety Plan was completed in January and uploaded to SafeTnet in March. This will now be a standing item to report to on an as-needed basis.</p>
5) New Business	<p>New Business arising from the May 10th JHSC meeting:</p> <ul style="list-style-type: none">• After today Kurt Dieckmann will be stepping down from the committee. Jim Stephens will be taking his place with Karen Pearson remaining on as co-chair.• Allanna Wiebe has resigned from the committee.• Need to put another call out for at least two more employee representatives.

	Action / Status
6) Next Meeting Scheduled <ul style="list-style-type: none">The next meeting is scheduled for Tuesday, June 7, 2016 from 9:30 – 11:00 am, in the training room.	
The meeting adjourned at 2:47 p.m.	

Minutes approved at June 7, 2016 Joint Health and Safety Committee meeting.

YWCHSB Joint Health and Safety Committee MINUTES

June 7 2016

PRESENT

Kristy Olson (Safety Coordinator)
Karen Pearson (Chair)
Ashlee MacInnis
Sheldon Pahl
Jim Stephens

GUESTS

ABSENT

Natalie Thivierge
Claudia Morgan

	Action / Status
The meeting was called to order at 9:36 a.m.	
1) Call to Order and Approval of the Agenda	Meeting was called to order; agenda was approved.
2) Tailgate Presentations / Updates 1. A JHSC member is needed to provide June 9, 2016 tailgate update.	Jim
3) Review Draft Minutes 2. Reviewed. (See outstanding action item / business list below).	May 10, 2016 minutes accepted.
<u>3A) New Updates to Outstanding Action Items and Regular Report Items (updates bolded)</u> a) June 2015 Annual Hazard Assessment / Inspection Report	<hr/> <p><u>July 13th</u>: EC reviewed on July 8th and accepted. EC recommends Corporate Services determine how many tent cards needed and cost. JHSC accepted as presented.</p> <p><u>August 4th</u>: Corporate Services determined cost of cards. Safety Coordinator made 10 copies. Corporate Services will determine how many to make once new building is complete and safety plan has been reviewed due to possible revisions to cards.</p> <p><u>December 1st</u>: With updates being done to the Safety Plan the tent cards need to be reviewed before more are made. Kristy will be doing this review as soon as the Safety Plan revisions are complete. Sheila will mention this at Corporate Services' December 4 Business Plan meeting to give them the heads up.</p> <p>January 21st: The Safety Plan revisions are now complete so review of the current</p>

	Action / Status
	<p>tent cards can now be started. Kristy will begin this review and report back at next month's meeting.</p> <p><u>February 2nd</u>: Review hasn't started. Will report back at March JHSC meeting.</p> <p><u>March 22nd</u>: Review has begun – no changes found so far.</p> <p><u>April 12th</u>: Review almost done – no changes found so far.</p> <p><u>May 10th</u>: Review completed. JHSC will recommend to EC that 50 new tent cards are printed.</p> <p><u>June 7th</u>: This was brought to EC on May 11th. Corporate services will be taking this on.</p>
<p>b) Discussed the use of interviews rooms as it seems that new employees in particular are not sitting closest to the door as stated in the safety plan. This will be brought up at EC on April 13th and tailgate on April 14th. Kristy will send this out as a safety meeting topic for May.</p>	<p><u>May 10th</u>: Most branches have reviewed the Interview Rooms procedures. Feedback was given by the executive branch and brought to the JHSC. JHSC reviewed this section and made the following recommendations to go to EC:</p> <ul style="list-style-type: none">• Change order of steps in procedure• Update alert block function for all branch's computer applications.• Compile list of known 'alert blocks' for CST <p><u>June 7th</u>: This still needs to be reviewed by EC.</p>
<p>4) Regular Reports (from October 6/15 JHSC Meeting)</p> <p><u>4.1</u></p> <p>May 2016 Monthly Hazard Assessment / Inspection Report</p>	<p><u>May 10th</u>: March's inspection report was accepted by EC on April 13th. Mike Henney and Frank Campbell will be speaking to EC on May 11th regarding the WCAT inspection and working alone. EC accepted the Mine Rescue inspection as long as the shelving is secured to the wall after the assessment is done on building. Mike Henney is working on that.</p> <p>April's inspection report was reviewed and accepted by JHSC and will be reviewed by EC on May 25th.</p> <p><u>June 7th</u>: A fire alarm and C02 detector were both installed at the WCAT building.</p> <p>Karen Pearson will touch base with Frank to see what has been done with the working alone procedure.</p>

	Action / Status
<u>4.2</u> Incident Report Quarterly Analysis (Q1-May; Q2-Aug; Q3-Nov; Q4-Feb)	<u>May 10th</u> : Reviewed the 1 st quarter report. No trends.
<u>4.3</u> Incident Report/First Aid/Unsafe Condition/Near Miss	<u>May 10th</u> : No incident reports / First Aid / Unsafe Conditions or Near Misses were formally reported. JHSC was verbally notified of the outside mat at the alley entrance / exit flipping up causing the door to stay open. JHSC recommends getting a better mat to replace that one. Also verbally reported to building services and EC was a cracked window in the building that looks as though a rock was thrown at it. It was recommended that cameras be installed on every side of the building. <u>June 7th</u> : No incident reports / First Aid / Unsafe Conditions or Near Misses were reported. Additional cameras have started to be installed around the building after the incident of the broken window.
<u>4.4</u> Review Safety Plan – Feedback from Branch Safety Meetings	<u>June 7th</u> : This month each branch has been asked to review the first part of the psychological health standard.
5) New Business	No new Business arising from the June 7 th JHSC meeting:
6) Next Meeting Scheduled <ul style="list-style-type: none">The next meeting is scheduled for Tuesday, July 5th, 2016 from 9:30 – 11:00 am, in the training room.	
The meeting adjourned at 9:55 a.m.	

Minutes approved at July 5, 2016 Joint Health and Safety Committee meeting.

YWCHSB Joint Health and Safety Committee MINUTES
July 5, 2016

PRESENT

Kristy Olson (Safety Coordinator)
Karen Pearson (Chair)
Ashlee MacInnis
Jim Stephens

GUESTS

ABSENT

Sheldon Pahl
Natalie Thivierge
Claudia Morgan

	Action / Status
The meeting was called to order at 9:36 a.m.	
1) Call to Order and Approval of the Agenda	Meeting was called to order; agenda was approved.
2) Tailgate Presentations / Updates 1. A JHSC member is needed to provide July 7, 2016 tailgate update.	Karen and Jim
3) Review Draft Minutes 2. Reviewed. (See outstanding action item / business list below).	June 7 th , 2016 minutes accepted.
<u>3A) New Updates to Outstanding Action Items and Regular Report Items (updates bolded)</u> a) June 2015 Annual Hazard Assessment / Inspection Report	<div></div> <div><u>July 13th</u>: EC reviewed on July 8th and accepted. EC recommends Corporate Services determine how many tent cards needed and cost. JHSC accepted as presented.</div> <div><u>August 4th</u>: Corporate Services determined cost of cards. Safety Coordinator made 10 copies. Corporate Services will determine how many to make once new building is complete and safety plan has been reviewed due to possible revisions to cards.</div> <div><u>December 1st</u>: With updates being done to the Safety Plan the tent cards need to be reviewed before more are made. Kristy will be doing this review as soon as the Safety Plan revisions are complete. Sheila will mention this at Corporate Services' December 4 Business Plan meeting to give them the heads up.</div> <div><u>January 21st</u>: The Safety Plan revisions are now complete so review of the current tent cards can now be started. Kristy will begin this review and report back at next</div>

	Action / Status
	<p>month's meeting.</p> <p><u>February 2nd</u>: Review hasn't started. Will report back at March JHSC meeting.</p> <p><u>March 22nd</u>: Review has begun – no changes found so far.</p> <p><u>April 12th</u>: Review almost done – no changes found so far.</p> <p><u>May 10th</u>: Review completed. JHSC will recommend to EC that 50 new tent cards are printed.</p> <p><u>June 7th</u>: This was brought to EC on May 11th. Corporate services will be taking this on.</p> <p><u>July 5th</u>: This is still pending.</p>
<p>b) Discussed the use of interviews rooms as it seems that new employees in particular are not sitting closest to the door as stated in the safety plan. This will be brought up at EC on April 13th and tailgate on April 14th. Kristy will send this out as a safety meeting topic for May.</p>	<p><u>May 10th</u>: Most branches have reviewed the Interview Rooms procedures. Feedback was given by the executive branch and brought to the JHSC. JHSC reviewed this section and made the following recommendations to go to EC:</p> <ul style="list-style-type: none">• Change order of steps in procedure• Update alert block function for all branch's computer applications.• Compile list of known 'alert blocks' for CST <p><u>June 7th</u>: This still needs to be reviewed by EC.</p> <p><u>July 5th</u>: To be discussed with EC. Need to come up with a plan and delegate tasks.</p>
<p>4) Regular Reports (from October 6/15 JHSC Meeting)</p> <p><u>4.1</u></p> <ul style="list-style-type: none">• Annual June 2016 Monthly Hazard Assessment / Inspection Report WCB• Annual June 2016 Monthly Hazard Assessment / Inspection Report Dawson• 2nd Quarter Hazard Assessment / Inspection Report WCAT• 2nd Quarter Hazard Assessment / Inspection Report Mine Rescue Station	<p><u>May 10th</u>: March's inspection report was accepted by EC on April 13th. Mike Henney and Frank Campbell will be speaking to EC on May 11th regarding the WCAT inspection and working alone. EC accepted the Mine Rescue inspection as long as the shelving is secured to the wall after the assessment is done on building. Mike Henney is working on that.</p> <p>April's inspection report was reviewed and accepted by JHSC and will be reviewed by EC on May 25th.</p> <p><u>June 7th</u>: A fire alarm and C02 detector were both installed at the WCAT building. Karen Pearson will touch base with Frank to see what has been done with the working alone procedure.</p>

	Action / Status
	<p><u>July 5th</u>: Working alone procedure has been completed and approved by EC. JHSC reviewed and will forward any recommended changes to Safety Officer. June’s Annual inspection for the building and Dawson officer were reviewed and accepted by JHSC and will be reviewed by EC on July 6th. The 2nd quarter inspections for WCAT and Mine Rescue Station were reviewed and accepted by JHSC and will be reviewed by EC on July 6th.</p>
<p><u>4.2</u> Incident Report Quarterly Analysis (Q1-May; Q2-Aug; Q3-Nov; Q4-Feb)</p>	<p><u>May 10th</u>: Reviewed the 1st quarter report. No trends.</p>
<p><u>4.3</u> Incident Report/First Aid/Unsafe Condition/Near Miss</p>	<p><u>July 5th</u>: 3 incidents reports were received:</p> <ul style="list-style-type: none">• Possible safety violation with contractor. OHS is investigating the incident. EC reviewed incident on June 29th with the recommendation that once the internal and external investigations are complete they will go over recommendations and take action at that time. Reviewed by JHSC with no further recommendations.• A worker skinned their hand on a plastic bin inside work truck when trying to remove gear. The worker will take more care when getting gear. Reviewed by EC on June 29th with no further recommendations.• A worker wasn’t able to locate a Band-Aid kit when they needed one. EC reviewed on June 29th and JHSC reviewed on July 5th. Both recommend that they first aid kits be made visible with signage. <p>A 4th incident occurred but incident report hasn’t been written yet. This incident involved one of the new OHS vehicles. The worker was stopped at a light waiting to turn left when another vehicle turning right behind swiped the back tail-light causing minor damage.</p>
<p><u>4.4</u> Review Safety Plan – Feedback from Branch Safety Meetings</p>	<p><u>June 7th</u>: This month each branch has been asked to review the first part of the psychological health standard.</p> <p><u>July 5th</u>: Some branches still need to review the first discussion topic.</p>
<p>5) New Business</p>	<p>New Business arising from the July 5th JHSC meeting:</p> <ul style="list-style-type: none">• JHSC was given the new working alone procedures for WCAT to review and make any recommendations is necessary.
<p>6) Next Meeting Scheduled</p> <ul style="list-style-type: none">• The next meeting is scheduled for Tuesday, August 2nd 2016 from	

	Action / Status
9:30 – 11:00 am, in the training room.	
The meeting adjourned at 10:30 a.m.	

Minutes approved at August 2, 2016 Joint Health and Safety Committee meeting.

	Action / Status
	<p>tent cards can now be started. Kristy will begin this review and report back at next month's meeting.</p> <p><u>February 2nd</u>: Review hasn't started. Will report back at March JHSC meeting.</p> <p><u>March 22nd</u>: Review has begun – no changes found so far.</p> <p><u>April 12th</u>: Review almost done – no changes found so far.</p> <p><u>May 10th</u>: Review completed. JHSC will recommend to EC that 50 new tent cards are printed.</p> <p><u>June 7th</u>: This was brought to EC on May 11th. Corporate services will be taking this on.</p> <p><u>July 5th</u>: This is still pending.</p> <p><u>August 2nd</u>: Corporate Services is currently looking for the template of the tent cards and will begin to make the necessary changes and have copies made.</p>
<p>b) Discussed the use of interviews rooms as it seems that new employees in particular are not sitting closest to the door as stated in the safety plan. This will be brought up at EC on April 13th and tailgate on April 14th. Kristy will send this out as a safety meeting topic for May.</p>	<p><u>May 10th</u>: Most branches have reviewed the Interview Rooms procedures. Feedback was given by the executive branch and brought to the JHSC. JHSC reviewed this section and made the following recommendations to go to EC:</p> <ul style="list-style-type: none">• Change order of steps in procedure• Update alert block function for all branch's computer applications.• Compile list of known 'alert blocks' for CST <p><u>June 7th</u>: This still needs to be reviewed by EC.</p> <p><u>July 5th</u>: To be discussed with EC. Need to come up with a plan and delegate tasks.</p> <p><u>August 2nd</u>: Jim to speak with IT about making a JIRA issue for system updates to incorporate an alert block system. Still need to iron out a procedure for letting CST and other staff know about potentially difficult clients.</p>
<p>4) Regular Reports (from October 6/15 JHSC Meeting)</p> <p><u>4.1</u></p> <ul style="list-style-type: none">• Annual June 2016 Monthly Hazard Assessment / Inspection Report WCB• Annual June 2016 Monthly Hazard Assessment / Inspection Report	<p><u>July 5th</u>: Working alone procedure has been completed and approved by EC. JHSC reviewed and will forward any recommended changes to Safety Officer.</p> <p>June's Annual inspection for the building and Dawson officer were reviewed and</p>

	Action / Status
<div>Dawson<ul style="list-style-type: none">2nd Quarter Hazard Assessment / Inspection Report WCAT2nd Quarter Hazard Assessment / Inspection Report Mine Rescue Station2016 July Monthly Hazard Assessment / Inspection Report</div>	<p>accepted by JHSC and will be reviewed by EC on July 6th. The 2nd quarter inspections for WCAT and Mine Rescue Station were reviewed and accepted by JHSC and will be reviewed by EC on July 6th.</p> <p>August 2nd: Working alone procedure has been completed and approved by EC on June 15th June's Annual inspection for the building and Dawson office were reviewed and accepted by EC on July 6th. The 2nd quarter inspections for WCAT and Mine Rescue Station were reviewed and accepted by EC on July 6th. July inspection of the building was reviewed by JHSC and will be reviewed by EC on August 17th.</p>
<div><u>4.2</u> Incident Report Quarterly Analysis (Q1-May; Q2-Aug; Q3-Nov; Q4-Feb)</div>	<p><u>May 10th:</u> Reviewed the 1st quarter report. No trends.</p> <p><u>August 2nd:</u> Reviewed the 2nd quarter report. No trends.</p>
<div><u>4.3</u> Incident Report/First Aid/Unsafe Condition/Near Miss</div>	<p><u>August 2nd:</u> Received report of vehicle incident reported last month. No further recommendations from JHSC or EC on July 6, 2016. 4 Incidents were reported a couple months ago and were only brought to EC on July 13th and JHSC on August 2nd:</p> <ol style="list-style-type: none">1. A worker stood up at their desk and when they went to sit back down they missed the chair. There was no injury and the supervisor recommended being more aware of surroundings. JHSC and EC agreed.2. A worker was testing an electrical unit when it started smoking. The worker brought the unit outside and then tagged it out of service. EC recommended only testing these units with a test bench and not in an enclosed office. JHSC agreed.3. A worker caught their heel in the grate outside the Corporate entrance. JHSC recommended being more aware and speaking about this at tailgate. JHSC agreed.4. A worker was discovered unwell in the upstairs bathroom. Workers took the employees ABCs and informed Dr. Reddoch. The worker was then picked up by their spouse to go home for the day. Executive recommended more first aid signage in the building and bathrooms and to speak with everyone at tailgate about letting someone know if you are not feeling well and going to the bathroom. JHSC agreed.
<div><u>4.4</u> Review Safety Plan – Feedback from Branch Safety Meetings</div>	<p><u>June 7th:</u> This month each branch has been asked to review the first part of the</p>

	Action / Status
	psychological health standard. <u>July 5th</u> : Some branches still need to review the first discussion topic. <u>August 2nd</u>: Most branches have completed the first psychological health discussion. Kristy to send out a reminder for August to complete the second discussion.
5) New Business	No new business arising from the August 2 nd JHSC meeting.
6) Next Meeting Scheduled <ul style="list-style-type: none">The next meeting is scheduled for Tuesday, September 6, 2016 from 9:30 – 11:00 am, in the training room.	
The meeting adjourned at 10:15 a.m.	

Minutes approved at September 6, 2016 Joint Health and Safety Committee meeting.

YWCHSB Joint Health and Safety Committee MINUTES
September 6, 2016

PRESENT

Kristy Olson (Safety Coordinator)
Karen Pearson
Ashlee MacInnis
Jim Stephens
Sheldon Pahl (Chair)
Claudia Morgan
Brooke Romanuik

GUESTS

ABSENT

Natalie Thivierge

	Action / Status
The meeting was called to order at 9:34 a.m.	
1) Call to Order and Approval of the Agenda	Meeting was called to order; agenda was approved.
2) Tailgate Presentations / Updates 1. A JHSC member is needed to provide September 10, 2016 tailgate update.	Karen
3) Review Draft Minutes 2. Reviewed. (See outstanding action item / business list below).	August 2 nd , 2016 minutes accepted.
<u>3A) New Updates to Outstanding Action Items and Regular Report Items (updates bolded)</u> a) June 2015 Annual Hazard Assessment / Inspection Report	<hr/> <u>July 13th</u> : EC reviewed on July 8 th and accepted. EC recommends Corporate Services determine how many tent cards needed and cost. JHSC accepted as presented. <u>August 4th</u> : Corporate Services determined cost of cards. Safety Coordinator made 10 copies. Corporate Services will determine how many to make once new building is complete and safety plan has been reviewed due to possible revisions to cards. <u>December 1st</u> : With updates being done to the Safety Plan the tent cards need to be reviewed before more are made. Kristy will be doing this review as soon as the Safety Plan revisions are complete. Sheila will mention this at Corporate Services' December 4 Business Plan meeting to give them the heads up.

	Action / Status
	<p><u>January 21st</u>: The Safety Plan revisions are now complete so review of the current tent cards can now be started. Kristy will begin this review and report back at next month's meeting.</p> <p><u>February 2nd</u>: Review hasn't started. Will report back at March JHSC meeting.</p> <p><u>March 22nd</u>: Review has begun – no changes found so far.</p> <p><u>April 12th</u>: Review almost done – no changes found so far.</p> <p><u>May 10th</u>: Review completed. JHSC will recommend to EC that 50 new tent cards are printed.</p> <p><u>June 7th</u>: This was brought to EC on May 11th. Corporate services will be taking this on.</p> <p><u>July 5th</u>: This is still pending.</p> <p><u>August 2nd</u>: Corporate Services is currently looking for the template of the tent cards and will begin to make the necessary changes and have copies made.</p>
<p>b) Discussed the use of interviews rooms as it seems that new employees in particular are not sitting closest to the door as stated in the safety plan. This will be brought up at EC on April 13th and tailgate on April 14th. Kristy will send this out as a safety meeting topic for May.</p>	<p><u>May 10th</u>: Most branches have reviewed the Interview Rooms procedures. Feedback was given by the executive branch and brought to the JHSC. JHSC reviewed this section and made the following recommendations to go to EC:</p> <ul style="list-style-type: none">• Change order of steps in procedure• Update alert block function for all branch's computer applications.• Compile list of known 'alert blocks' for CST <p><u>June 7th</u>: This still needs to be reviewed by EC.</p> <p><u>July 5th</u>: To be discussed with EC. Need to come up with a plan and delegate tasks.</p> <p><u>August 2nd</u>: Jim to speak with IT about making a JIRA issue for system updates to incorporate an alert block system. Still need to iron out a procedure for letting CST and other staff know about potentially difficult clients.</p> <p><u>September 6th</u>: JIRA issue has been created for this.</p>
<p>4) Regular Reports (from October 6/15 JHSC Meeting)</p> <p><u>4.1</u></p> <ul style="list-style-type: none">• 2016 July Monthly Hazard Assessment / Inspection Report	<p><u>August 2nd</u>: Working alone procedure has been completed and approved by EC on</p>

	Action / Status
<ul style="list-style-type: none">2016 August Monthly Hazard Assessment / Inspection Report	<p>June 15th June's Annual inspection for the building and Dawson office were reviewed and accepted by EC on July 6th. The 2nd quarter inspections for WCAT and Mine Rescue Station were reviewed and accepted by EC on July 6th. July inspection of the building was reviewed by JHSC and will be reviewed by EC on August 17th.</p> <p>September 6th: The July building inspection was reviewed and accepted by EC on August 17th. The August building inspection was reviewed and accepted by JHSC on September 6th. This needs to be taken to EC.</p>
<p><u>4.2</u> Incident Report Quarterly Analysis (Q1-May; Q2-Aug; Q3-Nov; Q4-Feb)</p>	<p><u>May 10th</u>: Reviewed the 1st quarter report. No trends.</p> <p><u>August 2nd</u>: Reviewed the 2nd quarter report. No trends.</p>
<p><u>4.3</u> Incident Report/First Aid/Unsafe Condition/Near Miss</p>	<p>September 6th: One incident was discussed. On July 14th an employee working in Dawson fell going up the steps to our Dawson office. Supervisor's recommendation was to be more mindful when going up and down the stairs. EC reviewed this incident on July 27th and agreed with the recommendation. JHSC reviewed and agreed on September 6th.</p>
<p><u>4.4</u> Review Safety Plan – Feedback from Branch Safety Meetings</p>	<p><u>June 7th</u>: This month each branch has been asked to review the first part of the psychological health standard.</p> <p><u>July 5th</u>: Some branches still need to review the first discussion topic.</p> <p><u>August 2nd</u>: Most branches have completed the first psychological health discussion. Kristy to send out a reminder for August to complete the second discussion.</p> <p>September 6th: All branches have completed psychological health discussion #1 and only one branch needs to complete #2. September's topic will be to complete #2 – discussion #3 will be for October.</p>
<p>5) New Business</p>	<p>New business arising from the September 6th JHSC meeting:</p> <ul style="list-style-type: none">October meeting will need to be rescheduled due to Kristy being out of town. A new date will be set soon.
<p>6) Next Meeting Scheduled</p> <ul style="list-style-type: none">The next meeting is scheduled for TBD, 2016 from 9:30 – 11:00	

	Action / Status
am, in the training room.	
The meeting adjourned at 10:00 a.m.	

Minutes approved at October 13, 2016 Joint Health and Safety Committee meeting.

YWCHSB Joint Health and Safety Committee MINUTES
October 13, 2016

PRESENT

Kristy Olson (Safety Coordinator)
Karen Pearson (Chair)
Ashlee MacInnis
Sheldon Pahl (Chair)
Claudia Morgan

GUESTS

Chantelle Burns

ABSENT

Natalie Thivierge
Jim Stephens
Brooke Romanuik

	Action / Status
The meeting was called to order at 9:34 a.m.	
1) Call to Order and Approval of the Agenda	Meeting was called to order; agenda was approved.
2) Tailgate Presentations / Updates 1. A JHSC member is needed to provide October 20, 2016 tailgate update.	Kristy
3) Review Draft Minutes 2. Reviewed. (See outstanding action item / business list below).	September 6, 2016 minutes accepted.
<u>3A) New Updates to Outstanding Action Items and Regular Report Items (updates bolded)</u> a) June 2015 Annual Hazard Assessment / Inspection Report	<hr/> <u>July 13th</u> : EC reviewed on July 8 th and accepted. EC recommends Corporate Services determine how many tent cards needed and cost. JHSC accepted as presented. <u>August 4th</u> : Corporate Services determined cost of cards. Safety Coordinator made 10 copies. Corporate Services will determine how many to make once new building is complete and safety plan has been reviewed due to possible revisions to cards. <u>December 1st</u> : With updates being done to the Safety Plan the tent cards need to be reviewed before more are made. Kristy will be doing this review as soon as the Safety Plan revisions are complete. Sheila will mention this at Corporate Services' December 4 Business Plan meeting to give them the heads up. <u>January 21st</u> : The Safety Plan revisions are now complete so review of the current

	Action / Status
	<p>tent cards can now be started. Kristy will begin this review and report back at next month's meeting.</p> <p><u>February 2nd</u>: Review hasn't started. Will report back at March JHSC meeting.</p> <p><u>March 22nd</u>: Review has begun – no changes found so far.</p> <p><u>April 12th</u>: Review almost done – no changes found so far.</p> <p><u>May 10th</u>: Review completed. JHSC will recommend to EC that 50 new tent cards are printed.</p> <p><u>June 7th</u>: This was brought to EC on May 11th. Corporate services will be taking this on.</p> <p><u>July 5th</u>: This is still pending.</p> <p><u>August 2nd</u>: Corporate Services is currently looking for the template of the tent cards and will begin to make the necessary changes and have copies made.</p> <p><u>October 13th</u>: Kristy reviewed the new Tent Card mockup from Corporate Services and approved it. Spoke with JHSC and they approved it also.</p>
<p>b) Discussed the use of interviews rooms as it seems that new employees in particular are not sitting closest to the door as stated in the safety plan. This will be brought up at EC on April 13th and tailgate on April 14th. Kristy will send this out as a safety meeting topic for May.</p>	<p><u>May 10th</u>: Most branches have reviewed the Interview Rooms procedures. Feedback was given by the executive branch and brought to the JHSC. JHSC reviewed this section and made the following recommendations to go to EC:</p> <ul style="list-style-type: none">• Change order of steps in procedure• Update alert block function for all branch's computer applications.• Compile list of known 'alert blocks' for CST <p><u>June 7th</u>: This still needs to be reviewed by EC.</p> <p><u>July 5th</u>: To be discussed with EC. Need to come up with a plan and delegate tasks.</p> <p><u>August 2nd</u>: Jim to speak with IT about making a JIRA issue for system updates to incorporate an alert block system. Still need to iron out a procedure for letting CST and other staff know about potentially difficult clients.</p> <p><u>September 6th</u>: JIRA issue has been created for this.</p>

	Action / Status
4) Regular Reports (from October 6/15 JHSC Meeting)	
<u>4.1</u> <ul style="list-style-type: none">• 2016 August Monthly Hazard Assessment / Inspection Report• Q3 Hazard Assessment / Inspection Report – WCB• Q3 Hazard Assessment / Inspection Report – WCAT• Q3 Hazard Assessment / Inspection Report – Mine Rescue Station	<p><u>September 6th</u>: The July building inspection was reviewed and accepted by EC on August 17th. The August building inspection was reviewed and accepted by JHSC on September 6th. This needs to be taken to EC.</p> <p>October 13th: The August building inspection was reviewed at EC on September 14th. EC recommended that notices of inspections be sent out a day prior to give people time to ensure their workplace is safe. The Q3 building inspection for WCB, WCAT, and the Mine Rescue Station were reviewed and accepted by JHSC. EC to review the three reports on October 19th.</p>
<u>4.2</u> Incident Report Quarterly Analysis (Q1-May; Q2-Aug; Q3-Nov; Q4-Feb)	<p><u>May 10th</u>: Reviewed the 1st quarter report. No trends.</p> <p><u>August 2nd</u>: Reviewed the 2nd quarter report. No trends.</p>
<u>4.3</u> Incident Report/First Aid/Unsafe Condition/Near Miss	<p>October 13th: The following incidents were reviewed:</p> <ul style="list-style-type: none">• Two employees suffered food poisoning while working in Dawson. Incident was discussed with branch. EC reviewed on September 28th with no further recommendations. JHSC agrees.• A vehicle was backing into parking spot and the trailer hitch hit the building causing damage. Supervisor recommended looking into barriers and EC agreed on October 5th. JHSC has no further recommendations.• A worker was in medical distress and the first aid person and Dr. Reddoch were called to assist. An ambulance was called and the employee went to the hospital. This was reviewed by EC on October 12th with no further recommendations. JHSC reviewed and recommend there be a tailgate discussion on how to help during an incident. This recommendation will be going back to EC on October 19th.
<u>4.4</u> Review Safety Plan – Feedback from Branch Safety Meetings	<p><u>June 7th</u>: This month each branch has been asked to review the first part of the psychological health standard.</p> <p><u>July 5th</u>: Some branches still need to review the first discussion topic.</p> <p><u>August 2nd</u>: Most branches have completed the first psychological health discussion.</p>

	Action / Status
	<p>Kristy to send out a reminder for August to complete the second discussion.</p> <p><u>September 6th</u>: All branches have completed psychological health discussion #1 and only one branch needs to complete #2. September's topic will be to complete #2 – discussion #3 will be for October.</p> <p><u>October 13th</u>: Branches have started to review Discussion #3. Discussion #4 will be for December. JHSC reviewed the Q3 Branch Safety Meeting Log. EC to review on October 19th.</p>
5) New Business	<p>New business arising from the October 13th JHSC meeting:</p> <ul style="list-style-type: none">• An employee asked a member of JHSC whether it would be possible to have umbrella holders at the entrances to help avoid water drips / slips on the floor. JHSC recommends bringing this to tailgate to remind people to wipe their feet, shake off umbrellas outside and to clean up water if you notice it on the floor.
6) Next Meeting Scheduled <ul style="list-style-type: none">• The next meeting is scheduled for November 1, 2016 from 9:30 – 11:00 am, in the training room.	
The meeting adjourned at 10:15 a.m.	

Minutes approved at November 1, 2016 Joint Health and Safety Committee meeting.

YWCHSB Joint Health and Safety Committee MINUTES
November 1, 2016

PRESENT

Kristy Olson (Safety Coordinator)
Karen Pearson (Chair)
Ashlee MacInnis
Sheldon Pahl (Co-Chair)
Claudia Morgan

GUESTS

ABSENT

Natalie Thivierge
Jim Stephens
Brooke Romanuik
Chantelle Burns

	Action / Status
The meeting was called to order at 9:45 a.m.	
1) Call to Order and Approval of the Agenda	Meeting was called to order; agenda was approved.
2) Tailgate Presentations / Updates 1. A JHSC member is needed to provide November 3, 2016 tailgate update.	Karen
3) Review Draft Minutes 2. Reviewed. (See outstanding action item / business list below).	October 13, 2016 minutes accepted.
<u>3A) New Updates to Outstanding Action Items and Regular Report Items (updates bolded)</u> a) June 2015 Annual Hazard Assessment / Inspection Report	<hr/> <u>July 13th</u> : EC reviewed on July 8 th and accepted. EC recommends Corporate Services determine how many tent cards needed and cost. JHSC accepted as presented. <u>August 4th</u> : Corporate Services determined cost of cards. Safety Coordinator made 10 copies. Corporate Services will determine how many to make once new building is complete and safety plan has been reviewed due to possible revisions to cards. <u>December 1st</u> : With updates being done to the Safety Plan the tent cards need to be reviewed before more are made. Kristy will be doing this review as soon as the Safety Plan revisions are complete. Sheila will mention this at Corporate Services' December 4 Business Plan meeting to give them the heads up. <u>January 21st</u> : The Safety Plan revisions are now complete so review of the current

	Action / Status
	<p>tent cards can now be started. Kristy will begin this review and report back at next month's meeting.</p> <p><u>February 2nd</u>: Review hasn't started. Will report back at March JHSC meeting.</p> <p><u>March 22nd</u>: Review has begun – no changes found so far.</p> <p><u>April 12th</u>: Review almost done – no changes found so far.</p> <p><u>May 10th</u>: Review completed. JHSC will recommend to EC that 50 new tent cards are printed.</p> <p><u>June 7th</u>: This was brought to EC on May 11th. Corporate services will be taking this on.</p> <p><u>July 5th</u>: This is still pending.</p> <p><u>August 2nd</u>: Corporate Services is currently looking for the template of the tent cards and will begin to make the necessary changes and have copies made.</p> <p><u>October 13th</u>: Kristy reviewed the new Tent Card mockup from Corporate Services and approved it. Spoke with JHSC and they approved it also.</p>
<p>b) Discussed the use of interviews rooms as it seems that new employees in particular are not sitting closest to the door as stated in the safety plan. This will be brought up at EC on April 13th and tailgate on April 14th. Kristy will send this out as a safety meeting topic for May.</p>	<p><u>May 10th</u>: Most branches have reviewed the Interview Rooms procedures. Feedback was given by the executive branch and brought to the JHSC. JHSC reviewed this section and made the following recommendations to go to EC:</p> <ul style="list-style-type: none">• Change order of steps in procedure• Update alert block function for all branch's computer applications.• Compile list of known 'alert blocks' for CST <p><u>June 7th</u>: This still needs to be reviewed by EC.</p> <p><u>July 5th</u>: To be discussed with EC. Need to come up with a plan and delegate tasks.</p> <p><u>August 2nd</u>: Jim to speak with IT about making a JIRA issue for system updates to incorporate an alert block system. Still need to iron out a procedure for letting CST and other staff know about potentially difficult clients.</p> <p><u>September 6th</u>: JIRA issue has been created for this.</p>

	Action / Status
<p>c) An employee asked a member of JHSC whether it would be possible to have umbrella holders at the entrances to help avoid water drips / slips on the floor.</p>	<p>October 13th: JHSC recommends bringing this to tailgate to remind people to wipe their feet, shake off umbrellas outside and to clean up water if you notice it on the floor.</p> <p><u>November 1st</u>: This recommendation was brought to EC on October 19 and they agreed. A reminder for people to shake the snow off their boots and use the mats at the entrances was done at October 20's tailgate.</p>
<p>4) Regular Reports (from October 6/15 JHSC Meeting)</p> <p><u>4.1</u></p> <ul style="list-style-type: none">2016 October Monthly Hazard Assessment / Inspection Report	<p>October 13th: The August building inspection was reviewed at EC on September 14th. EC recommended that notices of inspections be sent out a day prior to give people time to ensure their workplace is safe.</p> <p>The Q3 building inspection for WCB, WCAT, and the Mine Rescue Station were reviewed and accepted by JHSC. EC to review the three reports on October 19th.</p> <p><u>November 1st</u>: The Q3 building inspection for WCB, WCAT and the Mine Rescue Station were reviewed by EC on October 19th with the recommendation that alternate shelving is looked at for the Mine Rescue Building and that a refresher is done at tailgate about writing your name on the security board when working after hours. We also discussed the need for testing the fire alarm before and after hours and updating the safety plan to reflect what to do.</p> <p>JHSC reviewed and accepted the October building inspection. EC needs to review.</p>
<p><u>4.2</u></p> <p>Incident Report Quarterly Analysis (Q1-May; Q2-Aug; Q3-Nov; Q4-Feb)</p>	<p><u>May 10th</u>: Reviewed the 1st quarter report. No trends.</p> <p><u>August 2nd</u>: Reviewed the 2nd quarter report. No trends.</p> <p><u>November 1st</u>: Reviewed the 3rd quarter report. No trends.</p>
<p><u>4.3</u></p> <p>Incident Report/First Aid/Unsafe Condition/Near Miss</p>	<p><u>November 1st</u>: JHSC recommended to EC on October 19 that a tailgate be done in November to educate everyone on what to do when there's a medical emergency in the building. EC agreed with recommendation.</p>

	Action / Status
	No incidents have been reported since last JHSC meeting.
<u>4.4</u> Review Safety Plan – Feedback from Branch Safety Meetings	<u>October 13th</u> : Branches have started to review Discussion #3. Discussion #4 will be for December. JHSC reviewed the Q3 Branch Safety Meeting Log. EC to review on October 19 th . <u>November 1st</u> : EC reviewed the Q3 Branch Safety Meeting Log on October 19 th with no recommendations.
5) New Business	New business arising from the November 1 st JHSC meeting: <ul style="list-style-type: none">JHSC recommends that to help with everyone’s mental health at least one SAD lamp is purchased as darkness increases
6) Next Meeting Scheduled <ul style="list-style-type: none">The next meeting is scheduled for December 6, 2016 from 9:30 – 11:00 am, in the training room.	
The meeting adjourned at 10:15 a.m.	

Minutes approved at December 8, 2016 Joint Health and Safety Committee meeting.

YWCHSB Joint Health and Safety Committee MINUTES
December 8, 2016

PRESENT

Kristy Olson (Safety Coordinator)
Karen Pearson (Chair)
Ashlee MacInnis
Sheldon Pahl (Co-Chair)
Claudia Morgan
Brooke Romanuik
Chantelle Burns

GUESTS

ABSENT

Natalie Thivierge
Jim Stephens

	Action / Status
The meeting was called to order at 9:35 a.m.	
1) Call to Order and Approval of the Agenda	Meeting was called to order; agenda was approved.
2) Tailgate Presentations / Updates 1. A JHSC member is needed to provide December 15, 2016 tailgate update.	Karen
3) Review Draft Minutes 2. Reviewed. (See outstanding action item / business list below).	November 1, 2016 minutes accepted.
<u>3A) New Updates to Outstanding Action Items and Regular Report Items (updates bolded)</u> a) June 2015 Annual Hazard Assessment / Inspection Report	 <u>July 13th</u> : EC reviewed on July 8 th and accepted. EC recommends Corporate Services determine how many tent cards needed and cost. JHSC accepted as presented. <u>August 4th</u> : Corporate Services determined cost of cards. Safety Coordinator made 10 copies. Corporate Services will determine how many to make once new building is complete and safety plan has been reviewed due to possible revisions to cards. <u>December 1st</u> : With updates being done to the Safety Plan the tent cards need to be reviewed before more are made. Kristy will be doing this review as soon as the Safety Plan revisions are complete. Sheila will mention this at Corporate Services' December 4 Business Plan meeting to give them the heads up.

	Action / Status
	<p><u>January 21st</u>: The Safety Plan revisions are now complete so review of the current tent cards can now be started. Kristy will begin this review and report back at next month's meeting.</p> <p><u>February 2nd</u>: Review hasn't started. Will report back at March JHSC meeting.</p> <p><u>March 22nd</u>: Review has begun – no changes found so far.</p> <p><u>April 12th</u>: Review almost done – no changes found so far.</p> <p><u>May 10th</u>: Review completed. JHSC will recommend to EC that 50 new tent cards are printed.</p> <p><u>June 7th</u>: This was brought to EC on May 11th. Corporate services will be taking this on.</p> <p><u>July 5th</u>: This is still pending.</p> <p><u>August 2nd</u>: Corporate Services is currently looking for the template of the tent cards and will begin to make the necessary changes and have copies made.</p> <p><u>October 13th</u>: Kristy reviewed the new Tent Card mockup from Corporate Services and approved it. Spoke with JHSC and they approved it also.</p> <p><u>December 8th</u>: The new Tent Cards were given out to everyone during the November 28th building inspection.</p>
b) Discussed the use of interviews rooms as it seems that new employees in particular are not sitting closest to the door as stated in the safety plan. This will be brought up at EC on April 13 th and tailgate on April 14 th . Kristy will send this out as a safety meeting topic for May.	<p><u>May 10th</u>: Most branches have reviewed the Interview Rooms procedures. Feedback was given by the executive branch and brought to the JHSC. JHSC reviewed this section and made the following recommendations to go to EC:</p> <ul style="list-style-type: none">• Change order of steps in procedure• Update alert block function for all branch's computer applications.• Compile list of known 'alert blocks' for CST <p><u>June 7th</u>: This still needs to be reviewed by EC.</p> <p><u>July 5th</u>: To be discussed with EC. Need to come up with a plan and delegate tasks.</p> <p><u>August 2nd</u>: Jim to speak with IT about making a JIRA issue for system updates to incorporate an alert block system. Still need to iron out a procedure for letting CST and other staff know about potentially difficult clients.</p> <p><u>September 6th</u>: JIRA issue has been created for this.</p>

	Action / Status
<p>4) Regular Reports (from October 6/15 JHSC Meeting)</p> <p><u>4.1</u></p> <ul style="list-style-type: none">2016 November Monthly Hazard Assessment / Inspection Report	<p><u>November 1st</u>: The Q3 building inspection for WCB, WCAT and the Mine Rescue Station were reviewed by EC on October 19th with the recommendation that alternate shelving is looked at for the Mine Rescue Building and that a refresher is done at tailgate about writing your name on the security board when working after hours. We also discussed the need for testing the fire alarm before and after hours and updating the safety plan to reflect what to do. JHSC reviewed and accepted the October building inspection. EC needs to review.</p> <p><u>December 8th</u>: EC reviewed the October building inspection on November 16th with no recommendations. JHSC reviewed the November building inspection with no further recommendations. EC needs to review.</p>
<p><u>4.2</u></p> <p>Incident Report Quarterly Analysis (Q1-May; Q2-Aug; Q3-Nov; Q4-Feb)</p>	<p><u>May 10th</u>: Reviewed the 1st quarter report. No trends.</p> <p><u>August 2nd</u>: Reviewed the 2nd quarter report. No trends.</p> <p><u>November 1st</u>: Reviewed the 3rd quarter report. No trends.</p>
<p><u>4.3</u></p> <p>Incident Report/First Aid/Unsafe Condition/Near Miss</p>	<p><u>November 1st</u>: JHSC recommended to EC on October 19 that a tailgate be done in November to educate everyone on what to do when there's a medical emergency in the building. EC agreed with recommendation. No incidents have been reported since last JHSC meeting.</p> <p><u>December 8th</u>: The First Aiders presented at tailgate on December 8th to review with everyone where first aid supplies were located and what the first aid number is. 2 incidents were reported since last JHSC meeting. On November 4th wiring for office lighting were disconnected and left live and uncapped. This went to EC on November 23rd and it was recommended that other offices are checked by a contractor. This was also mentioned at tailgate on December 1st. The other incident involved a claimant and their spouse at the front service area. They were agitated and CST couldn't answer their question. CST had to speak with several claims staff before someone came down to help. This went to executive on November 30th and it was recommended that the Claims Director, Managers and Assessments Director meet to discuss cross training</p>

	Action / Status
<u>4.4</u> Review Safety Plan – Feedback from Branch Safety Meetings	and procedures/guidelines for future. JHSC has no further recommendations. <u>October 13th</u> : Branches have started to review Discussion #3. Discussion #4 will be for December. JHSC reviewed the Q3 Branch Safety Meeting Log. EC to review on October 19 th . <u>November 1st</u> : EC reviewed the Q3 Branch Safety Meeting Log on October 19 th with no recommendations.
5) New Business	<p>New business arising from the December 8th JHSC meeting:</p> <ul style="list-style-type: none">Some concerns were brought forward from an employee in regards to the structure of the front service area. Several suggestions were made such as handles on the inside of every door that exits to outside to aid in closing the door quickly to ensure safety. It was also recommended to look at restructuring the front end with double doors, changing the small sliding door to a full glass with just an area to slid paper through and ensuring all doors and windows in that area are bullet proof. JHSC agrees with the recommendations for handles on all doors and recommends that front be restructured so the door leading to the lobby can be opened less (separate cubicle areas with glass).OHS has been dealing with a lot of line touch incidents, specifically some dealing with garbage trucks hitting overhead lines with garbage bins. This brought us to look at our garbage bin outside and how it is right under power lines. The garbage truck needs to back up with the bin each time they unload it. JHSC recommends looking for an alternate place for the bin. We thought maybe it would be good to put in place of the rock along the side of our building to ensure people don't park there.
6) Next Meeting Scheduled <ul style="list-style-type: none">The next meeting is scheduled for TBD, 2016 from 9:30 – 11:00 am, in the training room.	
The meeting adjourned at 10:35 a.m.	

Minutes approved at January 10, 2017 Joint Health and Safety Committee meeting.

YWCHSB Joint Health and Safety Committee MINUTES

January 10, 2017

PRESENT

Kristy Olson (Safety Coordinator)
Karen Pearson (Chair)
Ashlee MacInnis
Sheldon Pahl (Co-Chair)
Claudia Morgan
Brooke Romanuik

GUESTS

ABSENT

Natalie Thivierge
Jim Stephens
Chantelle Burns

	Action / Status
The meeting was called to order at 9:37 a.m.	
1) Call to Order and Approval of the Agenda	Meeting was called to order; agenda was approved.
2) Tailgate Presentations / Updates 1. A JHSC member is needed to provide January 12, 2017 tailgate update.	Karen
3) Review Draft Minutes 2. Reviewed. (See outstanding action item / business list below).	December 8, 2016 minutes accepted.
<u>3A) New Updates to Outstanding Action Items and Regular Report Items (updates bolded)</u> a) June 2015 Annual Hazard Assessment / Inspection Report	<hr/> <p><u>July 13th</u>: EC reviewed on July 8th and accepted. EC recommends Corporate Services determine how many tent cards needed and cost. JHSC accepted as presented.</p> <p><u>August 4th</u>: Corporate Services determined cost of cards. Safety Coordinator made 10 copies. Corporate Services will determine how many to make once new building is complete and safety plan has been reviewed due to possible revisions to cards.</p> <p><u>December 1st</u>: With updates being done to the Safety Plan the tent cards need to be reviewed before more are made. Kristy will be doing this review as soon as the Safety Plan revisions are complete. Sheila will mention this at Corporate Services' December 4 Business Plan meeting to give them the heads up.</p> <p>January 21st: The Safety Plan revisions are now complete so review of the current</p>

	Action / Status
	<p>tent cards can now be started. Kristy will begin this review and report back at next month's meeting.</p> <p><u>February 2nd</u>: Review hasn't started. Will report back at March JHSC meeting.</p> <p><u>March 22nd</u>: Review has begun – no changes found so far.</p> <p><u>April 12th</u>: Review almost done – no changes found so far.</p> <p><u>May 10th</u>: Review completed. JHSC will recommend to EC that 50 new tent cards are printed.</p> <p><u>June 7th</u>: This was brought to EC on May 11th. Corporate services will be taking this on.</p> <p><u>July 5th</u>: This is still pending.</p> <p><u>August 2nd</u>: Corporate Services is currently looking for the template of the tent cards and will begin to make the necessary changes and have copies made.</p> <p><u>October 13th</u>: Kristy reviewed the new Tent Card mockup from Corporate Services and approved it. Spoke with JHSC and they approved it also.</p> <p><u>December 8th</u>: The new Tent Cards were given out to everyone during the November 28th building inspection.</p>
<p>b) Discussed the use of interviews rooms as it seems that new employees in particular are not sitting closest to the door as stated in the safety plan. This will be brought up at EC on April 13th and tailgate on April 14th. Kristy will send this out as a safety meeting topic for May.</p>	<p><u>May 10th</u>: Most branches have reviewed the Interview Rooms procedures. Feedback was given by the executive branch and brought to the JHSC. JHSC reviewed this section and made the following recommendations to go to EC:</p> <ul style="list-style-type: none">• Change order of steps in procedure• Update alert block function for all branch's computer applications.• Compile list of known 'alert blocks' for CST <p><u>June 7th</u>: This still needs to be reviewed by EC.</p> <p><u>July 5th</u>: To be discussed with EC. Need to come up with a plan and delegate tasks.</p> <p><u>August 2nd</u>: Jim to speak with IT about making a JIRA issue for system updates to incorporate an alert block system. Still need to iron out a procedure for letting CST and other staff know about potentially difficult clients.</p> <p><u>September 6th</u>: JIRA issue has been created for this.</p>

	Action / Status
c) Issues with the design of the front reception area	<p><u>December 8th</u>: Some concerns were brought forward from an employee in regards to the structure of the front service area. Several suggestions were made such as handles on the inside of every door that exits to outside to aid in closing the door quickly to ensure safety. It was also recommended to look at restructuring the front end with double doors, changing the small sliding door to a full glass with just an area to slid paper through and ensuring all doors and windows in that area are bullet proof.</p> <p>JHSC agrees with the recommendations for handles on all doors and recommends that front be restructured so the door leading to the lobby can be opened less (separate cubicle areas with glass).</p> <p><u>January 10th</u>: This was brought to EC on December 14th. Since then interior handles were installed on a few doors – need to complete. Kurt will bring up the rest at the next Board of Directors meeting on January 17th.</p>
d) Outside garbage bin location	<p><u>December 8th</u>: OHS has been dealing with a lot of line touch incidents, specifically some dealing with garbage trucks hitting overhead lines with garbage bins. This brought us to look at our garbage bin outside and how it is right under power lines. The garbage truck needs to back up with the bin each time they unload it. JHSC recommends looking for an alternate place for the bin. We thought maybe it would be good to put in place of the rock along the side of our building to ensure people don't park there.</p> <p><u>January 10th</u>: This was brought to EC on December 14th. Bruce was going to investigate further. Sheldon took on this responsibility and is in the works of communicating with the contractors who remove empty our bin to see if they are trained in procedures regarding working around power lines.</p>
<p>4) Regular Reports (from October 6/15 JHSC Meeting)</p> <p><u>4.1</u></p> <ul style="list-style-type: none">2016 Q4 December Hazard Assessment / Inspection Report	<p><u>December 8th</u>: EC reviewed the October building inspection on November 16th with no recommendations. JHSC reviewed the November building inspection with no further recommendations. EC needs to review.</p> <p><u>January 10th</u>: EC reviewed the November building inspection on December 21st with no recommendations. JHSC reviewed the Q4 December building inspection with no recommendations. EC to review on January 18th. Mine Rescue and WCAT Q4 will be done this month.</p>

	Action / Status
<u>4.2</u> Incident Report Quarterly Analysis (Q1-May; Q2-Aug; Q3-Nov; Q4-Feb)	<u>May 10th</u> : Reviewed the 1 st quarter report. No trends. <u>August 2nd</u> : Reviewed the 2 nd quarter report. No trends. <u>November 1st</u> : Reviewed the 3 rd quarter report. No trends.
<u>4.3</u> Incident Report/First Aid/Unsafe Condition/Near Miss	<u>January 10th</u> : One incident reported on December 7 th . Employees were driving the work Yaris down a small icy hill, the brakes were engaged and the slid down into the intersection. Incident was brought to EC on December 14 th where it was recommended all staff that use the vehicles take the winter driving course and are familiar with the travel policy. This was brought to tailgate and since this incident winter driving has been scheduled for January 27 th and February 3 rd . An investigation was done on the Yaris and the tires were found to be in good condition. JHSC agreed with these recommendations.
<u>4.4</u> Review Safety Plan – Feedback from Branch Safety Meetings	<u>January 10th</u> : JHSC reviewed the Q4 Branch Safety Meeting log. A reminder to have safety meetings monthly will be brought to tailgate. EC to review on January 18 th
5) New Business	New business arising from the January 10 th JHSC meeting: <ul style="list-style-type: none">• Just an FYI that new first aid supplies have been ordered. We will have a scoop stretcher with spider straps, a collar, and breathing masks.• An issue was brought to the JHSC regarding the alley way door and how it doesn't close unless people pull it shut. We constantly have issues with people not closing it and it was suggested we look at fixing or changing the door. Kristy to speak with building services to see if the door has already been looked at.
6) Next Meeting Scheduled <ul style="list-style-type: none">• The next meeting is scheduled for February 7, 2017 from 9:30 – 11:00 am, in the training room.	
The meeting adjourned at 10:35 a.m.	

Minutes approved at February 7, 2017 Joint Health and Safety Committee meeting.

YWCHSB Joint Health and Safety Committee MINUTES
February 7, 2017

PRESENT

Kristy Olson (Safety Coordinator)
Karen Pearson (Chair)
Ashlee MacInnis
Claudia Morgan

GUESTS

Frank Campbell

ABSENT

Natalie Thivierge
Jim Stephens
Chantelle Burns
Sheldon Pahl
Brooke Romanuik

	Action / Status
The meeting was called to order at 9:33 a.m.	
1) Call to Order and Approval of the Agenda	Meeting was called to order; agenda was approved.
2) Tailgate Presentations / Updates 1. A JHSC member is needed to provide February 9, 2017 tailgate update.	Karen
3) Review Draft Minutes 2. Reviewed. (See outstanding action item / business list below).	January 10, 2017 minutes accepted.
<u>3A) New Updates to Outstanding Action Items and Regular Report Items (updates bolded)</u> a) Discussed the use of interviews rooms as it seems that new employees in particular are not sitting closest to the door as stated in the safety plan. This will be brought up at EC on April 13 th and tailgate on April 14 th . Kristy will send this out as a safety meeting topic for May.	<hr/> <u>May 10th</u> : Most branches have reviewed the Interview Rooms procedures. Feedback was given by the executive branch and brought to the JHSC. JHSC reviewed this section and made the following recommendations to go to EC: <ul style="list-style-type: none">• Change order of steps in procedure• Update alert block function for all branch's computer applications.• Compile list of known 'alert blocks' for CST <u>June 7th</u> : This still needs to be reviewed by EC. <u>July 5th</u> : To be discussed with EC. Need to come up with a plan and delegate tasks. <u>August 2nd</u> : Jim to speak with IT about making a JIRA issue for system updates to incorporate an alert block system. Still need to iron out a procedure for letting CST and other staff know about potentially difficult clients.

	Action / Status
	<p><u>September 6th</u>: JIRA issue has been created for this.</p> <p><u>February 7th</u>: As this has been recorded in JIRA we are removing it from the minutes at this time. COMPLETE.</p>
b) Issues with the design of the front reception area	<p><u>December 8th</u>: Some concerns were brought forward from an employee in regards to the structure of the front service area. Several suggestions were made such as handles on the inside of every door that exits to outside to aid in closing the door quickly to ensure safety. It was also recommended to look at restructuring the front end with double doors, changing the small sliding door to a full glass with just an area to slid paper through and ensuring all doors and windows in that area are bullet proof.</p> <p>JHSC agrees with the recommendations for handles on all doors and recommends that front be restructured so the door leading to the lobby can be opened less (separate cubicle areas with glass).</p> <p><u>January 10th</u>: This was brought to EC on December 14th. Since then interior handles were installed on a few doors – need to complete.</p> <p>Kurt will bring up the rest at the next Board of Directors meeting on January 17th.</p> <p><u>February 7th</u>: Kurt mentioned this to the Board of Directors on January 17th letting them know that we would like to look at this more in the future. We will put this on the agenda for a future meeting later this fall. COMPLETE</p>
c) Outside garbage bin location	<p><u>December 8th</u>: OHS has been dealing with a lot of line touch incidents, specifically some dealing with garbage trucks hitting overhead lines with garbage bins. This brought us to look at our garbage bin outside and how it is right under power lines. The garbage truck needs to back up with the bin each time they unload it. JHSC recommends looking for an alternate place for the bin. We thought maybe it would be good to put in place of the rock along the side of our building to ensure people don't park there.</p> <p><u>January 10th</u>: This was brought to EC on December 14th. Bruce was going to investigate further. Sheldon took on this responsibility and is in the works of communicating with the contractors who remove empty our bin to see if they are trained in procedures regarding working around power lines.</p> <p><u>February 7th</u>: Discussed again at Executive on January 25th. The bin will stay where it is and Bruce will determine if further investigation is needed.</p>

	Action / Status
d) New First Aid Supplies	<p><u>January 10th</u>: Just an FYI that new first aid supplies have been ordered. We will have a scoop stretcher with spider straps, a collar, and breathing masks.</p> <p><u>February 7th</u>: The new first aid supplies have arrived. COMPLETE</p>
e) Proper Shutting of Entrance / Exit Doors	<p><u>January 10th</u>: An issue was brought to the JHSC regarding the alley way door and how it doesn't close unless people pull it shut. We constantly have issues with people not closing it and it was suggested we look at fixing or changing the door. Kristy to speak with building services to see if the door has already been looked at.</p> <p><u>February 7th</u>: This was brought up at executive. The response was that the new handles on the inside of the doors would help this issue. Will be mentioned at February 9th tailgate as a reminder.</p>
4) Regular Reports (from October 6/15 JHSC Meeting)	
<u>4.1</u>	
<ul style="list-style-type: none">• Q4 Mine Rescue Hazard Assessment / Inspection Report• Q4 WCAT Hazard Assessment / Inspection Report	<p><u>January 10th</u>: EC reviewed the November building inspection on December 21st with no recommendations. JHSC reviewed the Q4 December building inspection with no recommendations. EC to review on January 18th. Mine Rescue and WCAT Q4 will be done this month.</p> <p><u>February 7th</u>: EC reviewed the Q4 December building inspection on January 18th with no recommendations. JHSC reviewed the Q4 Mine Rescue Station and WCAT inspections. EC to review on February 8th along with the January building inspection.</p>
<u>4.2</u>	
Incident Report Quarterly Analysis (Q1-May; Q2-Aug; Q3-Nov; Q4-Feb)	<p><u>May 10th</u>: Reviewed the 1st quarter report. No trends.</p> <p><u>August 2nd</u>: Reviewed the 2nd quarter report. No trends.</p> <p><u>November 1st</u>: Reviewed the 3rd quarter report. No trends.</p> <p><u>February 7th</u>: Reviewed the 4th quarter report. No trends.</p>
<u>4.3</u>	
Incident Report/First Aid/Unsafe Condition/Near Miss	<p><u>January 10th</u>: One incident reported on December 7th. Employees were driving the work Yaris down a small icy hill, the brakes were engaged and the slid down into the intersection. Incident was brought to EC on December 14th where it was recommended all staff that use the vehicles take the winter driving course and are familiar with the travel policy. This was brought to tailgate and since this incident winter driving has been scheduled for January 27th and February 3rd. An</p>

	Action / Status
	investigation was done on the Yaris and the tires were found to be in good condition. JHSC agreed with these recommendations. <u>February 7th</u>: No new incident reports since the January 10th meeting. Winter driving has now been completed.
4.4 Review Safety Plan – Feedback from Branch Safety Meetings	January 10 th : JHSC reviewed the Q4 Branch Safety Meeting log. A reminder to have safety meetings monthly will be brought to tailgate. EC to review on January 18 th <u>February 7th</u>: EC reviewed the Q4 Branch Safety Meeting log on January 18th with no recommendations.
5) New Business	New business arising from the February 7 th JHSC meeting: <ul style="list-style-type: none">• Frank joined the meeting to discuss a rising topic with other jurisdictions regarding how to handle claimant and customers bringing backpacks into interview rooms. Frank indicated that some bigger jurisdictions have lockers and other security. Will bring this discussion to executive on February 8th for consideration.
6) Next Meeting Scheduled <ul style="list-style-type: none">• The next meeting is scheduled for March 7, 2017 from 9:30 – 11:00 am, in the training room.	
The meeting adjourned at 10:37 a.m.	

Minutes approved at March 7, 2017 Joint Health and Safety Committee meeting.

YWCHSB Joint Health and Safety Committee MINUTES
March 7, 2017

PRESENT

Kristy Olson (Safety Coordinator)
Karen Pearson (Chair)
Ashlee MacInnis
Claudia Morgan
Brooke Coty
Jim Stephens
Chantelle Burns

GUESTS

ABSENT

Natalie Thivierge
Sheldon Pahl

	Action / Status
The meeting was called to order at 9:37 a.m.	
1) Call to Order and Approval of the Agenda	Meeting was called to order; agenda was approved.
2) Tailgate Presentations / Updates 1. A JHSC member is needed to provide March 9, 2017 tailgate update.	Kristy
3) Review Draft Minutes 2. Reviewed. (See outstanding action item / business list below).	February 7, 2017 minutes accepted.
<u>3A) New Updates to Outstanding Action Items and Regular Report Items (updates bolded)</u> a) Outside garbage bin location	<p><u>December 8th</u>: OHS has been dealing with a lot of line touch incidents, specifically some dealing with garbage trucks hitting overhead lines with garbage bins. This brought us to look at our garbage bin outside and how it is right under power lines. The garbage truck needs to back up with the bin each time they unload it. JHSC recommends looking for an alternate place for the bin. We thought maybe it would be good to put in place of the rock along the side of our building to ensure people don't park there.</p> <p><u>January 10th</u>: This was brought to EC on December 14th. Bruce was going to investigate further. Sheldon took on this responsibility and is in the works of communicating with the contractors who remove empty our bin to see if they are trained in procedures regarding working around power lines.</p> <p><u>February 7th</u>: Discussed again at Executive on January 25th. The bin will stay where</p>

	Action / Status
<div>b) Proper Shutting of Entrance / Exit Doors</div>	<p>it is and Bruce will determine if further investigation is needed.</p> <p><u>March 7th</u>: Kristy to speak with Bruce to see where this ended.</p> <p><u>January 10th</u>: An issue was brought to the JHSC regarding the alley way door and how it doesn't close unless people pull it shut. We constantly have issues with people not closing it and it was suggested we look at fixing or changing the door. Kristy to speak with building services to see if the door has already been looked at.</p> <p><u>February 7th</u>: This was brought up at executive. The response was that the new handles on the inside of the doors would help this issue. Will be mentioned at February 9th tailgate as a reminder.</p> <p><u>March 7th</u>: This was mentioned as a reminder at tailgate. New handles have been installed on most doors. Any missed doors will be done by the end of the month.</p>
<div>c) Client Backpacks in Building</div>	<p><u>February 7th</u>: Frank joined the meeting to discuss a rising topic with other jurisdictions regarding how to handle claimant and customers bringing backpacks into interview rooms. Frank indicated that some bigger jurisdictions have lockers and other security. Will bring this discussion to executive on February 8th for consideration.</p> <p><u>March 7th</u>: This was brought to EC on February 8th. EC recommended that Frank review our Safety Plan procedures for interview rooms and discuss with claims, CST and OHS. If he suggest updates to the Safety Plan those recommendations will be brought back to EC for further consideration.</p>
<div><div>4) Regular Reports (from March 7/17 JHSC Meeting)</div><div>4.1</div><div><div>• January Monthly Building Inspection</div><div>• February Monthly Building Inspection</div></div></div>	<p><u>February 7th</u>: EC reviewed the Q4 December building inspection on January 18th with no recommendations.</p> <p>JHSC reviewed the Q4 Mine Rescue Station and WCAT inspections. EC to review on February 8th along with the January building inspection.</p> <p><u>March 7th</u>: On February 8th, EC reviewed the Mine Rescue inspection with a recommendation that Greg speak with Inge to address the low temperate alarms, which he did. EC reviewed the WCAT and January building inspection and accepted both with no recommendations.</p> <p>On March 7th JHSC reviewed the January and February building inspections with no recommendations.</p>
<div><div>4.2</div><div>Incident Report Quarterly Analysis (Q1-May; Q2-Aug; Q3-Nov; Q4-Feb)</div></div>	<p><u>May 10th</u>: Reviewed the 1st quarter report. No trends.</p> <p><u>August 2nd</u>: Reviewed the 2nd quarter report. No trends.</p>

	Action / Status
	<p><u>November 1st</u>: Reviewed the 3rd quarter report. No trends.</p> <p><u>February 7th</u>: Reviewed the 4th quarter report. No trends.</p>
<p><u>4.3</u> Incident Report/First Aid/Unsafe Condition/Near Miss</p>	<p><u>March 7th</u>: No new incidents reported.</p>
<p><u>4.4</u> Review Safety Plan – Feedback from Branch Safety Meetings</p>	<p><u>March 7th</u>: Psychological Discussion #5 has been sent out to all branches to complete.</p>
<p>5) New Business</p>	<p>New business arising from the March 7th JHSC meeting:</p> <ul style="list-style-type: none">• A worker emailed the JHSC asking if we could have someone tests the tiles in our building for asbestos. The JHSC agrees with this and will bring it to EC on March 8th.
<p>6) Next Meeting Scheduled</p> <ul style="list-style-type: none">• The next meeting is scheduled for April 4, 2017 from 9:30 – 11:00 am, in the training room.	
<p>The meeting adjourned at 9:50 a.m.</p>	

Minutes approved at April 3, 2017 Joint Health and Safety Committee meeting.

YWCHSB Joint Health and Safety Committee MINUTES
April 3, 2017

PRESENT

Kristy Olson (Safety Coordinator)
Sheldon Pahl (Chair)
Ashlee MacInnis
Claudia Morgan
Jim Stephens

GUESTS

ABSENT

Natalie Thivierge
Brooke Coty
Karen Pearson
Chantelle Burns

	Action / Status
The meeting was called to order at 1:35 p.m.	
1) Call to Order and Approval of the Agenda	Meeting was called to order; agenda was approved.
2) Tailgate Presentations / Updates 1. A JHSC member is needed to provide April 6, 2017 tailgate update.	Kristy
3) Review Draft Minutes 2. Reviewed. (See outstanding action item / business list below).	March 7, 2017 minutes accepted.
<u>3A) New Updates to Outstanding Action Items and Regular Report Items (updates bolded)</u> a) Outside garbage bin location	 <u>December 8th</u> : OHS has been dealing with a lot of line touch incidents, specifically some dealing with garbage trucks hitting overhead lines with garbage bins. This brought us to look at our garbage bin outside and how it is right under power lines. The garbage truck needs to back up with the bin each time they unload it. JHSC recommends looking for an alternate place for the bin. We thought maybe it would be good to put in place of the rock along the side of our building to ensure people don't park there. <u>January 10th</u> : This was brought to EC on December 14 th . Bruce was going to investigate further. Sheldon took on this responsibility and is in the works of communicating with the contractors who remove empty our bin to see if they are trained in procedures regarding working around power lines. <u>February 7th</u> : Discussed again at Executive on January 25 th . The bin will stay where it is and Bruce will determine if further investigation is needed.

	Action / Status
b) Proper Shutting of Entrance / Exit Doors	<p><u>March 7th</u>: Kristy to speak with Bruce to see where this ended.</p> <p><u>April 3rd</u>: Kristy spoke with Bruce. Bruce and Paul to meet to discuss this further.</p> <p><u>January 10th</u>: An issue was brought to the JHSC regarding the alley way door and how it doesn't close unless people pull it shut. We constantly have issues with people not closing it and it was suggested we look at fixing or changing the door. Kristy to speak with building services to see if the door has already been looked at.</p> <p><u>February 7th</u>: This was brought up at executive. The response was that the new handles on the inside of the doors would help this issue. Will be mentioned at February 9th tailgate as a reminder.</p> <p><u>March 7th</u>: This was mentioned as a reminder at tailgate. New handles have been installed on most doors. Any missed doors will be done by the end of the month.</p> <p><u>April 3rd</u>: It was noted that there still isn't a handle on the OHS door. Jim to follow-up.</p>
c) Client Backpacks in Building	<p><u>February 7th</u>: Frank joined the meeting to discuss a rising topic with other jurisdictions regarding how to handle claimant and customers bringing backpacks into interview rooms. Frank indicated that some bigger jurisdictions have lockers and other security. Will bring this discussion to executive on February 8th for consideration.</p> <p><u>March 7th</u>: This was brought to EC on February 8th. EC recommended that Frank review our Safety Plan procedures for interview rooms and discuss with claims, CST and OHS. If he suggest updates to the Safety Plan those recommendations will be brought back to EC for further consideration.</p> <p><u>April 3rd</u>: Kristy to follow-up with Frank to see if any further discussion has been had.</p>
d) Asbestos Sampling at WCB	<p><u>March 7th</u>: A worker emailed the JHSC asking if we could have someone tests the tiles in our building for asbestos. The JHSC agrees with this and will bring it to EC on March 8th.</p> <p><u>April 3rd</u>: This was brought to EC on March 8th where they agreed with JHSC to test the tiles for asbestos. EC recommended having one of the newly trained safety officer do this or pay for the service. JHSC agrees that we should have a safety officer do this at the end of the month.</p>

	Action / Status
<p>4) Regular Reports (from March 7/17 JHSC Meeting)</p> <p><u>4.1</u></p> <ul style="list-style-type: none">March Quarterly Building Inspection <hr/> <p><u>4.2</u> Incident Report Quarterly Analysis (Q1-May; Q2-Aug; Q3-Nov; Q4-Feb)</p> <hr/> <p><u>4.3</u> Incident Report/First Aid/Unsafe Condition/Near Miss</p> <hr/> <p><u>4.4</u> Review Safety Plan – Feedback from Branch Safety Meetings</p>	<p><u>April 3rd</u>: JHSC reviewed the March building inspection and recommended that the JHSC write a letter to the city about the condition of Strickland street and making handicap parking a priority. This to be brought to EC on April 5th.</p> <hr/> <p><u>May 10th</u>: Reviewed the 1st quarter report. No trends.</p> <p><u>August 2nd</u>: Reviewed the 2nd quarter report. No trends.</p> <p><u>November 1st</u>: Reviewed the 3rd quarter report. No trends.</p> <p><u>February 7th</u>: Reviewed the 4th quarter report. No trends.</p> <hr/> <p><u>April 3rd</u>: Two new incidents reported. One was a slip by a client outside our building. The contractor who clears the sidewalk was notified and in the meantime salt/gravel were put on the sidewalk. EC reviewed this incident March 29 and a tailgate reminder was given to ensure you take care of icy spots are notify someone.</p> <p>The second was a near-miss – snow buildup was hanging from the 2nd floor on the parking lot side with the potential to fall and injury someone. Building services was notified and cones were placed under the snow build up and an email was sent around. EC discussed this on March 22 and a tailgate reminder was done on March 23. JHSC recommends keeping an eye on this next year and that we may need to look at removing the grates that the snow is building up on. Sending back to EC for April 5.</p> <hr/> <p><u>March 7th</u>: Psychological Discussion #5 has been sent out to all branches to complete.</p> <p><u>April 3rd</u>: Reviewed the 1st quarter branch safety meeting log. Only two branches missed a meeting in the 1st quarter, both in February. All branches have completed Psychological Discussion #5.</p>
<p>5) New Business</p>	<p>No new business arising from the April 3rd JHSC meeting</p>
<p>6) Next Meeting Scheduled</p> <ul style="list-style-type: none">The next meeting is scheduled for May 2, 2017 from 9:30 – 11:00 am, in the training room.	

	Action / Status
The meeting adjourned at 2:00 p.m.	

Minutes approved at May 3, 2017 Joint Health and Safety Committee meeting.

PRESENT

Kristy Olson (Safety Coordinator)
Sheldon Pahl
Claudia Morgan
Jim Stephens (Chair)
Natalie Thivierge
Chantelle Burns
Brooke Coty

GUESTS

ABSENT

Karen Pearson
Ashlee MacInnis

JHSC Minutes – May 2nd, 2017
Page 1 of 4

	Action / Status
b) Proper Shutting of Entrance / Exit Doors	<p><u>March 7th</u>: Kristy to speak with Bruce to see where this ended.</p> <p><u>April 3rd</u>: Kristy spoke with Bruce. Bruce and Paul to meet to discuss this further.</p> <p><u>January 10th</u>: An issue was brought to the JHSC regarding the alley way door and how it doesn't close unless people pull it shut. We constantly have issues with people not closing it and it was suggested we look at fixing or changing the door. Kristy to speak with building services to see if the door has already been looked at.</p> <p><u>February 7th</u>: This was brought up at executive. The response was that the new handles on the inside of the doors would help this issue. Will be mentioned at February 9th tailgate as a reminder.</p> <p><u>March 7th</u>: This was mentioned as a reminder at tailgate. New handles have been installed on most doors. Any missed doors will be done by the end of the month.</p> <p><u>April 3rd</u>: It was noted that there still isn't a handle on the OHS door. Jim to follow-up.</p> <p><u>May 2nd</u>: Jim to ensure this is on the list of things to do</p>
c) Client Backpacks in Building	<p><u>February 7th</u>: Frank joined the meeting to discuss a rising topic with other jurisdictions regarding how to handle claimant and customers bringing backpacks into interview rooms. Frank indicated that some bigger jurisdictions have lockers and other security. Will bring this discussion to executive on February 8th for consideration.</p> <p><u>March 7th</u>: This was brought to EC on February 8th. EC recommended that Frank review our Safety Plan procedures for interview rooms and discuss with claims, CST and OHS. If he suggest updates to the Safety Plan those recommendations will be brought back to EC for further consideration.</p> <p><u>April 3rd</u>: Kristy to follow-up with Frank to see if any further discussion has been had.</p> <p><u>May 2nd</u>: A meeting was held on April 20th between Frank, Kristy, Mike Henney, Dayna and Susanne. Discussed the backpacks in interview rooms and decided that there wasn't a need to change anything at this time. We would like to bring this topic forward if there is more discussion about changes to the front end of the building.</p> <p>Brought this back to JHSC on May 2nd. JHSC agreed with this and talked about the possibility of enhancing the safety plan. To be discussed at EC on May 3rd.</p>

	Action / Status
<p>d) Asbestos Sampling at WCB</p>	<p><u>March 7th</u>: A worker emailed the JHSC asking if we could have someone tests the tiles in our building for asbestos. The JHSC agrees with this and will bring it to EC on March 8th.</p> <p><u>April 3rd</u>: This was brought to EC on March 8th where they agreed with JHSC to test the tiles for asbestos. EC recommended having one of the newly trained safety officer do this or pay for the service. JHSC agrees that we should have a safety officer do this at the end of the month.</p> <p><u>May 3rd</u>: OHS discussed this at their April 24th meeting and thought it would be good for all 6 AHERA certified employees to take samples of the ceiling tiles in order to practice their skills. This will require planning which rooms and how many samples to take. Kristy to speak with Paul about getting the planning started.</p>
<p>4) Regular Reports (from March 7/17 JHSC Meeting)</p> <p><u>4.1</u></p> <ul style="list-style-type: none">• March Quarterly Building Inspection• April Monthly Building Inspection	<p><u>April 3rd</u>: JHSC reviewed the March building inspection and recommended that the JHSC write a letter to the city about the condition of Strickland street and making handicap parking a priority. This to be brought to EC on April 5th.</p> <p><u>May 2nd</u>: EC reviewed the March Quarterly building inspection on April 5th and recommended Clarence speaking to the City about the possibility of them repairing the road on Strickland. Clarence spoke with the Mayor who indicated that Strickland isn't a priority for the next 10 years. Jim to get the figures on will putting the sidewalk repair and drainage system into the capital budget for next year. In the meantime, if there are problems we will call the City to remedy.</p> <p>JHSC reviewed the April building inspection. Chairs and other miscellaneous equipment is starting to encroach into the emergency exit in the Project Room. Jim to have building services deal with the buildup of broken chairs being stored there. EC to review on May 3rd.</p>
<p><u>4.2</u></p> <p>Incident Report Quarterly Analysis (Q1-May; Q2-Aug; Q3-Nov; Q4-Feb)</p>	<p><u>May 2nd</u>: Reviewed the 1st quarter report. No trends.</p>
<p><u>4.3</u></p> <p>Incident Report/First Aid/Unsafe Condition/Near Miss</p>	<p><u>May 2nd</u>: No incidents reported</p>

	Action / Status
<u>4.4</u> Review Safety Plan – Feedback from Branch Safety Meetings	<u>May 2nd</u> : Branches have received Psychological Discussion #6.
5) New Business	New business arising from the May 2 nd JHSC meeting: <ul style="list-style-type: none">• A branch asked whether we had sharps containers available in the building. JHSC recommends having a small sharps container in each bathroom. Will need to speak with EC as we will need a protocol for disposal.• JHSC reviewed the COR audit action plan for information purposes. The action plan will be reviewed and updated at EC on May 3rd.
6) Next Meeting Scheduled <ul style="list-style-type: none">• The next meeting is scheduled for June 6, 2017 from 9:30 – 11:00 am, in the training room.	
The meeting adjourned at 10:15 a.m.	

Minutes approved at June 6, 2017 Joint Health and Safety Committee meeting.

Karen Pearson
Ashlee MacInnis
Chantelle Burns

JHSC Minutes – June 6th, 2017
Page 1 of 5

	Action / Status
	<p><u>March 7th</u>: Kristy to speak with Bruce to see where this ended.</p> <p><u>April 3rd</u>: Kristy spoke with Bruce. Bruce and Paul to meet to discuss this further.</p> <p><u>June 6th</u>: This was brought up again at EC on May 3rd. Bruce and Paul to discuss further.</p>
b) Proper Shutting of Entrance / Exit Doors	<p><u>January 10th</u>: An issue was brought to the JHSC regarding the alley way door and how it doesn't close unless people pull it shut. We constantly have issues with people not closing it and it was suggested we look at fixing or changing the door. Kristy to speak with building services to see if the door has already been looked at.</p> <p><u>February 7th</u>: This was brought up at executive. The response was that the new handles on the inside of the doors would help this issue. Will be mentioned at February 9th tailgate as a reminder.</p> <p><u>March 7th</u>: This was mentioned as a reminder at tailgate. New handles have been installed on most doors. Any missed doors will be done by the end of the month.</p> <p><u>April 3rd</u>: It was noted that there still isn't a handle on the OHS door. Jim to follow-up.</p> <p><u>May 2nd</u>: Jim to ensure this is on the list of things to do</p> <p><u>June 6th</u>: Handle now installed on inside of OHS door. COMPLETE</p>
c) Client Backpacks in Building	<p><u>February 7th</u>: Frank joined the meeting to discuss a rising topic with other jurisdictions regarding how to handle claimant and customers bringing backpacks into interview rooms. Frank indicated that some bigger jurisdictions have lockers and other security. Will bring this discussion to executive on February 8th for consideration.</p> <p><u>March 7th</u>: This was brought to EC on February 8th. EC recommended that Frank review our Safety Plan procedures for interview rooms and discuss with claims, CST and OHS. If he suggest updates to the Safety Plan those recommendations will be brought back to EC for further consideration.</p> <p><u>April 3rd</u>: Kristy to follow-up with Frank to see if any further discussion has been had.</p> <p><u>May 2nd</u>: A meeting was held on April 20th between Frank, Kristy, Mike Henney, Dayna and Susanne. Discussed the backpacks in interview rooms and decided that there wasn't a need to change anything at this time. We would like to bring this topic forward if there is more discussion about changes to the front end of the building. Brought this back to JHSC on May 2nd. JHSC agreed with this and talked about the</p>

	Action / Status
<p>d) Asbestos Sampling at WCB</p>	<p>possibility of enhancing the safety plan. To be discussed at EC on May 3rd.</p> <p>June 6th: Discussed JHSC recommendations at EC on May 3rd. EC agreed with the recommendations and said the safety plan didn't need to be updated.</p> <p>March 7th: A worker emailed the JHSC asking if we could have someone tests the tiles in our building for asbestos. The JHSC agrees with this and will bring it to EC on March 8th.</p> <p>April 3rd: This was brought to EC on March 8th where they agreed with JHSC to test the tiles for asbestos. EC recommended having one of the newly trained safety officer do this or pay for the service. JHSC agrees that we should have a safety officer do this at the end of the month.</p> <p>May 2nd: OHS discussed this at their April 24th meeting and thought it would be good for all 6 AHERA certified employees to take samples of the ceiling tiles in order to practice their skills. This will require planning which rooms and how many samples to take. Kristy to speak with Paul about getting the planning started.</p> <p>June 6th: The proposed idea from OHS was brought to EC on May 3rd. EC agreed with the idea. OHS is very busy – a plan will be done at the end of summer.</p>
<p>e) A branch asked whether we had sharps containers available in the building. JHSC recommends having a small sharps container in each bathroom. Will need to speak with EC as we will need a protocol for disposal.</p>	<p>June 6th: Spoke to EC on May 3rd about JHSC's recommendation for sharps containers in the bathrooms. EC agreed with this recommendation and would like sharps containers added to the monthly inspection to monitor use/disposal needs. A sharps container will also be mounted in the public bathroom. This still yet to be done by building services.</p>
<p>4) Regular Reports (from June 6/17 JHSC Meeting)</p> <p><u>4.1</u></p> <ul style="list-style-type: none">May Monthly Building Inspection	<p>April 3rd: JHSC reviewed the March building inspection and recommended that the JHSC write a letter to the city about the condition of Strickland street and making handicap parking a priority. This to be brought to EC on April 5th.</p> <p>May 2nd: EC reviewed the March Quarterly building inspection on April 5th and recommended Clarence speaking to the City about the possibility of them repairing the road on Strickland. Clarence spoke with the Mayor who indicated that Strickland isn't a priority for the next 10 years. Jim to get the figures on will putting the sidewalk repair and drainage system into the capital budget for next year. In the meantime, if there are problems we will call the City to remedy.</p> <p>JHSC reviewed the April building inspection. Chairs and other miscellaneous equipment is starting to encroach into the emergency exit in the Project Room. Jim</p>

	Action / Status
	<p>to have building services deal with the buildup of broken chairs being stored there. EC to review on May 3rd.</p> <p>June 6th: JHSC review the May building inspection. There were fluorescent bulbs stored incorrectly but fixed during the inspection. Plugs were creating a tripping hazard so they were unplugged and tucked away. The chairs and other miscellaneous equipment has been cleaned up/removed from the Project Room. EC to view on June 7.</p>
<p><u>4.2</u> Incident Report Quarterly Analysis (Q1-May; Q2-Aug; Q3-Nov; Q4-Feb)</p>	<p><u>May 2nd:</u> Reviewed the 1st quarter report. No trends.</p>
<p><u>4.3</u> Incident Report/First Aid/Unsafe Condition/Near Miss</p>	<p>June 6th: 1 violent incident reported from May 19. A claimant was meeting with staff in the Strickland room and was erratic and their thoughts were scattered. They were making threatening comments regarding their employer. The worker informed their supervisor who spoke with Frank and they recommended Frank and supervisor be present for all future meetings with the claimant. This was brought to EC on May 31. EC agreed with this recommendation. JHSC reviewed on June 6th and recommends a procedure be in place for critical incident debriefing and that these services be talked about at Tailgate.</p>
<p><u>4.4</u> Review Safety Plan – Feedback from Branch Safety Meetings</p>	<p><u>May 2nd:</u> Branches have received Psychological Discussion #6.</p> <p>June 6th: Waiting on one branch to complete Discussion #6. Will be sending out topics related to the internal audit around August to prepare people for the interview portion.</p>
<p>5) New Business</p>	<p>New business arising from the June 6th JHSC meeting:</p> <ul style="list-style-type: none">• It was mentioned that the box of band-aids near CST were empty. A discussion was had about whether band-aids should be made available throughout the building and if so, do people need to fill out a log when they use a band-aid for things such a paper cuts. Will be brought up at EC on June 7.
<p>6) Next Meeting Scheduled</p> <ul style="list-style-type: none">• The next meeting is scheduled for July 4, 2017 from 9:30 – 11:00 am, in the training room.	
<p>The meeting adjourned at 10:15 a.m.</p>	

Minutes approved at July 4, 2017 Joint Health and Safety Committee meeting.

Jim Stephens
Chantelle Burns
Natalie Thivierge

JHSC Minutes – July 4th, 2017
Page 1 of 4

	Action / Status
	<p><u>March 7th</u>: Kristy to speak with Bruce to see where this ended.</p> <p><u>April 3rd</u>: Kristy spoke with Bruce. Bruce and Paul to meet to discuss this further.</p> <p><u>June 6th</u>: This was brought up again at EC on May 3rd. Bruce and Paul to discuss further.</p>
b) Client Backpacks in Building	<p><u>February 7th</u>: Frank joined the meeting to discuss a rising topic with other jurisdictions regarding how to handle claimant and customers bringing backpacks into interview rooms. Frank indicated that some bigger jurisdictions have lockers and other security. Will bring this discussion to executive on February 8th for consideration.</p> <p><u>March 7th</u>: This was brought to EC on February 8th. EC recommended that Frank review our Safety Plan procedures for interview rooms and discuss with claims, CST and OHS. If he suggest updates to the Safety Plan those recommendations will be brought back to EC for further consideration.</p> <p><u>April 3rd</u>: Kristy to follow-up with Frank to see if any further discussion has been had.</p> <p><u>May 2nd</u>: A meeting was held on April 20th between Frank, Kristy, Mike Henney, Dayna and Susanne. Discussed the backpacks in interview rooms and decided that there wasn't a need to change anything at this time. We would like to bring this topic forward if there is more discussion about changes to the front end of the building. Brought this back to JHSC on May 2nd. JHSC agreed with this and talked about the possibility of enhancing the safety plan. To be discussed at EC on May 3rd.</p> <p><u>June 6th</u>: Discussed JHSC recommendations at EC on May 3rd. EC agreed with the recommendations and said the safety plan didn't need to be updated.</p>
c) Asbestos Sampling at WCB	<p><u>March 7th</u>: A worker emailed the JHSC asking if we could have someone tests the tiles in our building for asbestos. The JHSC agrees with this and will bring it to EC on March 8th.</p> <p><u>April 3rd</u>: This was brought to EC on March 8th where they agreed with JHSC to test the tiles for asbestos. EC recommended having one of the newly trained safety officer do this or pay for the service. JHSC agrees that we should have a safety officer do this at the end of the month.</p> <p><u>May 2nd</u>: OHS discussed this at their April 24th meeting and thought it would be good for all 6 AHERA certified employees to take samples of the ceiling tiles in order to practice their skills. This will require planning which rooms and how many samples to take. Kristy to speak with Paul about getting the planning started.</p>

	Action / Status
	<p><u>June 6th</u>: The proposed idea from OHS was brought to EC on May 3rd. EC agreed with the idea. OHS is very busy – a plan will be done at the end of summer.</p>
d) Sharps containers	<p><u>June 6th</u>: Spoke to EC on May 3rd about JHSC’s recommendation for sharps containers in the bathrooms. EC agreed with this recommendation and would like sharps containers added to the monthly inspection to monitor use/disposal needs. A sharps container will also be mounted in the public bathroom. This still yet to be done by building services.</p> <p><u>July 4th</u>: During the June 30th Annual Building Inspection it was noted that all bathrooms in the building have a small sharps container. Still need a mounted container in the public bathroom.</p>
d) Band-aid availability and reporting	<p><u>June 6th</u>: It was mentioned that the box of band-aids near CST were empty. A discussion was had about whether band-aids should be made available throughout the building and if so, do people need to fill out a log when they use a band-aid for things such a paper cuts. Will be brought up at EC on June 7.</p> <p><u>July 4th</u>: At EC on June 7th it was decided that building services would keep an overflow of band-aids for when we run out throughout the building. Kurt spoke to this at tailgate and reminded people of what kinds of things are reportable. COMPLETE.</p>
4) Regular Reports (from June 6/17 JHSC Meeting)	
<u>4.1</u>	
<ul style="list-style-type: none">June Annual Building Inspection	<p><u>June 6th</u>: JHSC review the May building inspection. There were fluorescent bulbs stored incorrectly but fixed during the inspection. Plugs were creating a tripping hazard so they were unplugged and tucked away. The chairs and other miscellaneous equipment has been cleaned up/removed from the Project Room. EC to view on June 7.</p> <p><u>July 4th</u>: EC reviewed the May building inspection with no recommendations. EC to review the June Annual Building inspection on July 5th.</p>
<u>4.2</u>	
Incident Report Quarterly Analysis (Q1-May; Q2-Aug; Q3-Nov; Q4-Feb)	<p><u>May 2nd</u>: Reviewed the 1st quarter report. No trends.</p>

	Action / Status
<u>4.3</u> Incident Report/First Aid/Unsafe Condition/Near Miss	<p><u>June 6th</u>: 1 violent incident reported from May 19. A claimant was meeting with staff in the Strickland room and was erratic and their thoughts were scattered. They were making threatening comments regarding their employer. The worker informed their supervisor who spoke with Frank and they recommended Frank and supervisor be present for all future meetings with the claimant. This was brought to EC on May 31. EC agreed with this recommendation. JHSC reviewed on June 6th and recommends a procedure be in place for critical incident debriefing and that these services be talked about at Tailgate.</p> <p><u>July 4th</u>: No new incident reports for this month. JHSC's recommendations from last month were brought to EC on June 7th. Kristy has started to draft a procedure for critical incident stress debriefing as well as a psychological health and safety section of the safety plan. Kurt spoke at tailgate on June 8th to remind everyone of the services available after a critical incident.</p>
<u>4.4</u> Review Safety Plan – Feedback from Branch Safety Meetings	<p><u>May 2nd</u>: Branches have received Psychological Discussion #6.</p> <p><u>June 6th</u>: Waiting on one branch to complete Discussion #6. Will be sending out topics related to the internal audit around August to prepare people for the interview portion.</p>
5) New Business	No new business arising from the July 4 th JHSC meeting
6) Next Meeting Scheduled <ul style="list-style-type: none">The next meeting is scheduled for August 8, 2017 from 9:30 – 11:00 am, in the training room.	
The meeting adjourned at 9:48 a.m.	

Minutes approved at August 1, 2017 Joint Health and Safety Committee meeting.

YWCHSB Joint Health and Safety Committee MINUTES
August 1, 2017

<u>PRESENT</u>	<u>GUESTS</u>	<u>ABSENT</u>
Kristy Olson (Safety Coordinator) Sheldon Pahl (Chair) Karen Pearson (Co-Chair) Ashlee MacInnis Brooke Coty Jim Stephens Chantelle Burns		Natalie Thivierge

	Action / Status
The meeting was called to order at 9:32 a.m.	
1) Call to Order and Approval of the Agenda	Meeting was called to order; agenda was approved.
2) Tailgate Presentations / Updates 1. A JHSC member is needed to provide August 3, 2017 tailgate update.	Karen
3) Review Draft Minutes 2. Reviewed. (See outstanding action item / business list below).	July 4 th , 2017 minutes accepted.
3A) New Updates to Outstanding Action Items and Regular Report Items (updates bolded) a) Outside garbage bin location	<div>December 8th: OHS has been dealing with a lot of line touch incidents, specifically some dealing with garbage trucks hitting overhead lines with garbage bins. This brought us to look at our garbage bin outside and how it is right under power lines. The garbage truck needs to back up with the bin each time they unload it. JHSC recommends looking for an alternate place for the bin. We thought maybe it would be good to put in place of the rock along the side of our building to ensure people don't park there.</div> <div>January 10th: This was brought to EC on December 14th. Bruce was going to investigate further. Sheldon took on this responsibility and is in the works of communicating with the contractors who remove empty our bin to see if they are trained in procedures regarding working around power lines.</div> <div>February 7th: Discussed again at Executive on January 25th. The bin will stay where</div>

	Action / Status
	<p>it is and Bruce will determine if further investigation is needed.</p> <p><u>March 7th</u>: Kristy to speak with Bruce to see where this ended.</p> <p><u>April 3rd</u>: Kristy spoke with Bruce. Bruce and Paul to meet to discuss this further.</p> <p><u>June 6th</u>: This was brought up again at EC on May 3rd. Bruce and Paul to discuss further.</p>
b) Client Backpacks in Building	<p><u>February 7th</u>: Frank joined the meeting to discuss a rising topic with other jurisdictions regarding how to handle claimant and customers bringing backpacks into interview rooms. Frank indicated that some bigger jurisdictions have lockers and other security. Will bring this discussion to executive on February 8th for consideration.</p> <p><u>March 7th</u>: This was brought to EC on February 8th. EC recommended that Frank review our Safety Plan procedures for interview rooms and discuss with claims, CST and OHS. If he suggest updates to the Safety Plan those recommendations will be brought back to EC for further consideration.</p> <p><u>April 3rd</u>: Kristy to follow-up with Frank to see if any further discussion has been had.</p> <p><u>May 2nd</u>: A meeting was held on April 20th between Frank, Kristy, Mike Henney, Dayna and Susanne. Discussed the backpacks in interview rooms and decided that there wasn't a need to change anything at this time. We would like to bring this topic forward if there is more discussion about changes to the front end of the building. Brought this back to JHSC on May 2nd. JHSC agreed with this and talked about the possibility of enhancing the safety plan. To be discussed at EC on May 3rd.</p> <p><u>June 6th</u>: Discussed JHSC recommendations at EC on May 3rd. EC agreed with the recommendations and said the safety plan didn't need to be updated.</p>
c) Asbestos Sampling at WCB	<p><u>March 7th</u>: A worker emailed the JHSC asking if we could have someone tests the tiles in our building for asbestos. The JHSC agrees with this and will bring it to EC on March 8th.</p> <p><u>April 3rd</u>: This was brought to EC on March 8th where they agreed with JHSC to test the tiles for asbestos. EC recommended having one of the newly trained safety officer do this or pay for the service. JHSC agrees that we should have a safety officer do this at the end of the month.</p> <p><u>May 2nd</u>: OHS discussed this at their April 24th meeting and thought it would be good for all 6 AHERA certified employees to take samples of the ceiling tiles in order to</p>

	Action / Status
d) Sharps containers	<p>practice their skills. This will require planning which rooms and how many samples to take. Kristy to speak with Paul about getting the planning started.</p> <p><u>June 6th</u>: The proposed idea from OHS was brought to EC on May 3rd. EC agreed with the idea. OHS is very busy – a plan will be done at the end of summer.</p> <p><u>June 6th</u>: Spoke to EC on May 3rd about JHSC’s recommendation for sharps containers in the bathrooms. EC agreed with this recommendation and would like sharps containers added to the monthly inspection to monitor use/disposal needs. A sharps container will also be mounted in the public bathroom. This still yet to be done by building services.</p> <p><u>July 4th</u>: During the June 30th Annual Building Inspection it was noted that all bathrooms in the building have a small sharps container. Still need a mounted container in the public bathroom.</p> <p><u>August 1st</u>: There was a sharps container missing in the Executive bathroom – there is now one available. Still need to check the public bathroom for a mounted container.</p>
<p>4) Regular Reports (from June 6/17 JHSC Meeting)</p> <p><u>4.1</u></p> <ul style="list-style-type: none">• June Annual Building Inspection – DAWSON• July Monthly Building Inspection• Q2 Building Inspection – WCAT• Q2 Building Inspection – Mine Rescue Station <p><u>4.2</u></p> <p>Incident Report Quarterly Analysis (Q1-May; Q2-Aug; Q3-Nov; Q4-Feb)</p>	<p><u>July 4th</u>: EC reviewed the May building inspection with no recommendations. EC to review the June Annual Building inspection on July 5th.</p> <p><u>August 1st</u>: EC reviewed the June Annual Building Inspection on July 5th with no recommendations.</p> <p>JHSC reviewed the Dawson Annual Building Inspection, July YWCHSB Building Inspection and the Q2 Building Inspection for WCAT and the Mine Rescue Station. A fire extinguisher wasn’t mounted in the Dawson office (need permission from building owner to do so) and it was missing initialed inspections.</p> <p>Not all emergency lighting was working in the YWCHSB building and there was no sound or signal light in the upstairs washroom during our last fire drill.</p> <p>EC to review these 4 reports on August 2nd.</p> <p><u>May 2nd</u>: Reviewed the 1st quarter report. No trends.</p>

	Action / Status
	<u>August 1st</u>: Reviewed the 2nd quarter report. No trends.
<u>4.3</u> Incident Report/First Aid/Unsafe Condition/Near Miss	<u>August 1st</u>: No new Incident Report/First Aid/Unsafe Condition/Near Miss reports
<u>4.4</u> Review Safety Plan – Feedback from Branch Safety Meetings	<p><u>May 2nd</u>: Branches have received Psychological Discussion #6.</p> <p><u>June 6th</u>: Waiting on one branch to complete Discussion #6. Will be sending out topics related to the internal audit around August to prepare people for the interview portion.</p> <p><u>August 1st</u>: Still waiting on one branch to complete Discussion #6. Most branches have now completed Discussion #7. Topics related to the COR Audit will be slotted for the next couple branch safety meetings.</p>
5) New Business	<p>New business arising from the August 1st JHSC meeting:</p> <ul style="list-style-type: none">• Brook completed her JHSC Rep training. Chantelle and Jim still need to complete• Jim working on the building’s Preventative Maintenance program. Need to start looking at this quarterly during JHSC meetings as well as the vehicle inspections.
6) Next Meeting Scheduled <ul style="list-style-type: none">• The next meeting is scheduled for September 5th, 2017 from 9:30 – 11:00 am, in the training room.	
The meeting adjourned at 9:55 a.m.	

Minutes approved at September 5th, 2017 Joint Health and Safety Committee meeting.

YWCHSB Joint Health and Safety Committee MINUTES
September 5, 2017

PRESENT

Kristy Olson (Safety Coordinator)
Sheldon Pahl (Chair)
Karen Pearson (Co-Chair)
Ashlee MacInnis
Brooke Coty

GUESTS

ABSENT

Natalie Thivierge
Jim Stephens
Chantelle Burns

	Action / Status
The meeting was called to order at 9:31 a.m.	
1) Call to Order and Approval of the Agenda	Meeting was called to order; agenda was approved.
2) Tailgate Presentations / Updates 1. A JHSC member is needed to provide September 7, 2017 tailgate update.	Karen / Brooke
3) Review Draft Minutes 2. Reviewed. (See outstanding action item / business list below).	August 1 st , 2017 minutes accepted.
<u>3A) New Updates to Outstanding Action Items and Regular Report Items (updates bolded)</u> a) Outside garbage bin location	 <u>December 8th</u> : OHS has been dealing with a lot of line touch incidents, specifically some dealing with garbage trucks hitting overhead lines with garbage bins. This brought us to look at our garbage bin outside and how it is right under power lines. The garbage truck needs to back up with the bin each time they unload it. JHSC recommends looking for an alternate place for the bin. We thought maybe it would be good to put in place of the rock along the side of our building to ensure people don't park there. <u>January 10th</u> : This was brought to EC on December 14 th . Bruce was going to investigate further. Sheldon took on this responsibility and is in the works of communicating with the contractors who remove empty our bin to see if they are trained in procedures regarding working around power lines. <u>February 7th</u> : Discussed again at Executive on January 25 th . The bin will stay where it is and Bruce will determine if further investigation is needed.

	Action / Status
	<p><u>March 7th</u>: Kristy to speak with Bruce to see where this ended.</p> <p><u>April 3rd</u>: Kristy spoke with Bruce. Bruce and Paul to meet to discuss this further.</p> <p><u>June 6th</u>: This was brought up again at EC on May 3rd. Bruce and Paul to discuss further.</p>
b) Client Backpacks in Building	<p><u>February 7th</u>: Frank joined the meeting to discuss a rising topic with other jurisdictions regarding how to handle claimant and customers bringing backpacks into interview rooms. Frank indicated that some bigger jurisdictions have lockers and other security. Will bring this discussion to executive on February 8th for consideration.</p> <p><u>March 7th</u>: This was brought to EC on February 8th. EC recommended that Frank review our Safety Plan procedures for interview rooms and discuss with claims, CST and OHS. If he suggest updates to the Safety Plan those recommendations will be brought back to EC for further consideration.</p> <p><u>April 3rd</u>: Kristy to follow-up with Frank to see if any further discussion has been had.</p> <p><u>May 2nd</u>: A meeting was held on April 20th between Frank, Kristy, Mike Henney, Dayna and Susanne. Discussed the backpacks in interview rooms and decided that there wasn't a need to change anything at this time. We would like to bring this topic forward if there is more discussion about changes to the front end of the building. Brought this back to JHSC on May 2nd. JHSC agreed with this and talked about the possibility of enhancing the safety plan. To be discussed at EC on May 3rd.</p> <p><u>June 6th</u>: Discussed JHSC recommendations at EC on May 3rd. EC agreed with the recommendations and said the safety plan didn't need to be updated.</p>
c) Asbestos Sampling at WCB	<p><u>March 7th</u>: A worker emailed the JHSC asking if we could have someone tests the tiles in our building for asbestos. The JHSC agrees with this and will bring it to EC on March 8th.</p> <p><u>April 3rd</u>: This was brought to EC on March 8th where they agreed with JHSC to test the tiles for asbestos. EC recommended having one of the newly trained safety officer do this or pay for the service. JHSC agrees that we should have a safety officer do this at the end of the month.</p> <p><u>May 2nd</u>: OHS discussed this at their April 24th meeting and thought it would be good for all 6 AHERA certified employees to take samples of the ceiling tiles in order to practice their skills. This will require planning which rooms and how many samples</p>

	Action / Status
	<p>to take. Kristy to speak with Paul about getting the planning started.</p> <p><u>June 6th</u>: The proposed idea from OHS was brought to EC on May 3rd. EC agreed with the idea. OHS is very busy – a plan will be done at the end of summer.</p>
d) Sharps containers	<p><u>June 6th</u>: Spoke to EC on May 3rd about JHSC’s recommendation for sharps containers in the bathrooms. EC agreed with this recommendation and would like sharps containers added to the monthly inspection to monitor use/disposal needs. A sharps container will also be mounted in the public bathroom. This still yet to be done by building services.</p> <p><u>July 4th</u>: During the June 30th Annual Building Inspection it was noted that all bathrooms in the building have a small sharps container. Still need a mounted container in the public bathroom.</p> <p><u>August 1st</u>: There was a sharps container missing in the Executive bathroom – there is now one available. Still need to check the public bathroom for a mounted container.</p> <p><u>September 5th</u>: There is now a sharps container mounted in the foyer public bathroom. COMPLETE</p>
e) JHSC Rep Training	<p><u>August 1st</u>: Brooke completed her JHSC Rep training. Chantelle and Jim still need to complete</p> <p><u>September 5th</u>: Jim is taking his JHSC training today – Chantelle to reschedule her course.</p>
e) Vehicle Inspections	<p><u>August 1st</u>: Jim working on the building’s Preventative Maintenance program. Need to start looking at this quarterly during JHSC meetings as well as the vehicle inspections.</p> <p><u>September 5th</u>: This was discussed at EC on August 2nd – because OHS already has a Preventative Maintenance program in place for vehicles we won’t have to look over the vehicle inspections at JHSC. COMPLETE</p>

	Action / Status
<p>4) Regular Reports (from June 6/17 JHSC Meeting)</p> <p><u>4.1</u></p> <ul style="list-style-type: none">August Monthly Building Inspection	<p><u>August 1st</u>: EC reviewed the June Annual Building Inspection on July 5th with no recommendations.</p> <p>JHSC reviewed the Dawson Annual Building Inspection, July YWCHSB Building Inspection and the Q2 Building Inspection for WCAT and the Mine Rescue Station. A fire extinguisher wasn't mounted in the Dawson office (need permission from building owner to do so) and it was missing initialed inspections.</p> <p>Not all emergency lighting was working in the YWCHSB building and there was no sound or signal light in the upstairs washroom during our last fire drill.</p> <p>EC to review these 4 reports on August 2nd.</p> <p><u>September 5th</u>: EC reviewed all 4 reports for July – recommended we contact the building owner for the Dawson Office so the fire extinguisher can be mounted.</p> <p>EC reviewed August's inspection on August 30th and recommended that the section on electrical appliances in the safety plan be updated to include personal appliances and things such as curling irons be included as a curling iron was found plugged in and unattended during August's inspection. JHSC agrees with this recommendation.</p>
<p><u>4.2</u></p> <p>Incident Report Quarterly Analysis (Q1-May; Q2-Aug; Q3-Nov; Q4-Feb)</p>	<p><u>May 2nd</u>: Reviewed the 1st quarter report. No trends.</p> <p><u>August 1st</u>: Reviewed the 2nd quarter report. No trends.</p>
<p><u>4.3</u></p> <p>Incident Report/First Aid/Unsafe Condition/Near Miss</p>	<p><u>September 5th</u>: One incident report from August 11th – a client has been sending many escalating emails to a claims staff person. The employee doesn't feel threatened, however their supervisor spoke with them to come up with ways the employee can feel less stressed from this. The president has emailed this client and all future correspondence will be between the client and the Director of Claims. JHSC recommends the supervisor/employee be reminded that EAP services are available if need be.</p> <p>One first aid incident took place on August 31st. An employee felt dizzy, nauseated and had chest discomfort. The first aid attendant took their blood pressure and escorted them to the hospital for further testing. The employee was given the clear at the hospital.</p>

	Action / Status
<u>4.4</u> Review Safety Plan – Feedback from Branch Safety Meetings	<p><u>August 1st</u>: Still waiting on one branch to complete Discussion #6. Most branches have now completed Discussion #7. Topics related to the COR Audit will be slotted for the next couple branch safety meetings.</p> <p><u>September 5th</u>: Still waiting on one branch to complete Discussion #6 and two branches to complete Discussion #7. Branches were given the topic of Safe Work Procedures and Safe Job Practices for August’s topic. September’s topic will be ‘General Rules’. The external COR audit will start this month and continue into October – this will be conducted by Mieke Leonard.</p>
5) New Business	<p>New business arising from the September 5th JHSC meeting:</p> <ul style="list-style-type: none">• EC asked that the JHSC discuss our current ID tags and whether we should think about disabling the tags and having fobs to get into the building or if our ID tags should no longer have a logo. This stems from people losing their badges outside the building and the chance that a stranger could enter our building. JHSC recommends we keep the current ID tag system but change the front end so the door from the foyer is accessible with a key-pad entry instead of the fob. We would need to ensure that CST can still open the door with the buttons at their desk.
6) Next Meeting Scheduled <ul style="list-style-type: none">• The next meeting is scheduled for October 10th, 2017 from 9:30 – 11:00 am, in the training room.	
The meeting adjourned at 10:00 a.m.	

Minutes approved at October 10th, 2017 Joint Health and Safety Committee meeting.

PRESENT

GUESTS

ABSENT

Natalie Thivierge
Jim Stephens
Brooke Coty
Ashlee MacInnis

	Action / Status
The meeting was called to order at 9:32 a.m.	
1) Call to Order and Approval of the Agenda	Meeting was called to order; agenda was approved.
2) Tailgate Presentations / Updates 1. A JHSC member is needed to provide October 12, 2017 tailgate update.	Chantelle
3) Review Draft Minutes 2. Reviewed. (See outstanding action item / business list below).	September 5 th 2017 minutes accepted.
<u>3A) New Updates to Outstanding Action Items and Regular Report Items (updates bolded)</u> a) Outside garbage bin location	<hr/> <p><u>December 8th</u>: OHS has been dealing with a lot of line touch incidents, specifically some dealing with garbage trucks hitting overhead lines with garbage bins. This brought us to look at our garbage bin outside and how it is right under power lines. The garbage truck needs to back up with the bin each time they unload it. JHSC recommends looking for an alternate place for the bin. We thought maybe it would be good to put in place of the rock along the side of our building to ensure people don't park there.</p> <p><u>January 10th</u>: This was brought to EC on December 14th. Bruce was going to investigate further. Sheldon took on this responsibility and is in the works of communicating with the contractors who remove empty our bin to see if they are trained in procedures regarding working around power lines.</p> <p><u>February 7th</u>: Discussed again at Executive on January 25th. The bin will stay where it is and Bruce will determine if further investigation is needed.</p>

	Action / Status
	<p><u>March 7th</u>: Kristy to speak with Bruce to see where this ended.</p> <p><u>April 3rd</u>: Kristy spoke with Bruce. Bruce and Paul to meet to discuss this further.</p> <p><u>June 6th</u>: This was brought up again at EC on May 3rd. Bruce and Paul to discuss further.</p>
b) Client Backpacks in Building	<p><u>February 7th</u>: Frank joined the meeting to discuss a rising topic with other jurisdictions regarding how to handle claimant and customers bringing backpacks into interview rooms. Frank indicated that some bigger jurisdictions have lockers and other security. Will bring this discussion to executive on February 8th for consideration.</p> <p><u>March 7th</u>: This was brought to EC on February 8th. EC recommended that Frank review our Safety Plan procedures for interview rooms and discuss with claims, CST and OHS. If he suggest updates to the Safety Plan those recommendations will be brought back to EC for further consideration.</p> <p><u>April 3rd</u>: Kristy to follow-up with Frank to see if any further discussion has been had.</p> <p><u>May 2nd</u>: A meeting was held on April 20th between Frank, Kristy, Mike Henney, Dayna and Susanne. Discussed the backpacks in interview rooms and decided that there wasn't a need to change anything at this time. We would like to bring this topic forward if there is more discussion about changes to the front end of the building. Brought this back to JHSC on May 2nd. JHSC agreed with this and talked about the possibility of enhancing the safety plan. To be discussed at EC on May 3rd.</p> <p><u>June 6th</u>: Discussed JHSC recommendations at EC on May 3rd. EC agreed with the recommendations and said the safety plan didn't need to be updated.</p> <p><u>October 10th</u>: Marking this as complete – no more discussion needed until such time that the front end gets remodeled. COMPLETE.</p>
c) Asbestos Sampling at WCB	<p><u>March 7th</u>: A worker emailed the JHSC asking if we could have someone tests the tiles in our building for asbestos. The JHSC agrees with this and will bring it to EC on March 8th.</p> <p><u>April 3rd</u>: This was brought to EC on March 8th where they agreed with JHSC to test the tiles for asbestos. EC recommended having one of the newly trained safety officer do this or pay for the service. JHSC agrees that we should have a safety officer do this at the end of the month.</p>

	Action / Status
	<p><u>May 2nd</u>: OHS discussed this at their April 24th meeting and thought it would be good for all 6 AHERA certified employees to take samples of the ceiling tiles in order to practice their skills. This will require planning which rooms and how many samples to take. Kristy to speak with Paul about getting the planning started.</p> <p><u>June 6th</u>: The proposed idea from OHS was brought to EC on May 3rd. EC agreed with the idea. OHS is very busy – a plan will be done at the end of summer.</p> <p><u>October 10th</u>: Kristy to speak with Paul and get an update on this</p>
e) JHSC Rep Training	<p><u>August 1st</u>: Brooke completed her JHSC Rep training. Chantelle and Jim still need to complete</p> <p><u>September 5th</u>: Jim is taking his JHSC training today – Chantelle to reschedule her course.</p> <p><u>October 10th</u>: Chantelle unable to rebook at this time as there are no more offerings this year. Will look into it in the new year.</p>
f) ID Tags	<p><u>September 5th</u>: EC asked that the JHSC discuss our current ID tags and whether we should think about disabling the tags and having fobs to get into the building or if our ID tags should no longer have a logo. This stems from people losing their badges outside the building and the chance that a stranger could enter our building. JHSC recommends we keep the current ID tag system but change the front end so the door from the foyer is accessible with a key-pad entry instead of the fob. We would need to ensure that CST can still open the door with the buttons at their desk.</p> <p><u>October 10th</u>: A sub-committee was struck to analyze the need to change the way we do business with our ID cards and it was decided to continue with the way we do it today. There is only one entrance in our building that isn't a double-door and the likeliness of someone coming through this door with someone's ID card is low. It was decided that it would be best to look at getting a double door when we redo the front end. COMPLETE</p>
4) Regular Reports (from June 6/17 JHSC Meeting) <u>4.1</u> • September Q3 Monthly Building Inspection	<p><u>September 5th</u>: EC reviewed all 4 reports for July – recommended we contact the</p>

	Action / Status
<u>4.2</u> Incident Report Quarterly Analysis (Q1-May; Q2-Aug; Q3-Nov; Q4-Feb)	<p>building owner for the Dawson Office so the fire extinguisher can be mounted. EC reviewed August's inspection on August 30th and recommended that the section on electrical appliances in the safety plan be updated to include personal appliances and things such as curling irons be included as a curling iron was found plugged in and unattended during August's inspection. JHSC agrees with this recommendation.</p> <p>October 10th: A tailgate reminder was giving on August 31st and September 7th to ensure people understood the procedure around small and personal appliances. An update to this procedure was done and is ready for review by Executive.</p> <p>JHSC reviewed the September building inspection. There was a ladder being stored incorrectly and it was noted that a section of carpet downstairs was starting to bubble. EC still needs to review.</p> <p><u>May 2nd</u>: Reviewed the 1st quarter report. No trends.</p> <p><u>August 1st</u>: Reviewed the 2nd quarter report. No trends.</p>
<u>4.3</u> Incident Report/First Aid/Unsafe Condition/Near Miss	<p>October 10th: One incident report from September 18th – an adjudicator was meeting with a claimant who they knew to be agitated with us. The adjudicator took the necessary steps prior to the meeting to ensure their supervisor was aware they were meeting with this person and the front knew to keep an eye on them. The claimant did become irate but it didn't escalate to the point where the worker felt unsafe. JHSC has no further recommendations. EC to review October 11th.</p>
<u>4.4</u> Review Safety Plan – Feedback from Branch Safety Meetings	<p><u>August 1st</u>: Still waiting on one branch to complete Discussion #6. Most branches have now completed Discussion #7. Topics related to the COR Audit will be slotted for the next couple branch safety meetings.</p> <p><u>September 5th</u>: Still waiting on one branch to complete Discussion #6 and two branches to complete Discussion #7. Branches were given the topic of Safe Work Procedures and Safe Job Practices for August's topic. September's topic will be 'General Rules'. The external COR audit will start this month and continue into October – this will be conducted by Mieke Leonard.</p>

	Action / Status
	October 10th: Mieke has started her document review for the COR Audit. Reviewed Q3 Branch Safety Meeting Log – Directors from Finance and Corporate Services are aware they have outstanding meetings.
5) New Business	New business arising from the October 10 th JHSC meeting: <ul style="list-style-type: none">• Rob Rees brought forward Radon testing in our building. All Government buildings have been ordered to test for Radon and our building hasn't been done. Rob is willing to do the testing on his own time. JHSC recommends this and brings it forward to EC.
6) Next Meeting Scheduled <ul style="list-style-type: none">• The next meeting is scheduled for November 7th, 2017 from 9:30 – 11:00 am, in the training room.	
The meeting adjourned at 9:50 a.m.	

Minutes approved at November 7th, 2017 Joint Health and Safety Committee meeting.

YWCHSB Joint Health and Safety Committee MINUTES
November 7, 2017

PRESENT

Kristy Olson (Safety Coordinator)
Sheldon Pahl (Chair)
Jim Stephens (Co-Chair)
Chantelle Burns
Ashlee MacInnis

GUESTS

ABSENT

Natalie Thivierge
Karen Pearson
Brooke Coty

	Action / Status
The meeting was called to order at 9:35 a.m.	
1) Call to Order and Approval of the Agenda	Meeting was called to order; agenda was approved.
2) Tailgate Presentations / Updates 1. A JHSC member is needed to provide November 9, 2017 tailgate update.	Jim
3) Review Draft Minutes 2. Reviewed. (See outstanding action item / business list below).	October 10 th 2017 minutes accepted.
3A) New Updates to Outstanding Action Items and Regular Report Items (updates bolded) a) Outside garbage bin location	<div>December 8th: OHS has been dealing with a lot of line touch incidents, specifically some dealing with garbage trucks hitting overhead lines with garbage bins. This brought us to look at our garbage bin outside and how it is right under power lines. The garbage truck needs to back up with the bin each time they unload it. JHSC recommends looking for an alternate place for the bin. We thought maybe it would be good to put in place of the rock along the side of our building to ensure people don't park there.</div> <div>January 10th: This was brought to EC on December 14th. Bruce was going to investigate further. Sheldon took on this responsibility and is in the works of communicating with the contractors who remove empty our bin to see if they are trained in procedures regarding working around power lines.</div> <div>February 7th: Discussed again at Executive on January 25th. The bin will stay where it is and Bruce will determine if further investigation is needed.</div>

	Action / Status
	<p><u>March 7th</u>: Kristy to speak with Bruce to see where this ended.</p> <p><u>April 3rd</u>: Kristy spoke with Bruce. Bruce and Paul to meet to discuss this further.</p> <p><u>June 6th</u>: This was brought up again at EC on May 3rd. Bruce and Paul to discuss further.</p>
c) Asbestos Sampling at WCB	<p><u>March 7th</u>: A worker emailed the JHSC asking if we could have someone tests the tiles in our building for asbestos. The JHSC agrees with this and will bring it to EC on March 8th.</p> <p><u>April 3rd</u>: This was brought to EC on March 8th where they agreed with JHSC to test the tiles for asbestos. EC recommended having one of the newly trained safety officer do this or pay for the service. JHSC agrees that we should have a safety officer do this at the end of the month.</p> <p><u>May 2nd</u>: OHS discussed this at their April 24th meeting and thought it would be good for all 6 AHERA certified employees to take samples of the ceiling tiles in order to practice their skills. This will require planning which rooms and how many samples to take. Kristy to speak with Paul about getting the planning started.</p> <p><u>June 6th</u>: The proposed idea from OHS was brought to EC on May 3rd. EC agreed with the idea. OHS is very busy – a plan will be done at the end of summer.</p> <p><u>October 10th</u>: Kristy to speak with Paul and get an update on this</p> <p><u>November 7th</u>: Paul will start to organize this</p>
e) JHSC Rep Training	<p><u>August 1st</u>: Brooke completed her JHSC Rep training. Chantelle and Jim still need to complete</p> <p><u>September 5th</u>: Jim is taking his JHSC training today – Chantelle to reschedule her course.</p> <p><u>October 10th</u>: Chantelle unable to rebook at this time as there are no more offerings this year. Will look into it in the new year.</p>
f) Radon Testing	<p><u>October 10th</u>: Rob Rees brought forward Radon testing in our building. All Government buildings have been ordered to test for Radon and our building hasn't</p>

	Action / Status
	<p>been done. Rob is willing to do the testing on his own time. JHSC recommends this and brings it forward to EC.</p> <p><u>November 7th</u>: Brought to EC on October 12th and they agreed with having Rob perform Radon Testing. Kristy will let Rob know.</p>
<p>4) Regular Reports (from June 6/17 JHSC Meeting)</p> <p><u>4.1</u></p> <ul style="list-style-type: none">October Monthly Building Inspection <hr/> <p><u>4.2</u> Incident Report Quarterly Analysis (Q1-May; Q2-Aug; Q3-Nov; Q4-Feb)</p> <hr/> <p><u>4.3</u> Incident Report/First Aid/Unsafe Condition/Near Miss</p>	<p><u>October 10th</u>: A tailgate reminder was giving on August 31st and September 7th to ensure people understood the procedure around small and personal appliances. An update to this procedure was done and is ready for review by Executive. JHSC reviewed the September building inspection. There was a ladder being stored incorrectly and it was noted that a section of carpet downstairs was starting to bubble. EC still needs to review.</p> <p><u>November 7th</u>: JHSC reviewed the October building inspection. Building Services will be replacing carpet in some areas. A mat was placed where the carpet is bubbling. EC to review September and October Inspection Reports on November 22nd</p> <hr/> <p><u>May 2nd</u>: Reviewed the 1st quarter report. No trends.</p> <p><u>August 1st</u>: Reviewed the 2nd quarter report. No trends.</p> <p><u>November 7th</u>: Reviewed the 3rd quarter report. Trend of dealing with irate clients. Report will be reviewed at EC on November 22nd</p> <hr/> <p><u>November 7th</u>: No incidents reports to JHSC. Discussed moving eaves trough near staff entrance to help eliminate slippery walk-way.</p>

	Action / Status
<p><u>4.4</u> Review Safety Plan – Feedback from Branch Safety Meetings</p>	<p><u>August 1st</u>: Still waiting on one branch to complete Discussion #6. Most branches have now completed Discussion #7. Topics related to the COR Audit will be slotted for the next couple branch safety meetings.</p> <p><u>September 5th</u>: Still waiting on one branch to complete Discussion #6 and two branches to complete Discussion #7. Branches were given the topic of Safe Work Procedures and Safe Job Practices for August's topic. September's topic will be 'General Rules'. The external COR audit will start this month and continue into October – this will be conducted by Mieke Leonard.</p> <p><u>October 10th</u>: Mieke has started her document review for the COR Audit. Reviewed Q3 Branch Safety Meeting Log – Directors from Finance and Corporate Services are aware they have outstanding meetings.</p> <p><u>November 7th</u>: Mieke finishing up interviews this week. Will be ready for audit close-out meeting shortly. Psychological Discussion #8 has been completed by most branches. Have until the end of November to do this.</p>
<p>5) New Business</p>	<p>New business arising from the November 7th JHSC meeting:</p> <ul style="list-style-type: none">• A co-worker was concerned that the camera in the front foyer didn't show the seating area. JHSC discussed and thought as long as that section is being tapped (just not shown on the monitor) then we should be ok. Kristy to speak with Frank to see if this is being recorded.• Jim brought forward the recommendation that all staff take self-defense training. JHSC was in agreement with this recommendation – especially for staff that regularly meet with clients. To be brought forward to EC.• JHSC reviewed the most recent list of employee allergies/sensitivities and discussed if there was anything we could do to help with these internally. We agreed that we are already doing lots when it comes to sense but recommend a reminder to all staff to let their supervisors know if they have any allergies/sensitivities and the severity of them. This will help the building determine what to do about them.• Stantec is going to do an assessment on our roof and send us a recommendation for our anchor points. Sheldon offered to review this once we receive it.

	Action / Status
6) Next Meeting Scheduled <ul style="list-style-type: none">The next meeting is scheduled for December 5th, 2017 from 9:30 – 11:00 am, in the training room.	
The meeting adjourned at 10:10 a.m.	

Minutes approved at December 5th, 2017 Joint Health and Safety Committee meeting.

YWCHSB Joint Health and Safety Committee MINUTES
December 5, 2017

PRESENT

Kristy Olson (Safety Coordinator)
Karen Pearson (Chair)
Jim Stephens (Co-Chair)
Brooke Coty
Ashlee MacInnis

GUESTS

ABSENT

Natalie Thivierge
Chantelle Burns
Sheldon Pahl

	Action / Status
The meeting was called to order at 9:36 a.m.	
1) Call to Order and Approval of the Agenda	Meeting was called to order; agenda was approved.
2) Tailgate Presentations / Updates 1. A JHSC member is needed to provide December 7, 2017 tailgate update.	Ashlee
3) Review Draft Minutes 2. Reviewed. (See outstanding action item / business list below).	November 7 th 2017 minutes accepted.
3A) New Updates to Outstanding Action Items and Regular Report Items (updates bolded) a) Outside garbage bin location	<div></div> <div><u>December 8th</u>: OHS has been dealing with a lot of line touch incidents, specifically some dealing with garbage trucks hitting overhead lines with garbage bins. This brought us to look at our garbage bin outside and how it is right under power lines. The garbage truck needs to back up with the bin each time they unload it. JHSC recommends looking for an alternate place for the bin. We thought maybe it would be good to put in place of the rock along the side of our building to ensure people don't park there.</div> <div><u>January 10th</u>: This was brought to EC on December 14th. Bruce was going to investigate further. Sheldon took on this responsibility and is in the works of communicating with the contractors who remove empty our bin to see if they are trained in procedures regarding working around power lines.</div> <div><u>February 7th</u>: Discussed again at Executive on January 25th. The bin will stay where it is and Bruce will determine if further investigation is needed.</div>

	Action / Status
	<p><u>March 7th</u>: Kristy to speak with Bruce to see where this ended.</p> <p><u>April 3rd</u>: Kristy spoke with Bruce. Bruce and Paul to meet to discuss this further.</p> <p><u>June 6th</u>: This was brought up again at EC on May 3rd. Bruce and Paul to discuss further.</p> <p><u>December 5th</u>: Kristy to speak with Bruce to see if this is still an issue.</p>
c) Asbestos Sampling at WCB	<p><u>March 7th</u>: A worker emailed the JHSC asking if we could have someone tests the tiles in our building for asbestos. The JHSC agrees with this and will bring it to EC on March 8th.</p> <p><u>April 3rd</u>: This was brought to EC on March 8th where they agreed with JHSC to test the tiles for asbestos. EC recommended having one of the newly trained safety officer do this or pay for the service. JHSC agrees that we should have a safety officer do this at the end of the month.</p> <p><u>May 2nd</u>: OHS discussed this at their April 24th meeting and thought it would be good for all 6 AHERA certified employees to take samples of the ceiling tiles in order to practice their skills. This will require planning which rooms and how many samples to take. Kristy to speak with Paul about getting the planning started.</p> <p><u>June 6th</u>: The proposed idea from OHS was brought to EC on May 3rd. EC agreed with the idea. OHS is very busy – a plan will be done at the end of summer.</p> <p><u>October 10th</u>: Kristy to speak with Paul and get an update on this</p> <p><u>November 7th</u>: Paul will start to organize this</p> <p><u>December 5th</u>: Rob Rees took samples from several ceiling tiles and had them tested for asbestos. The results all came back negative for asbestos containing material. Record of this will be put on file. COMPLETE</p>
e) JHSC Rep Training	<p><u>August 1st</u>: Brooke completed her JHSC Rep training. Chantelle and Jim still need to complete</p> <p><u>September 5th</u>: Jim is taking his JHSC training today – Chantelle to reschedule her course.</p>

	Action / Status
f) Radon Testing	<p><u>October 10th</u>: Chantelle unable to rebook at this time as there are no more offerings this year. Will look into it in the new year.</p> <p><u>October 10th</u>: Rob Rees brought forward Radon testing in our building. All Government buildings have been ordered to test for Radon and our building hasn't been done. Rob is willing to do the testing on his own time. JHSC recommends this and brings it forward to EC.</p> <p><u>November 7th</u>: Brought to EC on October 12th and they agreed with having Rob perform Radon Testing. Kristy will let Rob know.</p> <p><u>December 5th</u>: Rob Rees has set-up radon test kits in the ground-floor offices. These will remain in place for the next 3 months. An email was sent to staff letting them know.</p>
g) Foyer Cameras	<p><u>November 7th</u>: A co-worker was concerned that the camera in the front foyer didn't show the seating area. JHSC discussed and thought as long as that section is being tapped (just not shown on the monitor) then we should be ok. Kristy to speak with Frank to see if this is being recorded.</p> <p><u>December 5th</u>: Kristy checked with Frank – he said that area isn't currently being recorded. EC talked about this on November 8th and decided there wasn't a need to change the cameras. COMPLETE.</p>
h) Self-Defense Training for Staff	<p><u>November 7th</u>: Jim brought forward the recommendation that all staff take self-defense training. JHSC was in agreement with this recommendation – especially for staff that regularly meet with clients. To be brought forward to EC.</p> <p><u>December 5th</u>: EC wanted more thought around this by JHSC. JHSC discussed this and thought maybe a pilot training be done for safety officers. Kristy will ask Frank if he knows anyone who can deliver this training so we can put something together for EC. Brooke to look at her self-defense certificate to find instructor information.</p>
i) Allergies and Sensitivities	<p><u>November 7th</u>: JHSC reviewed the most recent list of employee allergies/sensitivities and discussed if there was anything we could do to help with these internally. We agreed that we are already doing lots when it comes to sense but recommend a reminder to all staff to let their supervisors know if they have any allergies/sensitivities and the severity of them. This will help the building determine what to do about them.</p>

	Action / Status
j) Roof Assessment	<p><u>December 5th</u>: EC agreed with JHSC recommendations and a tailgate reminder was done on November 9th. EC also recommended getting an EPI Pen for the first aid kit which has been purchased along with a training kit. The first aid attendants also discussed this topic at their meeting on November 23rd and have a date set in January to use the EPI Pen tester. COMPLETE</p> <p><u>November 7th</u>: Stantec is going to do an assessment on our roof and send us a recommendation for our anchor points. Sheldon offered to review this once we receive it.</p> <p><u>December 5th</u>: Still waiting on official assessment from Stantec. We have recommended having guard rails installed around the whole perimeter of our roof.</p>
<p>4) Regular Reports</p> <p><u>4.1</u></p> <ul style="list-style-type: none">November Monthly Building Inspection	<p><u>November 7th</u>: JHSC reviewed the October building inspection. Building Services will be replacing carpet in some areas. A mat was placed where the carpet is bubbling. EC to review September and October Inspection Reports on November 22nd</p> <p><u>December 5th</u>: EC reviewed both September and October inspection reports with no recommendations. JHSC reviewed the November inspection report. Tape is coming off mat in the 4th ave meeting room – building services is aware and will fix the issue. EC still needs to review.</p>
<p><u>4.2</u></p> <p>Incident Report Quarterly Analysis (Q1-May; Q2-Aug; Q3-Nov; Q4-Feb)</p>	<p><u>May 2nd</u>: Reviewed the 1st quarter report. No trends.</p> <p><u>August 1st</u>: Reviewed the 2nd quarter report. No trends.</p> <p><u>November 7th</u>: Reviewed the 3rd quarter report. Trend of dealing with irate clients. Report will be reviewed at EC on November 22nd</p> <p><u>December 5th</u>: 3rd Quarter report was reviewed at EC on November 22nd. No recommendations.</p>

	Action / Status
<u>4.3</u> Incident Report/First Aid/Unsafe Condition/Near Miss	<u>December 5th</u>: On October 31st a board member fell off their chair while doing up their shoe due to sitting too close to the edge of the seat. They indicated they would be more careful to sit properly on the seat. Executive reviewed this report on November 1st with no further recommendations but gave a reminder at tailgate on Nov 2nd.
<u>4.4</u> Review Safety Plan – Feedback from Branch Safety Meetings	<p><u>August 1st</u>: Still waiting on one branch to complete Discussion #6. Most branches have now completed Discussion #7. Topics related to the COR Audit will be slotted for the next couple branch safety meetings.</p> <p><u>September 5th</u>: Still waiting on one branch to complete Discussion #6 and two branches to complete Discussion #7. Branches were given the topic of Safe Work Procedures and Safe Job Practices for August's topic. September's topic will be 'General Rules'. The external COR audit will start this month and continue into October – this will be conducted by Mieke Leonard.</p> <p><u>October 10th</u>: Mieke has started her document review for the COR Audit. Reviewed Q3 Branch Safety Meeting Log – Directors from Finance and Corporate Services are aware they have outstanding meetings.</p> <p><u>November 7th</u>: Mieke finishing up interviews this week. Will be ready for audit close-out meeting shortly. Psychological Discussion #8 has been completed by most branches. Have until the end of November to do this.</p> <p><u>December 5th</u>: Kristy and Kurt will be having an audit close-out meeting with Mieke this week.</p>
5) New Business	No new business arising from the December 5 th JHSC meeting
6) Next Meeting Scheduled <ul style="list-style-type: none">The next meeting is scheduled for January 2nd, 2017 from 9:30 – 11:00 am, in the training room.	
The meeting adjourned at 10:00 a.m.	

Minutes approved at January 2, 2018 Joint Health and Safety Committee meeting.

YWCHSB Joint Health and Safety Committee MINUTES
January 2, 2018

PRESENT

Kristy Olson (Safety Coordinator)
Karen Pearson (Chair)
Jim Stephens (Co-Chair)
Brooke Coty

GUESTS

ABSENT

Natalie Thivierge
Chantelle Burns
Sheldon Pahl
Ashlee MacInnis

	Action / Status
The meeting was called to order at 9:34 a.m.	
1) Call to Order and Approval of the Agenda	Meeting was called to order; agenda was approved.
2) Tailgate Presentations / Updates 1. A JHSC member is needed to provide January 4, 2018 tailgate update.	Karen
3) Review Draft Minutes 2. Reviewed. (See outstanding action item / business list below).	December 5 th , 2017 minutes accepted.
<u>3A) New Updates to Outstanding Action Items and Regular Report Items (updates bolded)</u> a) Outside garbage bin location	 <u>December 8th</u> : OHS has been dealing with a lot of line touch incidents, specifically some dealing with garbage trucks hitting overhead lines with garbage bins. This brought us to look at our garbage bin outside and how it is right under power lines. The garbage truck needs to back up with the bin each time they unload it. JHSC recommends looking for an alternate place for the bin. We thought maybe it would be good to put in place of the rock along the side of our building to ensure people don't park there. <u>January 10th</u> : This was brought to EC on December 14 th . Bruce was going to investigate further. Sheldon took on this responsibility and is in the works of communicating with the contractors who remove empty our bin to see if they are trained in procedures regarding working around power lines. <u>February 7th</u> : Discussed again at Executive on January 25 th . The bin will stay where it is and Bruce will determine if further investigation is needed.

	Action / Status
	<p><u>March 7th</u>: Kristy to speak with Bruce to see where this ended.</p> <p><u>April 3rd</u>: Kristy spoke with Bruce. Bruce and Paul to meet to discuss this further.</p> <p><u>June 6th</u>: This was brought up again at EC on May 3rd. Bruce and Paul to discuss further.</p> <p><u>December 5th</u>: Kristy to speak with Bruce to see if this is still an issue.</p>
e) JHSC Rep Training	<p><u>August 1st</u>: Brooke completed her JHSC Rep training. Chantelle and Jim still need to complete</p> <p><u>September 5th</u>: Jim is taking his JHSC training today – Chantelle to reschedule her course.</p> <p><u>October 10th</u>: Chantelle unable to rebook at this time as there are no more offerings this year. Will look into it in the new year.</p>
f) Radon Testing	<p><u>October 10th</u>: Rob Rees brought forward Radon testing in our building. All Government buildings have been ordered to test for Radon and our building hasn't been done. Rob is willing to do the testing on his own time. JHSC recommends this and brings it forward to EC.</p> <p><u>November 7th</u>: Brought to EC on October 12th and they agreed with having Rob perform Radon Testing. Kristy will let Rob know.</p> <p><u>December 5th</u>: Rob Rees has set-up radon test kits in the ground-floor offices. These will remain in place for the next 3 months. An email was sent to staff letting them know.</p> <p><u>January 2nd</u>: Will revisit this when the results are back in February.</p>
h) Self-Defense Training for Staff	<p><u>November 7th</u>: Jim brought forward the recommendation that all staff take self-defense training. JHSC was in agreement with this recommendation – especially for staff that regularly meet with clients. To be brought forward to EC.</p> <p><u>December 5th</u>: EC wanted more thought around this by JHSC. JHSC discussed this and thought maybe a pilot training be done for safety officers. Kristy will ask Frank if</p>

	Action / Status
j) Roof Assessment	<p>he knows anyone who can deliver this training so we can put something together for EC. Brooke to look at her self-defense certificate to find instructor information.</p> <p><u>January 2nd</u>: Kristy spoke with Frank about this and he doesn't know of anyone who offers this training. JHSC will speak with other Board's to see if any have taken this on.</p> <p><u>November 7th</u>: Stantec is going to do an assessment on our roof and send us a recommendation for our anchor points. Sheldon offered to review this once we receive it.</p> <p><u>December 5th</u>: Still waiting on official assessment from Stantec. We have recommended having guard rails installed around the whole perimeter of our roof.</p> <p><u>January 2nd</u>: Tender for barriers to go out this year</p>
<p>4) Regular Reports</p> <p><u>4.1</u></p> <ul style="list-style-type: none">November Monthly Building InspectionQ4 December Building Inspection	<p><u>December 5th</u>: EC reviewed both September and October inspection reports with no recommendations. JHSC reviewed the November inspection report. Tape is coming off mat in the 4th ave meeting room – building services is aware and will fix the issue. EC still needs to review.</p> <p><u>January 2nd</u>: JHSC reviewed December Quarterly building inspection. No recommendations. Executive to review both November and December's inspections on January 10th</p>
<p><u>4.2</u></p> <p>Incident Report Quarterly Analysis (Q1-May; Q2-Aug; Q3-Nov; Q4-Feb)</p>	<p><u>May 2nd</u>: Reviewed the 1st quarter report. No trends.</p> <p><u>August 1st</u>: Reviewed the 2nd quarter report. No trends.</p> <p><u>November 7th</u>: Reviewed the 3rd quarter report. Trend of dealing with irate clients. Report will be reviewed at EC on November 22nd</p> <p><u>December 5th</u>: 3rd Quarter report was reviewed at EC on November 22nd. No recommendations.</p>

	Action / Status
<p><u>4.3</u> Incident Report/First Aid/Unsafe Condition/Near Miss</p> <hr/>	<p><u>January 2nd</u>: No new incident / first aid / unsafe condition / near miss reports</p> <hr/>
<p><u>4.4</u> Review Safety Plan – Feedback from Branch Safety Meetings</p>	<p><u>August 1st</u>: Still waiting on one branch to complete Discussion #6. Most branches have now completed Discussion #7. Topics related to the COR Audit will be slotted for the next couple branch safety meetings.</p> <p><u>September 5th</u>: Still waiting on one branch to complete Discussion #6 and two branches to complete Discussion #7. Branches were given the topic of Safe Work Procedures and Safe Job Practices for August's topic. September's topic will be 'General Rules'. The external COR audit will start this month and continue into October – this will be conducted by Mieke Leonard.</p> <p><u>October 10th</u>: Mieke has started her document review for the COR Audit. Reviewed Q3 Branch Safety Meeting Log – Directors from Finance and Corporate Services are aware they have outstanding meetings.</p> <p><u>November 7th</u>: Mieke finishing up interviews this week. Will be ready for audit close-out meeting shortly. Psychological Discussion #8 has been completed by most branches. Have until the end of November to do this.</p> <p><u>December 5th</u>: Kristy and Kurt will be having an audit close-out meeting with Mieke this week.</p> <p><u>January 2nd</u>: Kristy and Kurt met with Mieke on December 14th. Passed audit with a score of 91%. COR Audit Action Plan with recommendations still to come. Reviewed the 4th Quarter branch safety meeting log. A couple branches left to finish Psychological Discussion #9.</p>
<p>5) New Business</p>	<p>No new business arising from the January 2nd JHSC meeting</p>
<p>6) Next Meeting Scheduled</p> <ul style="list-style-type: none">The next meeting is scheduled for February 6th, 2017 from 9:30 – 11:00 am, in the training room.	
<p>The meeting adjourned at 9:48 a.m.</p>	

	Action / Status

Minutes approved at February 13, 2018 Joint Health and Safety Committee meeting.

Natalie Thivierge
Jim Stephens
Sheldon Pahl

JHSC Minutes – February 13th, 2018
Page 1 of 4

	Action / Status
	<p><u>March 7th</u>: Kristy to speak with Bruce to see where this ended.</p> <p><u>April 3rd</u>: Kristy spoke with Bruce. Bruce and Paul to meet to discuss this further.</p> <p><u>June 6th</u>: This was brought up again at EC on May 3rd. Bruce and Paul to discuss further.</p> <p><u>December 5th</u>: Kristy to speak with Bruce to see if this is still an issue.</p> <p><u>February 13th</u>: Paul was going to get signage for the garbage bin advising the contractor to be aware of overhead power lines. Kristy to see if this has been done.</p>
e) JHSC Rep Training	<p><u>August 1st</u>: Brooke completed her JHSC Rep training. Chantelle and Jim still need to complete</p> <p><u>September 5th</u>: Jim is taking his JHSC training today – Chantelle to reschedule her course.</p> <p><u>October 10th</u>: Chantelle unable to rebook at this time as there are no more offerings this year. Will look into it in the new year.</p> <p><u>February 13th</u>: Chantelle will look into this</p>
f) Radon Testing	<p><u>October 10th</u>: Rob Rees brought forward Radon testing in our building. All Government buildings have been ordered to test for Radon and our building hasn't been done. Rob is willing to do the testing on his own time. JHSC recommends this and brings it forward to EC.</p> <p><u>November 7th</u>: Brought to EC on October 12th and they agreed with having Rob perform Radon Testing. Kristy will let Rob know.</p> <p><u>December 5th</u>: Rob Rees has set-up radon test kits in the ground-floor offices. These will remain in place for the next 3 months. An email was sent to staff letting them know.</p> <p><u>January 2nd</u>: Will revisit this when the results are back in February.</p>
h) Self-Defense Training for Staff	

	Action / Status
	<p><u>November 7th</u>: Jim brought forward the recommendation that all staff take self-defense training. JHSC was in agreement with this recommendation – especially for staff that regularly meet with clients. To be brought forward to EC.</p> <p><u>December 5th</u>: EC wanted more thought around this by JHSC. JHSC discussed this and thought maybe a pilot training be done for safety officers. Kristy will ask Frank if he knows anyone who can deliver this training so we can put something together for EC. Brooke to look at her self-defense certificate to find instructor information.</p> <p><u>January 2nd</u>: Kristy spoke with Frank about this and he doesn't know of anyone who offers this training. JHSC will speak with other Board's to see if any have taken this on.</p> <p><u>February 13th</u>: Karen did a scan with the other jurisdictions – none have done self-defense training but several have done training such as non-violent crisis intervention training and de-escalation training. JHSC recommends verbal judo for employees who haven't taken it and a refresher for those that need one.</p>
j) Roof Assessment	<p><u>November 7th</u>: Stantec is going to do an assessment on our roof and send us a recommendation for our anchor points. Sheldon offered to review this once we receive it.</p> <p><u>December 5th</u>: Still waiting on official assessment from Stantec. We have recommended having guard rails installed around the whole perimeter of our roof.</p> <p><u>January 2nd</u>: Tender for barriers to go out this year</p>
<p>4) Regular Reports</p> <p><u>4.1</u></p> <ul style="list-style-type: none">January Building Inspection	<p><u>January 2nd</u>: JHSC reviewed December Quarterly building inspection. No recommendations. Executive to review both November and December's inspections on January 10th</p> <p><u>February 13th</u>: EC reviewed the November and December inspections with no further recommendations. JHSC reviewed the January building inspection and had no further recommendations. EC to review on Feb 14th</p>

	Action / Status
<u>4.2</u> Incident Report Quarterly Analysis (Q1-May; Q2-Aug; Q3-Nov; Q4-Feb)	<u>December 5th</u> : 3 rd Quarter report was reviewed at EC on November 22 nd . No recommendations. <u>February 13th</u> : 4 th Quarter report was reviewed with no trends or recommendations. EC to review on February 14 th .
<u>4.3</u> Incident Report/First Aid/Unsafe Condition/Near Miss	<u>February 13th</u> : An incident was reported from November – a worker slipped when exiting a work truck. It was recommended that they brush off the running boards prior to using the vehicle. Another slip occurred in Janaury in the YWCHSB parking lot. Sand was put down – no further recommendations.
<u>4.4</u> Review Safety Plan – Feedback from Branch Safety Meetings	<u>January 2nd</u> : Kristy and Kurt met with Mieke on December 14 th . Passed audit with a score of 91%. COR Audit Action Plan with recommendations still to come. Reviewed the 4 th Quarter branch safety meeting log. A couple branches left to finish Psychological Discussion #9. <u>February 13th</u> : COR Audit Action Plan has been written and will be reviewed with EC on February 14 th . It will then be brought to JHSC.
5) New Business	New business arising from the February 13 th JHSC meeting: <ul style="list-style-type: none">Kristy and Jocelyn have been certificated in ASIST (applied suicide intervention skills training)
6) Next Meeting Scheduled <ul style="list-style-type: none">The next meeting is scheduled for March 6th, 2018 from 9:30 – 11:00 am, in the training room.	
The meeting adjourned at 10:15 a.m.	

Minutes approved at March 6, 2018 Joint Health and Safety Committee meeting.

YWCHSB Joint Health and Safety Committee MINUTES
March 6, 2018

PRESENT

Kristy Olson (Safety Coordinator)
Sheldon Pahl (Chair)
Brooke Coty
Ashlee MacInnis
Jim Stephens

GUESTS

ABSENT

Natalie Thivierge
Karen Pearson
Chantelle Burns

	Action / Status
The meeting was called to order at 9:33 a.m.	
1) Call to Order and Approval of the Agenda	Meeting was called to order; agenda was approved.
2) Tailgate Presentations / Updates 1. A JHSC member is needed to provide March 8, 2018 tailgate update.	Kristy
3) Review Draft Minutes 2. Reviewed. (See outstanding action item / business list below).	February 13 th , 2018 minutes accepted.
3A) New Updates to Outstanding Action Items and Regular Report Items (updates bolded) a) Outside garbage bin location	<div>December 8th: OHS has been dealing with a lot of line touch incidents, specifically some dealing with garbage trucks hitting overhead lines with garbage bins. This brought us to look at our garbage bin outside and how it is right under power lines. The garbage truck needs to back up with the bin each time they unload it. JHSC recommends looking for an alternate place for the bin. We thought maybe it would be good to put in place of the rock along the side of our building to ensure people don't park there.</div> <div>January 10th: This was brought to EC on December 14th. Bruce was going to investigate further. Sheldon took on this responsibility and is in the works of communicating with the contractors who remove empty our bin to see if they are trained in procedures regarding working around power lines.</div> <div>February 7th: Discussed again at Executive on January 25th. The bin will stay where it is and Bruce will determine if further investigation is needed.</div>

	Action / Status
	<p><u>March 7th</u>: Kristy to speak with Bruce to see where this ended.</p> <p><u>April 3rd</u>: Kristy spoke with Bruce. Bruce and Paul to meet to discuss this further.</p> <p><u>June 6th</u>: This was brought up again at EC on May 3rd. Bruce and Paul to discuss further.</p> <p><u>December 5th</u>: Kristy to speak with Bruce to see if this is still an issue.</p> <p><u>February 13th</u>: Paul was going to get signage for the garbage bin advising the contractor to be aware of overhead power lines. Kristy to see if this has been done.</p> <p><u>March 6th</u>: Signage has been put up; however, one sign needs to be turned so that it faces the direction of the contractor. Building Services has been notified to do this.</p>
b) JHSC Rep Training	<p><u>August 1st</u>: Brooke completed her JHSC Rep training. Chantelle and Jim still need to complete</p> <p><u>September 5th</u>: Jim is taking his JHSC training today – Chantelle to reschedule her course.</p> <p><u>October 10th</u>: Chantelle unable to rebook at this time as there are no more offerings this year. Will look into it in the new year.</p> <p><u>February 13th</u>: Chantelle will look into this</p> <p><u>March 6th</u>: Chantelle trying to register for March course</p>
c) Radon Testing	<p><u>October 10th</u>: Rob Rees brought forward Radon testing in our building. All Government buildings have been ordered to test for Radon and our building hasn't been done. Rob is willing to do the testing on his own time. JHSC recommends this and brings it forward to EC.</p> <p><u>November 7th</u>: Brought to EC on October 12th and they agreed with having Rob perform Radon Testing. Kristy will let Rob know.</p> <p><u>December 5th</u>: Rob Rees has set-up radon test kits in the ground-floor offices. These will remain in place for the next 3 months. An email was sent to staff letting them know.</p>

	Action / Status
d) Roof Assessment	<p><u>January 2nd</u>: Will revisit this when the results are back in February.</p> <p><u>November 7th</u>: Stantec is going to do an assessment on our roof and send us a recommendation for our anchor points. Sheldon offered to review this once we receive it.</p> <p><u>December 5th</u>: Still waiting on official assessment from Stantec. We have recommended having guard rails installed around the whole perimeter of our roof.</p> <p><u>January 2nd</u>: Tender for barriers to go out this year</p> <p><u>March 6th</u>: Safety Officer will check the current anchors and tag any that don't look up to code. Tender is currently out for bids.</p>
<p>4) Regular Reports</p> <p><u>4.1</u></p> <ul style="list-style-type: none">February Building Inspection	<p><u>February 13th</u>: EC reviewed the November and December inspections with no further recommendations. JHSC reviewed the January building inspection and had no further recommendations. EC to review on Feb 14th</p> <p><u>March 6th</u>: EC reviewed the January building inspection and recommended that Mike Henney take a look at the electrical room to see whether a cover on the panel is necessary. JHSC reviewed the February building inspection. Noted that there are two chairs in the exit area of the project room, 1 has a sticky note that indicates it is broken, the other does not. Building Services has been notified to ensure these are both broken and to tag-out correctly. EC to review on March 14th</p>
<p><u>4.2</u></p> <p>Incident Report Quarterly Analysis (Q1-May; Q2-Aug; Q3-Nov; Q4-Feb)</p>	<p><u>February 13th</u>: 4th Quarter report was reviewed with no trends or recommendations. EC to review on February 14th.</p> <p><u>March 6th</u>: EC reviewed the 4th Quarter report with no recommendations.</p>

	Action / Status
<u>4.3</u> Incident Report/First Aid/Unsafe Condition/Near Miss	<u>March 6th</u>: Two incidents reviewed: <ul style="list-style-type: none">- A worker tripped on their computer cord. This was rectified by worker and supervisor right away. JHSC had no further recommendations. EC reviewed on February 21st with no further recommendations.- A worker strained their back while adjusting their chair. Supervisor recommended to take more care in the future. JHSC agreed with this recommendation and EC will review on March 7th.
<u>4.4</u> Review Safety Plan – Feedback from Branch Safety Meetings	<p><u>January 2nd</u>: Kristy and Kurt met with Mieke on December 14th. Passed audit with a score of 91%. COR Audit Action Plan with recommendations still to come. Reviewed the 4th Quarter branch safety meeting log. A couple branches left to finish Psychological Discussion #9.</p> <p><u>February 13th</u>: COR Audit Action Plan has been written and will be reviewed with EC on February 14th. It will then be brought to JHSC.</p> <p><u>March 6th</u>: COR Audit Action Plan was reviewed at EC on February 14th. Decisions were made on what recommendation we were going to put into place. A follow-up meeting with EC will take place March 14th and then it will be brought to JHSC.</p>
5) New Business	No new business arising from the March 6 th JHSC meeting:
6) Next Meeting Scheduled <ul style="list-style-type: none">• The next meeting is scheduled for April 3rd, 2018 from 9:30 – 11:00 am, in the training room.	
The meeting adjourned at 9:58 a.m.	

Minutes approved at April 3, 2018 Joint Health and Safety Committee meeting.

YWCHSB Joint Health and Safety Committee MINUTES
April 3, 2018

PRESENT

Kristy Olson (Safety Coordinator)
Sheldon Pahl (Co-Chair)
Brooke Coty
Karen Pearson (Chair)

GUESTS

ABSENT

Natalie Thivierge
Ashlee MacInnis
Chantelle Burns
Jim Stephens

	Action / Status
The meeting was called to order at 9:31 a.m.	
1) Call to Order and Approval of the Agenda	Meeting was called to order; agenda was approved.
2) Tailgate Presentations / Updates 1. A JHSC member is needed to provide April 5, 2018 tailgate update.	Karen
3) Review Draft Minutes 2. Reviewed. (See outstanding action item / business list below).	March 6 th , 2018 minutes accepted.
<u>3A) New Updates to Outstanding Action Items and Regular Report Items (updates bolded)</u> a) Outside garbage bin location	 <u>December 8th</u> : OHS has been dealing with a lot of line touch incidents, specifically some dealing with garbage trucks hitting overhead lines with garbage bins. This brought us to look at our garbage bin outside and how it is right under power lines. The garbage truck needs to back up with the bin each time they unload it. JHSC recommends looking for an alternate place for the bin. We thought maybe it would be good to put in place of the rock along the side of our building to ensure people don't park there. <u>January 10th</u> : This was brought to EC on December 14 th . Bruce was going to investigate further. Sheldon took on this responsibility and is in the works of communicating with the contractors who remove empty our bin to see if they are trained in procedures regarding working around power lines. <u>February 7th</u> : Discussed again at Executive on January 25 th . The bin will stay where it is and Bruce will determine if further investigation is needed.

	Action / Status
	<p><u>March 7th</u>: Kristy to speak with Bruce to see where this ended.</p> <p><u>April 3rd</u>: Kristy spoke with Bruce. Bruce and Paul to meet to discuss this further.</p> <p><u>June 6th</u>: This was brought up again at EC on May 3rd. Bruce and Paul to discuss further.</p> <p><u>December 5th</u>: Kristy to speak with Bruce to see if this is still an issue.</p> <p><u>February 13th</u>: Paul was going to get signage for the garbage bin advising the contractor to be aware of overhead power lines. Kristy to see if this has been done.</p> <p><u>March 6th</u>: Signage has been put up; however, one sign needs to be turned so that it faces the direction of the contractor. Building Services has been notified to do this.</p> <p><u>April 3rd</u>: Sign has been moved to face contractors. COMPLETE</p>
b) JHSC Rep Training	<p><u>August 1st</u>: Brooke completed her JHSC Rep training. Chantelle and Jim still need to complete</p> <p><u>September 5th</u>: Jim is taking his JHSC training today – Chantelle to reschedule her course.</p> <p><u>October 10th</u>: Chantelle unable to rebook at this time as there are no more offerings this year. Will look into it in the new year.</p> <p><u>February 13th</u>: Chantelle will look into this</p> <p><u>March 6th</u>: Chantelle trying to register for March course</p>
c) Radon Testing	<p><u>October 10th</u>: Rob Rees brought forward Radon testing in our building. All Government buildings have been ordered to test for Radon and our building hasn't been done. Rob is willing to do the testing on his own time. JHSC recommends this and brings it forward to EC.</p> <p><u>November 7th</u>: Brought to EC on October 12th and they agreed with having Rob perform Radon Testing. Kristy will let Rob know.</p> <p><u>December 5th</u>: Rob Rees has set-up radon test kits in the ground-floor offices. These will remain in place for the next 3 months. An email was sent to staff letting them know.</p>

	Action / Status
d) Roof Assessment	<p><u>January 2nd</u>: Will revisit this when the results are back in February.</p> <p><u>April 3rd</u>: Radon tests have been collected throughout the building. Tests have been sent out – waiting for the results.</p> <hr/> <p><u>November 7th</u>: Stantec is going to do an assessment on our roof and send us a recommendation for our anchor points. Sheldon offered to review this once we receive it.</p> <p><u>December 5th</u>: Still waiting on official assessment from Stantec. We have recommended having guard rails installed around the whole perimeter of our roof.</p> <p><u>January 2nd</u>: Tender for barriers to go out this year</p> <p><u>March 6th</u>: Safety Officer will check the current anchors and tag any that don't look up to code. Tender is currently out for bids.</p> <p><u>April 3rd</u>: Superior Roofing has been awarded contract for roof. OHS was not asked to look at the anchors. COMPLETE</p>
<p>4) Regular Reports</p> <p><u>4.1</u></p> <ul style="list-style-type: none">March Quarterly Building Inspection	<p><u>March 6th</u>: EC reviewed the January building inspection and recommended that Mike Henney take a look at the electrical room to see whether a cover on the panel is necessary.</p> <p>JHSC reviewed the February building inspection. Noted that there are two chairs in the exit area of the project room, 1 has a sticky note that indicates it is broken, the other does not. Building Services has been notified to ensure these are both broken and to tag-out correctly. EC to review on March 14th</p> <p><u>April 3rd</u>: EC reviewed February's building inspection with no recommendations.</p> <p>JHSC reviewed March Quarterly building inspection. A mat was found to be a tripping hazard near the emergency exit in the executive area and was removed immediately.</p> <p>The back entry/exit door to the training room was left propped open and unattended. This was rectified at time of inspection. EC to review April 18th.</p>

	Action / Status
<u>4.2</u> Incident Report Quarterly Analysis (Q1-May; Q2-Aug; Q3-Nov; Q4-Feb)	<p><u>February 13th</u>: 4th Quarter report was reviewed with no trends or recommendations. EC to review on February 14th.</p> <p><u>March 6th</u>: EC reviewed the 4th Quarter report with no recommendations.</p>
<u>4.3</u> Incident Report/First Aid/Unsafe Condition/Near Miss	<p><u>March 6th</u>: Two incidents reviewed:</p> <ul style="list-style-type: none">- A worker tripped on their computer cord. This was rectified by worker and supervisor right away. JHSC had no further recommendations. EC reviewed on February 21st with no further recommendations.- A worker strained their back while adjusting their chair. Supervisor recommended to take more care in the future. JHSC agreed with this recommendation and EC will review on March 7th. <p><u>April 3rd</u>: EC reviewed incident of back strain on March 7th with no recommendations. JHSC reviewed incident from March 20 where a worker slipped on the street while leaving work. They were wearing appropriate footwear. Supervisor recommends being extra careful and putting in a claim. Worker didn't want to put in a claim. It was also mentioned that this is a city road and little we can do about the ice. JHSC had no further recommendations. Going to EC on April 4th.</p>
<u>4.4</u> Review Safety Plan – Feedback from Branch Safety Meetings	<p><u>March 6th</u>: COR Audit Action Plan was reviewed at EC on February 14th. Decisions were made on what recommendation we were going to put into place. A follow-up meeting with EC will take place March 14th and then it will be brought to JHSC.</p> <p><u>April 3rd</u>: JHSC reviewed the COR Audit Action Plan and the branch safety meeting log. Both will be reviewed at EC on April 18.</p>
5) New Business	<p>New business arising from the April 3rd JHSC meeting:</p> <ul style="list-style-type: none">• Brought up the issue of snow piling up and falling off window grates. This has been brought up the previous two springs. JHSC recommends confirming with EC on the purpose of these grates to see if they can be removed/replaced.

	Action / Status
6) Next Meeting Scheduled <ul style="list-style-type: none">The next meeting is scheduled for May 1st, 2018 from 9:30 – 11:00 am, in the training room.	
The meeting adjourned at 10:10 a.m.	

Minutes approved at May 8, 2018 Joint Health and Safety Committee meeting.

YWCHSB Joint Health and Safety Committee MINUTES
May 8, 2018

PRESENT

Kristy Olson (Safety Coordinator)
Ashlee MacInnis
Chantelle Burns
Brooke Coty
Karen Pearson (Chair)

GUESTS

ABSENT

Natalie Thivierge
Jim Stephens
Sheldon Pahl

	Action / Status
The meeting was called to order at 9:32 a.m.	
1) Call to Order and Approval of the Agenda	Meeting was called to order; agenda was approved.
2) Tailgate Presentations / Updates 1. A JHSC member is needed to provide May 10, 2018 tailgate update.	Karen
3) Review Draft Minutes 2. Reviewed. (See outstanding action item / business list below).	April 3 rd , 2018 minutes accepted.
<u>3A) New Updates to Outstanding Action Items and Regular Report Items (updates bolded)</u>	
a) Window Grates	<u>April 3rd:</u> Brought up the issue of snow piling up and falling off window grates. This has been brought up the previous two springs. JHSC recommends confirming with EC on the purpose of these grates to see if they can be removed/replaced. <u>May 8th:</u> On April 5th the window grates were discussed at executive. They are ok with the removal of the grates. Jim will speak with contractors this summer.
b) JHSC Rep Training	<u>August 1st:</u> Brooke completed her JHSC Rep training. Chantelle and Jim still need to complete <u>September 5th:</u> Jim is taking his JHSC training today – Chantelle to reschedule her course.

	Action / Status
	<p><u>October 10th</u>: Chantelle unable to rebook at this time as there are no more offerings this year. Will look into it in the new year.</p> <p><u>February 13th</u>: Chantelle will look into this</p> <p><u>March 6th</u>: Chantelle trying to register for March course</p> <p><u>May 8th</u>: Chantelle couldn't get into March course – looking to take training in June.</p>
c) Radon Testing	<p><u>October 10th</u>: Rob Rees brought forward Radon testing in our building. All Government buildings have been ordered to test for Radon and our building hasn't been done. Rob is willing to do the testing on his own time. JHSC recommends this and brings it forward to EC.</p> <p><u>November 7th</u>: Brought to EC on October 12th and they agreed with having Rob perform Radon Testing. Kristy will let Rob know.</p> <p><u>December 5th</u>: Rob Rees has set-up radon test kits in the ground-floor offices. These will remain in place for the next 3 months. An email was sent to staff letting them know.</p> <p><u>January 2nd</u>: Will revisit this when the results are back in February.</p> <p><u>April 3rd</u>: Radon tests have been collected throughout the building. Tests have been sent out – waiting for the results.</p>
<p>4) Regular Reports</p> <p><u>4.1</u></p> <ul style="list-style-type: none">• Q1 Mine Rescue Inspection• Q1 WCAT Inspection• April Monthly Building Inspection	<p><u>April 3rd</u>: EC reviewed February's building inspection with no recommendations. JHSC reviewed March Quarterly building inspection. A mat was found to be a tripping hazard near the emergency exit in the executive area and was removed immediately. The back entry/exit door to the training room was left propped open and unattended. This was rectified at time of inspection. EC to review April 18th.</p> <p><u>May 8th</u>: Nothing noted during the mine rescue inspection. Spoke with worker at the WCAT building about first aid training and creating a muster point. Muster point sign has been put up and worker is looking into first aid training.</p>

	Action / Status
	<p>Reviewed April building inspection – both printers in the front meeting rooms are missing straps. Was noted that it would probably be a good idea to have some ‘fire extinguisher’ stickers in some areas. EC to review reports at May 9th meeting.</p>
<p><u>4.2</u> Incident Report Quarterly Analysis (Q1-May; Q2-Aug; Q3-Nov; Q4-Feb)</p>	<p>May 8th: Q1 report reviewed by JHSC – no trends or recommendations. To be reviewed at EC on May 9th.</p>
<p><u>4.3</u> Incident Report/First Aid/Unsafe Condition/Near Miss</p>	<p>May 8th: Two incidents reported.</p> <ul style="list-style-type: none">• Worker was in parking lot and noticed the project room doors weren’t closed properly. They were able to enter the building through these doors. A meeting was in progress – worker asked if they were aware the doors were open. They said people took bikes out that way and assumed they closed the door properly. The doors weren’t closed in the correct order resulting in one propping the other open. Supervisor recommended a sign for the door. JHSC recommends a tailgate reminder. EC to review on May 9th.• Worker was at a training session with their branch at the Gold Rush hotel and encountered two intoxicated males in the women’s washroom. There was no physical injury but the worker was quite upset with the interaction. Training facilitator tried to make it a group debrief which the worker didn’t want. Email was sent to the Gold Rush letting them know we won’t be using their meeting rooms anymore and worker was offered EAP services. JHSC recommends Mental Health First Aid training for all 1st aiders and anyone else who is interested. EC to review on May 9th.
<p><u>4.4</u> Review Safety Plan – Feedback from Branch Safety Meetings</p>	<p>March 6th: COR Audit Action Plan was reviewed at EC on February 14th. Decisions were made on what recommendation we were going to put into place. A follow-up meeting with EC will take place March 14th and then it will be brought to JHSC.</p> <p>April 3rd: JHSC reviewed the COR Audit Action Plan and the branch safety meeting log. Both will be reviewed at EC on April 18.</p> <p>May 8th: Was unable to review COR Audit Action Plan and Safety Meeting Log on April 18th – will be reviewing both at EC on May 9th.</p>

	Action / Status
5) New Business	<p>New business arising from the May 8th JHSC meeting:</p> <ul style="list-style-type: none">• Karen brought up Fire Extinguisher training – Kristy has this on her list of things to organize for the building this year.• Discussed an email from co-worker that was forwarded from another government department in regards to Telemax 4 power cords catching fire. Kristy to touch base with IT to see if we have any of these in the building. Will also bring up to EC on May 9th.
6) Next Meeting Scheduled <ul style="list-style-type: none">• The next meeting is scheduled for June 5th 2018 from 9:30 – 11:00 am, in the training room.	
The meeting adjourned at 10:10 a.m.	

Minutes approved at June 5, 2018 Joint Health and Safety Committee meeting.

YWCHSB Joint Health and Safety Committee MINUTES
June 5, 2018

PRESENT

Kristy Olson (Safety Coordinator)
Ashlee MacInnis
Jim Stephens
Brooke Coty
Karen Pearson (Chair)

GUESTS

ABSENT

Natalie Thivierge
Chantelle Burns
Sheldon Pahl

	Action / Status
The meeting was called to order at 9:34 a.m.	
1) Call to Order and Approval of the Agenda	Meeting was called to order; agenda was approved.
2) Tailgate Presentations / Updates 1. A JHSC member is needed to provide June 7, 2018 tailgate update.	Ashlee
3) Review Draft Minutes 2. Reviewed. (See outstanding action item / business list below).	May 8, 2018 minutes accepted.
<u>3A) New Updates to Outstanding Action Items and Regular Report Items (updates bolded)</u>	
a) Window Grates	<u>April 3rd</u> : Brought up the issue of snow piling up and falling off window grates. This has been brought up the previous two springs. JHSC recommends confirming with EC on the purpose of these grates to see if they can be removed/replaced. <u>May 8th</u> : On April 5 th the window grates were discussed at executive. They are ok with the removal of the grates. Jim will speak with contractors this summer. <u>June 5th</u>: This will be done when the contractors have finished our roof renovation.
b) JHSC Rep Training	<u>August 1st</u> : Brooke completed her JHSC Rep training. Chantelle and Jim still need to complete

	Action / Status
	<p><u>September 5th</u>: Jim is taking his JHSC training today – Chantelle to reschedule her course.</p> <p><u>October 10th</u>: Chantelle unable to rebook at this time as there are no more offerings this year. Will look into it in the new year.</p> <p><u>February 13th</u>: Chantelle will look into this</p> <p><u>March 6th</u>: Chantelle trying to register for March course</p> <p><u>May 8th</u>: Chantelle couldn't get into March course – looking to take training in June.</p> <p><u>June 5th</u>: Chantelle will be going on Mat-Leave at the end of summer. Robyn Coffin – who has currently JHSC rep training – will be taking her place on the committee. COMPLETE.</p>
c) Radon Testing	<p><u>October 10th</u>: Rob Rees brought forward Radon testing in our building. All Government buildings have been ordered to test for Radon and our building hasn't been done. Rob is willing to do the testing on his own time. JHSC recommends this and brings it forward to EC.</p> <p><u>November 7th</u>: Brought to EC on October 12th and they agreed with having Rob perform Radon Testing. Kristy will let Rob know.</p> <p><u>December 5th</u>: Rob Rees has set-up radon test kits in the ground-floor offices. These will remain in place for the next 3 months. An email was sent to staff letting them know.</p> <p><u>January 2nd</u>: Will revisit this when the results are back in February.</p> <p><u>April 3rd</u>: Radon tests have been collected throughout the building. Tests have been sent out – waiting for the results.</p> <p><u>June 5th</u>: We have received the radon results for our building and all were well below the acceptable range. No concerns – the paperwork will be filed. COMPLETE.</p>
d) Fire Extinguisher Training	<p><u>May 8th</u>: Discussed doing fire extinguisher training for all staff. Brought this to EC on May 9th and it was suggest that we wait until the roof was complete. We will be doing a fire drill at this time as well.</p>

	Action / Status
e) Telex 4 Power Cords – Fire Hazard	<p><u>May 8th</u>: An email from another government department mentioned they had two separate fires from an old telex 4 power cord. This was brought to the attention of IT, JHSC and EC.</p> <p><u>June 5th</u>: EC and IT don't think we have any of these around. Was recommended that we do an inventory of the power cords we are currently using and switch everyone over to a CSA approved cord. Kristy is working on this inventory.</p>
4) Regular Reports	
<u>4.1</u>	
<ul style="list-style-type: none">May Building Inspection	<p><u>May 8th</u>: Nothing noted during the mine rescue inspection. Spoke with worker at the WCAT building about first aid training and creating a muster point. Muster point sign has been put up and worker is looking into first aid training.</p> <p>Reviewed April building inspection – both printers in the front meeting rooms are missing straps. Was noted that it would probably be a good idea to have some 'fire extinguisher' stickers in some areas.</p> <p>EC to review reports at May 9th meeting.</p> <p><u>June 5th</u>: EC reviewed the May April Building Inspection and Mine Rescue / WCAT inspections on May 9th with no further recommendations. JHSC received the May Building inspection – straps on printers/USP Backups and Fire extinguisher stickers (all from April's inspection) are still in the works. EC still to review.</p>
<u>4.2</u>	
Incident Report Quarterly Analysis (Q1-May; Q2-Aug; Q3-Nov; Q4-Feb)	<p><u>May 8th</u>: Q1 report reviewed by JHSC – no trends or recommendations. To be reviewed at EC on May 9th.</p>
<u>4.3</u>	
Incident Report/First Aid/Unsafe Condition/Near Miss	<p><u>June 5th</u>: JHSC reviewed an old incident report that went to EC on April 4. A worker was traveling to a community for work when they came across a motor vehicle accident. Worker had to call for emergency aid and provided 1st aid to two people. EAP was discussed with the worker and they participated in critical incident stress debriefing. EC recommend tailgate recognition for bravery. JHSC has no further recommendations. No new incidents.</p>

	Action / Status
<u>4.4</u> Review Safety Plan – Feedback from Branch Safety Meetings	<p><u>May 8th</u>: Was unable to review COR Audit Action Plan and Safety Meeting Log on April 18th – will be reviewing both at EC on May 9th.</p> <p><u>June 5th</u>: COR Audit Action Plan is on track. Psychological discussion #12 went out to all branches for this month’s safety talk. One more discussion to complete.</p>
5) New Business	<p>New business arising from the June 5th JHSC meeting:</p> <ul style="list-style-type: none">• Questions came up from several branches after reviewing May’s safety topic “Pandemic Influenza”. Questions included:<ul style="list-style-type: none">○ Is the emergency contact number still correct○ Who is our pandemic coordinator in the building○ Is this for preventing a pandemic or when one has already been declared○ Training for janitorial staff on cleaning procedures – and what is janitorial staff is sick• Jim mentioned there is a new tender going out for janitorial staff. Will be including cleaning of desk surfaces.• Video surveillance of WCAT has been down for a month after line disconnected. Line needs to be reconnected.
6) Next Meeting Scheduled <ul style="list-style-type: none">• The next meeting is scheduled for July 3rd 2018 from 9:30 – 11:00 am, in the training room.	
The meeting adjourned at 10:05 a.m.	

Minutes approved at July 3, 2018 Joint Health and Safety Committee meeting.

YWCHSB Joint Health and Safety Committee MINUTES
July 3, 2018

PRESENT

Kristy Olson (Safety Coordinator)
Chantelle Burns
Jim Stephens
Karen Pearson (Chair)

GUESTS

ABSENT

Natalie Thivierge
Ashlee MacInnis
Sheldon Pahl
Brooke Coty

	Action / Status
The meeting was called to order at 9:34 a.m.	
1) Call to Order and Approval of the Agenda	Meeting was called to order; agenda was approved.
2) Tailgate Presentations / Updates 1. A JHSC member is needed to provide July 5, 2018 tailgate update.	Kristy
3) Review Draft Minutes 2. Reviewed. (See outstanding action item / business list below).	June 5, 2018 minutes accepted.
<u>3A) New Updates to Outstanding Action Items and Regular Report Items (updates bolded)</u>	
a) Window Grates	<u>April 3rd</u> : Brought up the issue of snow piling up and falling off window grates. This has been brought up the previous two springs. JHSC recommends confirming with EC on the purpose of these grates to see if they can be removed/replaced. <u>May 8th</u> : On April 5 th the window grates were discussed at executive. They are ok with the removal of the grates. Jim will speak with contractors this summer. <u>June 5th</u> : This will be done when the contractors have finished our roof renovation.
b) Fire Extinguisher Training	<u>May 8th</u> : Discussed doing fire extinguisher training for all staff. Brought this to EC on May 9 th and it was suggest that we wait until the roof was complete. We will be doing a fire drill at this time as well.

	Action / Status
c) Telemax 4 Power Cords – Fire Hazard	<p><u>May 8th</u>: An email from another government department mentioned they had two separate fires from an old telemax 4 power cord. This was brought to the attention of IT, JHSC and EC.</p> <p><u>June 5th</u>: EC and IT don't think we have any of these around. Was recommended that we do an inventory of the power cords we are currently using and switch everyone over to a CSA approved cord. Kristy is working on this inventory.</p> <p><u>July 3rd</u>: JHSC discussed that the inventory of power cords seems like a different issue from the original. JHSC recommends showing a picture of the telemax cords at tailgate and following up with an email so that everyone can check their area and make sure we have none around. Going forward – when we move / create workstations we can ensure cords are replaced with an approved one. Building Services will need to be advised on the appropriate cord.</p>
d) May Safety Topic – Pandemic Influenza	<p><u>June 5th</u>: Questions came up from several branches after reviewing May's safety topic "Pandemic Influenza". Questions included:</p> <ul style="list-style-type: none">○ Is the emergency contact number still correct○ Who is our pandemic coordinator in the building○ Is this for preventing a pandemic or when one has already been declared○ Training for janitorial staff on cleaning procedures – and what if janitorial staff is sick <p>Jim mentioned there is a new tender going out for janitorial staff. Will be including cleaning of desk surfaces.</p> <p><u>July 3rd</u>: New tender for janitorial staff is now out. Chantelle to look at the continuity plan to see who is designated as the pandemic coordinator.</p>
e) Video surveillance of WCAT	<p><u>June 5th</u>: Video surveillance of WCAT has been down for a month after line disconnected. Line needs to be reconnected.</p> <p><u>July 3rd</u>: Video surveillance of WCAT is back up and running.</p>

	Action / Status
<p>4) Regular Reports</p> <p><u>4.1</u></p> <ul style="list-style-type: none">• June Annual Building Inspection• Q2 WCAT Inspection• Q2 Mine Rescue Station Inspection	<p><u>June 5th</u>: EC reviewed the May April Building Inspection and Mine Rescue / WCAT inspections on May 9th with no further recommendations. JHSC received the May Building inspection – straps on printers/USP Backups and Fire extinguisher stickers (all from April’s inspection) are still in the works. EC still to review.</p> <p><u>July 3rd</u>: JHSC reviewed June Annual Building Inspection as well as Q2 WCAT and Mine Rescue inspections. Cover for electrical panel was put back on in the boiler room. Straps are still missing from printer but there was a discussion about whether these were needed as it’s more likely that an irate client will throw a chair. All 4 reports still need to be reviewed by EC.</p>
<p><u>4.2</u></p> <p>Incident Report Quarterly Analysis (Q1-May; Q2-Aug; Q3-Nov; Q4-Feb)</p>	<p><u>May 8th</u>: Q1 report reviewed by JHSC – no trends or recommendations. To be reviewed at EC on May 9th.</p>
<p><u>4.3</u></p> <p>Incident Report/First Aid/Unsafe Condition/Near Miss</p>	<p><u>July 3rd</u>: No new incidents</p>
<p><u>4.4</u></p> <p>Review Safety Plan – Feedback from Branch Safety Meetings</p>	<p><u>June 5th</u>: COR Audit Action Plan is on track. Psychological discussion #12 went out to all branches for this month’s safety talk. One more discussion to complete.</p> <p><u>July 3rd</u>: Reviewed 2nd quarter branch meeting log. Only missed a couple branch’s discussion #12 documents. A reminder will be sent out to these branches. EC to review on July 11th.</p>
<p>5) New Business</p>	<p>New business arising from the July 3rd JHSC meeting:</p> <ul style="list-style-type: none">• Call in’s / trip data sheet usage from other branches was brought up at last EAC meeting. This protocol isn’t happening consistently in each branch. JHSC recommends every branch review the safety plan or at least traveling employees and their supervisors.

	Action / Status
6) Next Meeting Scheduled <ul style="list-style-type: none">The next meeting is scheduled for August 7th 2018 from 9:30 – 11:00 am, in the training room.	
The meeting adjourned at 10:20 a.m.	

Minutes approved at August 14, 2018 Joint Health and Safety Committee meeting.

YWCHSB Joint Health and Safety Committee MINUTES
August 14, 2018

PRESENT

Kristy Olson (Safety Coordinator)
Robyn Coffin
Karen Pearson (Chair)
Ashlee MacInnis
Brooke Coty
Natalie Thivierge (10:00)

GUESTS

ABSENT

Jim Stephens
Sheldon Pahl

	Action / Status
The meeting was called to order at 9:34 a.m.	
1) Call to Order and Approval of the Agenda	Meeting was called to order; agenda was approved.
2) Tailgate Presentations / Updates 1. A JHSC member is needed to provide August 16, 2018 tailgate update.	Kristy
3) Review Draft Minutes 2. Reviewed. (See outstanding action item / business list below).	July 3, 2018 minutes accepted.
<u>3A) New Updates to Outstanding Action Items and Regular Report Items (updates bolded)</u>	
a) Window Grates	<u>April 3rd</u> : Brought up the issue of snow piling up and falling off window grates. This has been brought up the previous two springs. JHSC recommends confirming with EC on the purpose of these grates to see if they can be removed/replaced. <u>May 8th</u> : On April 5 th the window grates were discussed at executive. They are ok with the removal of the grates. Jim will speak with contractors this summer. <u>June 5th</u> : This will be done when the contractors have finished our roof renovation. <u>August 14th</u>: Contractors have started to remove the grates. In progress.
b) Fire Extinguisher Training	<u>May 8th</u> : Discussed doing fire extinguisher training for all staff. Brought this to EC on

	Action / Status
c) Telexmax 4 Power Cords – Fire Hazard	<p>May 9th and it was suggest that we wait until the roof was complete. We will be doing a fire drill at this time as well.</p> <p>May 8th: An email from another government department mentioned they had two separate fires from an old telexmax 4 power cord. This was brought to the attention of IT, JHSC and EC.</p> <p>June 5th: EC and IT don't think we have any of these around. Was recommended that we do an inventory of the power cords we are currently using and switch everyone over to a CSA approved cord. Kristy is working on this inventory.</p> <p>July 3rd: JHSC discussed that the inventory of power cords seems like a different issue from the original. JHSC recommends showing a picture of the telexmax cords at tailgate and following up with an email so that everyone can check their area and make sure we have none around. Going forward – when we move / create workstations we can ensure cords are replaced with an approved one. Building Services will need to be advised on the appropriate cord.</p> <p>August 14th: Kristy spoke to this at Tailgate on July 5th. COMPLETE.</p>
d) May Safety Topic – Pandemic Influenza	<p>June 5th: Questions came up from several branches after reviewing May's safety topic "Pandemic Influenza". Questions included:</p> <ul style="list-style-type: none">○ Is the emergency contact number still correct○ Who is our pandemic coordinator in the building○ Is this for preventing a pandemic or when one has already been declared○ Training for janitorial staff on cleaning procedures – and what if janitorial staff is sick <p>Jim mentioned there is a new tender going out for janitorial staff. Will be including cleaning of desk surfaces.</p> <p>July 3rd: New tender for janitorial staff is now out. Chantelle to look at the continuity plan to see who is designated as the pandemic coordinator.</p> <p>August 14th: Contract for new janitorial staff has been awarded. A meeting will be set-up to go over what we expect for cleaning. Chantelle confirmed the pandemic coordinator is the Director, OHS. COMPLETE.</p>

	Action / Status
e) Call in's / trip data sheets	<p><u>July 3rd</u>: Call in's / trip data sheet usage from other branches was brought up at last EAC meeting. This protocol isn't happening consistently in each branch. JHSC recommends every branch review the safety plan or at least traveling employees and their supervisors.</p> <p><u>August 14th</u>: OHS discussed the need to train all travelling staff and their supervisors on the call-in process as well as have an info/training session on the use of InReach and SAT phones.</p>
<p>4) Regular Reports</p> <p><u>4.1</u></p> <ul style="list-style-type: none">July Building Inspection	<p><u>July 3rd</u>: JHSC reviewed June Annual Building Inspection as well as Q2 WCAT and Mine Rescue inspections. Cover for electrical panel was put back on in the boiler room. Straps are still missing from printer but there was a discussion about whether these were needed as it's more likely that an irate client will throw a chair. All 4 reports still need to be reviewed by EC.</p> <p><u>August 14th</u>: All reports reviewed by EC on July 11th – no recommendations. July inspection reviewed by JHSC. Cord was corrected during inspection. To be reviewed at EC at a later date.</p>
<p><u>4.2</u></p> <p>Incident Report Quarterly Analysis (Q1-May; Q2-Aug; Q3-Nov; Q4-Feb)</p>	<p><u>May 8th</u>: Q1 report reviewed by JHSC – no trends or recommendations. To be reviewed at EC on May 9th.</p> <p><u>August 14th</u>: Q2 report reviewed by JHSC – no trends or recommendations. To be reviewed at EC at a later date.</p>
<p><u>4.3</u></p> <p>Incident Report/First Aid/Unsafe Condition/Near Miss</p>	<p><u>August 14th</u>: Two new incidents.</p> <ul style="list-style-type: none">- A worker was staying at the Dawson Apartment and was unable to unlock the door. Janitor came and let the worker in. EC reviewed and recommended that the door be fixed and that a contact sheet for the apartment and office be made and given to anyone staying in Dawson. Both of these things have been completed.- A worker was driving their work truck home as they were on call – they were rear-ended when waiting to enter a traffic circle. No injuries but

	Action / Status
	<p>some damage to vehicle. Worker braced for impact and did everything they were supposed to do. JHSC has no further recommendations</p>
<p><u>4.4</u> Review Safety Plan – Feedback from Branch Safety Meetings</p>	<p><u>July 3rd</u>: Reviewed 2nd quarter branch meeting log. Only missed a couple branch’s discussion #12 documents. A reminder will be sent out to these branches. EC to review on July 11th.</p> <p><u>August 14th</u>: EC reviewed on July 11th. Discussion #13 sent out to all branches for August. JHSC and Psychological working group discussed the need to continue with Psychological discussion once the 13 are done.</p>
<p>5) New Business</p>	<p>New business arising from the August 14th JHSC meeting:</p> <ul style="list-style-type: none">• Welcome Robyn to JHSC• Chantelle will be removed from the committee as she is going 25(1) [REDACTED]
<p>6) Next Meeting Scheduled</p> <ul style="list-style-type: none">• The next meeting is scheduled for September 4th 2018 from 9:30 – 11:00 am, in the training room.	
<p>The meeting adjourned at 10:05 a.m.</p>	

Minutes approved at September 4, 2018 Joint Health and Safety Committee meeting.

YWCHSB Joint Health and Safety Committee MINUTES
September 4, 2018

PRESENT

Kristy Olson (Safety Coordinator)
Robyn Coffin
Karen Pearson (Chair)
Brooke Coty
Sheldon Pahl (Co-Chair)
Jim Stephens

GUESTS

ABSENT

Natalie Thivierge
Ashlee MacInnis

	Action / Status
The meeting was called to order at 9:32 a.m.	
1) Call to Order and Approval of the Agenda	Meeting was called to order; agenda was approved.
2) Tailgate Presentations / Updates 1. A JHSC member is needed to provide September 6, 2018 tailgate update.	Brooke
3) Review Draft Minutes 2. Reviewed. (See outstanding action item / business list below).	August 14 th , 2018 minutes accepted.
<u>3A) New Updates to Outstanding Action Items and Regular Report Items (updates bolded)</u>	
a) Window Grates	<u>April 3rd</u> : Brought up the issue of snow piling up and falling off window grates. This has been brought up the previous two springs. JHSC recommends confirming with EC on the purpose of these grates to see if they can be removed/replaced. <u>May 8th</u> : On April 5 th the window grates were discussed at executive. They are ok with the removal of the grates. Jim will speak with contractors this summer. <u>June 5th</u> : This will be done when the contractors have finished our roof renovation. <u>August 14th</u> : Contractors have started to remove the grates. In progress. <u>September 2th</u>: All grates have been removed. COMPLETE.

	Action / Status
b) Fire Extinguisher Training	<p><u>May 8th</u>: Discussed doing fire extinguisher training for all staff. Brought this to EC on May 9th and it was suggest that we wait until the roof was complete. We will be doing a fire drill at this time as well.</p> <p><u>September 4th</u>: The roof is complete – Kristy and Karen to find a time to perform a fire drill. Kristy to look into having fire extinguisher training for all.</p>
c) Call in's / trip data sheets	<p><u>July 3rd</u>: Call in's / trip data sheet usage from other branches was brought up at last EAC meeting. This protocol isn't happening consistently in each branch. JHSC recommends every branch review the safety plan or at least traveling employees and their supervisors.</p> <p><u>August 14th</u>: OHS discussed the need to train all travelling staff and their supervisors on the call-in process as well as have an info/training session on the use of InReach and SAT phones.</p> <p><u>September 4th</u>: Kristy to speak with Bruce and Paul to see what the plan is going forward.</p>
4) Regular Reports	
<u>4.1</u>	
<ul style="list-style-type: none">August Building Inspection	<p><u>August 14th</u>: All reports reviewed by EC on July 11th – no recommendations. July inspection reviewed by JHSC. Cord was corrected during inspection. To be reviewed at EC at a later date.</p> <p><u>September 4th</u>: EC to review both July and August building inspections on September 19th. JHSC reviewed August inspection – printer was moved to rectify hazard of running into it.</p>
<u>4.2</u>	
Incident Report Quarterly Analysis (Q1-May; Q2-Aug; Q3-Nov; Q4-Feb)	<p><u>August 14th</u>: Q2 report reviewed by JHSC – no trends or recommendations. To be reviewed at EC at a later date.</p> <p><u>September 4th</u>: EC to review on September 19th</p>

	Action / Status
<u>4.3</u> Incident Report/First Aid/Unsafe Condition/Near Miss	September 4th: No incidents reported
<u>4.4</u> Review Safety Plan – Feedback from Branch Safety Meetings	<u>August 14th</u> : EC reviewed on July 11 th . Discussion #13 sent out to all branches for August. JHSC and Psychological working group discussed the need to continue with Psychological discussion once the 13 are done. <u>September 4th</u>: Will focus on safety plan topics and discussions to help with internal audit for the time being.
5) New Business	No new business arising from the September 4 th JHSC meeting:
6) Next Meeting Scheduled <ul style="list-style-type: none">The next meeting is scheduled for October 2nd 2018 from 9:30 – 11:00 am, in the training room.	
The meeting adjourned at 9:45 a.m.	

Minutes approved at October 5, 2018 Joint Health and Safety Committee meeting.

YWCHSB Joint Health and Safety Committee MINUTES
October 5th, 2018

PRESENT

Kristy Olson (Safety Coordinator)
Robyn Coffin
Sheldon Pahl (Chair)
Brooke Coty
Jim Stephens
Natalie Thivierge

GUESTS

ABSENT

Karen Pearson
Ashlee MacInnis

	Action / Status
The meeting was called to order at 9:33 a.m.	
1) Call to Order and Approval of the Agenda	Meeting was called to order; agenda was approved.
2) Tailgate Presentations / Updates 1. A JHSC member is needed to provide October 11, 2018 tailgate update.	Kristy
3) Review Draft Minutes 2. Reviewed. (See outstanding action item / business list below).	September 4, 2018 minutes accepted.
<u>3A) New Updates to Outstanding Action Items and Regular Report Items (updates bolded)</u>	
a) Fire Extinguisher Training	<u>May 8th</u> : Discussed doing fire extinguisher training for all staff. Brought this to EC on May 9 th and it was suggest that we wait until the roof was complete. We will be doing a fire drill at this time as well. <u>September 4th</u> : The roof is complete – Kristy and Karen to find a time to perform a fire drill. Kristy to look into having fire extinguisher training for all. <u>October 5th</u>: Kristy to speak with Kurt to see if this can be pushed to the spring.
b) Call in's / trip data sheets	<u>July 3rd</u> : Call in's / trip data sheet usage from other branches was brought up at last EAC meeting. This protocol isn't happening consistently in each branch. JHSC recommends every branch review the safety plan or at least traveling employees and their supervisors.

	Action / Status
	<p><u>August 14th</u>: OHS discussed the need to train all travelling staff and their supervisors on the call-in process as well as have an info/training session on the use of InReach and SAT phones.</p> <p><u>September 4th</u>: Kristy to speak with Bruce and Paul to see what the plan is going forward.</p> <p><u>October 5th</u>: Nothing more has been worked on for this at this time.</p>
<p>4) Regular Reports</p> <p><u>4.1</u></p> <ul style="list-style-type: none">September Building Inspection	<p><u>September 4th</u>: EC to review both July and August building inspections on September 19th. JHSC reviewed August inspection – printer was moved to rectify hazard of running into it.</p> <p><u>October 5th</u>: EC reviewed July, August and September building inspections on October 4th. No recommendations. JHSC reviewed September’s building inspection – nothing to report.</p>
<p><u>4.2</u></p> <p>Incident Report Quarterly Analysis (Q1-May; Q2-Aug; Q3-Nov; Q4-Feb)</p>	<p><u>September 4th</u>: EC to review on September 19th</p> <p><u>October 5th</u>: EC reviewed on October 4th. No trends or recommendations.</p>
<p><u>4.3</u></p> <p>Incident Report/First Aid/Unsafe Condition/Near Miss</p>	<p><u>October 5th</u>: Two incidents reported. 1 was a possible near miss – two employees were observed meeting with a client and not following the correct seating procedure. Worker was sitting next to client instead of across. JHSC recommends having this topic be a future branch safety meeting. The 2nd was a worker in a work vehicle was driving back from out of town when they pulled off the main road into a trail area for a bathroom break. When backing up the vehicle the hit a stump and damaged the vehicle slightly. No recommendations from JHSC. Both incidents to go to Executive for review.</p>

	Action / Status
<u>4.4</u> Review Safety Plan – Feedback from Branch Safety Meetings	<u>September 4th</u> : Will focus on safety plan topics and discussions to help with internal audit for the time being. <u>October 5th</u> : Internal audit starting the week of October 8th .
5) New Business	New business arising from the October 5 th JHSC meeting: <ul style="list-style-type: none">Discussed the WHMIS 2015 regulations and the need for WCB to ensure we are in compliance with them. 2 workers in Building Services are registered to take WHMIS train the trainer this month. Identified that workers use some chemicals in the building as well as our janitorial staff. Will need to bring this up at executive so they can ensure we are doing what we are required to do.
6) Next Meeting Scheduled <ul style="list-style-type: none">The next meeting is scheduled for November 6th 2018 from 9:30 – 11:00 am, in the training room.	
The meeting adjourned at 10:20 a.m.	

Minutes approved at November 6, 2018 Joint Health and Safety Committee meeting.

YWCHSB Joint Health and Safety Committee MINUTES
November 6, 2018

PRESENT

Kristy Olson (Safety Coordinator)
Robyn Coffin
Sheldon Pahl (Co-Chair)
Brooke Coty
Karen Pearson (Chair)

GUESTS

ABSENT

Ashlee MacInnis
Jim Stephens
Natalie Thivierge

	Action / Status
The meeting was called to order at 9:34 a.m.	
1) Call to Order and Approval of the Agenda	Meeting was called to order; agenda was approved.
2) Tailgate Presentations / Updates 1. A JHSC member is needed to provide November 8, 2018 tailgate update.	Robyn
3) Review Draft Minutes 2. Reviewed. (See outstanding action item / business list below).	October 5, 2018 minutes accepted.
<u>3A) New Updates to Outstanding Action Items and Regular Report Items (updates bolded)</u>	
a) Fire Extinguisher Training	<u>May 8th</u> : Discussed doing fire extinguisher training for all staff. Brought this to EC on May 9 th and it was suggest that we wait until the roof was complete. We will be doing a fire drill at this time as well. <u>September 4th</u> : The roof is complete – Kristy and Karen to find a time to perform a fire drill. Kristy to look into having fire extinguisher training for all. <u>October 5th</u> : Kristy to speak with Kurt to see if this can be pushed to the spring. <u>November 6th</u>: Kurt is ok to push this training to the spring. On hold until the new year.
b) Call in's / trip data sheets	<u>July 3rd</u> : Call in's / trip data sheet usage from other branches was brought up at last EAC meeting. This protocol isn't happening consistently in each branch. JHSC

	Action / Status
	<p>recommends every branch review the safety plan or at least traveling employees and their supervisors.</p> <p><u>August 14th</u>: OHS discussed the need to train all travelling staff and their supervisors on the call-in process as well as have an info/training session on the use of InReach and SAT phones.</p> <p><u>September 4th</u>: Kristy to speak with Bruce and Paul to see what the plan is going forward.</p> <p><u>October 5th</u>: Nothing more has been worked on for this at this time. On hold.</p>
c) WHMIS 2015 for the building	<p><u>October 5th</u>: Discussed the WHMIS 2015 regulations and the need for WCB to ensure we are in compliance with them. 2 workers in Building Services are registered to take WHMIS train the trainer this month. Identified that workers use some chemicals in the building as well as our janitorial staff. Will need to bring this up at executive so they can ensure we are doing what we are required to do.</p> <p><u>November 6th</u>: This will be brought up to EC on November 7.</p>
4) Regular Reports	
<u>4.1</u>	
<ul style="list-style-type: none">October Building Inspection	<p><u>November 6th</u>: October building inspection was reviewed. A pillow was removed from a baseboard heater and a reminder to everyone for over-all housekeeping was sent out. EC to review November 7th.</p>
<u>4.2</u>	
Incident Report Quarterly Analysis (Q1-May; Q2-Aug; Q3-Nov; Q4-Feb)	<p><u>November 6th</u>: Most incidents from the 3rd quarter were not available on the spreadsheet for analysis. Will review again during December's meeting and then bring to EC.</p>
<u>4.3</u>	
Incident Report/First Aid/Unsafe Condition/Near Miss	<p><u>November 6th</u>:</p>
<u>4.4</u>	

	Action / Status
Review Safety Plan – Feedback from Branch Safety Meetings	<p><u>October 5th</u>: Internal audit starting the week of October 8th.</p> <p><u>November 6th</u>: Internal audit is complete and the close-out meeting took place November 5th. Once this audit is back from NSNY and approved an audit action plan will be created and brought to JHSC and EC.</p>
5) New Business	<p>New business arising from the November 6th JHSC meeting:</p> <ul style="list-style-type: none">Frank recommended an update to the safety plan to include the new procedure where staff send 'high priority' emails to CST when there is a possibility of a disgruntled client coming into the building or calling. JHSC agrees with this recommendation. Will bring to EC November 7th.
6) Next Meeting Scheduled <ul style="list-style-type: none">The next meeting is scheduled for December 4, 2018 from 9:30 – 11:00 am, in the training room.	
The meeting adjourned at 10:16 a.m.	

Minutes approved at December 4, 2018 Joint Health and Safety Committee meeting.

YWCHSB Joint Health and Safety Committee MINUTES
December 4, 2018

PRESENT

Kristy Olson (Safety Coordinator)
Robyn Coffin
Sheldon Pahl (Co-Chair)
Ashlee MacInnis
Karen Pearson (Chair)

GUESTS

Yo Pelletier

ABSENT

Brooke Coty
Jim Stephens
Natalie Thivierge

	Action / Status
The meeting was called to order at 9:30 a.m.	
1) Call to Order and Approval of the Agenda	Meeting was called to order; agenda was approved.
2) Tailgate Presentations / Updates 1. A JHSC member is needed to provide December 6, 2018 tailgate update.	Karen
3) Review Draft Minutes 2. Reviewed. (See outstanding action item / business list below).	November 6, 2018 minutes accepted.
<u>3A) New Updates to Outstanding Action Items and Regular Report Items (updates bolded)</u> a) Fire Extinguisher Training / Fire Drill	<hr/> <u>May 8th</u> : Discussed doing fire extinguisher training for all staff. Brought this to EC on May 9 th and it was suggest that we wait until the roof was complete. We will be doing a fire drill at this time as well. <u>September 4th</u> : The roof is complete – Kristy and Karen to find a time to perform a fire drill. Kristy to look into having fire extinguisher training for all. <u>October 5th</u> : Kristy to speak with Kurt to see if this can be pushed to the spring. <u>November 6th</u> : Kurt is ok to push this training to the spring. On hold until the new year. <u>December 4th</u>: Fire drill was conducted on Nov 29. Reviewed evaluation from drill. Some staff recommended testing the alarm outside of work hours so they know when we are having an actual drill. Building services requested

	Action / Status
b) Call in's / trip data sheets	<p>being informed of drills prior to them happening – they receive emails when the alarm is 'offline' (when testing) and thought it was being worked on, not that we were having a drill. We will bring these recommendations to EC December 5.</p> <hr/> <p><u>July 3rd</u>: Call in's / trip data sheet usage from other branches was brought up at last EAC meeting. This protocol isn't happening consistently in each branch. JHSC recommends every branch review the safety plan or at least traveling employees and their supervisors.</p> <p><u>August 14th</u>: OHS discussed the need to train all travelling staff and their supervisors on the call-in process as well as have an info/training session on the use of InReach and SAT phones.</p> <p><u>September 4th</u>: Kristy to speak with Bruce and Paul to see what the plan is going forward.</p> <p><u>October 5th</u>: Nothing more has been worked on for this at this time. On hold.</p> <hr/>
c) WHMIS 2015 for the building	<p><u>October 5th</u>: Discussed the WHMIS 2015 regulations and the need for WCB to ensure we are in compliance with them. 2 workers in Building Services are registered to take WHMIS train the trainer this month. Identified that workers use some chemicals in the building as well as our janitorial staff. Will need to bring this up at executive so they can ensure we are doing what we are required to do.</p> <p><u>November 6th</u>: This will be brought up to EC on November 7.</p> <p><u>December 4th</u>: All staff were asked at tailgate on November 22 to take the YG online WHMIS course before year-end. Safety coordinator sent reminder email to staff on November 30.</p> <hr/>
d) Update to Safety Plan	<p><u>November 6th</u>: Frank recommended an update to the safety plan to include the new procedure where staff send 'high priority' emails to CST when there is a possibility of a disgruntled client coming into the building or calling. JHSC agrees with this recommendation. Will bring to EC November 7th.</p> <p><u>December 4th</u>: EC agreed that this should be updated in the safety plan.</p>

	Action / Status
<p>4) Regular Reports</p> <p><u>4.1</u></p> <ul style="list-style-type: none">November/December Building Inspection <hr/> <p><u>4.2</u> Incident Report Quarterly Analysis (Q1-May; Q2-Aug; Q3-Nov; Q4-Feb)</p> <hr/> <p><u>4.3</u> Incident Report/First Aid/Unsafe Condition/Near Miss</p> <hr/> <p><u>4.4</u> Review Safety Plan – Feedback from Branch Safety Meetings</p>	<p>December 4th: November and December building inspection was done at the same time. Nothing to report.</p> <hr/> <p><u>November 6th:</u> Most incidents from the 3rd quarter were not available on the spreadsheet for analysis. Will review again during December’s meeting and then bring to EC.</p> <hr/> <p>December 4th: A note that sand being used at the main staff entrance isn’t as effective as the Artic Melt that is at the front of the building. A message was sent to building services who is looking into getting this for the staff entrance.</p> <p>A worker was injured by a faulty staple remover. Staples remover was thrown away and it was recommended we inspect equipment before use.</p> <hr/> <p><u>October 5th:</u> Internal audit starting the week of October 8th.</p> <p><u>November 6th:</u> Internal audit is complete and the close-out meeting took place November 5th. Once this audit is back from NSNY and approved an audit action plan will be created and brought to JHSC and EC.</p>
<p>5) New Business</p>	<p>New business arising from the December 4th JHSC meeting:</p> <ul style="list-style-type: none">JHSC reviewed 5 documents from the Psychological Health and Safety Working group. Documents will be coming in regularly.
<p>6) Next Meeting Scheduled</p> <ul style="list-style-type: none">The next meeting is scheduled for January 8th, 2018 from 9:30 – 11:00 am, in the training room.	
<p>The meeting adjourned at 10:15 a.m.</p>	

	Action / Status

Minutes approved at January 9, 2019 Joint Health and Safety Committee meeting.



**Yukon Workers'
Compensation
Health and
Safety Board**

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

To: Jeff Sunstrum, Records Manager, *ATIPP Act*
From: Stefan Gottermann, ATIPP Coordinator, Yukon Workers' Compensation Health and Safety Board
Date: 2019-08-13
Re: ATIPP Request A-7705 Final Response – Access Granted in Part

In conducting a thorough search for records responsive to the above named ATIPP request, the following program areas were contacted: Occupational Health and Safety.

After reviewing the responsive records, the Yukon Worker's Compensation Health and Safety Board has decided that, overall, access will be granted in part to the 114 pages of responsive records. This means that all responsive records were reviewed, but some records have some information removed pursuant to the noted sections of the ATIPP Act, and still other records have been refused in full pursuant to noted sections of the ATIPP Act.

The severances were made pursuant to the following section(s) of the *ATIPP Act*: Sections 19 (1) (a) (f) (m), 24 (1), 25 (1) and 25 (2)(a)(b)(d)(f)(g).

The following type(s) of records are being refused or redacted: complaints regarding prohibited reprisal filed pursuant to Section 18 of the Occupational Health and Safety Act (OHS referrals), emails, letters and reports. The reasons for refusal or redactions may be found in the following information.

Information in the record you requested has been withheld in accordance with the following sections:

- Section 19 (1) of the ATIPP Act. The information refused includes information where release of that information would interfere with law enforcement (a), information related to proceedings in court or before an adjudicative body (f) and information that if released would unfairly damage the reputation of a person or organization referred to in this report (m).
- Section 24 (1) of the ATIPP Act. The information refused includes information harmful to business interests of a third party.
- Section 25 (1) of the ATIPP Act. The information refused includes the names, contact information, and other information that could be used to identify individuals (25 (2) (b)), information relating to medical history (25 (2) (a)), information relating to employment history of an individual (25 (2) (d)), information relating to finances or income (25 (2) (f)) and information relating to personal recommendations and evaluations (25 (2) (g)).

Responsive records and related documentation are enclosed.



**Yukon Workers'
Compensation
Health and
Safety Board**

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

Any questions regarding this response may be directed to Stefan Gottermann at 1-867-667-8837 or Stefan.Gottermann@gov.yk.ca.

A handwritten signature in black ink, consisting of a large, stylized 'S' followed by a long horizontal line.

Stefan Gottermann

Prohibited Reprisals filed after January 1, 2016: A-7705

Date of initial complaint	Correspondence sent to the worker	Appeal notice filed by the worker	Appeal panel decision	Reconsiderations filed by worker	“Information” filed with the court to commence prosecution against an employer
24-May-2016	yes	none	none	none	none
28-Oct-2016	yes	none	none	none	none
1-Mar-2017	yes	none	none	none	none
13-Oct-2017	yes	none	none	none	none
14-Sep-2018	yes	none	none	none	none
24-Sep-2018 ¹	yes	investigation ongoing			
28-Nov-2018	yes	investigation ongoing			

¹ No written record found

Schedule of records for ATIPP A-7705

Nr.	Original /Type of record	Date	From	To	Number of pages	Access granted - full, severed, withheld	Reason
1	OHS Referral	24-May-2016	Sheldon Pahl, Safety Officer	n/a	2	severed	See Schedule of Redactions
2	Email	7-Sep-2016	Michael Henney, Chief Mine Safety Officer	withheld	9	severed	See Schedule of Redactions
3	Letter	20-Jun-2018	Bruce Milligan, Director OHS	withheld	7	severed	See Schedule of Redactions
4	Letter	19-Jul-2018	Bruce Milligan, Director OHS	withheld	1	severed	See Schedule of Redactions
5	OHS Referral	28-Oct-2016	Shauna MacLean	n/a	2	severed	See Schedule of Redactions
6	Letter	4-May-2017	Chris Reynolds, Safety Officer	withheld	7	severed	See Schedule of Redactions
7	OHS Referral	1-Mar-2017	Sheldon Pahl, Safety Officer	n/a	2	severed	See Schedule of Redactions
8	Report	20-Feb-2018	Sheldon Pahl, Safety Officer	n/a	7	severed	See Schedule of Redactions
9	OHS Referral	18-Oct-2017	Sheldon Pahl, Safety Officer	n/a	3	severed	See Schedule of Redactions
10	Letter	12-Oct-2018	Sheldon Pahl, Safety Officer	withheld	10	severed	See Schedule of Redactions
11	OHS Referral	4-Dec-2018	Chris Reynolds, Safety Officer	n/a	1	severed	See Schedule of Redactions
12	Letter	9-Jan-2019	Chris Reynolds, Safety Officer	withheld	5	severed	See Schedule of Redactions
13	Envelope	20-Feb-2019	YWCHSB	withheld	1	severed	See Schedule of Redactions
14	Envelope	10-Apr-2019	YWCHSB	withheld	1	severed	See Schedule of Redactions
15	Email	9-Nov-2018	Chris Reynolds, Safety Officer	withheld	1	withheld	19(1)(a)(f) interference with law enforcement - ongoing investigation
16	Letter	22-Jan-2019	Chris Reynolds, Safety Officer	withheld	7	withheld	19(1)(a)(f) interference with law enforcement - ongoing investigation
17	Email	27-Nov-2018	withheld	Mike Wadsworth, Safety Officer	1	withheld	19(1)(a)(f) interference with law enforcement - ongoing investigation
18	Email	28-Nov-2018	Mike Wadsworth, Safety Officer	withheld	1	withheld	19(1)(a)(f) interference with law enforcement - ongoing investigation
19	Email	29-Nov-2018	Mike Wadsworth, Safety Officer	withheld	1	withheld	19(1)(a)(f) interference with law enforcement - ongoing investigation

Nr.	Original /Type of record	Date	From	To	Number of pages	Access granted - full, severed, withheld	Reason
20	Email	30-Nov-2018	Mike Wadsworth, Safety Officer	withheld	5	withheld	19(1)(a)(f) interference with law enforcement - ongoing investigation
21	Email	30-Nov-2018	Mike Wadsworth, Safety Officer	withheld	2	withheld	19(1)(a)(f) interference with law enforcement - ongoing investigation
22	Email	13-Dec-2018	Mike Wadsworth, Safety Officer	withheld	1	withheld	19(1)(a)(f) interference with law enforcement - ongoing investigation
23	Email	18-Dec-2018	withheld	Mike Wadsworth, Safety Officer	2	withheld	19(1)(a)(f) interference with law enforcement - ongoing investigation
24	Email	18-Jan-2019	withheld	Mike Wadsworth, Safety Officer	4	withheld	19(1)(a)(f) interference with law enforcement - ongoing investigation
25	Email	22-Jan-2019	Mike Wadsworth, Safety Officer	withheld	1	withheld	19(1)(a)(f) interference with law enforcement - ongoing investigation
26	Email	23-Jan-2019	Mike Wadsworth, Safety Officer	withheld	2	withheld	19(1)(a)(f) interference with law enforcement - ongoing investigation
27	Email	1-Feb-2019	Mike Wadsworth, Safety Officer	withheld	1	withheld	19(1)(a)(f) interference with law enforcement - ongoing investigation
28	Email	4-Feb-2019	Mike Wadsworth, Safety Officer	withheld	2	withheld	19(1)(a)(f) interference with law enforcement - ongoing investigation
29	Email	1-Apr-2019	withheld	Mike Wadsworth, Safety Officer	2	withheld	19(1)(a)(f) interference with law enforcement - ongoing investigation
30	Email	4-Jul-2019	Mike Wadsworth, Safety Officer	withheld	1	withheld	19(1)(a)(f) interference with law enforcement - ongoing investigation
31	Letter	23-Jul-2019	Mike Wadsworth, Safety Officer	withheld	19	withheld	19(1)(a)(f)(m) interference with law enforcement - ongoing investigation
32	Email	28-Nov-2018	withheld	Mike Wadsworth, Safety Officer	3	withheld	19(1)(a)(f) interference with law enforcement - ongoing investigation
Total					114		

Schedule of redactions: A-7705

Redaction code	Section	Comment
1	25 (1), 25 (2) (b) (d)	compiled and is identifiable as part of an investigation and relates to third party's employment
2	25 (1), 25 (2) (b) (d)	in addition: information in conjunction with other publicly available information could reveal identity of third party
3	25 (1), 25 (2) (a) (b)	compiled and is identifiable as part of an investigation and relates to medical history
4	25 (1), 25 (2) (b) (f)	compiled and is identifiable as part of an investigation and describes finances or income
5	25 (1), 25 (2) (b) (g)	compiled and is identifiable as part of an investigation and and contains personal recommendations or evaluations
6	24 (1)	harmful to business interests of a third party

OHS Referral

(Internal Document)

Contact Information

Date Reported: 24-May-2016

Emp. #	Employer Name	Busn. #	Business Name	Role
2	1	2	1	

Community:

Location: 1

Contact: 1

Referral Information

Reason: Prohibited Reprisal/Work Refusal

Referral Details: 1 came in originally and informed he had had 2.

Recorded By: Sheldon Pahl

Recorded Date: 01-Jun-2016

Notes

Date	By	Note
01-Jun-2016	Sheldon Pahl	SO has visited 1 and conducted an inspection. Afterwards 1 came in and said that the owner had let him go for coming to WCB. IT is under investigation
13-Jun-2016	Sheldon Pahl	1 came in this morning asking where the investigation is going. I asked about the April firing brought up by 1 and he said he had refused the raise and was talking to a doctor in the US about 2. Recording on file
28-May-2018	Sheldon Pahl	All information is on G Drive employers file
28-May-2018	Sheldon Pahl	1 called and asked for a letter. I am calling back
29-May-2018	Sheldon Pahl	Pat Duncan called from Workers advocate office. 1 called and was heightened. The advocate that took the call was concerned. Pat called and asked if I had any safety concerns with him. I had stated I did not, but she could also ask Orion and Jen Musil if they had felt unsafe in their dealings with him.
11-Jun-2018	Sheldon Pahl	1 called 2018-06-11 at 15:16hrs asking about file. Threatening to go to supervisor if I do not return call. Returned call at 0852hrs today Let him know I am working on file and will contact him by Thursday and try to have the decision letter on that day

From: [Michael.Henney](#)
To: 1 [REDACTED]
Cc: [Sheldon.Pahl](#); [Bruce.Milligan](#)
Subject: 1 [REDACTED] IR May 25, 2016
Date: September-07-16 1:30:51 PM
Attachments: 1 [REDACTED].pdf

Good Afternoon 1 [REDACTED],

I spoke with Bruce Milligan today and he has asked me to respond to the request you left on his voice mail.

The only inspection conducted at the 1 [REDACTED] facility this year was on May 25, 2016 with the inspection report issued on June 3, 2016 I have attached the inspection report to this email.

If you have any questions or concerns please do not hesitate to contact me.

Regards,

Mike Henney
Chief Mine Safety Officer
Yukon Workers Compensation Health and Safety Board
401 Strickland Street
Y1A 5NB
Tel: 867-667-8739
Cell: 867-332-3588
Fax: 867-393-6279



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

OCCUPATIONAL HEALTH AND SAFETY

I.R. NO. 2

INSPECTION REPORT

Pursuant to the Occupational Health and Safety Act ("the OHS Act"), any person who fails to comply with the Act, the Occupational Health and Safety Regulations ("the Regulations") or orders of an officer is subject to a penalty and/or prosecution and/or closure order. Any person aggrieved by any decision made by a safety officer may appeal to the Board. Appeals must be delivered in writing to the Director within 21 days of the decision. A decision which has been appealed remains in effect and must be complied with until an inquiry has been concluded by the Board.

Date of Issue:	2016-Jun-03	Date of Inspection:	2016-May-25
Employer Name:	1	Employer No.:	1
Employer Phone No.:	1	Worksite Phone No.:	1
Employer Address:	1	Worksite Location:	1
Toured with:	1	Toured with:	N/A
Position:	1	Position:	N/A
No. of Workers:	1		
First Aid Attendant:	1		

Subcontractors:

Received By:	_____	Delivery Method:	Hand Delivered
Signature:	_____	Safety Officer:	Sheldon Pahl

INSPECTION REPORT

I.R. NO. 2

Date of Issue: 2016-Jun-03

Date of Inspection: 2016-May-25

Employer Name: 1

Employer No.: 1

Number of Orders: 10

Inspection Details:

So Pahl arrived on site 0912hrs on 2016-05-25. I toured the site with 1 1.

At the time of inspection the following items observed appear to meet the Yukon Occupational Health and Safety Act and Regulations.

- First aid supplies and services
- MSDS observed
- Guarding on tools
- Shop safety procedures observed

At the time of inspection the following items are in need of additional attention

- Exhaust system maintenance
- Carbon Monoxide detector breaker was off
- Eye wash stations in need of refilling
- Flammable material storage
- Used battery storage
- Continuation of 2 inspection logbooks
- Signage to identify worker with first aid certificate
- Dust collection for 2
- Safety representative not identified

Order Number: 1

OHS Legislation: Occupational Health and Safety Act s.32(2)(c)

In accordance with section 32(2)(c) of the Occupational Health and Safety Act, you are required to provide written notification of compliance to the orders issued below. This notification must be submitted to the office of the issuing Safety Officer by the compliance date assigned to the order(s). Failure to comply with this order will result in the issuance of an administrative penalty in accordance with section 45(1)(a)(b) of the Occupational Health and Safety Act.

Compliance Due Date: As stated with each order.

Safety Officer: _____

Received By: _____

INSPECTION REPORT

I.R. NO. 2

Date of Issue: 2016-Jun-03 Date of Inspection: 2016-May-25
Employer Name: 1 Employer No.: 1
Number of Orders: 10

Order Number: 2

OHS Legislation: Occupational Health and Safety Regulations - Yukon Occupational Health Regulation s. 7 (1) (2)

At the time of inspection no maintenance for the ventilation system was available for review.

Occupational Health and Safety Regulations
Yukon Occupational Health Regulation
7

- (1) Ventilation systems for the control of health hazards shall be designed, constructed and installed in accordance with established engineering principles as published by the American Conference of Governmental Industrial Hygienists, "Industrial Ventilation: A Manual of Recommended Practice".
- (2) All ventilation systems shall be maintained in good working order.

As an employer you must ensure your ventilation is always kept in serviceable condition with maintenance being performed according to manufacturers specifications.

Please provide a maintenance schedule for the exhaust system in your shop area, and service records for your ventilation system.

If no service records are available for review an appointment to complete the maintenance is required with confirmation of the completion of the maintenance.

Compliance Due Date: 2016-Jun-30

Order Number: 3

OHS Legislation: Occupational Health and Safety Regulations - Yukon Occupational Health Regulation s. 7 (2)

At the time of inspection the breaker for the interlocked Carbon Monoxide was tripped, thus rendering the alarms inoperable.

Occupational Health and Safety Regulations
Yukon Occupational Health Regulation
7

- (2) All ventilation systems shall be maintained in good working order.

You must repair your Carbon Monoxide alarms.
Please provide confirmation of repair.

Compliance Due Date: 2016-Jun-15

Safety Officer: _____

Received By: _____

INSPECTION REPORT

I.R. NO. 2

Date of Issue: 2016-Jun-03 Date of Inspection: 2016-May-25
Employer Name: 1 Employer No.: 2
Number of Orders: 10

Order Number: 4

OHS Legislation: Occupational Health and Safety Regulations - Part 1 - General s. 1.45

At the time of inspection the eye wash bottle observed was partially empty and in need of refill.

Occupational Health and Safety Regulations
Part 1 - General
1.45 Emergency showers, eye wash fountains or other appropriate facilities shall be provided in areas where a worker's skin or eyes may be exposed to contamination from materials at the workplace.
You must refill your eyewash station.
Please provide confirmation of refill.

Compliance Due Date: 2016-Jun-15

Order Number: 5

OHS Legislation: Occupational Health and Safety Regulations - Part 1 - General s. 1.53 (2)

At the time of inspection many cans of aerosols were observed in the shop area not being stored in an approved flammable storage container.

Occupational Health and Safety Regulations
Part 1 - General
1.53
(2) Flammable liquids or harmful substances shall be stored in approved containers and in accordance with Workplace Hazardous Materials Information System Regulations and the National Fire Protection Agency.
As an employer you must ensure your store your aerosols and flammable substances in an approved storage container. You must acquire a certified flammable storage locker to store your aerosols and flammable materials in, and place the items located in the 2 area in the storage locker .
Please provide photo confirmation

Compliance Due Date: 2016-Jun-15

Safety Officer: _____

Received By: _____

INSPECTION REPORT

I.R. NO. 2

Date of Issue: 2016-Jun-03

Date of Inspection: 2016-May-25

Employer Name: 1

Employer No.: 2

Number of Orders: 10

Order Number: 6

OHS Legislation: Occupational Health and Safety Regulations - Part 8 - Material and Storage s. 8.16 (3)

At the time of inspection some used batteries were observed being stored in the shop area in an unsecured manner.

Occupational Health and Safety Regulations
Part 8 - Material and Storage
8.16

(3) Hazardous substances shall be stored so the safety and health of workers is protected, using the information available on a MSDS or from the supplier or another reliable source.

You must store your used batteries according to the MSDS sheets and manufacturers instruction.
Please provide photo confirmation of corrects storage.

Compliance Due Date: 2016-Jun-15

Order Number: 7

OHS Legislation: Occupational Health and Safety Regulations - Part 5 - Cranes, Hoisting and Lifting s. 5.86 (5)

At the time of inspection the inspection checklists for the auto hoists were not current.

Occupational Health and Safety Regulations
Part 5 - Cranes, Hoisting and Lifting
5.86

(5) An automotive hoist or lift shall be inspected and tested at least monthly, or more often if required by the manufacturer.
(6) An inspection and maintenance record shall be kept at the workplace for each hoist or lift and every inspection, maintenance, repair or modification logged into the record system.

As an employer you must ensure you are inspecting your 2 and documenting those inspections.
You must supply 3 months worth of inspection documentation for review.

Compliance Due Date: 2016-Jun-30

Safety Officer: _____

Received By: _____

INSPECTION REPORT

I.R. NO. 2

Date of Issue: 2016-Jun-03 Date of Inspection: 2016-May-25
Employer Name: 1 Employer No.: 2
Number of Orders: 10

Order Number: 8

OHS Legislation: Occupational Health and Safety Regulations - Part 18 - Minimum First Aid Requirements s. 18.02 (4)

At the time of inspection it was unclear who the identified worker with first aid was and there was no signage posted to identify them.

Occupational Health and Safety Regulations
Part 18 - Minimum First Aid Requirements
18.02

- (4) An employer must ensure that there is posted at each of the employer's workplaces, in a conspicuous place in the vicinity of the first-aid kit or the first-aid room, a notice stating
- (a) the necessity of promptly reporting all injuries and receiving first-aid treatments;
 - (b) the location of the first-aid supplies, equipment and services;
 - (c) the name of the particular person in charge of the first-aid kit or first-aid room;
 - (d) the name and qualifications of each person trained to administer first aid at the workplace; and
 - (e) an emergency communication procedure and a telephone list or other instructions for reaching assistance from each of the nearest police station, ambulance station, fire station and medical facility.

You must post a sign identifying who the worker with first aid is.
Please provide confirmation.

Compliance Due Date: 2016-Jun-15

Order Number: 9

OHS Legislation: Occupational Health and Safety Regulations - Part 7 - Machinery and Machinery Guarding s. 7.11

At the time of inspection there was no dust collection for the 2

Occupational Health and Safety Regulations
Part 7 - Machinery and Machinery Guarding
7.11 A grinding or abrasive wheel shall have a hood or ventilation system to control dust exposure to workers.

You must install a dust collection system for the 2 located in the 2 area.
Please provide photo confirmation.

Compliance Due Date: 2016-Jun-15

Safety Officer: _____

Received By: _____

INSPECTION REPORT

I.R. NO. 2

Date of Issue: 2016-Jun-03 Date of Inspection: 2016-May-25
Employer Name: 1 Employer No.: 2
Number of Orders: 10

Order Number: 10

OHS Legislation: Occupational Health and Safety Act s. 13 (1) (a) 14

At the time of inspection no worker was identified as the health and safety representative.

Occupational Health and Safety Act
13

(1) When no committee is required to be established under section 12 and the number of workers regularly employed for a period exceeding one month at a workplace is
(a) five or more at a workplace that is classed under the regulations as an "A" hazard;
14 The employer shall orientate joint health and safety committee co-chairs and health and safety representatives to their functions and duties within 90 days of their selection and shall permit them to participate in a training course offered or designated by the director as soon as such a course is available to them after their selection. Time spent by the employees in the orientation and the course shall be deemed to be regular working hours.

As an employer in a class "A" industry with more than 5 workers you must have a trained worker identified as a health and safety representative.
You must choose the safety representative and ensure they are trained.
You must send the worker to Northern Safety Network Yukon (NSNY) for safety representative training
The contact information for Northern Safety Network Yukon - NSNY
www.yukonsafety.com

Please provide proof of completion of the training as confirmation.

Compliance Due Date: 2016-Jun-30

- Any order issued by a Safety Officer of the YWCHSB takes effect immediately on issuance.
- Any party aggrieved by an order may request an appeal of an order. For information regarding or to request an appeal, contact the Appeals Assistant at 667-5402 or 1-800-661-0443.
- Initiating a request for an appeal does not operate as a "stay" or suspend the order pending the outcome of the review.
- In accordance with section 31 of the Occupational Health and Safety Act, this report must be posted in a conspicuous place where it is most likely to come to the attention of employees.

Safety Officer: _____

Received By: _____



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

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

Date:	_____	Print Name:	_____
Inspection #:	2 _____	Signature:	_____
Company:	1 _____	Phone:	_____

Compliance Notification

Order Number	Compliance Due Date	Describe Work Which Was Done	Date Completed
-----------------	------------------------	------------------------------	-------------------

Please fax or mail this form to Occupational Health & Safety as orders are complied with.
If you have any questions or concerns regarding compliance with the orders, please
contact our office at (867) 667-5450, or fax (867) 393-6279.

If additional space is required, please copy this form or attach sheet of paper.



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

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

June 20, 2018

Attention: ¹

¹

and

Attention: ¹

Re: Complaint of potential Prohibited Reprisal, date of complaint: 2016-05-24

1: Introduction

The purpose of this investigation is to determine if the employer dismissed the worker for bringing forth safety concerns regarding the ² or for seeking enforcement of the Occupational Health and Safety Act.

2: Investigative process

Evidence:

- Interviews with ¹ 2016-05-24, 2016-05-25, 2016-06-13
- 3 Recordings supplied by ¹
 - 2016-02-22
 - 2016-05-25
 - 2016-05-26
- Letter from ³ advocating for worker
- Online self-diagnostic questionnaire supplied by worker
- Interviews with ¹ 2016-06-07, 2018-09-08
- Interview with ¹ 2018-09-08
- Interview with ¹ 2016-09-08
- Interview with ¹ 2016-09-08
- Training records for ¹, ¹ 2016-11-07
- Building manuals supplied by ¹ 2016-11-04
- Receipts supplied from ² 2013-11-10 through 2016-09-08
- Payroll documents supplied by ¹ 2016-06-07,
- OHS Inspection at ¹ Report # ²
- OHS Inspection at ¹ Report # ²
- OHS Inspection of ¹ Report # ²

- Photos from inspection 2016-05-25
- Compliance photo of ² [REDACTED] usage
- Correspondence from ¹ [REDACTED]

3: History/Background

2016-05-24: ¹ [REDACTED] (worker) came to the Yukon Workers' Compensation Health and Safety Board (YWCHSB) office and spoke with Safety Officer (SO) Sheldon PAHL in regards to a ² [REDACTED] concern at ¹ [REDACTED]. ¹ [REDACTED] reported that he came to YWCHSB on the advice of ² [REDACTED] who was advocating for the worker because the worker had expressed to him that the ² [REDACTED] and there were unsafe practices by his co-workers with respect to preventing ² [REDACTED].

¹ [REDACTED] stated he has ³ [REDACTED] from being ¹ [REDACTED]. During the initial conversation ¹ [REDACTED] had stated the hard wired carbon monoxide detectors had not been functioning for an extended period of time, and on or around 2016-02-19 he ³ [REDACTED]. When ¹ [REDACTED] returned to work after the weekend, and discussed this with ¹ [REDACTED] plug-in residential carbon monoxide detectors were purchased by ¹ [REDACTED]. A recording of this conversation was supplied by ¹ [REDACTED], dated 2016-02-22.

2016-05-25: SO PAHL inspected ¹ [REDACTED] with ¹ [REDACTED]. During the inspection SO PAHL observed the breaker on the electrical panel labelled 'carbon monoxide detector' was shut off. At the time of inspection the digital reading on the two residential plug-in carbon monoxide monitors located in the ² [REDACTED] area read ² [REDACTED]. This resulted in Inspection Report ² [REDACTED] which, among other items, required maintenance records for the ventilation system and that the carbon monoxide detectors be repaired.

After the inspection, SO PAHL retrieved a voice mail from ¹ [REDACTED] who stated he had informed ¹ [REDACTED] about reporting his medical condition and the carbon monoxide issues to YWCHSB and ⁵ [REDACTED]. ³ [REDACTED] Because of this information, SO PAHL commenced a prohibited reprisal investigation into this matter.

4: Investigation

The 2016-02-22 recording supplied by ¹ [REDACTED], indicated the following:

- ¹ [REDACTED] states to ¹ [REDACTED] that he had asked for the carbon monoxide detectors to be repaired a year ago, ¹ [REDACTED] acknowledges this.
- ¹ [REDACTED] has been ³ [REDACTED]
- ¹ [REDACTED] suggest to ¹ [REDACTED] that ¹ [REDACTED] should get a carbon monoxide detector, even a plug-in one. ¹ [REDACTED] agrees to this purchase.

- 1 states we must ensure the ventilation procedure is followed. 5
- 1 states we could also get an exhaust fan. 1 states we have one we should get it working this summer.

The 2016-05-25 recording supplied by 1 indicated the following:

- 1 asks 2 to which 1 responds 2
- 1 indicates the detectors are working now
- During this conversation 1 states 5, 6
- When 1 states 2, 1 responds 5
- At this point 1 states 2 to which 1 responds 2
- Still recording, 1 goes to his truck outside and tells his wife 2
- The recording then captures 1 returning to the 2 to gather his 2 placing them in his vehicle and leaving the worksite.

The 2016-06-07 interview of 1 indicated the following:

- 1 repeatedly states he did not fire 1 for going to OHS and reporting. 1 stated he offered 1 a layoff until 3 and would have hired him back.
- When 1 was asked why 1, he responded that 1 had stated 3 and 1. There was no contact from him, 1 was not busy, they did not know what was happening, and they wanted him to have income until 2. To support these statements, 1 supplied copies of 1 time sheets from 2016- 04-07 to 2016-05-25 showing his hours and absences.
- Additionally 1 supplied documents from 2016-04-07 where they had requested information for a record of employment (ROE) from their bookkeeper for a severance package for 1 because of a disagreement about a pay raise.

The 2016-06-08 interview of 1 indicated the following:

- The carbon monoxide switch that was turned off was for 2
- The 2 carbon monoxide system always worked.

The 2016-06-08 interview of 1 indicated the following:

- He is a 1 for 1
- 2 always used
- He purchased the 2 at 1 request
- He has heard the 2, the 2

The 2016-06-16 interview of 1 indicated the following:

- 1
- Asked what process was followed, indicated 2
- Sometimes did not follow 2 procedure prior to SO PAHL inspection in June 2016.
- 2 always worked.
- Was told to 2 by 1
- He did not hear a 2 while working in the shop.

The 2016-06-13 interview of 1 indicated the following:

- SO PAHL asked 1 about the raise, he stated he got a 4 raise and told 1 1 it was not acceptable and gave it back. 5 5 I kept the raise and he allowed me back to work. 1 stated he did not see how this was related to the 2016-05-25 conversation.

The 2 and 2 were serviced on 2016-06-14 and the invoice indicated the 2 was in good working order and the 2 required 2 and 2. The 2 is in good condition and operating in the normal range was indicated on the invoice. Additionally it was later determined (2016-11-21) that 2 2 were replaced during the 2016-06-14 servicing.

The 2 installed because of the discussion between 1 and 1 showed a 2 during SO PAHL's inspection on 2016-05-25 (IR 2). A review of the operating manual for this 2 indicated:

- CO and Gas alarms should be mounted in or near bedrooms and living areas.
- Do not install in kitchens, garages or furnace rooms that may expose the sensor to substances that could damage or contaminate it.
- The alarm would be initiated at 30 PPM carbon monoxide and 25% of the lower explosive limit of propane or natural gas.

- Test the alarm once a week by pressing the Test/Reset button.
- Vacuum the alarm cover once a month to remove accumulated dust.
- Chemicals could permanently damage or temporarily contaminate the sensor
- The following is a list of substances that at high levels can damage the sensor or cause temporary readings that are not CO readings:
 - Ethylene, ethanol, alcohol, iso-propanol, benzene, toluene, ethyl acetate, hydrogen, hydrogen sulfide and sulfur dioxide.
 - Also most aerosol sprays, alcohol based products, paint, thinner, solvent, adhesive, hair spray, after shave, perfume, auto exhaust (cold start) and some cleaning agents.
- Move the CO and Gas alarm to a remote location, to prevent possible damage or contamination of the sensor, prior to performing any of the following:
 - Staining or stripping floors or furniture, painting or wall-papering
 - Using aerosols or adhesives

During the investigation SO PAHL reviewed receipts from ² [REDACTED]. From these receipts it was shown that the employer had replaced the ² [REDACTED] in 2013. Invoices indicate additional work had been completed between the install and the inspection on 2016-05-25. On the invoice from 2016-05-25 ² [REDACTED] indicated that the ² [REDACTED] were still functioning. The invoice also stated that the wiring for one of the ² [REDACTED] was loose, causing the ² [REDACTED]. ² [REDACTED] indicated that the maintenance for the ² [REDACTED] was not being performed as frequently as required by manufacturer's specifications, but the ² [REDACTED] would still ² [REDACTED] if the ² [REDACTED] was present. The ² [REDACTED] specified that the ² [REDACTED] was always in good working order. A partial box of ² [REDACTED] was observed on site during the inspection.

On 2016-08-23 ¹ [REDACTED] and ¹ [REDACTED] informed M HENNEY (chief mine safety officer) that YWCHSB ² [REDACTED] as the ² [REDACTED] evidence ¹ [REDACTED] submitted indicated that he ² [REDACTED] and that ² [REDACTED].

During the recorded conversation from 2016-05-26 when ¹ [REDACTED] was collecting ⁴ [REDACTED] ⁴ [REDACTED] ⁵ [REDACTED]. He then states "2 [REDACTED] to which ¹ [REDACTED] responds ² [REDACTED]. ⁵ [REDACTED] and ¹ [REDACTED] still stated he did not take advantage because ¹ [REDACTED] was ³ [REDACTED] and he wished him the best.

5: Analysis

Issue:

Did the employer dismiss the worker for bringing forth ² [REDACTED] safety concerns or for seeking enforcement of the Occupational Health and Safety Act?

Legislation: Yukon Occupational Health and Safety Act

Section 18: Prohibited Reprisal

- (1) No employer or trade union or person acting on behalf of an employer or trade union shall
- (a) dismiss or threaten to dismiss a worker;
 - (b) discipline or suspend or threaten to discipline or suspend a worker;
 - (c) impose any penalty on a worker;
 - (d) intimidate or coerce or attempt to intimidate or coerce a worker or a member of the worker's family;
- or
- (e) take any discriminatory action against an employee

because the worker has acted in compliance with this Act or the regulations or an order made thereunder or has in good faith sought enforcement of this Act or the regulations.

- (2) If an employer or trade union or person acting on behalf of an employer or trade union is convicted of a contravention of subsection (1), the convicting court may order:
- (a) the employer or trade union or a person acting on behalf of an employer or trade union to cease the conduct that is in contravention, if that conduct is continuing, and to reinstate the worker to their former employment under the same terms and conditions under which they were formerly employed;
 - (b) the employer to pay to the worker any wages the worker was deprived of by the contravention; and
 - (c) the employer or the trade union, as the case may be, to remove any reprimand or other reference to the matter in the employer's or trade union's records on the worker's conduct. R.S., c.123, s.17.

Analysis:

When ¹ was asked why he offered ¹ a layoff, he responded that ¹ had stated ³ and had not been showing up to work regularly. There was no contact from him, ¹ was not busy, they did not know what was happening, and they wanted him to have income until ³. Additionally, the employer had supplied documentation relating to information to obtaining a severance package for the worker from a previous concern.

³ supplied by ¹ indicates the ³.
¹ stated that ³ ¹ states on the recording that he offered a lay-off because it was slow in the shop and a lay-off would allow the worker ³.

^{2, 6}
¹ saw. ¹ ^{2, 6}
^{2, 6}

There was pre-existing tensions between ¹ and ¹ because of an altercation over a pay raise where ¹ rejects a raise and ¹ terminates him. ¹ started the process for a severance package until ¹ accepts the raise.

The evidence is conflicting in the ² [REDACTED]. Some workers stated they used it all the time while others said sometimes they forgot. However, they all stated it was working when used.

The evidence regarding the ² [REDACTED] indicates that the workers other than ¹ [REDACTED] felt it was working and that the ² [REDACTED]. The evidence from the service of the ² [REDACTED] indicates it was poorly maintained and not functioning as designed.

The evidence regarding the ² [REDACTED] indicates the unit should not have been installed, was inappropriate to the task and could have provided ² [REDACTED] which would have created a misleading conclusion of ² [REDACTED].

Conclusion:

The worker had safety concerns which he reported to Occupational Health and Safety because he felt that the employer was not responding correctly to the issues, specifically regarding the ² [REDACTED]. The issues raised were followed up by SO PAHL during an inspection on 2016-05-25 (IR ² [REDACTED]). All of the items outlined from the inspection report IR ² [REDACTED] that occurred on 2016-05-25 were complied with by the dates specified, including the ² [REDACTED]. Two compliance checks afterwards were conducted to ensure Safe Work Procedures, worksite inspections, Safety Representative training, and ² [REDACTED] usage was continuing.

The evidence shows that the employer laid off the worker for the following reasons:

- Attendance at work had been sporadic in the last couple of months
- Work in the ² [REDACTED] was slow
- ¹ [REDACTED] ² [REDACTED] and ¹ [REDACTED] wanted to give him time ² [REDACTED] while having some income,
- ¹ [REDACTED] felt it would let the relationship cool down, they had recently had an altercation over a pay raise.

The evidence does not suggest that ¹ [REDACTED] was dismissed for bringing forth safety concerns or seeking enforcement of the OHS Act.



Bruce Milligan
Director, OHS
YWCHSB

Appeal Rights:

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



Yukon Workers'
Compensation
Health and
Safety Board

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

July 19, 2018

¹ [REDACTED]

Dear ¹ [REDACTED]

Re: Your letter of ² [REDACTED]

Thank you for your letter of ² [REDACTED].

In your letter you raise issues with the June 20, 2018 decision of the Director respecting s. 18 of the Occupational Health and Safety Act. One of your concerns relates to the time it took to issue the final decision.

The Yukon Workers' Compensation Health and Safety Board ("Board") attempts to address concerns raised in a timely fashion, however, in this case the report was not delivered in a timely manner. We are reviewing the processes involved to ensure that future decisions are issued on a timely basis.

In your letter, you request compensation and advise that you intend to commence proceedings in court if you do not get a satisfactory response. Ultimately, it is your decision whether you wish to sue.

It is the Board's position that, as a matter of law, there is no liability. If you commence litigation, the Board will defend the matter.

We thank you for raising your concerns respecting this matter.

Regards,

A handwritten signature in blue ink that reads "B. Milligan".

Bruce Milligan
Director, Occupational Health and Safety

OHS Referral

(Internal Document)

Contact Information

Date Reported: 28-Oct-2016

Emp. #	Employer Name	Busn. #	Business Name	Role
2	1	2	1	

Community:

Location: various, Whitehorse

Contact: 1
1

Referral Information

Reason: Unsafe Act/Unsafe Condition

Referral Details: 1 stated that he believes that he was laid off because he brought a safety concern forward after being involved with an incident.

Recorded By: Shauna MacLean

Recorded Date: 23-Nov-2016

Notes

Date	By	Note
23-Nov-2016	Shauna MacLean	<p>On Oct 28/16, 1 spoke with me at the YWCHSB building regarding his concerns regarding his situation. The following is the information he shared with me at that time:</p> <ul style="list-style-type: none">- On Aug 3/16 he was working at the 2.- His means of transportation for the day was an 1 assigned truck.- While leaving the 2 area, he was backing up and his breaks failed.- With his foot on the break pedal, extended to the floor, the breaks did not engaged.- No one was injured.- The vehicle was damaged - a side mirror was torn off.- He reported the accident to his temporary supervisor (Heiko(sp?) didn't know last name) and went home for the day as he was emotionally shaken by the potential for something worse to have resulted from the accident.- He expressed concerns about the breaks to 1 and was told the breaks were fine.- Prior to the accident, he expressed concerns about not being able to look out the rear view window, and was told to use the side mirrors.- 1 is usually his supervisor, but 1 was on holidays at this time.- 1 had been 1 supervisor in the past.- Aug 4 and 5/16, 1 went in to work and was sent home by 1 due to there not being any work for him to do that day.- 1 and 1 can confirm that 1 attended, and was sent home on those days.- When he was sent home on Aug 5/16, he was told they would call him when they had more work for him.- Aug 10 / 6, He went in to work and was asked why he was there and asked if he had spoke with 1 (HR for 1). He had not. He was again told to go home.- Around Aug 11/16 (he wasn't sure of the date) he received a dismissal letter by mail.- He believes that they stalled letting him go to repair the breaks, so that if OHS looked into his dismissal the breaks would be in working order at that time.- 1 equipment maintenance is usually done at 2.

1 did not relay the information above in a chronological order, and although I reviewed the

information with him, I was not convinced I had the timeline correct. I asked him to provided a written statement that included a timeline.

On Oct 31/16, he left a sheet of paper at the front desk at YWCHSB and asked for it to be delivered to me. I have since forwarded that paper to SO Chris Reynolds who is following up on this matter.

23-Nov-2016	Shauna MacLean	For your follow-up.
17-Feb-2017	Chris Reynolds	Inspection report 2 [REDACTED] was created to start the investigation for 1 [REDACTED] potential prohibited reprisal. Please refer to this IR.
04-Dec-2017	Chris Reynolds	Prohibited appraisal report has been created, finalized and is under the employee file under G drive.
04-Dec-2017	Chris Reynolds	No further action is required by OHS at this time.



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

2017-05-04

1 [REDACTED]

1 [REDACTED]

1 [REDACTED]

1 [REDACTED]

1 [REDACTED]

Attention: 1 [REDACTED]

Regarding: Potential Prohibited Reprisal

Date of complaint: 2016-10-28

Complainant name: 1 [REDACTED]

Purpose:

The purpose of this decision letter is to determine;

- 1- Did the employer dismiss or threatened to dismiss the worker for bringing forth concerns or seeking enforcement of the OHS Act in good faith.
- 2- Did the employer ensure that the workplace, machinery, equipment and processes were safe, so far as reasonably practical, without risks to health for workers?
- 3- Did the employer perform maintenance on the equipment to ensure proper operation?

History/Background:

2016-10-28: Safety Officer (SO) S. MACLEAN was the duty officer on call when Yukon OHS was contacted by 1 [REDACTED] 1 [REDACTED] asked to meet in regards to a possible work truck maintenance concern. SO MACLEAN met with 1 [REDACTED] to discuss his issue.

On 2016-11-04 Safety Officer C. REYNOLDS took over the file. SO REYNOLDS met with 1 [REDACTED] to conduct an interview. At the time of the interview, 1 [REDACTED] stated that he felt he was let go from his position with 1 [REDACTED] because he refused to work with an unsafe work truck. 1 [REDACTED] talked to a single motor truck incident he was involved in. He stated it occurred when he was driving a work truck in 2 [REDACTED] 1 [REDACTED] parking lots on/around the date of 2 [REDACTED]. The truck received some minor damages and no one was hurt. 1 [REDACTED] stated the incident occurred due to poor brakes on the truck. 1 [REDACTED] stated he was shaken up from the incident and called his supervisor 1 [REDACTED] to inform him what happened and that the truck needed repair. 1 [REDACTED] informed 1 [REDACTED] to take the rest of the day off since he was startled from the incident.



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

On/around 2 [REDACTED] 1 [REDACTED] came back to work and said the work truck involved in the incident was not repaired. 1 [REDACTED] had a conversation with 1 [REDACTED] and 1 [REDACTED] informed him the truck was looked over and was in working order and safe to drive. 1 [REDACTED] also went into the truck to demonstrate that the brakes were in working order. 1 [REDACTED] was not happy with how the truck was running and said it needed to be looked over by a certified mechanic and 1 [REDACTED] said he refused to drive the truck. 1 [REDACTED] was advised to go home since his job required to use the truck. When 1 [REDACTED] was sent home, he said he was told 1 [REDACTED] would call him when they had more work for him. I asked who told him this and he said 1 [REDACTED] 1 [REDACTED] went home and said he waited for 1 [REDACTED] to call him to let him know the truck was fixed. 1 [REDACTED] stated that 1 [REDACTED] was sent home so he could calm down because he was acting unreasonable and was not listening to his workday options. 1 [REDACTED] missed his scheduled shifts after 2 [REDACTED] and 1 [REDACTED] did not hear from 1 [REDACTED] until 2 [REDACTED]. 1 [REDACTED] came to work and met 1 [REDACTED] informed 1 [REDACTED] that he needed to go and talk to 2 [REDACTED] 1 [REDACTED] went home and called 2 [REDACTED] and 2 [REDACTED] informed 1 [REDACTED] there was a letter in the mail because he missed over 5 scheduled shifts of work with no call or show. On 2 [REDACTED] 1 [REDACTED] was officially let go from his position. 1 [REDACTED] did not call 1 [REDACTED] because they said they did not have his phone number on file.

There was no medical injury from the events, which occurred and no reports made to YWCHSB.

Note: timelines are objective due to little to no record keeping 1 [REDACTED]
During all interviews, timeline keep changing and the dates mentioned in this report are best accurate dates.

At the time of the completion of this document, there has been no contact from 1 [REDACTED] to conduct another interview to try to close some of the gaps around the conversations and investigation process, which took place earlier in the year. This file was left open for this extended period in case 1 [REDACTED] came back into the office. Due to the present 1 year timeline from initial contact with Yukon OHS the file is now closed.

Legislation: Yukon Occupational Health and Safety Act

DUTIES IN RESPECT OF HEALTH AND SAFETY

Section 3: Employer's duties

(1) Every employer shall ensure, so far as is reasonably practicable, that

- (a) the workplace, machinery, equipment, and processes under the employer's control are safe and without risks to health;
- (b) work techniques and procedures are adopted and used that will prevent or reduce the risk of occupational illness and injury; and



(c)workers are given necessary instruction and training and are adequately supervised, taking into account the nature of the work and the abilities of the workers.

HAZARDOUS WORK

Section 15: Refusal by employee

- (1)A worker may refuse to work or do particular work if the worker has reason to believe that
 - (a)the use or operation of a machine, device, or thing constitutes an undue hazard to that worker or any other person; or
 - (b)a condition exists in the workplace that constitutes an undue hazard.
- (2)A worker who refuses to work or do particular work shall immediately report the circumstances of the matter to their employer or supervisor who shall immediately investigate the situation reported in the presence of the worker and in the presence of
 - (a)the committee, if any;
 - (b)a health and safety representative, if any, who represents the worker; or
 - (c)a worker selected by the employee, who shall be made available and shall attend without delay.
- (3)After the investigation referred to in subsection (2) and any action taken to remove the hazard, the worker may again refuse to work or do particular work because of that hazard if they have reasonable cause to believe that
 - (a)the use or operation of the machine, device, or thing continues to constitute an undue hazard to them or to any other person; or
 - (b)the condition of the workplace continues to constitute an undue hazard.
- (4)A worker who refuses under subsection (3) to work or do particular work shall immediately report the circumstances of the matter to their employer or supervisor and the employer or supervisor shall then immediately report the circumstances of the matter to a safety officer.
- (5)No worker may exercise their right under subsection (1) or (3) if their refusal to perform the work puts the life, health, safety, or physical well-being of another person in immediate danger or if the conditions under which the work is to be performed are ordinary conditions in that kind of work.

PROHIBITED REPRISALS

Section 18: Action against employee

- (1)No employer or trade union or person acting on behalf of an employer or trade union shall
 - (a)dismiss or threaten to dismiss a worker;
 - (b)discipline or suspend or threaten to discipline or suspend a worker;
 - (c)impose any penalty on a worker;
 - (d)intimidate or coerce or attempt to intimidate or coerce a worker or a member of the worker's family; or
 - (e)take any discriminatory action against an employee because the worker has acted in compliance with this Act or the regulations or an order made there under or has in good faith sought enforcement of this Act or the regulations.



Investigation and Evidence Gathered:

- October 28, 2016 Initial interview with 1 [REDACTED] and Safety Officer S. MacLean took place.
- November 4, 2016 Initial interview with 1 [REDACTED] and Safety Officer C. Reynolds took place (Recorded and on file)
- November 7, 2016 1 [REDACTED] called and had a few question on how to receive Employment Insurance. 1 [REDACTED] was directed to Labour Board and 1 [REDACTED]
- November 18, 2016 Initial interview with 1 [REDACTED] and 1 [REDACTED] (Supervisor) (Recorded and on file)
- November 18, 2016 Inspection Report 2 [REDACTED] written to 1 [REDACTED] 1 [REDACTED]
- Documentation requested from Inspection Report supplied by 1 [REDACTED]:
 - o 12 months of maintenance documentation for the 2 [REDACTED] truck involved in incident.
 - o Manufacturer book for the 2 [REDACTED] involved in incident.
 - o 12 months of maintenance documentation for all other 1 [REDACTED] fleet trucks.
 - o 1 [REDACTED] disciplinary procedure
 - o 1 [REDACTED] lock-out-tag-out policy/procedure
 - o 1 [REDACTED] training records and orientation (No documentation was on file)
 - o 1 [REDACTED] training records and orientation (No documentation was on file)
 - o JHSC policy/procedure
 - o Safety orientation manual
 - o 1 [REDACTED] minor incident and near miss reporting and investigation policy and form
 - o Procedure for 'right to refuse work'
- November 21, 2017 SO REYNOLDS went to 1 [REDACTED] office to drop off Inspection Report. 1 [REDACTED] was on site so SO met with her in her office to discuss Inspection Report and some present gaps within 1 [REDACTED]
- November 25, 2016 Worksite visit 2 [REDACTED] with 1 [REDACTED]
- January 18, 2017 Went to 1 [REDACTED] office to drop off paperwork. 1 [REDACTED] nor 1 [REDACTED] was on site.
- Throughout the end of 2016 and beginning of 2017 numerous calls were made to contact 1 [REDACTED] Voice mails were left with no responses from 1 [REDACTED] for follow-up.
 - o Dates on record for calls: January 5 and 9. February 7 and March 29 (last date cannot be confirmed)

Analysis:



1- Did the employer dismiss or threatened to dismiss the worker for bringing forth concerns or seeking enforcement of the OHS Act in good faith.

1 stated in his interview he was ordered to drive the truck the following day after the incident, which he felt, was unsafe and when he refused to drive the truck, he was told to go home. When asked if he was fired? 1 stated he was told if he was not willing to drive the truck then there was no work for him. 1 also stated when he left work he was under the understanding 1 will call him when there was other work. 1 stated in the interview that he thought they would also call him when the truck was fixed. 1 said he stayed home and did not hear back from 1. When it snowed (he also does snow removal) 1 went back to 1 at which time he was informed by 1 that 1 needed to go and talk with 2. Date of incident was Oct 2 and 1 went back in on October 3 at which time he was sent home. During the interview process between 1 and 1 their stories did not align on who said what. The date in which it may have snowed was Oct 13, 2016.

During the interview with 1 and 1, it appeared the topic of the MVA was the first 1 heard about the incident and its location. I came to this conclusion because 1 was drawing out the incident and 1 had a number of question to ask 1 (example, where did this happen?), which made me aware there was a communication between the two and there is a breakdown with 1 reporting incident system.

There was a lack of communication on both members. 1 claimed they did not have 1 phone number to contact him. They also stated they did not inform 1 that they would call him when the truck was repaired. On the workdays he was scheduled to work and did not show up they were going to call him but realized they did not have his contact information. 1 stated he was waiting for 1 to contact him to inform him when the truck was fixed and ready for use.

The evidence does not suggest that 1 was dismissed or threatened to be dismissed for bringing forth concerns or seeking enforcement of the OHS Act. However due to communication breakdown by both parties, 1 was let go due to missing days of work (refer to 2 letter).

2- Did the employer ensure that the workplace, machinery, equipment and processes were safe, so far as reasonably practical, without risks to health for workers?

Through the interview process and documentation gathering, it was apartment there are gaps within 1 system.

-It was noted that the incident was not reported to higher management. SO was informed a new procedure has been developed to ensure all incidents (MVA) are reported within the company and when required, reported to OHS.

-1 did not receive a new employee orientation



-Equipment was not being maintained to industry standards (refer to #3 within Analysis).

1 █████ said he got the truck checked by a mechanic however with further questions it came out during the interview that a certified mechanic did not examine the truck and it was only examined by 1 █████. 1 █████ said he felt the truck was safe to drive.

3- Did the employer perform maintenance on the equipment to ensure proper operation?

Documentation received showed little alignment between manufacture specification guidelines and truck maintenance. On November 25, 2016 when the truck in question was examined there was work completed to the truck including new brakes, which was 1 █████ concern early in October 2016. This led the SO to believe that 1 █████ may have had valid concerns on the condition of the work truck at the time of the incident and later interactions with 1 █████.

Conclusion:

- 1- The evidence does not suggest nor oppose that 1 █████ was dismissed or threatened to be dismissed for bringing forth concerns or seeking enforcement of the Yukon OHS Act. However, due to communication breakdown by both parties it appears 1 █████ was let go due to missing days of work, which aligns with 1 █████ 2 █████ letter.
- 2- The evidence suggests that the employer partially ensured the work place, machinery, equipment, and processes were safe and without risks to health, but improvements were required. During the time of the investigation, the work truck in question had been serviced by a third party mechanic from the apparent incident date and when the SO was on site. Due to these events, the findings within this category are inconclusive. However, the mechanical work conducted on the truck would make one believe the complainant was within reason and 1 █████ had valid concerns.
- 3- Evidence demonstrated there was limited maintenance being completed by 1 █████ for their work trucks to align with manufacturer specification and industry standards. During the investigation, maintenance records received 1 █████ were limited for all trucks demonstrating there is a gap in there maintenance and preventative maintenance system for motorized vehicles.

Appeal Rights:

Workers and Employers have the right to appeal any decision made by the Yukon Workers' Compensation Health and Safety Board. If you would like more information about how to appeal a decision, please phone the Occupational Health and Safety Program Services Coordinator at (867) 667-5440. You can also pick up an appeal information package at the front desk of the Yukon Workers' Compensation Health and Safety Board office, located at 401 Strickland Street in Whitehorse, Yukon.



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

OHS Referral

(Internal Document)

Contact Information

Date Reported: 28-Feb-2017

Emp. #	Employer Name	Busn. #	Business Name	Role
2	1	2	1	

Community:

Location: 2

Contact: 1

Referral Information

Reason: Prohibited Reprisal/Work Refusal

Referral Details: 1 came in at 1101hrs and wanted to ask some questions about a refusal to perform unsafe work

Recorded By: Sheldon Pahl

Recorded Date: 01-Mar-2017

Notes

Date	By	Note
01-Mar-2017	Sheldon Pahl	<p>1 arrived at 1101 and provided a statement to SO PAHL. At the end of the statement he had slammed the door and left.</p> <p>CANSAY</p> <ul style="list-style-type: none">- 1- 1- 2 days ride along training- last safety meeting was very short (first one they have had since he started)- 2- loading bay concerns at 2- Tire concerns (new but not winter tires)- David (Supervisor) 334-7807 (Does not know owner)- was not trained in Vehicle pre-starts but told to complete them- PPE never discussed (does not have or use)- 2 called 2 requested to not be called that- Described loading this morning where 2 driver and him almost got into a fight <p>1121hrs</p> <p>Slams door and says he might quit when I asked what his next steps would be and then leaves</p>
01-Mar-2017	Sheldon Pahl	<p>statement from interview</p> <p>Attachment: 1 statement.mp3</p>
01-Mar-2017	Sheldon Pahl	<p>1 called and left a message at 1156hrs</p> <p>Will forward to another phone and attach it</p>

01-Mar-2017	Sheldon Pahl	<p>1 called at 1350 hrs and informed SO PAHL that he was fired from his job Employer said its not working out employer replaced one wiper blade last week and it is broken already 16 tires are at shop now awaiting installation Worker who he had a disagreement with 1 worked for 1 for a couple of days (referral open) license of his van is 2 There is a very high turnover of staff for his job stated 6 for 2 in a year Apologized for slamming the door Doesn't want anything for himself but wants situation to improve for other (next) worker</p>
02-Mar-2017	Sheldon Pahl	<p>Here is the email from 1 regarding 1 unacceptable behaviour at 2 Attachment: Fwd 2 .msg</p>
27-Sep-2017	Sheldon Pahl	<p>1 called and discussed the file with me. He swore and told me I had done nothing for him, that he was a great employee and they fired him for coming here, where the evidence indicated that he had not been a great employee and had quit after he talked with me.</p>
27-Sep-2017	Sheldon Pahl	<p>I went and mentioned this to CSO Smythe. I was informed by employer that he had given his keys in and quit after he had come here. He was supposed to be at 2 while he was here. The employer was not aware that he had come here until I had showed up at 2.</p>
20-Feb-2018	Sheldon Pahl	<p>Here is 1 interview as I could not listen to other attachment Attachment: 1 .mp3</p>
22-Feb-2018	Sheldon Pahl	<p>Phoned 1 and left message requesting ROE</p>
22-Feb-2018	Sheldon Pahl	<p>Phoned 1 and left message informing him that the letter he requested would not be ready by Monday</p>
27-Feb-2018	Sheldon Pahl	<p>Call 1 Request ROE will deliver on Thursday</p>
23-Mar-2018	Sheldon Pahl	<p>recalled about ROE. 1 stated they had computer troubles and will deliver by Monday</p>
22-Nov-2018	Sheldon Pahl	<p>Here is the 1 decision letter Attachment: 1 decision letter.docx</p>
10-May-2019	Sheldon Pahl	<p>Called 1. He requested I email him a copy of the decision letter. The email is attached and I have requested a receipt notification Attachment: 1 decision letter.msg</p>
10-May-2019	Sheldon Pahl	<p>Decision letter has been sent to Employer (electronically) May 10-2019 and to the worker as of Nov 22-2018</p>
10-May-2019	Sheldon Pahl	<p>Here is confirmation that 1 received the decision letter Attachment: Re 1 decision letter.msg</p>

2018-02-20

1 [REDACTED]

1 [REDACTED] **Prohibited Reprisal/ Work Refusal**

Introduction:

2017-02-28

1 [REDACTED] arrives at YWCHSB offices and was asking questions about refusing unsafe work

Evidence:

SO Sheldon PAHL met with him and took statement (attached in referral #2 [REDACTED])

CANSAY

1 [REDACTED] arrived at 1101 and provided a statement to SO PAHL.

CANSAY

- 1 [REDACTED]

- 1 [REDACTED]

- 2 days ride along training

- last safety meeting was very short (first one they have had since he started)

- 2 [REDACTED]

- loading bay concerns at 2 [REDACTED]

- Tire concerns (new but not winter tires)

- 2 [REDACTED] (Does not know owner)

- was not trained in Vehicle pre-starts but told to complete them

- PPE never discussed (does not have or use)

- 2 [REDACTED] called 2 [REDACTED] requested to not be called that

- Described loading this morning at 2 [REDACTED] where a 2 [REDACTED] driver and himself almost got into a fight

- stated he would go back and quit slammed the door and left interview

1350 hrs

1 [REDACTED] called and informed SO PAHL that he was fired from his job

Employer said it's not working out

employer replaced one wiper blade last week and it is broken already

16 tires are at shop now awaiting installation

Worker who he had a disagreement with 1 worked for 1 for a couple of days
license of his 2 is 2

There is a very high turnover of staff for his job stated 6 for 2 in a year

Apologized for slamming the door

Doesn't want anything for himself but wants situation to improve for other (next) worker

2017-03-01

PAHL arrives at 2 and speaks with 1 and 1

- Tires were ordered 2017-01-31
- Arrived yesterday
- Last safety meeting was 2017-02-14
- Incident occurred On 2017-01-17 at 2 between 2 and 1
- 2 had called him 2 and 1 reacted
- Email from 2 to 1 regarding incident (in referral 2)
- 1 spoke with 1 about it
- Covered his 2 for a week
- 1 would not accept apology from 2
- On 2017-02-28 1 stated 1 was complaining and yelling at him not refusing unsafe work and he hung up on him
- 1 went to 2 to determine what happened earlier that day (altercation between 1 and 2)
- 1 was told by 1 he then went to 2 to continue route
- Returned to 2 before 1200hrs
- 1 handed his keys to 1 and mouthed off, 1 was there and told 1 it's not working out
- 1 then left
- Tires were requested by 1 2
- All workers are 2 and 2
- Hi-visibility vests were observed hanging in 2
- 1 stated he had to assist 1 to complete his 2
- 2 does scheduled maintenance on all vehicles as they are 2
- 1 was performing as expected for the first month of employment before Christmas season
- Other 2 averaged 2 while 1 averaged 2
- 1 injury occurred in January approximately 2 weeks ago and was off for 1 week
- All tires are all season or mud and snow
- 1 never told 1 or 1 he went to YWCHSB they had assumed he was at 2
- Tires on 1 2 Goodyear Wrangler Mud and Snow

PAHL took photos of last safety meeting documentation (2017-02-13) which was attended and signed by 1 [REDACTED] orientation documentation signed by 1 [REDACTED] hi-visibility vests hanging on storage rack, tires that were on 2 [REDACTED] identified as the vehicle operated by 1 [REDACTED] (2 [REDACTED]) (Attached in Referral 2 [REDACTED])

From the meeting and site visit Inspection 2 [REDACTED] was generated.

At the time of inspection the following items were discussed:

- Worker training and the need for follow up
- 2 [REDACTED] maintenance being done by 2 [REDACTED] as they are leased
- 16 new tires being ordered January 31st for 2 [REDACTED]
- Dating the orientation documents
- The requirement for more frequent safety meetings
- Bullying and Harassment of workers
- PPE usage
- Hazard identification
- Use of barriers in 2 [REDACTED]
- Worker incident that happened the day before
- Breaks
- Loading and unloading of 2 [REDACTED]
- Supervisor responses to worker concerns

At the time of inspection the following items were in need of additional attention, and orders were written in respect to these items:

- Hi-visibility vests for the 1 [REDACTED]
- Additional more frequent safety meetings
- Confirmation of tire installation
- Break requirement confirmation
- Updated orientation documents
- Maintenance records for 2 [REDACTED]

All of the items from the inspection report were complied with documentation submitted.

This included: photos of workers in safety vests, 8 safety meeting minutes, and receipts from tire installation, updated orientation document outlining break requirement and worker concern bullets, maintenance records for entire 2 from 2

Email between 1 and manager of 2 regarding incident at 2

Issue:

- 1- Fired for reporting safety concern (not specifically identified by worker but investigated)
- 2- Tire selection and replacement
- 3- 2 maintenance
- 4- Bullying and harassment

Legislation:

HAZARDOUS WORK

15

Refusal by employee

(1)

A worker may refuse to work or do particular work if the worker has reason to believe that

(a)

the use or operation of a machine, device, or thing constitutes an undue hazard to that worker or any other person; or

(b)

a condition exists in the workplace that constitutes an undue hazard.

(2)

A worker who refuses to work or do particular work shall immediately report the circumstances of the matter to their employer or supervisor who shall immediately investigate the situation reported in the presence of the worker and in the presence of

(a)

the committee, if any;

(b)

a health and safety representative, if any, who represents the worker; or

(c)

a worker selected by the employee, who shall be made available and shall attend without delay.

(3)

After the investigation referred to in subsection (2) and any action taken to remove the hazard, the worker may again refuse to work or do particular work because of that hazard if they have reasonable cause to believe that

(a)

the use or operation of the machine, device, or thing continues to constitute an undue hazard to them or to any other person; or

(b)

the condition of the workplace continues to constitute an undue hazard.

(4)

A worker who refuses under subsection (3) to work or do particular work shall immediately report the circumstances of the matter to their employer or supervisor and the employer or supervisor shall then immediately report the circumstances of the matter to a safety officer.

(5)

No worker may exercise their right under subsection (1) or (3) if their refusal to perform the work puts the life, health, safety, or physical well-being of another person in immediate danger or if the conditions under which the work is to be performed are ordinary conditions in that kind of work. S.Y. 2002, c.159, s.15

16

Investigation by safety officer

(1)

On receiving a report under subsection 15(4) about a worker's refusal to work, a safety officer shall immediately investigate or cause another safety officer to investigate the matter.

(2)

On completion of an investigation made pursuant to subsection (1) the safety officer shall decide whether or not the machine, device, or thing, or workplace or part thereof constitutes an undue hazard to the worker or another person.

(3)

The safety officer shall give their decision in writing as soon as is practicable to the employer, the worker, and the worker's representative.

(4)

Until the investigation and decision by the safety officer, the worker shall remain at a safe place near their work station during their normal working hours unless the employer, subject to the provisions of a collective agreement, if any, assigns the worker reasonable alternative work during those hours.

(5)

Until the investigation and decision of the safety officer, no worker shall be assigned to use or operate the machine, device, or thing or to work in the workplace or the part thereof that is being investigated, unless the worker to be so assigned has been advised of the other worker's refusal and the reason for it.

(6)

The time spent by a person pursuant to subsection (4) shall be deemed to be work time for which the person shall be paid by the employer at that person's regular or premium rate as may be the case.

(7)

The employer may, within 10 days following the final decision, dismiss, suspend, or transfer a worker or impose a disciplinary measure, if the final decision indicates that the worker abused their right. S.Y. 2002, c.159, s.16

PROHIBITED REPRISALS

18

Action against employee

(1)

No employer or trade union or person acting on behalf of an employer or trade union shall

- a. dismiss or threaten to dismiss a worker;
- b. discipline or suspend or threaten to discipline or suspend a worker;
- c. impose any penalty on a worker;
- d. intimidate or coerce or attempt to intimidate or coerce a worker or a member of the worker's family; or

- e. take any discriminatory action against an employee because the worker has acted in compliance with this Act or the regulations or an order made thereunder or has in good faith sought enforcement of this Act or the regulations.

(2)

If an employer or trade union or person acting on behalf of an employer or trade union is convicted of a contravention of subsection (1), the convicting court may order

- (a) the employer or trade union or a person acting on behalf of an employer or trade union to cease the conduct that is in contravention, if that conduct is continuing, and to reinstate the worker to their former employment under the same terms and conditions under which they were formerly employed;
- (b) the employer to pay to the worker any wages the worker was deprived of by the contravention; and
- (c) the employer or the trade union, as the case may be, to remove any reprimand or other reference to the matter in the employer's or trade union's records on the worker's conduct. S.Y. 2002, c.159, s.18

Analysis:

1- Fired for reporting a safety concern.

- Worker stated he was going to quit at end of statement on 2017-02-28
- Supervisor (1) stated he gave keys to him
- 1 stated he mouthed off to supervisor and was told this was not working out
- 1 then left
- Both owner and supervisor stated 1 told them he was at 2 completing his 2 and were not aware he had come to YWCHSB before handing his keys in
- 1 stated had to assist 1 in his 2 as he was not able to complete 2
- Incident at 2 (email from 2 2017-01-18 regarding incident)
- 1 was at 2 that morning about altercation that occurred between 1 and 2

The evidence does not suggest 1 was fired for raising a safety concern. Based upon statements received from both the worker, supervisor and 2. 1 stated he was going to quit and handed in his 2 keys, and then 1 stated 2 and 1 then left. The reasons indicated were that 1 required assistance to complete his daily tasks, and there had been 2 previous incidents at the 2. Both 2 and supervisor had stated they were unaware that he had come to YWCHSB as he had indicated he was completing deliveries.

2- Tire Selection and replacement

- Wrangler Mud and snow tires on vehicle 2 (photo in file)
- Maintenance records for all vehicles with inspections
- 16 new tires in shop during inspection
- New tires installed on vehicle 2017-02-24 2 receipt)
- 2 recommended replacing at 2 were replaced at 2

The evidence indicates that the employer was using the correct tires (M&S or all season), maintaining the vehicles as per manufacturer's recommendations and replacing the tires as required by tread depth and usage.

- 3- 2 maintenance
 - Vehicles leased
 - Maintenance records provided for fleet
 - Vehicle pre-start inspections

The evidence indicates scheduled maintenance was performed as per manufacturer's recommendations. Vehicle pre-trips were observed at time of inspection with signed orientation documentation indicating workers were trained how. In the vehicle files records were provided for some minor maintenance items.

- 4- Bullying and harassment
 - Worker being called 2
 - Incident at 2 mentioned in email (2017-01-18) between 2 and 1
 - 1 stated they called him that because both of their names are 2

There is evidence to indicate that 1 was called 2 and was not receptive to it. The employer had verbally discussed this issue but did not realize the seriousness of the name calling. After the inspection report from 2017-03-01 the employer developed a bullying and harassment policy and included it in the orientation package (attached in file).

Conclusion:

Based upon the evidence submitted during the investigation it appears that the equipment being used by the worker met our regulation, was being maintained as per manufacturer's recommendation, and was safe to operate. However it was determined that both the employer and worker did not follow their responsibilities as outlined in Part 15 of the Yukon Occupational Health and Safety Act and Regulations.

The evidence indicates that the worker exercised his right to question the selection and safety of the tires but it was unreasonable to continue to exercise this right after the new tires had been installed. The employer did not communicate the results of the investigation sufficiently to the worker as to why the tires were appropriate, and how maintenance was completed.

Based upon the investigation and evidence supplied by the employer it does not appear that 1 was released for raising safety concerns but because of multiple incidents that had occurred between Christmas and the time he was let go. These would include unable to meet operational requirements (2), incident at 2 on 2017-01-17, and the incident which had occurred 2017-02-28.

All Concerns that were raised from Inspection 2 have been addressed.

No Recommendations are required at this time.

OHS Referral

(Internal Document)

Contact Information

Date Reported:13-Oct-2017

Emp. #	Employer Name	Busn. #	Business Name	Role
2	1	2	1	

Community:

Location:Yukon

Contact:1

Referral Information

Reason:Prohibited Reprisal/Work Refusal

Referral Details:1 came to the office at 1540hrs and stated he was fired for raising a safety concern.

Recorded By:Sheldon Pahl

Recorded Date:18-Oct-2017

Notes

Date	By	Note
18-Oct-2017	Sheldon Pahl	<div>1 arrived at the YWCHSB office at 1340hrs on 2017-10-13</div> <div>Here are my notes from his statement.</div> <div>- 1</div> <div>- worked at 1</div> <div>- was fired for bringing up safety issues</div> <div>- showed picture of 2 and 2</div> <div>- 2 (not using the right ones)</div> <div>- had phoned to dispatch (corporate) and complained and then new ones were sent</div> <div>- 2</div> <div>- 2</div> <div>- Worked since August 10th</div> <div>- was told he was on probation a reason to fire is not needed</div> <div>- 1 1 day ride around with supervisor</div> <div>- He is a 1, used to work 1</div> <div>- knows how to 1</div> <div>- 1</div> <div>- Had safety concern in 2 left message for 1 he called back 1</div> <div>-</div> <div>- No traffic cones on trucks</div> <div>- All trucks got 1 cone instead of 2</div> <div>- 1</div> <div>- doesn't know who safety rep is</div> <div>- received orientation</div> <div>-</div> <div>Attachment: 1 2 .mp3</div> <div>Attachment: 1 .mp3</div>

18-Oct-2017	Sheldon Pahl	<p>SO Pahl went to 1 [REDACTED] at 1513hrs to talk with manager and gather information Took statement (attached) of 1 [REDACTED] - 3 [REDACTED] - took 2 [REDACTED] issue to 1 [REDACTED] at 1 [REDACTED] - he said it was OK - talking with 1 [REDACTED] at office - Had the 1 [REDACTED] sign off that 2 [REDACTED] was good - 1 [REDACTED] had upset the 1 [REDACTED] when he went to their shop and questioned him, the 1 [REDACTED] called office afterwards - then had conference call with head office - was within the 90 day probation period - 1 [REDACTED] in conference call - had taken 2 [REDACTED] out to check on infrastructure complaints - 1 [REDACTED] owns the 2 [REDACTED] - 1 [REDACTED] who does work for them - Responsibility of the driver to document damage and report it to office - 1 [REDACTED] then goes and checks for 2 [REDACTED] and determines next steps - Computer in truck they can document 2 [REDACTED] - Office does not look all the time as drivers usually tell them when there is an issue - adapter was damaged removed it form service and stopped contract with 1 [REDACTED] - has 2 [REDACTED] and 2 [REDACTED] to check for 2 [REDACTED] - 1 [REDACTED] has a 2 [REDACTED] that comes and checks annually as well as the local 2 [REDACTED] 1613hrs leave SS office for YWCHSB Attachment: 1 [REDACTED].mp3</p>
18-Oct-2017	Sheldon Pahl	<p>SO Pahl received the following documents at time of initial visit Orientation Package Safe Work Procedures Tailgate minutes Attachment: 1 [REDACTED] (1).pdf Attachment: orientation documents.pdf</p>
18-Oct-2017	Sheldon Pahl	<p>SO returned to 1 [REDACTED] on 2017-10-16 at 1400hrs for the dismissal statements IR 2 [REDACTED] was left on site at that time as a receipt for documents Attachment: dismissal statements.pdf</p>
18-Oct-2017	Sheldon Pahl	<p>SO Pahl went to 1 [REDACTED] at 1030hrs on 2017-10-18 and spoke with 1 [REDACTED] 1 [REDACTED] who determined 2 [REDACTED] on truck was safe to use - YG commercial vehicle inspector # 2 [REDACTED] - determined it was safe - 2 [REDACTED] in tester to see if 2 [REDACTED] worked - 2 [REDACTED] in shop cord in to test 2 [REDACTED] - 2 [REDACTED] splits to both block and oil pan heaters - checked with both heat transfer measurement laser, and by hand - has performed repairs on this common problem at least 60 time in the 22yrs of work at the shop - contacted 1 [REDACTED] at 1 [REDACTED] informing him it was safe to use - 1 [REDACTED] sent 1 [REDACTED] from shop to discuss - 1 [REDACTED] explained how to take weight of chord off of 2 [REDACTED] end to eliminate 2 [REDACTED] - 1 [REDACTED] asked 1 [REDACTED] if 1 [REDACTED] was fired for raising this concern and was told not for raising concern but for attitudes and other reasons - Said 1 [REDACTED] came up and question him rudely and stated he was an 1 [REDACTED] - 1 [REDACTED] trucks are there at least every 2 [REDACTED] for maintenance - 1 [REDACTED] completed all maintenance big and small - As soon as anything is broken it goes there to be fixed - 2 [REDACTED] was looked at Oct 10th invoice # 2 [REDACTED] - unit # 2 [REDACTED] Took copy of invoice and photo of Oct schedule Attachment: 2 [REDACTED] invoice.pdf</p>
30-Nov-2017	Sheldon Pahl	<p>SO Pahl phoned 1 [REDACTED] for corroboration of service provided to 1 [REDACTED] 1119hrs: Phoned 1 [REDACTED] - 1 [REDACTED]</p>

- Gets called approx. every 2 [redacted]
- Usually called for 2 [redacted]
- Completed a 2 [redacted] yesterday
- 1 [redacted]
- 2 [redacted]
- Stated infrastructure generally in good shape

30-Nov-2017	Sheldon Pahl	photos from 1 [redacted] and 1 [redacted] Taken 2017-10-13 and 2017-10-16 Attachment: IMG_1249.JPG Attachment: IMG_1247.JPG Attachment: IMG_1246.JPG Attachment: IMG_1245.JPG Attachment: IMG_1248.JPG
13-Jul-2018	Sheldon Pahl	2018-07-12 1309 SO Pahl goes to carrier compliance and speaks with 1 [redacted] 1 [redacted] 1 [redacted] and 1 [redacted] about 2 [redacted] 1 [redacted] remembers speaking to 1 [redacted] about them and sending him to OHS. 1 [redacted] states there is nothing in National Safety Code about 2 [redacted] usage or size
13-Jul-2018	Sheldon Pahl	2018-07-12 1400hrs arrive at 1 [redacted] and speak with 1 [redacted]. 1 [redacted] stated that 1 [redacted] was odd and would get annoyed and frustrated easily, he also hung up on her more than once when he called in to the office.
13-Jul-2018	Sheldon Pahl	called both 1 [redacted] office and left a message for dispatch, and 1 [redacted] and asked about photos
21-Nov-2018	Sheldon Pahl	Here is the final decision letter. It was sent to both worker and employer on 2018-10-13 Attachment: 1 [redacted] Decision Letter, October 12, 2018.pdf
21-Nov-2018	Sheldon Pahl	No Further action Required at this time
21-Nov-2018	Sheldon Pahl	All information is located in G drive Employer file- 1 [redacted]



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

401 STRICKLAND STREET, WHITEHORSE, YUKON Y1A 5N8 TELEPHONE: (867) 667-5645 FAX: (867) 393-6279 TOLL FREE: 1-800-661-0443
October 12, 2018

Attention: 1 [REDACTED]

1 [REDACTED]

And

Attention: 1 [REDACTED]

Re: Complaint of a Potential Prohibited Reprisal, 2017-10-13

1: Introduction

The purpose of this investigation is to determine if the employer dismissed the worker for bringing forth safety concerns or for seeking enforcement of the Occupational Health and Safety Act.

2: Investigative process

Evidence:

- Audio Statement of 1 [REDACTED]
- Audio Statement of 1 [REDACTED]
- Photos from site visit at 1 [REDACTED]
- Inspection #IR 2 [REDACTED] for production of documents
- 2 [REDACTED] equipment in 1 [REDACTED] vehicle
- Orientation package of 1 [REDACTED] signed by 1 [REDACTED] 2 [REDACTED]
- Insurance certificate for Unit #2 [REDACTED]
- Invoice #2 [REDACTED] 2 [REDACTED] for repair of 2 [REDACTED]
- Photos from 1 [REDACTED]
- Notes from 1 [REDACTED] of discussion with 1 [REDACTED]
- Training certificates for 1 [REDACTED]
- 2 [REDACTED] (blank) with outlined communication area
- Owners contact information
- Job Hazard Analysis (JHA) from 2017-08-25 for 2 [REDACTED]
- Written statements from 1 [REDACTED] (additional information from audio statement)
- Written Statement from 1 [REDACTED] (2017-09-29)
- Written statement from 1 [REDACTED] (2017-10-13)
- Written Statement from 1 [REDACTED] (2017-10-13)
- Notes from Safety Officer (SO) PAHL from discussion with 1 [REDACTED]
[REDACTED] 2017-11-30

3: History/Background

2017-10-13

1340hrs

1 came to the Yukon Workers' Compensation Health and Safety Board (YWCHSB) office and spoke with Safety Officer (SO) Sheldon PAHL and stated he had been let go today for raising a safety concern. 1 stated he previously worked 1.

1 stated he had worked for 1 since 1. During his statement he informed SO PAHL that he had received onsite training, completed his orientation, and was trained in 1.

1 showed SO PAHL photos on his phone from the previous week of an 2 on the 2 where the 2. He stated that 2 completes the maintenance and commercial vehicle inspections on the truck and he had driven to their shop today on his lunch hour to question their 1. Afterwards he then called head office 2.

1 stated a couple of weeks ago he had concerns with the 2 that 1 had supplied, stating they were the wrong size for the trucks they were driving, and that the trucks had only 2.

During the interview 1 also said that he had concerns with an 2, and stated some of the customer infrastructure was in need of repair. Photos were observed of 2, and the 2.

At the time of interview 1 showed SO PAHL photos on his phone of the 2 which was 2 and 2. 1 stated he would forward them later that night, but no photos have ever been sent.

4: Investigation

2017-10-13

1540hrs

SO PAHL went to the 1, and spoke with the 1. The following items were noted in the statement:

- As soon as 1 mentioned the 2, they took the truck to 2 to address
- On October 10th 1 stated the 2 was fine (invoice #2)
- On October 13th 1 goes to 1 on his lunch hour and confronts and questions 1

- Afterwards 1 then phones down to 1 upset that 1 was telling him he did not know how to do his job. 1 stated he received this call just before the conference call with head office.
- After speaking with 1, 1 has a conference call with head office. The call included 1, 1, 1, 1, and 1. As a group they decided today to let 1 go because of his attitude and personality, stating he was angry, and did not fit in with the other staff.
- 1 stated they had given 1 a few verbal warnings but had not written him up yet.
- 1 was in probation period
- They have chock blocks on all vehicles. 1 states they have black rubber chock blocks that they have been using for ever and that 1 brought up that they are not code after he 2. 1 did not know if they had met code but agreed to get larger ones, stated they are in the process of replacing the rubber ones, but 2 did not have enough in stock. When 1 had called 1 and discussed why they had ordered the larger ones, 1 told him that the rubber ones are what they use in BC.
- Thought cones were good idea and bought without contacting head office, but had to wait for additional ones for cost
- 1 completed in house and on-line training, and then went on a 2 training with 1
- Stated 1 was quick to anger which was one of the reasons 2 training was only 1 day. On first 2 asked if he had the 2 and noticed he was agitated, and 1 felt it escalated as the morning progressed
- 1 had told 1 that he is quick to anger and 1 responded he was very easy going
- Examples provided by 1 that 1 was quick to anger were incident on 2 where both 1 and 1 were upset at each other, yelling and hanging up on 1 and when 1 was observed yelling at 1
- The 2 was used for 2 from the 2 truck. Due to safety concerns of the 2 and of 2 from truck to 2 they cancelled the contract with 2. The 2 was removed from service and the contract was cancelled because it was unsafe.
- When worker informs him of 2, the supervisor then goes to the site 2
- 2
- Showed SO PAHL the 2 and demonstrated the use of it. The demonstration was a combination of the 2 and 2 process.
- 1 has a 2 who they send up to 2. 1 stated the next scheduled visit was 2. He checks 2 if required.

- 1 stated if a concern is raised they go to the site and check. If needed; a 2 is contacted to complete a repair. A 2 for every repair.
- Responsibility of the driver to inform the office if they notice 2
- Setting up new computerised system 2. Prior to the new system, the 2
- Previously the office did not 2, because if an issue was identified they expected 2
- Stated 1 was 1 but did not want to do any other tasks.
- 1 written statement noted that on the morning of October 13th 1 did not want to work in the 2, said he was a 1 and not a labourer and then went and sat in the truck.
- 1 had observed 1 yelling at another 1. In the written statement submitted by 1 she noted he was yelling at her for driving over a chock block and telling her she should not be 2. 1 had observed them yelling at each other and immediately informed 1 that he was not to speak that way to his co-workers, and that his actions were uncalled for.
- 1 stated 1 was talking on the phone when he stated he had to shift gears. This indicates he was talking on his phone while driving which is against company policy 5.2 (20) Rules and policies applying to all vehicle drivers, which states: follow all provincial and federal laws. This was signed by 1 during his orientation.

After the interview SO PAHL requests training documents, orientation package, tailgate minutes and observed 2 and chock blocks in 1 vehicle.

2017-10-16

1400hrs

SO delivers IR 2 to the offices of 1 and received a signed copy of 1 Orientation Package, which included: 2. Additional supplied documentation included Safe Work Procedures, discipline, return to work, bullying and harassment, workplace violence, technology usage, substance abuse, and vehicle speed policies.

SO PAHL received tailgate minutes from 2017-08-25, Job Hazard Analysis (JHA) form for 2, training certificates for 1 and written statements from co-workers 1, pre and post trip inspections, and a safety orientation checklist.

2017-10-18

1030hrs

SO PAHL arrived at 1 and spoke with 1. The following items were noted:

- YG commercial vehicle inspector # Y-230

- 1 [REDACTED] had determined the 2 [REDACTED] was safe by using a 2 [REDACTED], 2 [REDACTED], and by feeling the 2 [REDACTED]
- Has repaired this same problem at least 2 [REDACTED]
- Contacted 1 [REDACTED] at 1 [REDACTED] to inform him it was safe to use
- 1 [REDACTED] sent up 1 [REDACTED] to discuss how to 2 [REDACTED] vehicles and eliminate the problem
- On or around 2017-10-12 1 [REDACTED] came up to the 2 [REDACTED] on his lunch hour and questioned him rudely, stating he was an 2 [REDACTED]
- 1 [REDACTED] phones down to 1 [REDACTED] afterwards, informing 1 [REDACTED] that 1 [REDACTED] was upset and telling him he did not know how to do his job
- 1 [REDACTED] trucks are at mechanics at least every 2 [REDACTED] for service
- All problems, big and small, they are there for repair
- 2 [REDACTED] issue was looked at October 10th invoice # 2 [REDACTED]
- Schedule for October showed 1 [REDACTED] scheduled for vehicle servicing multiple times, including the 2 [REDACTED] issue on October 10th

2017-11-30

1119hrs

SO PAHL spoke on the phone with 1 [REDACTED] and the following items were noted:

- 2 [REDACTED] who repairs 1 [REDACTED] infrastructure
- Gets called by 1 [REDACTED] approx. 2 [REDACTED]
- Usually called for both infrastructures (Company and client)
- Completed a 2 [REDACTED] yesterday (2017-11-29)
- 2 [REDACTED]
- 2 [REDACTED]
- Stated infrastructure 2 [REDACTED] in good shape

2018-07-12

1309hrs

SO PAHL goes to 2 [REDACTED] to discuss 2 [REDACTED] usage. PAHL spoke with 1 [REDACTED] and was informed that he is not aware of standard for 2 [REDACTED] in the national safety code of Canada.

1400hrs

SO PAHL arrives at 1 [REDACTED] and discussed 1 [REDACTED] with 1 [REDACTED] and 1 [REDACTED] who both stated 1 [REDACTED] would get annoyed quickly and frustrated. 1 [REDACTED] confirmed that 1 [REDACTED] had hung up on her more than once.

2018-07-13

0955hrs

SO PAHL calls 1 [REDACTED] head office and leaves message (no response back)

SO PAHL calls 1 [REDACTED] and leaves message (no response back)

SO PAHL has not received any communication from 1 [REDACTED] since the initial statement on 2017-10-13

Legislation:

Yukon Occupational Health and Safety Act Section 18:

PROHIBITED REPRISALS

Action against employee

- (1) No employer or trade union or person acting on behalf of an employer or trade union shall
- (a) dismiss or threaten to dismiss a worker;
 - (b) discipline or suspend or threaten to discipline or suspend a worker;
 - (c) impose any penalty on a worker;
 - (d) intimidate or coerce or attempt to intimidate or coerce a worker or a member of the worker's family;
- or
- (e) take any discriminatory action against an employee

because the worker has acted in compliance with this Act or the regulations or an order made thereunder or has in good faith sought enforcement of this Act or the regulations.

- (2) If an employer or trade union or person acting on behalf of an employer or trade union is convicted of a contravention of subsection (1), the convicting court may order:
- (a) the employer or trade union or a person acting on behalf of an employer or trade union to cease the conduct that is in contravention, if that conduct is continuing, and to reinstate the worker to their former employment under the same terms and conditions under which they were formerly employed;
 - (b) the employer to pay to the worker any wages the worker was deprived of by the contravention; and
 - (c) the employer or the trade union, as the case may be, to remove any reprimand or other reference to the matter in the employer's or trade union's records on the worker's conduct. R.S., c.123, s.17.

5: Analysis

Issue:

Did the employer dismiss the worker for bringing forth the safety concerns of the electrical plug, wrong chock block sizing, safety cone availability, mentioning the adapter, and identifying leaking company and public infrastructure, or for seeking enforcement of the Occupational Health and Safety Act?

- A) Electrical plug on the truck arcing and unsafe?

- The employer was informed that the 2 (on or around 2017-10-07) and was sent to 2 for inspection and repair if required. On 2017-10-10 1 completed the inspection (Invoice #2).
- 1 described how he determined if the 2 was safe, this included 2 and 2.
- 1 stated it was a common problem and had repaired similar problems many times and the 2 was declared safe.
- After the 2 had been declared safe, 1 had sent 1 to 2 to be trained on how to 2 to stop the 2 issue and to train the rest of the crew.
- On October 13th 1 checked the 2 to ensure it was working correctly with a 2 when 1 raised the issue again.

The evidence indicates that employer took the issue seriously when raised by 1. The vehicle was taken to 2 where the 2 was determined safe. Procedures to lessen the chance of reoccurrence were then developed for 1 employees to be trained.

B) 2

- 1 stated that when 1 raised the concern he was unsure about a standard but agreed it was a good idea to get larger blocks, so they ordered them.
- During the initial visit to the shop area 1 showed SO PAHL large chock blocks in the back of his company vehicle and stated they were more on order but at that time the supplier did not have enough.
- SO PAHL was informed by 1 that there is nothing in the Canadian National Safety Code that he is aware of that outlines a size for chock blocks or any legislation regarding chock size.
- The standards SO PAHL reviewed (Yukon Occupational Health and Safety Act regulations, OSHA 2, MSHA 2) all outline when to use, but do not outline a specific size.

The evidence shows they have chock blocks on all vehicles. After 1 had run over a chock and requested larger ones the evidence indicates that the company acknowledged the workers concern and ordered the larger ones.

C) 2 traffic cones in vehicle's for worker use

- 1 stated that when 1 brought this to his attention he had bought 1 cone for each 2 but due to cost considerations the 2nd cone had to wait until he had spoken with head office.

The evidence indicates that the company acknowledged the workers concern and supplied one cone for each vehicle and had contacted head office for funds for additional cones.

D) Damaged 2 used to 2 from the 2 truck

- In 1 statement he acknowledged that they had been 2 from the 2 truck and that the 2 and potentially unsafe.
- As soon as 1 informed 1 about the 2 1 stated he had went to site and removed the 2 from service and had told the 2 that they could not 2 from the truck. The 2 now 2 at a retail location because the workers could not complete the task safely.

The evidence indicates that the company acknowledged 1 concern over 2 from the 2 vehicle with the 2. After 1 had assisted 1 it was decided that 1 could not complete the task safely the 2 was removed from service and the contract cancelled.

E) Infrastructure 2 potentially causing public harm

- 1 stated that as soon as 1 brought forth infrastructure concerns he went to site and checked
- In 1 statement he noted the same examples 1 spoke to and indicated those specific pieces were fine.
- 1 outlined the procedure if 2. SO PAHL observed the 2 in 1 vehicle.
- 1 showed SO PAHL the section on the 2 for 1 comments and described the new electronic system 2 for 2.
- 1 stated that 1 sends up 2 annually to check infrastructure and they have a local company 2 to complete any work if required.
- 1 provided a written statement outlining how the repairs that 1 mentioned had been completed.
- SO PAHL spoke with 1 on 2017-11-30 and confirmed he works for 1 when required. He states he is called approximately 2 a month and pulls a 2 whenever he works for 1 1 stated infrastructure is in good shape.

The evidence indicates that the company acknowledged 1 concerns. The evidence indicates that 1 has multiple systems in place to check on their infrastructure. The evidence indicates that the 1 inform the office if any 2 are present, the supervisor checks the concern, repairs it if able and if not they have a service hired to repair the issue. 1 also has a 2 inspect and repair their infrastructure on an 2 basis as well as a local 2 for any unscheduled repairs.

F) Analysis of other evidence

- 1 [REDACTED] the employee agrees that the first 2 [REDACTED] months of employment shall be probationary) he had been working for 1 [REDACTED] months.
- 1 [REDACTED] was observed yelling at his co-worker 1 [REDACTED] On 2017-09-29. This was seen by 1 [REDACTED], and another worker. 1 [REDACTED] was spoken to by his supervisor 1 [REDACTED] This is against company harassment policy 2 [REDACTED] supplied in orientation package.
- In both his written and recorded statements 1 [REDACTED] stated 1 [REDACTED] was 2 [REDACTED] [REDACTED], not his 1 [REDACTED]
- In the statements of 1 [REDACTED] and 1 [REDACTED] they both indicated that 1 [REDACTED] would not 2 [REDACTED] and would only want to 1 [REDACTED]
- After both the 2 [REDACTED] on Unit #2 [REDACTED] being declared safe by 2 [REDACTED] and 1 [REDACTED] checking the 2 [REDACTED] with a 2 [REDACTED] 1 [REDACTED] went and confronted 1 [REDACTED] rudely and phoned head office about the 2 [REDACTED]
- During the conference call with head office they decided to let 1 [REDACTED] go because of his attitude and personality, stating he was angry, not performing tasks other than 2 [REDACTED] and not fitting in with the other staff.


The evidence does not show 1 [REDACTED] was fired for raising safety concerns. The evidence the employer supplied indicates he was released for other reasons: While being on probation there were personality conflicts, being quick to anger, going behind supervisors back, harassment of co-workers, and not performing tasks other than 2 [REDACTED]

Conclusion:

It appeared that 1 [REDACTED] reported all hazards to his supervisor as per 2 [REDACTED] of 1 [REDACTED] general workplace rules and these concerns were acted upon by his employer in a reasonable time.

Based upon the investigation and evidence supplied by the employer it does not appear that 1 [REDACTED] was fired for raising safety concerns but because he was affecting the morale of the rest of the crew, yelling at his co-workers, hanging up on the administration staff, not performing tasks expected of him (2 [REDACTED]), rudely questioning the 2 [REDACTED] service provider of the company, not following supervisors direction, questioning the repair of the plug, calling head office instead of speaking with 1 [REDACTED] and not following company rules outlined in the hire package that 1 [REDACTED] reviewed on 2017-08-18.

Further investigations, inspections and enforcement actions, such as orders, penalties and prosecution, is not recommended.

X 
Sheldon Pahl
Safety Officer YWCHSB

sheldon.pahl@gov.yk.ca

867-667-8209 or 867-332-9044

Appeal Rights:

Workers and Employers have the right to appeal any decision made by the Yukon Workers' Compensation Health and Safety Board.

Any person aggrieved or any trade union representing a worker aggrieved by a decision or an order given by the director, a chief officer, or a safety officer or the refusal of the director, a chief officer, or a safety officer to give an order under the Act or the regulations, may appeal to the board.

An appeal must be in writing and delivered to the director within 21 days after the date of the direction or decision of the director, chief officer, or safety officer.

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

OHS Referral

(Internal Document)

Contact Information

Date Reported: 24-Sep-2018

Emp. #	Employer Name	Busn. #	Business Name	Role
2	1	2	1	
Community: 1				
Location: 2				
Contact: 1				

Referral Information

Reason:	Unsafe Act/Unsafe Condition
Referral Details:	On September 24, 2018 1 came into the Yukon Workers Compensation Health and Safety Board (YWCHSB), Occupational Health & Safety Branch (OH&S) office and spoke with Safety Officer (SO) Chris REYNOLDS. 1 had cited he experienced a potential verbal threat during a shouting altercation that took place during a meeting between employees at a 2.
Recorded By:	Chris Reynolds
Recorded Date:	04-Dec-2018

Notes

Date	By	Note
04-Dec-2018	Chris Reynolds	Refer to investigation file under the employers name and works name under the G drive.
04-Dec-2018	Chris Reynolds	Refer to IR # 2
18-Jan-2019	Chris Reynolds	Copy of the signed document. Attachment: RE 1 file.msg
07-Feb-2019	Chris Reynolds	For further information refer to 1 file under the G drive and 1. No further action is required by OHS at this time.



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

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

January 9, 2019

Attention:

1 [REDACTED]
[REDACTED]
[REDACTED]

And

Attention:

1 [REDACTED]
[REDACTED]
[REDACTED]

**Re: Allegation of verbal threats at the workplace.
Date of incident: on or around September 22, 2018**

This inquiry was conducted by Chris Reynolds, Yukon OHS Safety Officer

Introduction:

The purpose of this inquiry is to determine;

Was there a verbal threat and/or physical altercation towards a 1 [REDACTED] employee from an interaction between their supervisor and owner during a meeting which was held on or around September 22, 2018, 1500h?

Was the employee dismissed or threatened to be dismissed because the worker had acted in compliance with this Act or the Regulations. I.e. Did the employee refuse to work due to safety related concerns associated with the Yukon OHS Act and regulation?

Legislation:

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

DUTIES IN RESPECT OF HEALTH AND SAFETY

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

- 3 (1) Every employer shall ensure, so far as is reasonably practicable, that
 - a) the workplace, machinery, equipment, and processes under the employer's control are safe and without risks to health;
- 18 (1) No employer or trade union or person acting on behalf of an employer or trade union shall
 - a) dismiss or threaten to dismiss a worker;

because the worker has acted in compliance with this Act or the regulations or an order made there under or has in good faith sought enforcement of this Act or the regulations.

Investigation Information

Evidence:

Statements were obtained from:

- 1 [REDACTED] on September 24, 2018
- 1 [REDACTED] on September 24 and November 29, 2018
- 1 [REDACTED] on September 25, October 5 and November 9, 2018
- 1 [REDACTED] on October 5, 2018
- 1 [REDACTED] on October 5, 2018
- 1 [REDACTED] on October 5, 2018

Documentation:

- October 5, 2018 Inspection report #2 [REDACTED]
- 2 [REDACTED] Tailgate minutes from morning training
- 1 [REDACTED] Violence in the workplace procedure

Site visits:

- October 5, 2018 site visit and tour of 1 [REDACTED] worksite at 2 [REDACTED] location.

History / Background:

On September 24, 2018 a 1 [REDACTED] employee by the name of 1 [REDACTED] came into the Yukon Workers' Compensation Health and Safety Board (YWCHSB), Occupational Health and Safety Branch (OHS) office and spoke with Safety Officer (SO) Chris REYNOLDS. 1 [REDACTED] had cited a potential verbal threat during a shouting altercation that took place during a meeting between employees at a 2 [REDACTED].

1 [REDACTED] stated that on September 20 a new site supervisor by the name of 1 [REDACTED] had started at the 2 [REDACTED]. 1 [REDACTED] cited that he had negative interpersonal history with 1 [REDACTED]. 1 [REDACTED] refused to elaborate on what the questionable past negative history was concerning; however, he stated it was not work related. 1 [REDACTED] stated he was not willing to work for 1 [REDACTED] due to this history.

1 [REDACTED] met with 1 [REDACTED] on the afternoon of September 21, 2018 where he was informed he could take the weekend off because his present job tasks were not required for the upcoming weekend.

1 [REDACTED] stated he was contacted to attend a site meeting on 2 [REDACTED] at or around 1500h.

1 [REDACTED] attended a meeting held with all site workers. During the meeting 1 [REDACTED] stated he felt he was being picked on by 1 [REDACTED] and the 1 [REDACTED]. 1 [REDACTED] believed he was verbally threatened by 1 [REDACTED] during the meeting because he was refusing to work under 1 [REDACTED] direction.

1 stated to me that after the meeting he felt afraid to go back to work. 1 came to Yukon OHS because he wanted to put in a grievance.

During the interview process I informed 1 that he may want to reach out to other organizations with his claim of being threatened. 1 stated Yukon OHS was his first stop and that he may go to RCMP.

Analysis:

1 has developed policies and procedures to minimize associated risks to its employees while working on their worksites with relation to this inquiry. There is a policy for 'Violence in the Workplace'.

1, 1 and 1 were in agreement that during the meeting on 2, a shouting altercation had occurred. Other witness interviews, 1 and 1 also collaborated this finding.

1 and 1 were in agreement that there is negative interpersonal history between both parties which was not work related.

After the altercation 1 advised 1 that he was to follow the leadership of 1. 1 was given the opportunity to make his decision over the rest of weekend. 1 dropped off a 1 work truck and keys on the morning of September 24, informing his employer that he was stepping down from the company.

1 did contact his 1, on September 23, 2018 to discuss the accusation of the threats during the meeting on 2. 1 informed 1 to contact YWCHSB regarding the threat.

- 1 should have followed the companies 'Violence in the Workplace' policy and conducted an investigation. 1 should have also directed 1 to contact the local authorities regarding the verbal threats allegation.

Conclusion/Decision:

Issue 1: Was there a verbal threat and/or physical altercation towards a 1 employee from an interaction between their supervisor and owner during a meeting which was held on or around 2?

The OHS Act is clear that an employer shall ensure, so far as is reasonably practicable, that processes are being followed when under the control of the employer. In this case 1 Ltd. did have policies and procedures in place with regards to Violence in the workplace.

The 1 and the OHS Act requirement expect the employer and workers to follow the employer's policies and procedures, in this case the 'Violence in the Workplace' policy. This was not followed by the employer with regards to corrective actions within the internal policy. Below highlights steps which should have been followed within the policy:

Part C) documents and investigations:

1. Complete an investigation of the incident and document using the serious incident reporting form.

2. Submit incident form with recommendations to senior management for review.

The evidence gather confirmed that the employer did not follow their internal policies and procedures with regards to Violence in the Workplace. However, during this inquiry, the employer has retrained all workers at the 2 [REDACTED], with regards to this policy and procedure.

Issue 2: Was the employee dismissed or threatened to be dismissed because the worker had acted in compliance with this Act or the Regulations. I.e. Did the employee refuse to work due to safety related concerns associated with the Yukon OHS Act and regulation?

Based on the evidence gathered and witness statements, 1 [REDACTED], 1 [REDACTED] and 1 [REDACTED] were in agreement that during the meeting on 2 [REDACTED] that a shouting altercation occurred due to interpersonal issues between 1 [REDACTED] and 1 [REDACTED]. However, the altercation did not occur because of disagreements related to the Yukon OHS act and regulations.

The evidence shows that the employer did not fire 1 [REDACTED] and 1 [REDACTED] was given time to determine if he would continue to work for 1 [REDACTED] under the direction of 1 [REDACTED] 1 [REDACTED] decided to leave the company (quit). There is no evidence that the employer took any other actions against 1 [REDACTED] such as dismiss, threaten to dismiss, discipline and as further described in section 18 of the OHSA. As such, I find that the employer did not contravene section 18 of the OHSA in relation to this incident.

Orders

Orders were written to 1 [REDACTED] as a result of this inquiry. Refer to Inspection Report #2 [REDACTED].

This Inquiry was conducted by Chris Reynolds, Safety Officer

X 

Chris Reynolds
Safety Officer YWCHSB

Reviewed by

X 

Bruce Milligan
Director, Occupational Health and Safety

Appeal Rights

Workers and Employers have the right to appeal any decision made by the Yukon Workers' Compensation Health and Safety Board.

Any person aggrieved or any trade union representing a worker aggrieved by a decision or an order given by the director, a chief officer, or a safety officer or the refusal of the director, a chief officer, or a safety officer to give an order under the Act or the regulations, may appeal to the board.

An appeal must be in writing and delivered to the director within 21 days after the date of the direction or decision of the director, chief officer, or safety officer.

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



if not delivered within 10 days please return to:

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

401 STRICKLAND STREET
WHITEHORSE, YUKON Y1A 5N8

Safety. It's time.



If not delivered within 10 days return to:
401 Strickland Street
Whitehorse, Yukon
Y1A 5N8

RECEIVED FEB 20 2019



NE014 35
000618
0111

10.1
Y1A 5N8 2019.01.11

RETURN TO SENDER
REVOI A L'EXPEDITEUR

<input checked="" type="checkbox"/> Unclaimed Non réclamé	<input type="checkbox"/> No such address Adresse inexistante	<input type="checkbox"/> Address incomplete Adresse incomplète	<input type="checkbox"/> Address unknown Adresse inconnue	<input type="checkbox"/> Damaged / Incomplete Endommagé / Incomplet	<input type="checkbox"/> No such Post Office Bureau inexistant	<input type="checkbox"/> Refused by addressee Refusé par le destinataire
--------------------------------------------------------------	-----------------------------------------------------------------	-------------------------------------------------------------------	--------------------------------------------------------------	------------------------------------------------------------------------	-------------------------------------------------------------------	-----------------------------------------------------------------------------



NO SUCH POST OFFICE // BUREAU INEXISTANT
RETURN TO SENDER
RETURN TO SENDER
Y1A 5N8

CANADA POST POSTES CANADA

REGISTERED RECOMMANDÉ

CPC Tracking Number | Numéro de repérage de la SCP
RN 298 159 925 CA

R

RN 298 159 925 CA

Sender warrants that this shipment does not contain dangerous goods.
L'expéditeur garantit que cet envoi ne contient pas de matières dangereuses.

☒ Signature Required
Signature requise

102580

~~102580 715 357 144~~

OGILVIE PO
SHOPPERS DRUG MART #0298
2-303 OGILVIE ST
WHITEHORSE YT Y1A 3Z0
867-667-6638

CANADA POST POSTES CANADA



If not delivered within 10 days please return to:

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

401 STRICKLAND STREET
WHITEHORSE, YUKON Y1A 5N8

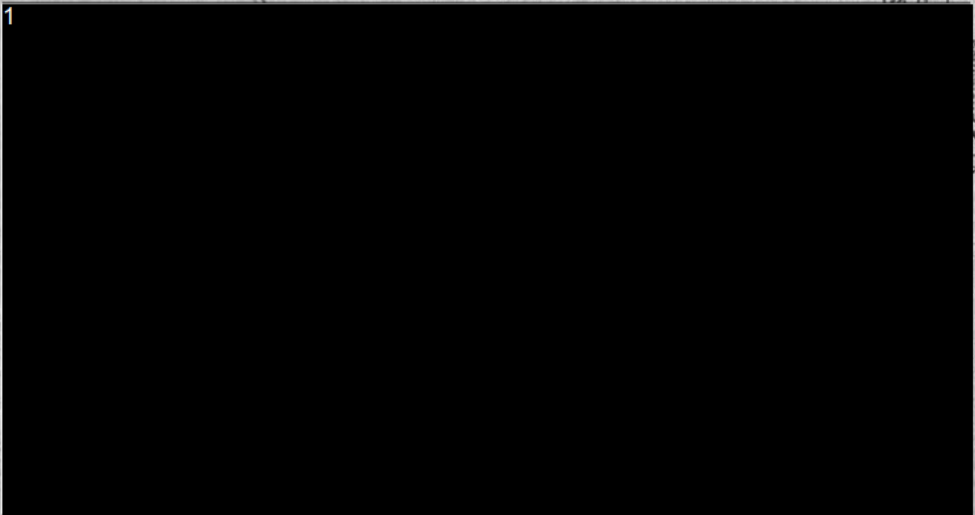
Safety. It's time.



NE014 3540134
002861 NEK1
0227 120032

CANADA POST
11
Y1A 5N8 2019.02.27

RECEIVED APR 10 2019



SENDER ÉDITEUR	<input checked="" type="checkbox"/> Non réclamé
	<input type="checkbox"/> No such address Adresse inexistante
	<input type="checkbox"/> Address incomplete Adresse incomplète
	<input type="checkbox"/> Moved / Unknown Déménagé / Inconnu
	<input type="checkbox"/> No such Post Office Bureau inexistant
	<input type="checkbox"/> Refused by addressee Refusé par le destinataire

CANADA POST
POSTES CANADA

REGISTERED RECOMMANDÉ
CPC Tracking Number | Numéro de repérage de la SCP
RN 298 162 323 CA

R

RN 298 162 323 CA

33-086-504 (14-06)

Sender warrants that this shipment does not contain dangerous goods.
L'expéditeur garantit que cet envoi ne contient pas de matières dangereuses.

☒ Signature Required
Signature requise

UNCLAIMED // NON RECLAME
RETURN TO SENDER
RETURN TO SENDER
Y1A 5N8



**Yukon Workers'
Compensation
Health and
Safety Board**

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

To: Jeff Sunstrum, Records Manager, *ATIPP Act*

From: Stefan Gottermann, ATIPP Coordinator, Yukon Workers' Compensation Health and Safety Board

Date: 2019-08-26

Re: ATIPP Request A-7705 Amendment to Final Response

This amendment is in response to the applicant's email from August 24, 2019. Based on the questions raised by the applicant I have reviewed the final response and realized that the dates for the complaints 5 and 6 in the list were reversed. A corrected version of the list is attached. It includes the corresponding record numbers for each complaint.

Also attached are the responses to the questions raised by the applicant.

Any questions regarding this response may be directed to Stefan Gottermann at 1-867-667-8837 or Stefan.Gottermann@gov.yk.ca.

A handwritten signature in black ink, consisting of a large, stylized 'S' followed by a long horizontal line.

Stefan Gottermann

Prohibited Reprisals filed after January 1, 2016: A-7705 (corrected)

Date of initial complaint	Corresponde nce sent to the worker	Appeal notice filed by the worker	Appeal panel decision	Recon-siderations filed by worker	“Information” filed with the court to commence prosecution against an employer	Record #
24-May-2016	yes	none	none	none	none	1-4
28-Oct-2016	yes	none	none	none	none	5, 6
1-Mar-2017	yes	none	none	none	none	7, 8
13-Oct-2017	yes	none	none	none	none	9, 10
24-Sep-2018 (corrected)	yes	none	none	none	none	11-14
14-Sep-2018 ¹ (corrected)	yes	investigation ongoing				
28-Nov-2018	yes	investigation ongoing				

¹ No written record found

I have a couple of questions in regards to the information provided in the Final Response for A-7705.

- I am referring to the list of prohibited reprisal complaints as "The List".
- I am referring to each complaint in the order they are presented on "The List", i.e. Complaint #1 at the top of the list to Complaint #7 at the bottom of the list.

1) On "The List", Complaint #3 filed March 1, 2017 indicates correspondence was sent to the worker, but I do not find the correspondence. I do find what appears to be a report of activity with regards to the complaint with a notation on the top of the page indicating, "Record 8 - page 1 of 7, page 2 of 7, etc. I do not see an address block nor do I see the appeal rights information at the end. **Was correspondence sent to the complainant worker and if so, can you please provide me with a copy of that letter immediately? If no correspondence was sent to the worker, can I please be advised of that?**

Response: The worker received correspondence in form of the decision letter (Record 8).

2) Complaint #5 on "The List", filed 14-Sep-2019, indicates correspondence was sent to the complainant worker. There was no information included in the package for this complaint. There was no OHS Referral page, no letter, no notes - there was nothing in the package with regards to this complaint. **Please forward the requested information for Complaint #5 filed 14-Sep-2018 including the correspondence sent to the complainant worker immediately. See also Note of Interest below pertaining to this request.**

Response: The dates for complaint #5 and #6 were mistakenly reversed. The correct date for #5 is 24-Sep-2018. Record 11, 12, 13 and 14 pertain to complaint #5. Again, the worker received correspondence in form of the decision letter (Record 12).

3) Copies of two envelopes sent to complainant workers and subsequently returned to YWCHSB were included in the records. One was received at WCB on Feb. 20/19 and one on April 10/19. Which complaints do these returned envelopes relate to on The List?

Response: Complaint #5.

Note of Interest: Complaint #6 filed Sep 24, 2018 has a footnote stating, "no written record found". The written record was included in the package, as was a copy of the correspondence sent to the complainant worker. The List states, "investigation ongoing" however the OHS Referral page indicates the investigation records were added to the file on Dec 4, 2018... suggesting the investigation was over by then. **Could it be Complaint #6 is mixed up with Complaint #5 on The List? Please confirm which complaints still have an ongoing investigation.**

Response: The date of the initial complaint for complaint #6 is Sep 14, 2018. No records related to complaint #6 were released because it is still being investigated.

In light of the incorrect information received (information states there is a record for Complaint #5 but no record was included; information states Complaint #6 was withheld but information was included), **is it possible to advise for EACH document listed on the Schedule of Records as to which Complaint on "The List" it belongs?** For example: Record #6 (a letter) belongs to Complaint #2. (This is the same request as for the envelopes in Question #3.)

Response: The dates for complaint #5 and #6 were mistakenly reversed. The correct dates are Sep 24, 2018 for complaint #5 and Sep 14, 2018 for complaint #6.



**Yukon Workers'
Compensation
Health and
Safety Board**

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

To: Jeff Sunstrum, Records Manager, *ATIPP Act*
From: Stefan Gottermann, ATIPP Coordinator, Yukon Workers' Compensation Health and Safety Board
Date: 2019-08-21
Re: ATIPP Request A-7922 Final Response – Access Granted in Full

In conducting a thorough search for records responsive to the above named ATIPP request, the following program areas were contacted: Joint Health and Safety Committee Coordinator.

After reviewing the responsive records, the Yukon Workers' Compensation Health and Safety Board has decided that access will be granted in full to the 5 pages of responsive records.

Responsive records are enclosed.

Any questions regarding this response may be directed to Stefan Gottermann, at Stefan.gottermann@gov.yk.ca or 667-8837.

A handwritten signature in black ink, appearing to be 'Stefan Gottermann', with a long horizontal line extending to the right.

Stefan Gottermann

Schedule of Records for ATIPP A-7922

Record #	Type of Record	Date	From	To	No. of Pages	Access granted	Full (F)/Severed (S)/Withheld entirely (W)	Rationale
1	Minutes	16-Jul-19	Kristy Olson, Safety Coordinator	YWCHSB	5	yes	F	
					5			

YWCHSB Joint Health and Safety Committee MINUTES
July 16, 2019

PRESENT

Kristy Olson (Safety Coordinator)
Karen Pearson (Chair)
Ashlee MacInnis
Robyn Coffin
Jim Stephens

GUESTS

ABSENT

Brooke Coty
Sheldon Pahl
Natalie Thivierge

	Action / Status
The meeting was called to order at 9:33 a.m.	
1) Call to Order and Approval of the Agenda	Meeting was called to order; agenda was approved.
2) Tailgate Presentations / Updates 1. A JHSC member is needed to provide July 18, 2019 tailgate update.	Kristy
3) Review Draft Minutes 2. Reviewed. (See outstanding action item / business list below).	June 4 th minutes accepted.
<u>3A) New Updates to Outstanding Action Items and Regular Report Items (updates bolded)</u> a) Fire Extinguisher Training / Fire Drill	<hr/> <u>May 8th</u> : Discussed doing fire extinguisher training for all staff. Brought this to EC on May 9 th and it was suggest that we wait until the roof was complete. We will be doing a fire drill at this time as well. <u>September 4th</u> : The roof is complete – Kristy and Karen to find a time to perform a fire drill. Kristy to look into having fire extinguisher training for all. <u>October 5th</u> : Kristy to speak with Kurt to see if this can be pushed to the spring. <u>November 6th</u> : Kurt is ok to push this training to the spring. On hold until the new year. <u>December 4th</u> : Fire drill was conducted on Nov 29. Reviewed evaluation from drill. Some staff recommended testing the alarm outside of work hours so they know

	Action / Status
	<p>when we are having an actual drill. Building services requested being informed of drills prior to them happening – they receive emails when the alarm is ‘offline’ (when testing) and thought it was being worked on, not that we were having a drill. We will bring these recommendations to EC December 5.</p> <p><u>January 8th</u>: EC reviewed the results of the November 29th fire drill on December 5th. The results of the drill will talked about at tailgate on December 6th with a reminder to treat the sound of the fire alarm as real unless you have an email stating it’s a test.</p> <p><u>April 9th</u>: Kristy to look into getting fire extinguisher training scheduled for staff.</p> <p><u>May 7th</u>: Kristy researching whether there are ‘flameless’ options available for training.</p> <p><u>June 4th</u>: Kristy and Mike Wadsworth working on this together.</p>
b) Call in’s / trip data sheets	<p><u>July 3rd</u>: Call in’s / trip data sheet usage from other branches was brought up at last EAC meeting. This protocol isn’t happening consistently in each branch. JHSC recommends every branch review the safety plan or at least traveling employees and their supervisors.</p> <p><u>August 14th</u>: OHS discussed the need to train all travelling staff and their supervisors on the call-in process as well as have an info/training session on the use of InReach and SAT phones.</p> <p><u>September 4th</u>: Kristy to speak with Bruce and Paul to see what the plan is going forward.</p> <p><u>October 5th</u>: Nothing more has been worked on for this at this time. On hold.</p> <p><u>January 8th</u>: Kristy to speak with Bruce about this.</p> <p><u>February 5th</u>: Internal training to be held at later date (TBD)</p> <p><u>May 7th</u>: It was discussed within OHS that some other branches who have been travelling recently weren’t familiar with check-ins and what communication tools to use (SAT Phone / InReach Devices). Update to Safety Plan needs to be done and Kristy will speak with Bruce about getting this training set-up for traveling staff.</p>

	Action / Status
c) WHMIS 2015 for the building	<p><u>June 4th</u>: Training to come. In meantime, a tailgate reminder will be done to let everyone who travels within Yukon know to make contact with OHS prior to travel.</p> <p><u>October 5th</u>: Discussed the WHMIS 2015 regulations and the need for WCB to ensure we are in compliance with them. 2 workers in Building Services are registered to take WHMIS train the trainer this month. Identified that workers use some chemicals in the building as well as our janitorial staff. Will need to bring this up at executive so they can ensure we are doing what we are required to do.</p> <p><u>November 6th</u>: This will be brought up to EC on November 7.</p> <p><u>December 4th</u>: All staff were asked at tailgate on November 22 to take the YG online WHMIS course before year-end. Safety coordinator sent reminder email to staff on November 30.</p> <p><u>January 8th</u>: Karen to check and see how many certificates she has received from staff taking WHMIS. We will then send out a reminder to anyone who hasn't completed it yet to do so.</p> <p><u>February 5th</u>: 30 employees submitted WHMIS certificates by January 8th. Karen to check again and forward numbers to Kristy.</p> <p><u>March 5th</u>: Karen believes roughly 80% of staff have completed the WHMIS training. Another reminder was sent out last week. Karen will check the numbers.</p> <p><u>April 9th</u>: Kristy to check in with Karen on stats for WHMIS training.</p> <p><u>June 4th</u>: Karen provided a list of people who haven't taken training. Tailgate reminder will be done to ask everyone who hasn't done it to please do so. A reminder email will be sent to this people if it's still not completed in a timely manner.</p> <p><u>July 16th</u>: Karen gave reminder at tailgate on June 6th. Karen will check to ensure that WHMIS is included on the orientation checklist and update it if it's not. COMPLETE.</p>
d) Review of Psychological Health and Safety Working group documents	<p><u>February 5th</u>: Contractor submitted Psychological H&S manual. Working group to be supplied with copies at next meeting (February 20th). Working group to discuss moving forward and what pieces we propose to use.</p> <p><u>March 5th</u>: Working group waiting on more direction before moving forward.</p>

	Action / Status
	<p><u>April 9th</u>: Working group will start looking through the manual that was provided and make recommendations for what should be added to the Safety Plan. Recommendations will make their way to JHSC and Executive.</p> <p><u>June 4th</u>: PHS working group has broken the manual up into 7 sections and will look at one section at a time starting June 5th. They will be deciding what needs to go into the Safety Plan. Once this is decided they will be looking at the content.</p>
<p>4) Regular Reports</p> <p><u>4.1</u></p> <ul style="list-style-type: none">June Building Inspection <hr/> <p><u>4.2</u></p> <p>Incident Report Quarterly Analysis (Q1-May; Q2-Aug; Q3-Nov; Q4-Feb)</p> <hr/> <p><u>4.3</u></p> <p>Incident Report/First Aid/Unsafe Condition/Near Miss</p>	<p><u>July 16th</u>: Kristy and Tami were both out of town for June. The annual inspection will be done on July 30th</p> <hr/> <p><u>November 6th</u>: Most incidents from the 3rd quarter were not available on the spreadsheet for analysis. Will review again during December’s meeting and then bring to EC.</p> <p><u>February 5th</u>: Reviewed 2018 4th quarter. 3 of the 4 reported incident were psychologically related – trend is potential of psychological injury. EC to review.</p> <p><u>May 7th</u>: Reviewed 2019 1st quarter. Only 1 incident reported (parked work vehicle being hit) – no trends.</p> <hr/> <p><u>June 4th</u>: Executive recommended more lighting and cameras in parking area. If this continues to be an issue we can look at special screws for the license plates (Karen Pearson brought this forward as a suggestion). Discussed an incident where a client sent a somewhat threatening email to some of our staff. Frank is doing a threat assessment on the email. Incident report still to come. 1 first aid report done. Worker had undergone surgery but needed a bandage change while at work. The first aid attendants reminded everyone at tailgate May 30th that it is imperative they contact a 1st aid attendant for things of this nature.</p>

	Action / Status
<u>4.4</u> Review Safety Plan	<p><u>July 16th</u>: Special screws were given to each safety officer as well as Corporate Services and Assessments for their vehicles.</p> <p><u>January 8th</u>: The 2018 Internal Audit was approved by NSNY. Kristy to present the COR Audit Action Plan to EC in January and JHSC in February.</p> <p><u>February 5th</u>: COR Audit Action Plan was reviewed by EC on January 30th and tasks were assigned. JHSC to review at March 5 meeting.</p> <p><u>March 5th</u>: JHSC reviewed COR Audit Action Plan.</p> <p><u>April 9th</u>: COR Audit Action Plan needs to be reviewed again at EC. This needs to be scheduled – once this takes place it will be brought back to JHSC.</p> <p><u>June 4th</u>: Kristy and Bruce have a meeting scheduled to discuss the COR Audit Action plan and then it will be taken to EC. Karen will let EC know that this is to come.</p> <p><u>July 16th</u>: The COR Audit Action Plan was reviewed at EC on July 10th. Brought to JHSC on July 16th for review. Will continue to monitor</p>
5) New Business	<p>New business arising from the July 16th JHSC meeting:</p> <ul style="list-style-type: none">JHSC reviewed the spreadsheet for proposed changes to the safety plan that came from branch safety meetings. We determined what changes would be necessary and Kristy will take the changes back to JHSC and then to EC. The plan is to have all the approved changes made in time for this year’s audit.
6) Next Meeting Scheduled <ul style="list-style-type: none">The next meeting is scheduled for August 6, 2019 from 9:30 – 11:00 am, in the training room.	
The meeting adjourned at 10:35 a.m.	

Minutes approved at August 13, 2019 Joint Health and Safety Committee meeting.



**Yukon Workers'
Compensation
Health and
Safety Board**

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

To: Jeff Sunstrum, Records Manager, *ATIPP Act*

From: Stefan Gottermann, ATIPP Coordinator, Yukon Workers' Compensation Health and Safety Board

Date: 2019-10-21

Re: ATIPP Request 7705 - Amended Final Response after Mediation ATP19-102R

As a result of a recently completed mediation process between the Office of the Information and Privacy (OIPC), the applicant and the Yukon Workers' Compensation Health and Safety Board, the public body is providing the applicant with additional information in this amendment to the final response.

We have determined that 19 (1) (a) is no longer part of the reason to withhold records 15 - 32. These records are now withheld based on 19 (1) (f) alone, because the investigation into these matters are still ongoing.

The records schedule has been changed and is part of this response.

Any questions regarding this response may be directed to Stefan Gottermann, at 667 8837 or stefan.gottermann@gov.yk.ca.

A handwritten signature in black ink, appearing to be 'Stefan Gottermann', with a long horizontal stroke extending to the right.

Stefan Gottermann

Schedule of records for ATIPP A-7705

Nr.	Original/Type of record	Date	From	To	Number of pages	Access granted - full, severed, withheld	Reason
1	OHS Referral	24-May-2016	Sheldon Pahl, Safety Officer	n/a	2	severed	See Schedule of Redactions
2	Email	7-Sep-2016	Michael Henney, Chief Mine Safety Officer	withheld	9	severed	See Schedule of Redactions
3	Letter	20-Jun-2018	Bruce Milligan, Director OHS	withheld	7	severed	See Schedule of Redactions
4	Letter	19-Jul-2018	Bruce Milligan, Director OHS	withheld	1	severed	See Schedule of Redactions
5	OHS Referral	28-Oct-2016	Shauna MacLean	n/a	2	severed	See Schedule of Redactions
6	Letter	4-May-2017	Chris Reynolds, Safety Officer	withheld	7	severed	See Schedule of Redactions
7	OHS Referral	1-Mar-2017	Sheldon Pahl, Safety Officer	n/a	2	severed	See Schedule of Redactions
8	Report	20-Feb-2018	Sheldon Pahl, Safety Officer	n/a	7	severed	See Schedule of Redactions
9	OHS Referral	18-Oct-2017	Sheldon Pahl, Safety Officer	n/a	3	severed	See Schedule of Redactions
10	Letter	12-Oct-2018	Sheldon Pahl, Safety Officer	withheld	10	severed	See Schedule of Redactions
11	OHS Referral	4-Dec-2018	Chris Reynolds, Safety Officer	n/a	1	severed	See Schedule of Redactions
12	Letter	9-Jan-2019	Chris Reynolds, Safety Officer	withheld	5	severed	See Schedule of Redactions
13	Envelope	20-Feb-2019	YWCHSB	withheld	1	severed	See Schedule of Redactions
14	Envelope	10-Apr-2019	YWCHSB	withheld	1	severed	See Schedule of Redactions
15	Email	9-Nov-2018	Chris Reynolds, Safety Officer	withheld	1	withheld	19(1)(f) ongoing investigation
16	Letter	22-Jan-2019	Chris Reynolds, Safety Officer	withheld	7	withheld	19(1)(f) ongoing investigation
17	Email	27-Nov-2018	withheld	Mike Wadsworth, Safety Officer	1	withheld	19(1)(f) ongoing investigation
18	Email	28-Nov-2018	Mike Wadsworth, Safety Officer	withheld	1	withheld	19(1)(f) ongoing investigation
19	Email	29-Nov-2018	Mike Wadsworth, Safety Officer	withheld	1	withheld	19(1)(f) ongoing investigation
20	Email	30-Nov-2018	Mike Wadsworth, Safety Officer	withheld	5	withheld	19(1)(f) ongoing investigation
21	Email	30-Nov-2018	Mike Wadsworth, Safety Officer	withheld	2	withheld	19(1)(f) ongoing investigation
22	Email	13-Dec-2018	Mike Wadsworth, Safety Officer	withheld	1	withheld	19(1)(f) ongoing investigation

Nr.	Original /Type of record	Date	From	To	Number of pages	Access granted - full, severed, withheld	Reason
23	Email	18-Dec-2018	withheld	Mike Wadsworth, Safety Officer	2	withheld	19(1)(f) ongoing investigation
24	Email	18-Jan-2019	withheld	Mike Wadsworth, Safety Officer	4	withheld	19(1)(f) ongoing investigation
25	Email	22-Jan-2019	Mike Wadsworth, Safety Officer	withheld	1	withheld	19(1)(f) ongoing investigation
26	Email	23-Jan-2019	Mike Wadsworth, Safety Officer	withheld	2	withheld	19(1)(f) ongoing investigation
27	Email	1-Feb-2019	Mike Wadsworth, Safety Officer	withheld	1	withheld	19(1)(f) ongoing investigation
28	Email	4-Feb-2019	Mike Wadsworth, Safety Officer	withheld	2	withheld	19(1)(f) ongoing investigation
29	Email	1-Apr-2019	withheld	Mike Wadsworth, Safety Officer	2	withheld	19(1)(f) ongoing investigation
30	Email	4-Jul-2019	Mike Wadsworth, Safety Officer	withheld	1	withheld	19(1)(f) ongoing investigation
31	Letter	23-Jul-2019	Mike Wadsworth, Safety Officer	withheld	19	withheld	19(1)(f) ongoing investigation
32	Email	28-Nov-2018	withheld	Mike Wadsworth, Safety Officer	3	withheld	19(1)(f) ongoing investigation
Total					114		