

Joint Health & Safety Committee

Meeting Minutes
Monday, December 14, 2015
09:00 | Civic Centre Room B

Employer Present: Audrey Maodus, John Fast, Denis McFarlane

Employee Present: Shawn Arrand, Renee Murray, Dan Pickel, Dave Kfrerer

Guests Present: Chris Grant ,

Regrets: Dan Metcalfe, Dave Jacobs, Shawn Davis

Meeting Chair: Shawn Arrand | **Secretary on record (minutes):** Crystal Sylvestre
Meeting called to order: Shawn Arrand **Second:** John Fast
Time: 09:04 hrs. | **Quorum present**

| # | AGENDA TOPIC | ACTION REQUIRED | ASSIGNED TO / PER |
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| | <u>OLD BUSINESS</u> | | |
| 1. | Review Minutes of Sept 14, 2015 Meeting <u>Motion to approve minutes</u> Motion made – Shawn Arrand Motion second – John Fast Motion carried unanimously (09:08 hrs.). | | |
| | <u>Updates From Action Items of Sept 14, 2015 Meeting (09:08)</u> | | |
| | JHSC Contact Information Updated with COE IT Dept. | Complete | Renee |
| | Ergonomic Belt given to employee | Complete | Chris |
| | JHSC replacements have been selected and are training | Complete | Both |
| 1.0 | <u>Student Health and Safety Training, Bill 146</u> Shawn attended training | Complete | Shawn Arrand |
| 2.0 | <u>Work Well Audit - Audrey</u> Include reporting near misses to training. Future Discussion: JHSC should message employees that near misses offer valuable information, and should be reported. Educate Medics to slow down and look at their options. | Audrey not present to confirm - Defer to next meeting | |

| # | AGENDA TOPIC | ACTION REQUIRED | ASSIGNED TO / PER |
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| | Prepare an incident reporting form or system to be added to yearly training. Message Staff | | |
| 3.0 | <u>Culture Report Toronto EMS</u> Shared with Morale Group | Complete | Shawn Arrand |
| 4.0 | <u>New ERU – Health and Safety Complaint</u> Light bars have been installed in both ERU. | Complete | Chris |
| 4.0 b) | <u>TOR Review:</u> John Fast emailed a copy of the TOR to each person on committee following Sept 14, 2015 meeting. No issues or changes brought forward. | Complete | Shawn Arrand |
| 6.0 | <u>Topic: Cameras in the ambulance</u> <u>Action Requested: Draft a recommendation re: Distracted Driving</u> | In progress | John Fast |
| 7.0 | <u>Employees making Health & Safety Complaints</u> Being done now. | Complete | Shawn Arrand |
| 8.0 | <u>Cathie Hedges, Health and Safety policies covering her new temporary position</u> JHSC has discussed with Captain Hedges | Complete | Shawn Arrand |
| 10.0 | <u>Exhaust fans being shut down in stations</u> | Complete | Shawn Arrand |
| 11.0 | <u>Base Inspections</u> See item #3 in New Business re: August 2015 Inspections. December 2015 Inspections will be completed by John Fast and Dan Pickel December 15, 2015. | Complete | Shawn Arrand |
| 12.0 | <u>Emergency Lighting Marked in Breaker Boxes</u> | Complete | Shawn Arrand |
| | <i>Audrey Maodus in at 09:10 hrs.</i> | | |
| | <u>Motion to confirm items addressed</u> Motion made – Shawn Arrand Motion second – Denis MacFarlane Motion carried unanimously (09:11 hrs.) | | |

| NEW BUSINESS | | | |
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| 1.0 | <p><u>JHSC Contact List</u></p> <p>Copy of Updated JHSC Member listing distributed for reference.</p> <p>Accurate, contact info will be provided to Crystal for new Employee Members by Shawn Arrand.</p> | <p>Provide email and phone numbers for new members.</p> <p>Update and distribute new contact lists to all stations and offices.</p> | <p>Shawn Arrand</p> <p>Crystal</p> |
| 2.0 | <p><u>JHSC Group Email List</u></p> <p>Confirmed it is working better now, all members receiving their emails.</p> | | |
| 3.0 | <p><u>August 2015 Inspection Missed</u></p> <p>Noted in minutes of September 14, 2015 that inspections were missed. No need to include letter, note in minutes serves as sufficient backup.</p> <p><u>Motion to amend September 14, 2015 Minutes to remove language referring to drafting a letter.</u></p> <p>Motion made – Shawn Arrand</p> <p>Motion second – Denis MacFarlane</p> <p>Motion carried unanimously (09:14 hrs.)</p> | | |
| 4.0 | <p><u>Schedule 2016 Base Inspections</u></p> <p>Schedule Base Inspections for first quarter of 2016.</p> <p><u>January:</u> Ian Nash / John Fast</p> <p><u>February:</u> Renee Murray / TBD</p> <p><u>March:</u> Dan Pickel / TBD</p> <p>Second Quarter inspectors will be confirmed at March 2016 meeting or before depending on volunteers. New members should be able to fill in gaps.</p> | <p>Create Excel spreadsheet to track inspectors.</p> | <p>Crystal</p> |

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| 5.0 | <p><u>Schedule 2016 Quarterly Meetings</u></p> <p>Per TOR, meetings will rotate throughout the County and be held at 09:00 hrs., on the following Thursdays:</p> <p><u>1st QUARTER:</u> March 24, 2015 Tecumseh Base</p> <p><u>2nd QUARTER</u> June 23, 2015 Leamington Base</p> <p><u>3rd QUARTER</u> Sept 22, 2015 Civic Centre, Room B</p> <p><u>4th QUARTER</u> Dec 15, 2015 Tecumseh Base</p> <p>All agreed (09:26 hrs)</p> | Send meeting invitations through Outlook to all members. | Crystal |
| 6.0 | <p><u>New Management Members</u></p> <p>Tyson Brohman and JP Bacon have been selected as new Management Members. They are nearly done training and will be included in meetings going forward.</p> | | |
| 7.0 | <p><u>New Labour Members</u></p> <p>Mike Lacroix, Miguel Restrepo, and Dan Suvajdzin have been selected as new Labour Members. They will complete training by the end of January 2016 and be included in meetings going forward.</p> | | |

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| | <p><u>NOTE: PROCEDURE FOR ITEMS 8.0 to 10.0</u></p> <p>Items 8.0 through 10.0 require various members to draft letters to be sent to staff.</p> <ol style="list-style-type: none"> 1. Draft letters are to be distributed to all JHSC Members. 2. JHSC Members are to submit their feedback, approval or suggestions by email to group. 3. Approved letters will distribute to staff by Crystal. <p>JHSC Letterhead is to be used for all correspondence.</p> | | |
| 8.0 | <p><u>O2 Tanks being recapped</u></p> <p>Request brought forward by Deputy Lemay to have a letter drafted to staff from the Committee to remind crews to recap O2 tanks.</p> <p>All agreed, letter to be drafted for approval.</p> <p><u>Letter will be drafted by:</u> Dan Pickel and Denis McFarlane</p> | Draft letter, email to JHSC for review | Dan / Denis |
| 9.0 | <p><u>PPE on scenes where safety is a priority</u></p> <p>Letter to be sent to Staff reminding them of the importance of PPE.</p> <p>All agreed, letter to be drafted for approval.</p> <p><u>Letter will be drafted by:</u> Ian Nash and John Fast</p> | Draft letter, email to JHSC for review | Ian / John |
| 10.0 | <p><u>Texting and Driving Letter</u></p> <p>Letter to be sent to Staff reminding them of the dangers of texting and driving.</p> <p>Special consideration is to be taken in the wording to only include texting as a Distracted Driver Policy is in the process of being developed.</p> <p>All agreed, letter to be drafted for approval.</p> <p><u>Letter will be drafted by:</u> Shawn Arrand and Audrey Maodus</p> | Draft letter, email to JHSC for review | Shawn Arrand / Audrey |

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| 11.0 | <p><u>Changes to OHSA</u></p> <p>Copy of email send by Ian Nash to JHSC Dec 7, 2015 distributed for reference.</p> <p>New legislation is more construction based however needs to be noted. Ian has guidance notes to be distributed that have been approved by the Ministry to assist in creating policies.</p> | | |
| | <p><u>Man lift purchased for Materials Management Team</u></p> <p>There has been a new man lift purchased for Materials Management. There is a training package being developed. The training package will be shared with JHSC. The only 3 people that will be trained and permitted to use this equipment are Joel Musyj, Rob Damm and Robin Mole.</p> | Share training package with JHSC. | Chris |
| 12.0 | <p><u>Unit # 1125 Accident – Nov 27, 2015 (09:33)</u></p> <p><u>MOL visits – Nov 27 & Dec 4, 2015</u></p> <p>Copy of MOL Field Visits for Nov 27 & Dec 4, 2015 distributed for reference.</p> <p>As a result of a MVC involving Unit 1125 and Medics Petro and Basinski the MOL engaged in two Field Visits.</p> <p>The first visit was the initial investigation and the second was the conclusion. There were no violations found and no action required by EWEMS. Committee was notified as quickly as possible and attended as follows:</p> <p>Renee Murray attended the Nov 27, 2015 visit, and Shawn Arrand attended the Dec 4, 2015 visit.</p> | | |
| <u>ROUNDTABLE</u> | | | |
| | <p><u>Kabota on Pelee Island (David Kfrerer)</u></p> <p>The Kabota UTV is on Pelee Island for the winter. Is this unit safe to be operated and has the crew been trained? What is the deployment plan for his unit?</p> <p>Chris Grant: Yes the unit has been inspected and is safe to operate. The crews are participating in training through Cert'n. Once they have completed training, a confirmation is sent to Deputy Grant, DC John Jacobs Jr. and the Cert'n Group (Professional Standards).</p> | | |

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| | <p>John Fast: All calls on Pelee Island require DC notification. Deployment of any vehicle is known.</p> <p>Chris Grant: This unit is stored away from the base in a heated facility and is to be used as backup.</p> | | |
| | <p><u>1339 being restocked to Ministry Standard (John Fast)</u></p> <p>1339 will be brought in to be restocked.</p> <p>Chris Grant: A similar unit was found to be overstocked. Overstocking can lead to supplies not being properly secured. 1339 will be reviewed and stocked to Ministry standard to ensure that all items are secure.</p> <p>Ian Nash: There is a video of a vehicle in a crash and what happens to the contents. He will share with the group.</p> | Distribute video to JHSC. | Ian |
| | <p><u>PPE Bags all over the Stations (John Fast)</u></p> <p>PPE bags are being stored in inappropriate areas at certain bases such as Kingsville and Essex.</p> <p>Chris Grant: Operations is working on this issue and a memo is forthcoming. Defer topic until Operations can send out info.</p> <p>Agreed.</p> | | |
| | <p><u>Flashlights in Vehicles (Dave Kfrerer)</u></p> <p>Flashlights have been secured in the units that Dave is familiar with. Have all units had their flashlights secured?</p> <p>Chris Grant: Yes, all flashlights will be secured in the same way.</p> | | |
| | <p><u>Ballon Pump Fastening (John Fast)</u></p> <p>It was recently found that a Balloon Pump had to be secured by a DC.</p> <p>Chris Grant: Operations is working on this issue and a memo is forthcoming. Defer topic until Operations can send out info.</p> <p>Agreed.</p> | | |
| | <p><u>WSIB Report (Ian Nash)</u></p> <p>Is there a WSIB report to review?</p> <p>Audrey: Not at this time, will be prepared for next meeting.</p> | | |
| | <p><u>Management to Chair next meeting.</u></p> | | |

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| | <p><u>Motion to Adjourn</u> Motion Made: Arrand Motion Second: Murray Motion carried unanimously (09:48 hrs.)</p> | | |
| | <p><i>Audrey Maodus and Renee Murray out 09:48 hrs.</i></p> | | |
| | <p><u>AFTER THOUGHT</u></p> | | |
| | <p><i>NOTE: The following two topics surfaced after adjournment.</i></p> <p>Present for conversation: Ian Nash, Shawn Arrand, Dan Pickel, Dave Kfrerer, Chris Grant, John Fast, Denis McFarlane, Crystal Sylvestre</p> | | |
| | <p><u>Copies of All Base Inspections in Each Base (John Fast)</u></p> <p>John Fast: Do we need to keep inspections for all of the bases at each base?</p> <p>Going forward, only inspection forms relating to the base in question will be stored in the binder at said base.</p> <p>Original set will be held in Master Binder and scanned to the Intranet.</p> | | |
| | <p><u>Further to 7.0 New Business – Labour Members</u></p> <p>Ian Nash will be moving into an oversight position in this Committee.</p> | | |

Approval of minutes:



Labour



Management