

COMMITTEE MINUTES FORM

WORKPLACE COMMITTEE

AREA ADVISORY COMMITTEE

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Name of Committee and Mailing Address:			
Workplace Joint Health and Safety Committee			
301 St. Paul Street			
St. Catharines, ON L2R 7R4			
Date of Meeting:	September 7 2004		
Date of Next Meeting:	December 7, 2004	Future Meeting:	March 8, 2004
Worker Members in attendance:	OPSEU Local	*Status	Position Title
John Lee	270	TC	Estimating Officer
Dave Edwards	270	CM	Project Mgr., Traffic
Dan McKnight	270	CM	Senior Policy Analyst
Jim Au (PEGO)			Associate Research Engineer
Management Members in attendance:		*Status	Position Title
Michael Joseph		TC	Coordinator, FMO

Note *: **TC** – Team Coordinator **CM** – Committee Member **A** – Alternative

Recording Secretary: <u>Natalie Barton (OHS Consultant, ERO)</u>
Guests: Sandy Kitchen, SNCLavalin ProFac Barbara Drewette, MTO Claims
Regrets: Suzanne Thomas, CSEB , Branch User Test Coordinator Tom Mather, Special Projects Lead, CSEB

THE ATTACHED MINUTES ARE AN ACCURATE RECORD OF THIS MEETING: Meeting # 42
SIGNED: Worker Team Coordinator: _____
SIGNED: Management Team Coordinator: _____
(attached minutes initialed by both parties)

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COMMITTEE MINUTES - ISSUES DISCUSSED

Date of Meeting September 7, 2004

Committee WJHSC – St.
Catharines

CONTROL NO. (If applicable)	ISSUE	RECOMMENDED ACTION	TARGET DATE	ACTION REFERRED TO (status code*) (name if applicable)	FOLLOW UP BY (Name of committee member when appl.)
N/A	Introductions: John Lee chaired the meeting.				
N/A	Workplace Inspections: Natalie reported that she had not received any copies of inspection reports since the last meeting. The workplace inspections are not on schedule. This is due mainly to summer vacations. She reminded the committee of the requirements under the Act. She will revise the schedule and forward to JHSC members.	Natalie to revise and forward schedule.	ASAP	4	Natalie
N/A	Accident/Incident Reports 2 accident/incident reports were discussed. One report dealt with a fall outside of the building and the second dealt with a thumb being caught in a safe door.	No action required			
N/A	2nd Floor Display Cabinet: Natalie reported that the display cabinet currently displays information on accident incident reporting and near misses/close calls.	The committee felt that this is an important subject and should remain posted until the next meeting.	No action required		

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Worker Team Coordinator Initial:	
Management Team Coordinator Initial:	

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N/A	<p>Profac Update</p> <p>Sandy Kitchen attended the meeting on behalf of Profac and gave the following update:</p> <p>The repairs to the bus terminal roof and ceiling are almost complete. The skylights have been replaced and have been leak tested. Landscaping will occur over the next few weeks.</p> <p>The structural repair around the outside of the building has begun. This is due to the settling of the building. Tripping hazards due to uneven sidewalk are being addressed first. Other settling issues will be addressed in the future.</p> <p>The building wide HVAC audit project has been approved.</p> <p>The window film installation on the west side of the building is almost complete.</p> <p>The project to address handicapped parking/ODA requirements has not been finalized but is still scheduled for next year.</p> <p>The Carlisle street parking lot issues are scheduled to be discussed at the next City Council meeting.</p>	<p>Profac will keep the committee informed of the progress of these projects via their attendance at the JHSC meetings.</p>	December 7, 2004	4	ProFac

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	<p>Several options have been developed to replace the current glass front doors on St. Paul St. entrance. ProFac is waiting for written recommendations by an engineer on the preferred option.</p> <p>The chiller has been repaired and both chillers are now in operation.</p> <p>Thiessen Group (Dover elevator) has replaced KONE as the service provider for elevator maintenance. Thiessen Group is the manufacturer of the elevators at the Garden City Tower.</p>				
36.2	<p>New Employee Orientation:</p> <p>Natalie reported that several orientation packages exist for MTO employees new to the Garden City Tower. ERO is working with HR Client Services to develop a process to get OHS and JHSC info to new and transplanted employees.</p>	ERO to keep committee updated on this issue.	December 7, 2004	4	ERO
N/A	<p>Standing Item-Review Section of OHSA</p> <p>The JHSC has been unable to review sections of the OHSA due to time constraints. As the committee feels that this is important, it will be given priority at future meetings.</p>	Agenda will be revised so that 15 minutes is spent reviewing sections of the OHSA immediately following the review of the minutes.	December 7, 2004	4	ERO

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41.2	Bus Terminal Door The door leading to the bus terminal from the stairwell closes quickly and may collide with users.	Michael Joseph to follow-up with ProFac to see if issue has been addressed.	ASAP	4	Michael Joseph
41.3	Security Access Michael reported that Facilities and ProFac are discussing the issue of installing a card reader on the door marked "staff only" located beside the first aid room. The committee feels that there are security issues as the public is often found wandering in this area.	Provide an update on the discussion when a decision has been made.	December 7, 2004	4	Michael Joseph
41.4	JHSC protocol for building communications The committee agreed that timely notification of building related issues that may be seen to affect MTO employee health and safety is necessary in order for the committee to make recommendations or schedule an ad hoc JHSC meeting.	Michael will follow-up and provide committee member names to ProFac so that members are copied on building related communications sent to building user committee.	ASAP	4	Michael Joseph
41.5	Alternates Barb Drewette attended the meeting as a guest and has expressed interest in becoming an alternate worker representative on the committee.	John Lee/Dan McKnight will follow-up with Barb Drewette and Jodi Shannon to confirm their interest in becoming alternates.	December 7, 2004	2	John Lee/Dan McKnight
42.1	Wellness Fair Natalie informed the committee that National Workplace Wellness week is October 25-31,				

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	2004. Karen Weeks (ERO) is the lead for the wellness fair. The JHSC is interested in manning a booth again this year. Natalie suggested a number of handouts that could be developed for the fair and has requested that committee members forward any other ideas to her.	Committee members to forward any ideas for the JHSC booth to Natalie	ASAP		All

NEXT MEETING: December 7, 2004 1:00 – 4:00 pm

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