

York Development Inc. Forms, Reports & Checklists	Document No.	Page:	1 of 1
	002	Date:	2022-12-08
		Revision	03

OH&S COMMITTEE AGENDA

DATE: 24-Feb-2023 TIME: 9:00pm LOCATION: York Office

OH&S Committee Employer Co-Chair: George English

OH&S Committee Employee Co-Chair: John Doyle

- 1. Review of Agenda and Minutes of Previous Meeting**
- 2. Old Business**
 - (a) Action Items from Previous Minutes.
 - (b) Approvals/Responses from Management.
- 3. Workplace Inspections**
 - (a) Review Checklist.
 - (b) Schedule next Workplace Inspection.
- 4. Accident & Incident Investigations (if any)**
 - (a) Review Accident Reports.
 - (b) Review Incident Reports.
 - (c) Ensure reports include all relevant information, including severity and probability if issue is not corrected.
 - (d) Provide additional recommendations if necessary.
 - (e) Determine if there are trends (areas, types of injuries, etc.).
- 5. Hazard Reports (if any)**
 - (a) Review hazard reports.
 - (b) Provide additional recommendations if necessary.
- 6. Complete Hazard Assessments (if necessary)**
- 7. Refusal to Work Situations, relative to OH&S (if any)**
- 8. Policy or OH&S Program Updates**
 - (a) Review an element of the existing OH&S Program for effectiveness.
 - (b) Review new additions to the OH&S Program (i.e., revised policies and procedures)
- 9. Other Business**
 - (a) Training Courses
 - (b) Ideas and Suggestions from Members
- 10. Schedule Next OH&S Committee Meeting**



EMAIL FORM TO:
OHS.Minutes@workplacenl.ca
 FAX FORM TO:
 709.778.1564

CALL US AT:
 709.778.1552
 1.800.563.9000

VISIT US AT:
 workplacenl.ca

**Occupational Health & Safety
 Minutes Report Form**

Date of Meeting (Y/M/D) 2023 / 02 / 24 WorkplaceNL Firm Number 2032375 Site Number N/A

PART I – Employer

Employer (head office information)	Employer Representative(s)	Certification Training #	Present (Y/N)
Company name: <u>York Developments Inc</u>	Co-chair: <u>George English</u>	<u>Geo8323177</u>	<u>Y</u>
Mailing address: <u>8-145 Aberdeen Avenue</u>	assigned: <input checked="" type="checkbox"/> acting: <input type="checkbox"/>		
St. John's NL A1A 5P6	Members: <u>Keith Upshall</u>	<u>N/A</u>	<u>Y</u>
CITY PROVINCE POSTAL CODE			
Worksite street address: <u>145 Aberdeen Avenue</u>			
Total number of employees on site: _____			
Date of next meeting (Y/M/D): <u>2023 / 05 / 17</u>			
Seasonal shut down start date (Y/M/D): <u>N/A / N/A / N/A</u>			
Seasonal shut down end date (Y/M/D): <u>N/A / N/A / N/A</u>			
OH&S minutes contact name: <u>Yvonne O'Brien</u>	Worker Representative(s)		
Telephone: <u>709-722-5653</u>	Co-chair: <u>John Doyle</u>	Certification Training #	Present (Y/N)
Email: <u>yvonne@yorkbuilt.ca</u>	assigned: <input checked="" type="checkbox"/> acting: <input type="checkbox"/>	<u>TBD - Training Schedule</u>	<u>Y</u>
	Members: <u>Lucas Pearce</u>	<u>N/A</u>	<u>Y</u>
<p>Failure to complete this form in its entirety may delay minutes from being accepted and processed. Please ensure three copies are made; one to post in the workplace, one for the OH&S committee's files, and one to send to WorkplaceNL.</p>			
	Guest(s) <u>Yvonne OBrien</u>		

Part II – OH&S Activity

Since last meeting indicate the following:		From this meeting indicate the following:	
No. of workplace inspections conducted	<u>4</u>	No. of safety hazards identified	<u>14</u>
No. of workplace complaints/concerns received	<u>0</u>	No. of health hazards identified	<u>0</u>
No. of incident reports reviewed	<u>0</u>	No. of outstanding items from last meeting	<u>0</u>
No. of right to refuse work situations	<u>0</u>		
Summary of Meeting on reverse <input type="radio"/> or Attached Document <input checked="" type="radio"/>			

Both employer and worker co-chairs **MUST SIGN AND DATE** the minutes when they agree that the minutes are complete and accurate.

Employer Co-chair Signature:
 Date: 24-Feb-2023

Worker Co-chair Signature:
 Date: 24-Feb-2023

PART III – Summary of Meeting

Item Date	Item	Recommendation	Action By (who & when)
24-Feb-2023	(1) Review Previous Meeting Minutes	(1) No open actions	N/A
24-Feb-2023	(2) Old Business	(2) Review of old business. No open actions/approvals pending	N/A
24-Feb-2023	(3) Workplace Inspections	(3) Reviewed a total of 4 inspection; 2 for York Office/Warehouse & 2 from York sites (30 Frampton & 13 Dyer). York Office/Warehouse: Housekeeping identified on January inspection and addressed prior to February inspection York Sites: January rpts showed site boxes not yet delivered to site. Addressed prior to February inspection. Next Inspections week of March 20th.	N/A
24-Feb-2023	(4) Accident & Incident Report Review	(4) N/A	N/A
24-Feb-2023	(5) Reviewed 14 hazard reports	(5) Majority of reports identified unsafe conditions due to winter weather and appropriate actions were taken in each case. Other noted hazards related to potential slips, trips, falls. York employee took appropriate action in each case to remove/mitigate the hazard. These hazards were identified as part of Yorks general duties of site review, preparation and cleanup before, during and after work activities.	N/A
24-Feb-2023	(6) No completed hazard assessments	(6) Review of Yorks Comprehensive Hazard Assessment 2023 completed with all employees on 24-Feb-2023.	N/A
24-Feb-2023	(7) No refuse to work situations	(7) N/A	N/A
	(8) OHS/Policy review.	(8) Peter (owner) signed policies, Harassment Prevention plan on Jan. 24, 2023. Reviewed with employees on Jan 25, 2023 No recommendations or suggestions from OHSC.	N/A
	(9) New Business	(8) The following were reviewed by the OHSC and with all York employees: ESRTW Program; SDS; WHMIS Annual Review; 3 Basic Rights;	N/A
	(9) New Business	(9) Reviewed and agreed on Terms of Reference.	
	(9) New Business	(9) Reviewed training matrix. To be completed: WHMIS - Yvonne & Peter AWP - John (To be rescheduled) FIT Test: John, Bill, Lucas (To be scheduled) Supervisor: Bobby (March 30th) Management Harassment: Peter & George Trenching: All Action with George to schedule all remaining training.	George / 30-Apr-23