

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

### OH&S COMMITTEE AGENDA

DATE: 17-May-2023 TIME: 2:00 pm 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@workplacnl.ca**  
 FAX FORM TO:  
 709.778.1564

CALL US AT:  
 709.778.1552  
 1.800.563.9000

VISIT US AT:  
 workplacnl.ca

**Occupational Health & Safety  
 Minutes Report Form**

Date of Meeting (Y/M/D) 2023 / 05 / 17 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> Mailing address: <u>8-145 Aberdeen Avenue</u> St. John's NL A1A 5P6 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 / 09 / 13</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> Telephone: <u>709-722-5653</u> Email: <u>yvonne@yorkbuilt.ca</u>	Co-chair: <u>George English</u> assigned: <input checked="" type="checkbox"/> acting: <input type="checkbox"/> Members: _____ _____ _____	<u>Geo8323177</u> _____ _____ _____ _____	<u>Y</u> _____ _____ _____ _____
	Worker Representative(s)	Certification Training #	Present (Y/N)
	Co-chair: <u>John Doyle</u> assigned: <input checked="" type="checkbox"/> acting: <input type="checkbox"/> Members: _____ _____ _____	<u>Joh8426661</u> _____ _____ _____ _____	<u>Y</u> _____ _____ _____ _____
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.			
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>7</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>1</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: 17-May-2023

Worker Co-chair Signature:   
 Date: 17-May-2023

**PART III – Summary of Meeting**

Item Date	Item	Recommendation	Action By (who & when)
17-May-23	(1) Review Previous Meeting Minutes	(1) fOpen actions closed since last meeting: - Reviewed and agreed on Terms of Reference.	N/A
17-May-23	(2) Old Business	(2) Review of old business. No open actions/approvals pending.	N/A
17-May-23	(3) Workplace Inspections	(3) Reviewed a total of 7 inspection; 3 for York Office/Warehouse & 4 from York sites (22 Pepperwood; 30 Frampton, 13 Dyer, 31 Gallipoli). York Office/Warehouse: Identified that fall arrest equipment needs to be inspected prior to any use. This is an open item and not closed in last inspection. Noted that York has not required use of these yet.  York Sites: Previous action indicated site boxes no yet delivered. This was corrected and reported in previous February reports.  Next Inspections week of June 19th	N/A
17-May-23	(4) Accident & Incident Report Review	(4) N/A	N/A
17-May-23	(5) Reviewed 17 hazard reports	(5) Majority of reports identified general housekeeping around sites. Other noted hazards related to potential slips, trips, falls, with some equipment damage. 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
17-May-23	(6) No completed hazard assessments	(6) Last recored review of Yorks Comprehensive Hazard Assessment 2023 with employees was 24-Feb-2023. Confirmed review had occurred in Q2 during 2 separate team meetings, however was not captured in tool box talk. Recommend to review at least 2 times in Q3 and record via tool box talk.	N/A
17-May-23	(7) No refuse to work situations	(7) N/A	N/A
17-May-23	(8) OHS/Policy review.	(8) The following were reviewed by the OHSC and with all York employees since last OH&S meeting: ESRTW Program; OHS Safety Policy; Company Rules; Disciplinary Procedures; Evac plan; Workers Rights; Trenching. Schedule exists for remainder of year review as well.	N/A
17-May-23	(9) New Business	(9) Reviewed training matrix: All necessary training has been complete.	N/A