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Occupational Health & Safety Minutes Report Form

Date of Meeting (Y/M/D) 2023 / 12 / 21 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 <small>CITY PROVINCE POSTAL CODE</small> Worksite street address: <u>145 Aberdeen Avenue</u> Total number of employees on site: _____ Date of next meeting (Y/M/D): <u>2024 / 03 / 14</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: No. of workplace inspections conducted <u>6</u> No. of workplace complaints/concerns received <u>0</u> No. of incident reports reviewed <u>0</u> No. of right to refuse work situations <u>0</u>	From this meeting indicate the following: No. of safety hazards identified <u>21</u> No. of health hazards identified <u>0</u> No. of outstanding items from last meeting <u>1</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: 21-Dec-2023

Worker Co-chair Signature:
 Date: 21-Dec-2023

PART III – Summary of Meeting

Item Date	Item	Recommendation	Action By (who & when)
21-Dec-23	(1) Review Previous Meeting Minutes	(1) Previous action to have fall arrest equipment certified has been closed.	N/A
21-Dec-23	(2) Old Business	(2) Review of old business. No open actions/approvals pending.	N/A
21-Dec-23	(3) Workplace Inspections	(3) Reviewed a total of 6 inspection; 3 for York Office/Warehouse & 3 from York sites (13 Dyer; 36 Leonard J Cowley; 67 Pepperwood) York Office/Warehouse: Confirmed open item for fall arrest was addressed. Equipment inspected and ready for use. York Sites: General theme of general housekeeping activities required on active sites. This is part of York's daily work activities.	N/A
21-Dec-23	(4) Accident & Incident Report Review	(4) N/A	N/A
21-Dec-23	(5) Reviewed 21 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 York's general duties of site review, preparation and cleanup before, during and after work activities.	N/A
21-Dec-23	(6) No completed hazard assessments	(6) York's Comprehensive Hazard Assessment 2023 is reviewed with employees during each monthly meeting. Records confirmed for November and December monthly meeting.	N/A
21-Dec-23	(7) No refuse to work situations	(7) N/A	N/A
21-Dec-23	(8) OHS/Policy review.	(8) The following were reviewed by the OHSC and with all York employees since last OH&S meeting: 022 - Use of Respirators; 023 - Emergency Eyewash; 024 - Fall Protection; 025 - General Shop Safety; 026 - Vehicle Safety; 027 - Sharp Tools (Cuts); Comprehensive Hazard Assessment.	N/A
21-Dec-23	9) New Business	(9) Discussed new development on Leonard J Cowley and potential hazards during winter build. Will review Hazard Assessments in next meeting to understand any hazards raised by team. (10) In preparation for 2024, will need to complete the following: (1) Prepare new OH&S Binder; (2) Review OH&S Committee Terms of Reference (3) Have Mgmt Review/Sign Policies for 2024 (4) Review employee training records to determine if any training is required.	N/A