



## EVERGREEN LINE RAPID TRANSIT PROJECT

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### Joint Health & Safety Committee Meeting

#### AGENDA

Meeting #2 – 14 February 26, 2014  
2:00 pm

s15

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Attendees:	David Chang Nasir Kurji Joyce Vaillancourt (via tele conference/video)	Absent:	Jim Allman Deserai Vandavelde
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Unfinished Business: (issues from the last meeting minutes)

Approve January 23, 2014 minutes

Inspection Reports:

Accident Investigations:

New Business:



## EVERGREEN LINE RAPID TRANSIT PROJECT

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Education and Training:

Recommendations to Management:

None

Other Business:

**Next Meeting:**      **March 27, 2014 at 1:45 pm –**

s15

s15



## EVERGREEN LINE RAPID TRANSIT PROJECT

### JOINT HEALTH & SAFETY COMMITTEE MEETING

## DRAFT

### Minutes of Meeting # 2 – 14 – February 26, 2014

2:00 pm –

s15

s15

Attendees: David Chang  
Nasir Kurji  
Joyce Vaillancourt

Absent: Jim Allman  
Deserai Vandavelde

Item	
<b>1</b>	<b>Unfinished Business</b>
	Approve January 23, 2014 Minutes of Meeting
	<b>Action: Minutes of January 23, 2014 approved</b>
<b>2</b>	<b>Inspection Reports</b>
	Attached to minutes and posted in lunchrooms
<b>3</b>	<b>Incident Investigations</b>
	None
<b>4</b>	<b>New Business</b>
	s22
	s22

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## EVERGREEN LINE RAPID TRANSIT PROJECT

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### Joint Health & Safety Committee Meeting

#### AGENDA

Meeting #3 – 14    March 27, 2014  
1:45 pm

s15

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Attendees:    David Chang  
                  Jim Allman  
                  Deserai Vandavelde  
                  Nasir Kurji  
                  Joyce Vaillancourt (via tele conference/video)

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Unfinished Business: (issues from the last meeting minutes)

Approve February 26, 2014 minutes

Inspection Reports:

Accident Investigations:

New Business:



## EVERGREEN LINE RAPID TRANSIT PROJECT

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### Education and Training:

Jim Allman to discuss “Anti-bullying” Policy and Procedures

### Recommendations to Management:

None

### Other Business:

s22

**Next Meeting:**      **April 24, 2014 at 10:30 am –**

s15

s15



## EVERGREEN LINE RAPID TRANSIT PROJECT

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### JOINT HEALTH & SAFETY COMMITTEE MEETING

### DRAFT

Minutes of Meeting # 3 – 14 – March 27, 2014

1:45 pm –

s15

s15

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Attendees: David Chang  
Jim Allman  
Nasir Kurji  
Deserai Vandeveld  
Joyce Vaillancourt

Item	
<b>1</b>	<b>Unfinished Business</b>
	February 26, 2014 Minutes of Meeting
	<b>Action: Minutes of February 26, 2014 approved</b>
<b>2</b>	<b>Inspection Reports</b>
<b>3</b>	<b>Incident Investigations</b>
	None
<b>4</b>	<b>New Business</b>
<b>5</b>	<b>Education and Training</b>
	<u>Anti-bullying Policy &amp; Procedures</u> Discussed the reason for why a Bullying and Harassment Policy & Procedures should be developed as well as the difference between bullying and harassment. The definition is in the attached Draft Policy D3-115-2.

	<p>WCB expects government to have something in place for Policy and Procedures with regard to bullying and harassment. And should there be a grievance and no policy in place we could be fined.</p> <p>Went through the balance of the document and reasonable steps on how an employer could prevent workplace bullying and harassment.</p> <p>Some companies / government offices have a code of conduct which employees sign and this is something we could potentially use.</p>
6	<p><b>Other Business</b></p> <p>s22 is leaving Evergreen Line Rapid Transit Project – will need another member s22</p>
	<p><b>Next Meeting:</b> April , 2014 – 1:45 pm – s15</p> <p>s15</p>





## EVERGREEN LINE RAPID TRANSIT PROJECT

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### Joint Health & Safety Committee Meeting

#### AGENDA

Meeting #4 – 14 April 24, 2014  
10:30 am

s15

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Attendees: David Chang  
Jim Allman  
Nasir Kurji  
Joyce Vaillancourt (via tele conference/video)

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#### Unfinished Business: (issues from the last meeting minutes)

Approve March 27, 2014 minutes  
Approve Bullying and Harassment Policy and any changes

#### Inspection Reports:

#### Accident Investigations:

#### New Business:



## EVERGREEN LINE RAPID TRANSIT PROJECT

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Education and Training:

Recommendations to Management:

None

Other Business:

s22

**Next Meeting: May 22, 2014 at 1:45pm –**

s15

s15



## EVERGREEN LINE RAPID TRANSIT PROJECT

### JOINT HEALTH & SAFETY COMMITTEE MEETING

## DRAFT

Minutes of Meeting #4 – 14 April 24, 2014  
10:30 am

s15

s15

Attendees: David Chang  
Jim Allman (via conference call)  
Nasir Kurji  
Regrets Joyce Vaillancourt

Item	
<b>1</b>	<b>Unfinished Business</b>
	Approve March 27, 2014 minutes  <b>Action:</b> Minutes of March 27, 2014 approved  Approve Bullying and Harassment Policy and changes Discussion: Feedback received asking to include reference to sexual harassment in the bullying and harassment policy <b>Action:</b> Jim Allman to include reference to sexual harassment in the bullying and harassment policy and re-submit for approval
<b>2</b>	<b>Inspection Reports</b>
	None to review
<b>3</b>	<b>Incident Investigations</b>
	No incidents in the last month None
<b>4</b>	<b>New Business</b>
	Presently interviewing potential members of the safety committee to replace member will be appointed prior to the next meeting. s22 New

<b>5</b>	<b>Education and Training</b>
	No training included in this meeting
<b>6</b>	<p><b>Other Business</b></p> <p>A report was received from EGRT that a member of the Evergreen team was encountered on site without hard hat and safety glasses. He was not determined whether or not the individual had received the EGRT orientation.</p> <p>Action: David to send a note to staff to remind them that anyone who intends to go onto the site must contact EGRT and receive their orientation.</p> <p>Also, anyone that goes on site must have personal protective equipment as required by the EGRT orientation:</p> <ul style="list-style-type: none"> <li>Hardhat</li> <li>Safety goggles</li> <li>Steel toed boots</li> <li>High visibility vest</li> </ul>
	<p><b>Next Meeting:</b>            May 22, 2014 –            s15            at 1:45pm</p> <p style="text-align: center;">s15</p>



## EVERGREEN LINE RAPID TRANSIT PROJECT

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### Joint Health & Safety Committee Meeting

#### AGENDA

Meeting #5 – 14 May 22, 2014  
1:45 p.m.

s15

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Attendees: David Chang  
Jim Allman  
Nasir Kurji  
Duncan Sutherland  
Joyce Vaillancourt (via tele conference/video)

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Unfinished Business: (issues from the last meeting minutes)

Approve April 24, 2014 minutes  
Approve Bullying and Harassment Policy and any changes

Inspection Reports:

Accident Investigations:

New Business:

Duncan Sutherland appointed as a new member of the safety committee replacing

s22



## EVERGREEN LINE RAPID TRANSIT PROJECT

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Education and Training:

Recommendations to Management:

None

Other Business:

**Next Meeting:**      **June 26, 2014 at 1:45pm –**      s15  
s15



## EVERGREEN LINE RAPID TRANSIT PROJECT

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### JOINT HEALTH & SAFETY COMMITTEE MEETING

### DRAFT

Minutes of Meeting #5 – 14      May 22, 2014

1:45 pm

s15

s15

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Attendees:    David Chang  
                  Jim Allman  
                  Nasir Kurji  
                  Duncan Sutherland (via video conference)  
                  Joyce Vaillancourt (via video conference)

Item	
<b>1</b>	<b>Unfinished Business</b>
	<b>Action:</b> Minutes of April 24, 2014 <b>approved</b>  <b>Action:</b> Bullying and Harassment Policy <b>approved</b>  <b>Action:</b> David Chang sent out an all staff reminder email that should they go onto construction site, you must contact EGRT for safety orientation prior to entering construction zone. You must also wear Personal Protective Equipment (PPE): Hardhat / Safety goggles / Steel toed boots / High visibility vest
<b>2</b>	<b>Inspection Reports</b>
	None to review
<b>3</b>	<b>Incident Investigations</b>
	No incidents in the last month None



## EVERGREEN LINE RAPID TRANSIT PROJECT

<b>4</b>	<b>New Business</b>
	<p>Duncan Sutherland is now on the Joint Health &amp; Safety Committee.</p> <p><b>Action:</b> Jim Allman to go over Terms of Reference and other materials</p>
<b>5</b>	<b>Education and Training</b>
	<p>A Violence Risk Assessment survey will go out to all staff which will be returned to Jim Allman to determine results.</p> <p><b>Action:</b> Jim Allman to send out cover letter and survey to all staff</p>
<b>6</b>	<b>Other Business</b>
	<p><b>Next Meeting:</b>                  June 24, 2014 –                  s15                  at 1:45pm</p> <p style="text-align: center;">s15</p>