



## EVERGREEN LINE RAPID TRANSIT PROJECT

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### Joint Health & Safety Committee Meeting

#### AGENDA

Meeting #6 – 14 June 26, 2014

1:45 p.m.

s.15

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Attendees:	David Chang Nasir Kurji Joyce Vaillancourt (via tele conference/video)	Regrets:	Jim Allman Duncan Sutherland
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#### Unfinished Business: (issues from the last meeting minutes)

- 1) Approve May 22, 2014 minutes – next meeting should have read: June 26, 2014 at 1:45pm
- 2) Follow-up: Jim Allman was to send out cover letter and survey to all staff “A Violence Risk Assessment” survey and will be returned to Jim Allman to determine results.

#### 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:** s.15



## EVERGREEN LINE RAPID TRANSIT PROJECT

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### JOINT HEALTH & SAFETY COMMITTEE MEETING

### DRAFT

Minutes of Meeting #6 – 14      June 26, 2014

1:45 pm

s.15

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Attendees:    David Chang  
                  Nasir Kurji  
                  Joyce Vaillancourt (via video conference)

Absent:        Jim Allman  
                  Duncan Sutherland

Item	
<b>1</b>	<b>Unfinished Business</b>
	<b>Action:</b> Minutes of May 22, 2014 - revise Next Meeting to June 22, 2014 <b>Approved</b>
	<b>Action:</b> Follow up with Jim Allman to send out survey to all staff "A Violence Risk Assessment"
<b>2</b>	<b>Inspection Reports</b>
	None to review
<b>3</b>	<b>Incident Investigations</b>
	None
<b>4</b>	<b>New Business</b>



## EVERGREEN LINE RAPID TRANSIT PROJECT

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5	Education and Training
6	Other Business
	Next Meeting: s.15





## EVERGREEN LINE RAPID TRANSIT PROJECT

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### Joint Health & Safety Committee Meeting

#### AGENDA

Meeting #7 – 14 July 31, 2014  
10:30 a.m.

s.15

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Attendees: Jim Allman  
David Chang  
Nasir Kurji  
Duncan Sutherland

Regrets: Joyce Vaillancourt

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

- 1) Approve June 26, 2014 minutes
- 2) **Follow-up:** Jim Allman to send out cover letter and survey to all staff "A Violence Risk Assessment" survey and will be returned to Jim Allman to determine results.

#### Inspection Reports:

#### Accident Investigations:

Workplace illness investigation.

#### New Business:



## EVERGREEN LINE RAPID TRANSIT PROJECT

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Education and Training:

Recommendations to Management:

None

Other Business:

**Next Meeting:**      **August 28. 2014 at 1:45pm - s.15**  
                                 **s.15**



## EVERGREEN LINE RAPID TRANSIT PROJECT

### JOINT HEALTH & SAFETY COMMITTEE MEETING

#### Minutes of Meeting # 7 – July 29, 2014

3:15 pm

s.15

Attendees: Jim Allman - by a conference call  
David Chang  
Nasir Kurji

Regrets Joyce Vaillancourt  
Duncan Sutherland

<b>Item</b>	June 26, 2014 – Minutes Approved
<b>1</b>	<b>Unfinished Business</b>
	Follow up: Jim Allman has not yet sent out the violence risk assessment survey to all staff. To be sent out the week of August 4
<b>2</b>	<b>Inspection Reports</b>
	No inspections were completed in the month of July
<b>3</b>	<b>Incident Investigations</b>
	There was an incident in which a contract worker suffered an occupational illness. Investigation is ongoing by the employer in conjunction with the safety committee and the safety consultant from Evergreen. Preliminary findings are that the worker became ill as a result of exposure to the vapors from an adhesive used to glue down carpet in an adjacent office. Once the

	investigation is complete, follow up action will be taken with the landlord.
<b>4</b>	<b>New Business</b>
	No new business
<b>5</b>	<b>Education and Training</b>
	No training provided for this session
<b>6</b>	<b>Other Business</b>
	Next meeting the safety committee will approve the actions outlined in the incident investigation.
	<p><b>Next Meeting:</b> is scheduled for August, but as agreed in the terms of reference, there will be no safety committee meeting in the month of August.</p> <p>Meeting days and times have now changed to the last Friday of every month, therefore the next meeting will be Friday, September 26<sup>th</sup>.</p>

NOTE TO FILE: s.22

Prepared by:

Reviewed by:

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July 8/14

When s.22 came into the office through the back door, they noticed a strong odour in the back hallway and in s.15,s.22

s.2 didn't notice the smell in the outside hallway or outside of the suite beside ours.

s.22 went thru the office to see if anyone else noticed the smell. s.22 acknowledged the odour. s.22 didn't at the time, but later in the morning s.2 said there was an odour. Front reception did not seem as strong a smell as s.15,s.22

s.22

Called building management - s.22 By this time the sliding door had been open in the lunchroom for 15-20 minutes to try and disperse the smell, s. indicated S will turn off the vents, as it was probably coming thru the vents.

s.22 to the nearest clinic to her home. On the way home, s.22 said s.2 felt better and did not want to stop at the clinic.

July 9/14

s.22

July 10 & 11/14

s.22

July 14/14

s.22

Page 10

Withheld pursuant to/removed as

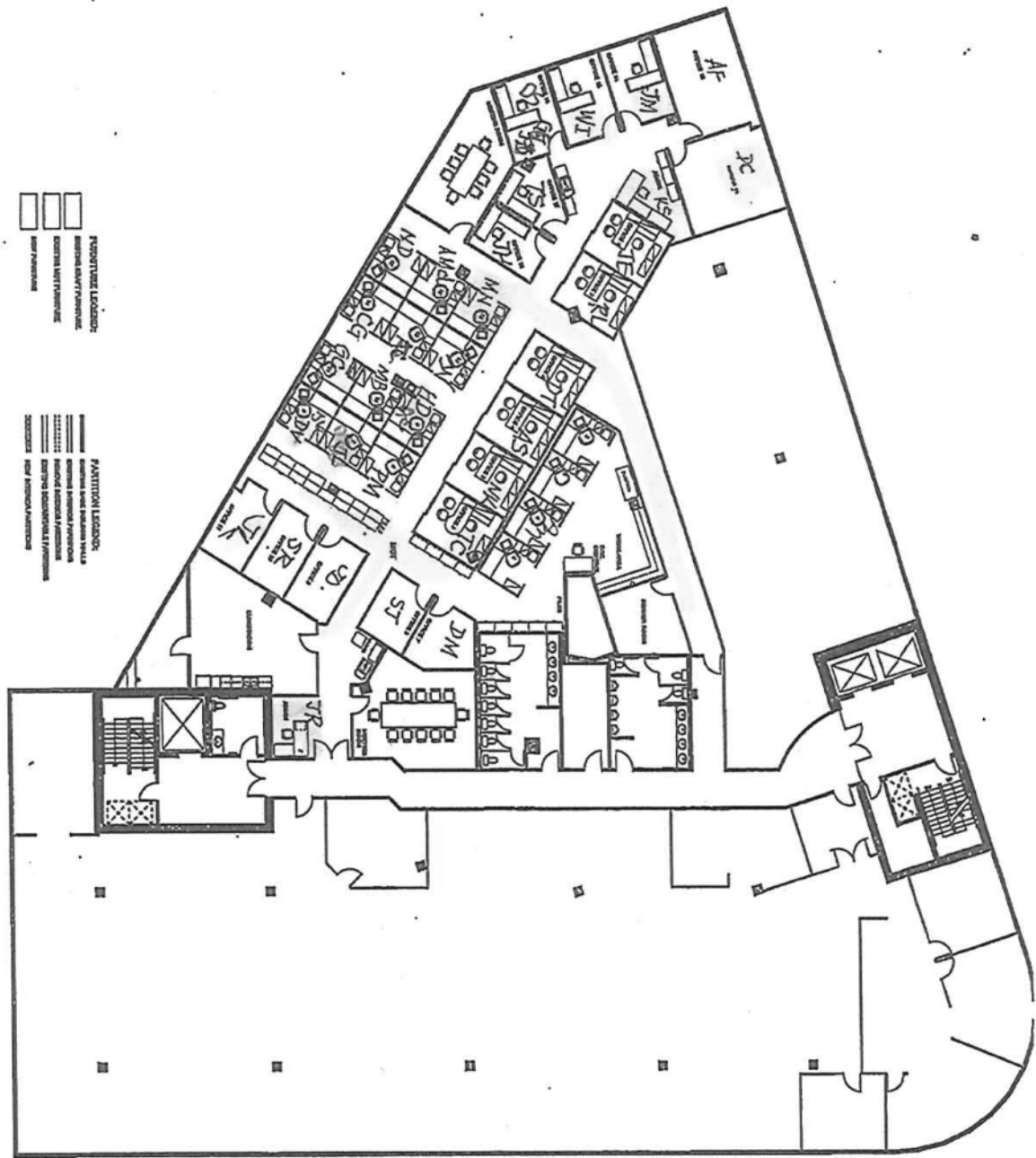
s.22

# INTERNAL LIST ONLY

July 8 & 9 / 2014

Name	Title	Phone	Effects from smell?	July 16/14
Belyea	Mike	Systems Integration Manager	s.22	
Buckle	Jon	Senior Project Advisor		
Campbell	Angela	Financial Analyst		
Chang	David	Associate Project Director		
Chum	Geoffrey	Project Engineer		
Cooper	Tracy	Senior Project Manager		
Deane	Jody	Project Manager – Port Moody		
DeCicco	Naomi	Contract Administrator		
Guss	Colleen	Finance Clerk		
Itagawa	Wendy	Senior Project Manager - Port Moody		
Jacks	Stu	Operational Manager		
Kurji	Nasir	Construction Manager		
Leung	Jasmine	Project Coordinator - Port Moody		
Locke	Jennifer	Project Manager - Burnaby Segment		
Louie	Raymond	Technical Director		
MacKenzie	Angela	Community Relations Manager		
Martin	Julie	Corporate Services Manager		
Michaud	Denis	Quality Manager		
Mountstevens	Peter	Project Coordinator/Records Manager		
North	Melissa	Administrative Assistant		
Rothman	Stephanie	Project Manager - Coquitlam Segment		
Rowland	Joanne	Reception/Administrative Assistant		
Sloan	Kate	Administrative Assistant		
Stewart	Dave	Major Projects Executive Director		
Sullivan	Alan	Lead Systems Engineer		
Sutherland	Duncan	Environmental Services Coordinator		
Tyler	David	Civil Manager - Technical		

July 17, 2014



**FURNITURE LEGEND:**  
 [Symbol] OFFICE CHAIR  
 [Symbol] OFFICE DESK  
 [Symbol] OFFICE CABINET

**PARTITION LEGEND:**  
 [Symbol] PARTITION WALL  
 [Symbol] PARTITION WALL  
 [Symbol] PARTITION WALL  
 [Symbol] PARTITION WALL

**SHO-LAVALL INC.**  
 10000 100th Ave NW  
 Richmond, BC V6V 1A2  
 TEL: 604-273-1111  
 FAX: 604-273-1112  
 WWW.SHOLAVALL.COM

**PROPERTY OF:**  
 TRANSPORTATION  
 PHOTOGRAPHY UNIT  
 10000 100th Ave NW  
 RICHMOND BC

**FURNITURE PLAN**

ITEM	QUANTITY	REMARKS
OFFICE CHAIR	10	
OFFICE DESK	10	
OFFICE CABINET	10	

**NOTES:**

1. All furniture is to be installed in the room as shown on this plan.
2. All furniture is to be installed in the room as shown on this plan.
3. All furniture is to be installed in the room as shown on this plan.





MAPEI

Ultrabond

ECO<sup>®</sup> 810

Professional  
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Profesional

Carpet Tile Adhesive

Adhésif pour carreaux de tapis

Adhesivo para losetas de alfombra

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18.9 L

Fast  
Track

CRY  
PLUS

Bio-based  
Formulation

LOW VOC

CAUTION: SEE BOTTOM LABEL  
PRECAUTION: SEE BOTTOM LABEL  
AVERTISSEMENT: SEE BOTTOM LABEL  
ATTENTION: SEE BOTTOM LABEL  
PRECAUTION: SEE BOTTOM LABEL  
PRECAUTION: SEE BOTTOM LABEL  
PRECAUTION: SEE BOTTOM LABEL  
PRECAUTION: SEE BOTTOM LABEL

**Técnical Services / Servicio Técnico:**

1-800-922-6273

**Service technique : 1-800-261-9363**

**MAPS Corporation**  
USA - Deerfield Beach, FL

**MAPET Inc.**  
Canada - Laval, QC H7L 3J5  
Puerto Rico - Dorado

MAPA Argentina S.A.  
Buenos Aires

IMPRESA de Venezuela CA  
Caracas, Tel. 1-30812350-3

**NOTICE:** Before using, user shall determine the suitability of the product for its intended use and user alone assumes all risks and liability whatsoever in connection therewith. **ANY CLAIM SHALL BE DEEMED WAIVED UNLESS MADE IN WRITING TO US WITHIN FIFTEEN (15) DAYS FROM DATE IT WAS, OR REASONABLY SHOULD HAVE BEEN, DISCOVERED.**

**AVIS :** Avant d'employer lesdits produits, l'utilisateur s'informer et s'assurer qu'ils conviennent aux fins auxquelles il les destine et lui seul assumera tous les engagements et responsabilités de quelque nature que ce soit à cet égard. **TOUTE RÉCLAMATION EST RÉVÉRTEE AU PROPRIÉTAIRE DU PRODUIT.** **UN AVIS ÉCRIT NOUS EST PARVENU DANS LES MOINS DE 15 JOURS SUIVANT LA DÉCOUVERTE DE LA DÉFECTUOSITÉ DU PRODUIT OU LA DATE À LAQUELLE LA DITE DÉFECTUOSITÉ A ÉTÉ DÉCOUVERTE.** **RAISONNABLEMENT PU ÊTRE DÉCOUVERTE.**

CAUTION: EYE IRRITANT. CONTENTS - NO  
HAZARDOUS INGREDIENTS AS DEFINED BY US OSHA.  
HANDLING PROCEDURES - WEAR SAFETY GLASSES  
AND IMPERVIOUS GLOVES. EMERGENCY AND FIRST AID  
TREATMENT - EYES: FLUSH WITH WATER  
FOR 15 MINUTES. SKIN: WASH WITH SOAP  
AND WATER. INHALATION: REMOVE TO FRESH  
AIR. INGESTION: SEEK MEDICAL ATTENTION  
IMMEDIATELY OR CONTACT POISON CONTROL  
CENTER. KEEP OUT OF THE REACH OF CHILDREN!  
BEFORE USE, CAREFULLY READ ALL SAFETY  
INSTRUCTIONS ON THE MATERIAL SAFETY DATA  
SHEET. CANADA: NOT REGULATED UNDER CANADIAN  
REGULATIONS. IN THE EVENT OF A CHEMICAL  
EMERGENCY, SPILL, LEAK, EXPOSURE OR  
ACCIDENT, CALL - IN THE USA: CHEMTREC 1-800-  
424-9300, IN CANADA: CHEMTREC (613) 936-0555.

**AVERTISSEMENT : IRRITANT POUR LES YEUX.**  
CONTENU - NE CONTIENT AUCUN DES COMPOSÉS  
CHIMIQUES VUS PAR L'OSHA PROCÉDURE DE  
MANIPULATION - PORTER DES LUNETTES  
SÉCURITÉ ET DES GANTS IMPERMÉABLES POUR  
SOINS - YEUX - PEAU - L'AVERTISSEMENT  
15 MINUTES. S'IL Y A UN CONTACT AVEC  
INHALATION : INGESTION : APPELER IMMÉDIATEMENT  
UN MÉDECIN OU UN CENTRE ANTIPOISON. L'AVERTISSEMENT  
DE LA PORTÉE DES ENFANTS / AUCUN DES COMPOSÉS  
ATTENTIVEMENT TOUTES LES CONSCIENCE  
SÉCURITÉ SUR LA FICHE SIGNALÉTIQUE  
NON CONTRÔLE POUR TOUTE LA PROTECTION  
DU SMDUT. POUR FUIRE, AU CAS : CHANGER  
DE VÊTEMENT, CONTACTER AUX ÉTATS-UNIS :  
ACCIDENT, CONTACTER AUX ÉTATS-UNIS :  
(613) 996-6906.  
1-800-634-0300.

**Vaillancourt, Joyce TRAN:EX**

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**From:** Vaillancourt, Joyce TRAN:EX  
**Sent:** Thursday, July 17, 2014 7:46 AM  
**To:** 'Guthrie, Laurie'  
**Subject:** Form 7  
**Attachments:** Form 7 JR.pdf

Hi Laurie - here is Form 7, with our portion filled in.

s.22 will need to fill in her salary, and other remaining boxes before you send in.

Thanks Joyce

Joyce Vaillancourt  
Ministry of Transportation and Infrastructure  
Evergreen Line Rapid Transit Project  
2900 Barnet Highway  
Coquitlam, BC V3B 0G1  
Tel: 604-927-4442  
Fax: 604-927-4453

A mobile friendly version of the CVSE website is now available...Please bookmark  
[http://www.th.gov.bc.ca/CVSE\\_Mobile/index.asp](http://www.th.gov.bc.ca/CVSE_Mobile/index.asp)

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Page 16 to/à Page 21

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s.22

Recommendations to prevent it from happening again

- 1. Notify the landlord that prior to performing any work that might impact the air quality in the office, office personnel must be notified.**
- 2. Notify the landlord of Evergreen Project expectation that the protocol must be established to create negative air pressure in any adjacent office space where industrial vapors or fumes are being generated.**
- 3. Ensure that contact information for the building owner is updated and readily available in case of emergency**

Investigated by: Joyce Vaillancourt and Jim Allman



## EVERGREEN LINE RAPID TRANSIT PROJECT

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### Joint Health & Safety Committee Meeting

#### AGENDA

Meeting #8 – 14 September 26, 2014

1:30 p.m.

s.15

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Attendees: Jim Allman  
David Chang  
Nasir Kurji  
Duncan Sutherland

Regrets: Joyce Vaillancourt

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

- 1) Approve July 31, 2014 minutes
- 2) **Follow-up:** Jim Allman to send out cover letter and survey to all staff "A Violence Risk Assessment" survey and will be returned to Jim Allman to determine results.
- 3) **Follow-up:** David Chang to send out letter to SNC Lavalin re workplace illness

#### 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:**      **October 31, 2014 at 1:30pm – s.15**  
                                 **s.15**



## EVERGREEN LINE RAPID TRANSIT PROJECT

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### JOINT HEALTH & SAFETY COMMITTEE MEETING

#### Minutes of Meeting # 8 – September 26, 2014

10:00 am

s.15

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Attendees: Jim Allman  
David Chang  
Nasir Kurji  
Duncan Sutherland  
Regrets Joyce Vaillancourt

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Item	July 29, 2014 – Minutes Approved
<b>1</b>	<b>Unfinished Business</b>
	Follow up: Jim Allman has not yet sent out the violence risk assessment survey to all staff. He will wait to see feedback from another client on the process to determine lessons learned prior to finalizing survey.
<b>2</b>	<b>Inspection Reports</b>
	No inspections were completed in the month of August or September
<b>3</b>	<b>Incident Investigations</b>
	As a result of an incident investigation into air quality in the office, the landlord has commissioned an air quality survey. We are waiting for the results of the survey, prior to following up with affected workers.



<b>4</b>	<b>New Business</b>
	It is a CPR requirement for project staff that must access CPR lands to update their CPR orientation after 1 year of the initial orientation Evergreen will send out an email to select team members who have already undertaken CP training.
<b>5</b>	<b>Education and Training</b>
	No training provided for this session
<b>6</b>	<b>Other Business</b>
	There was a fire alarm in the month of September in the office. Safety committee members reported that the evacuation went well
	<b>Next Meeting:</b> October 31, 2014 at 1:30 pm - s.15



## EVERGREEN LINE RAPID TRANSIT PROJECT

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### Joint Health & Safety Committee Meeting

#### AGENDA

Meeting #9 – 14    October 31, 2014

1:30 p.m.

s.15

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Attendees:    Jim Allman  
                  David Chang  
                  Nasir Kurji  
                  Duncan Sutherland  
                  Joyce Vaillancourt

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

- 1) Approve September 26, 2014 minutes
- 2) **Follow-up:** Jim Allman to send out cover letter and survey to all staff "A Violence Risk Assessment" survey and will be returned to Jim Allman to determine results.

#### Inspection Reports:

#### Accident Investigations:

#### New Business:

- Rail Orientation Update
- LEED certification at Production Court – presentation on November 3, 2014 at Production Way.
- LEED audit



## EVERGREEN LINE RAPID TRANSIT PROJECT

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Education and Training:

Recommendations to Management:

None

Other Business:

**Next Meeting:**      **November 28, 2014 at 1:30pm - s.15**  
                                 **s.15**



## EVERGREEN LINE RAPID TRANSIT PROJECT

### JOINT HEALTH & SAFETY COMMITTEE MEETING

#### Minutes of Meeting # 9 – October 31, 2014

1:30 pm

s.15

Attendees: Jim Allman  
David Chang  
Nasir Kurji  
Duncan Sutherland  
Joyce Vaillancourt

Item	September 26, 2014 – Minutes Approved
1	Unfinished Business
	None
2	Inspection Reports
	Inspections for both sites to be done in November
3	Incident Investigations
	None
4	New Business
	Rail Orientation Update has been done for those team members who required an update. A LEED certification presentation will take place at Production Court on November 3, 2014. <i>Angela Campbell will attend for office.</i>

	<p>Tuesday, November 4th between 10:30 am and 12:00 noon there will be a LEEDs audit performed at the 2700 Production Way building.</p> <p>They will be inspecting lighting, vertical surfaces, horizontal surface and floors. There will also be a non-intrusive air test in multiple areas of the building itself.</p> <p><b><i>Joyce Vaillancourt sent an email advising staff</i></b></p> <p>See attached information documents from building management.</p>
<b>5</b>	<b>Education and Training</b>
	No training provided for this session
<b>6</b>	<b>Other Business</b>
	None
	<b>Next Meeting:</b> November 28, 2014 at 1:30 pm – s.15



NARLAND

## Memorandum

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TO: ALL TENANTS  
FROM: Narland Management  
DATE: October 29, 2014  
SUBJECT: LEED AUDITS – TENANT ACCESS REQUIRED

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Dear Tenants,

As part of our pursuit of LEED Certification at Production Court, our LEED consultant, Goby LLC will be performing two onsite audits of the property next week: an APPA Custodial Audit and an EPA Indoor Air Quality Audit. The APPA Custodial Audit is a simple visual, non-intrusive inspection of the building to ensure that the green cleaning program has been effective and properly implemented. The four areas they are inspecting are: lighting, vertical surfaces, horizontal surfaces and floors. The IAQ Audit will be a non-intrusive air test in multiple areas of the building.

Audits will take place at the following times:

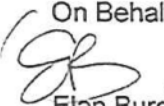
- S.15 – November 3<sup>rd</sup>, 10:00am – 11:30am;
- – November 4<sup>th</sup>, 10:30am – 12:00pm; and
- – November 4<sup>th</sup>, 1:00pm – 2:30pm

To obtain an accurate representation of the Building access to each tenant space will be required during the above audit times. Visits in each tenant's space will take approximately 15 – 20 minutes and no occupied offices or conference rooms will be disturbed.

Please notify the undersigned before 5:00pm on October 31<sup>st</sup> if there is a preferred time to inspect your premises, during the scheduled audits for your Building, or if a representative of your office is required to escort Goby through your office during the audit. Notification can be made to Elan Burghall either by email to [eburghall@narland.com](mailto:eburghall@narland.com) or by calling our office at 604-681-2747.

We thank-you in advance for your cooperation. Should you have any questions or require further information please contact the undersigned.

Sincerely,  
Narland Management Services Partnership  
On Behalf of the Landlord

  
Elan Burghall  
Property Administrator



October 15, 2014

Dear Tenants,

We are excited to announce that Production Court is pursuing LEED certification! LEED stands for Leadership in Energy and Environmental Design and it is a rating system that is a standard for measuring building sustainability. (Visit the link for additional information from the Canada Green Building Council: [http://www.cagbc.org/AM/Template.cfm?Section=Tenants\\_and\\_employees](http://www.cagbc.org/AM/Template.cfm?Section=Tenants_and_employees)). LEED buildings provide a highly productive, healthy, and environmentally conscious atmosphere for occupants.

We would like to welcome you to assist the process by inviting you to one of two presentations on **Monday, November 3<sup>rd</sup> at 1pm or Tuesday, November 4<sup>th</sup> at 9am**, held by our LEED consultants from Goby. Refreshments will be served and both presentations will take place in Suite #460 at 2700 Production Way. During this meeting, we will be learning briefly about LEED and will be communicating tenant involvement and roles. We will also be discussing two very important surveys, a commuting survey addressing how people get to the building, and a comfort survey, addressing occupant satisfaction, both of which tenants will be required to complete as part of the certification process. Survey samples are included for your review and will be handed out after the presentation, for distribution in your office.

We require one (1) representative from each tenancy to attend one of the above 30 minute sessions. Please RSVP by **Friday October 24<sup>th</sup>, 2014** identifying which session you will attend, and who will be representing your company.

We thank-you for your support of this important green initiative at Production Court.

Sincerely,  
**Narland Management Services Partnership**  
On Behalf of the Landlord

**Elan Burghall**  
Property Administrator



# LEED Occupant Transportation Survey – Production Court

First Name:

Last Name:

Company:

Please check (1) box per each day of the week to describe your commute to the property from Monday, October 27 through Friday, October 31.

- ✓ Did you use more than one mode of transportation within one commute? If yes, please place (1) mark for whichever mode you used for the longest distance. [ e.g. if you took a train for 10 miles and walked 1, indicate that you used "Train"]
- ✓ Did you commute somewhere other than the property, or were you out of office? If yes, please select "Out of Office"

	Train Light Rail	Bus	Walk	Bicycle	Carpool or Vanpool	Taxi Cab	Personal Vehicle – Drive alone	Telecommute (work from home)	Out of Office	Other, Please Describe
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										

1. If you drove to the property by either driving alone or in a carpool, please indicate the make, model, and year of the car you used.

*This information is confidential and used only to determine how many fuel-efficient vehicles are driven daily*

Make:

Model:

Year:

Please indicate if your car is a :

Hybrid or Electric Model ☐

Conventional ☐

2. If you used a carpool or vanpool, please indicate the total number of people who were with you (including yourself)

2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 or greater ☐

3. Please provide any additional comments about your commute, methods of commuting, or seasonal variations. Please note if your return trip home was not the same method as getting to the building.





## Occupant Comfort Survey

The management team at Production Court is committed to providing a comfortable and environmentally friendly building. Please complete this 16 question survey designed to assess overall occupant comfort. This survey brought to you by Narland and Goby. Thank you for your participation!

<b>1. On which floor is your work space located?</b> <input style="width: 50px;" type="text"/>	<b>2. Suite # or work space location description*:</b> <input style="width: 150px;" type="text"/> <small>optional – to help identify space specific issues</small>
<b>3. How would you rate your overall satisfaction at Production Court?</b> <input type="checkbox"/> Very Satisfied <input type="checkbox"/> Satisfied <input type="checkbox"/> Slightly Satisfied <input type="checkbox"/> Neutral <input type="checkbox"/> Slightly Dissatisfied <input type="checkbox"/> Dissatisfied <input type="checkbox"/> Very Dissatisfied	
<b>4. How would you rate the temperature at your work space?</b> <input type="checkbox"/> Too Cold <input type="checkbox"/> Slightly Too Cold <input type="checkbox"/> Adequately Cool <input type="checkbox"/> Neutral <input type="checkbox"/> Adequately Warm <input type="checkbox"/> Slightly Too Warm <input type="checkbox"/> Too Hot	
<b>5. Generally, how satisfied are you with the temperature at your work space?</b> <input type="checkbox"/> Very Satisfied <input type="checkbox"/> Satisfied <input type="checkbox"/> Slightly Satisfied <input type="checkbox"/> Neutral <input type="checkbox"/> Slightly Dissatisfied <input type="checkbox"/> Dissatisfied <input type="checkbox"/> Very Dissatisfied	
<b>6. If you are dissatisfied with the temperature, how would you best describe the source of your discomfort?</b> (check all that apply; if Other, please describe in the comment box) <input type="checkbox"/> Drafts from Windows <input type="checkbox"/> Drafts from vents <input type="checkbox"/> Incoming sun <input type="checkbox"/> Hot/cold surrounding surfaces <input type="checkbox"/> Air movement too high <input type="checkbox"/> Air movement too low <input type="checkbox"/> Thermostat response slow <input type="checkbox"/> Other <input style="width: 150px;" type="text"/>	
<b>7. How would you rate your satisfaction with the indoor air quality in your work space?</b> <input type="checkbox"/> Very Satisfied <input type="checkbox"/> Satisfied <input type="checkbox"/> Slightly Satisfied <input type="checkbox"/> Neutral <input type="checkbox"/> Slightly Dissatisfied <input type="checkbox"/> Dissatisfied <input type="checkbox"/> Very Dissatisfied	
<b>8. If you are dissatisfied with air quality, how would you best describe the source of your discomfort?</b> (check all that apply; if Other, please describe in the comment box) <input type="checkbox"/> Dusty air <input type="checkbox"/> Stuffy or stale air <input type="checkbox"/> Bad scents <input type="checkbox"/> Other <input style="width: 150px;" type="text"/>	
<b>9. How satisfied are you with the odors at your work space?</b> <input type="checkbox"/> Very Satisfied <input type="checkbox"/> Satisfied <input type="checkbox"/> Slightly Satisfied <input type="checkbox"/> Neutral <input type="checkbox"/> Slightly Dissatisfied <input type="checkbox"/> Dissatisfied <input type="checkbox"/> Very Dissatisfied	
<b>10. If you are dissatisfied with the odors, how would you best describe the source of your discomfort?</b> <input style="width: 150px;" type="text"/>	<b>11. Do odors change over the course of the day or work week?</b> <input style="width: 150px;" type="text"/>
<b>12. How satisfied are you with the lighting levels at your work space?</b> <input type="checkbox"/> Very Satisfied <input type="checkbox"/> Satisfied <input type="checkbox"/> Slightly Satisfied <input type="checkbox"/> Neutral <input type="checkbox"/> Slightly Dissatisfied <input type="checkbox"/> Dissatisfied <input type="checkbox"/> Very Dissatisfied	
<b>13. If you are dissatisfied with the lighting, how would you best describe the source of your discomfort?</b> (check all that apply; if Other, please describe in the comment box) <input type="checkbox"/> Too bright <input type="checkbox"/> Too dark <input type="checkbox"/> Not enough natural light <input type="checkbox"/> Not enough control <input type="checkbox"/> Glare on computer screen <input type="checkbox"/> Reflections on computer screen <input type="checkbox"/> Color of light is visually uncomfortable <input type="checkbox"/> Other <input style="width: 150px;" type="text"/>	
<b>14. How satisfied are you with the acoustics or sound quality at your work space?</b> <input type="checkbox"/> Very Satisfied <input type="checkbox"/> Satisfied <input type="checkbox"/> Slightly Satisfied <input type="checkbox"/> Neutral <input type="checkbox"/> Slightly Dissatisfied <input type="checkbox"/> Dissatisfied <input type="checkbox"/> Very Dissatisfied	
<b>15. How would you rate your satisfaction with overall cleanliness in the building?</b> <input type="checkbox"/> Very Satisfied <input type="checkbox"/> Satisfied <input type="checkbox"/> Slightly Satisfied <input type="checkbox"/> Neutral <input type="checkbox"/> Slightly Dissatisfied <input type="checkbox"/> Dissatisfied <input type="checkbox"/> Very Dissatisfied	
<b>16. Please use the comment box here to identify any comfort related issues you have at Production Court.</b> <input style="width: 150px;" type="text"/>	



## EVERGREEN LINE RAPID TRANSIT PROJECT

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### Joint Health & Safety Committee Meeting

#### AGENDA

Meeting #10 – 14 December 5, 2014

1:30 p.m.

s.15

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**Toll Free North America** for all Conference calls

1-877-353-9184

**Vancouver** – Local

604-681-0260

Participant: 5648927#

Moderator: (Joyce) 1584550#

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Attendees: Jim Allman  
David Chang  
Nasir Kurji  
Joyce Vaillancourt  
Duncan Sutherland

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Unfinished Business: (issues from the last meeting minutes)

- 1) Approve October 31, 2014 minutes

Inspection Reports:

See attached reports for:  
2900 Barnet Highway, Coquitlam and  
2700 Production Way



## EVERGREEN LINE RAPID TRANSIT PROJECT

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Accident Investigations:

New Business:

Working Alone Risk Assessment

Education and Training:

Recommendations to Management:

None

Other Business:

**Next Meeting:**      **January 30, 2015 at 1:30pm - s.15**  
                                 **s.15**

### Site Inspection Checklist – 2700 Production Way, Burnaby, BC

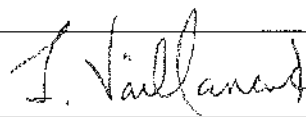
Buildings	Okay	Needs Work	Action Required	Date Completed
Doors accessible	✓			
Exits marked	✓			
Stairs clean and dry	✓			
Handrails sturdy	✓			
Stairwell lighting	✓			
Floors clean and dry	✓			
Emergency lighting	✓			
General lighting	✓			
Heating / cooling	✓		Temperatures vary in office – we can request bldg. mgmt. to come in and change	
Ventilation	✓			
Hallways wide enough	✓			
Hallways obstruction-free	✓			
General housekeeping	✓			
Chemicals	Okay	Needs Work	Action Required	Date Completed
Controlled products labeled	N/A			
Stored properly	N/A			
Safety equipment available	N/A			
Workers trained in use	N/A			

<b>Electrical Safety</b>	<b>Okay</b>	<b>Needs Work</b>	<b>Action Required</b>	<b>Date Completed</b>
Outlets not overloaded	✓			
Cords not a hazard	✓			
Computer surge protection	✓			
<b>Emergency Preparedness</b>	<b>Okay</b>	<b>Needs Work</b>	<b>Action Required</b>	<b>Date Completed</b>
Emergency numbers posted	✓			
Evacuation procedures posted	✓			
WorkSafeBC information posted	✓			
<b>First Aid</b>	<b>Okay</b>	<b>Needs Work</b>	<b>Action Required</b>	<b>Date Completed</b>
First aid kit is stocked	✓			
Log book current	✓			
First aiders identified	✓			
Location of kit marked	✓			
<b>Fire</b>	<b>Okay</b>	<b>Needs Work</b>	<b>Action Required</b>	<b>Date Completed</b>
Extinguishers accessible	✓			
Extinguishers well marked	✓			
Extinguishers charged / inspected		✓	Needs re-charging – Nov 25/14 Inspected by Pacific Coast Fire Extinguishers – Nov 27/14	Nov 27/14
Alarms accessible	✓			
Alarms well-marked	✓			

Coffee turned off at night	✓		Automatically shuts off & turns on in the morning	
<b>Grounds</b>	<b>Okay</b>	<b>Needs Work</b>	<b>Action Required</b>	<b>Date Completed</b>
Access and egress	N/A			
Drainage unobstructed	N/A			
Lighting adequate	N/A			
Parking unobstructed	N/A			
Signs in clear view	N/A			
Snow and ice removal	N/A			
Visibility good	N/A			
General housekeeping	N/A			
<b>Storage Areas</b>	<b>Okay</b>	<b>Needs Work</b>	<b>Action Required</b>	<b>Date Completed</b>
Equipment stored properly	✓			
Rack and shelves sturdy	✓			
Stacked materials anchored	✓			
General housekeeping	✓			

INSPECTOR: Joyce Vaillancourt

PRINT



SIGNATURE


CONTRACTOR INSPECTED: \_\_\_\_\_

DATE OF INSPECTION: November 29, 2014



### Site Inspection Checklist – 2900 Barnet Highway, Coquitlam, BC

Buildings	Okay	Needs Work	Action Required	Date Completed
Doors accessible	✓			
Exits marked	✓			
Stairs clean and dry	✓		Except outside stairwell	
Handrails sturdy	✓			
Stairwell lighting	✓			
Floors clean and dry	✓			
Emergency lighting	✓		Inspected by Pacific Coast Fire Extinguishers	Nov 26/14
General lighting	✓			
Heating / cooling	✓			
Ventilation	✓			
Hallways wide enough	✓			
Hallways obstruction-free	✓			
General housekeeping	✓			
Chemicals	Okay	Needs Work	Action Required	Date Completed
Controlled products labeled	✓		Janitorial supplies	
Stored properly	✓			
Safety equipment available	✓			
Workers trained in use	✓			

Electrical Safety	Okay	Needs Work	Action Required	Date Completed
Outlets not overloaded	✓			
Cords not a hazard	✓			
Computer surge protection	✓			
Emergency Preparedness	Okay	Needs Work	Action Required	Date Completed
Emergency numbers posted	✓			
Evacuation procedures posted	✓			
WorkSafeBC information posted	✓			
First Aid	Okay	Needs Work	Action Required	Date Completed
First aid kit is stocked	✓			
Log book current	✓			
First aiders identified	✓			
Location of kit marked	✓			
Fire	Okay	Needs Work	Action Required	Date Completed
Extinguishers accessible	✓			
Extinguishers well marked	✓			
Extinguishers charged / inspected		✓	Needs re-charging – Nov 24/14 Inspected by Pacific Coast Fire Extinguishers	Nov 26/14 
Alarms accessible	✓			
Alarms well-marked	✓			



Coffee turned off at night	✓		Automatically shuts off & turns on in the morning	
<b>Grounds</b>	<b>Okay</b>	<b>Needs Work</b>	<b>Action Required</b>	<b>Date Completed</b>
Access and egress	✓			
Drainage unobstructed	✓			
Lighting adequate	✓			
Parking unobstructed	✓			
Signs in clear view	✓			
Snow and ice removal	✓			
Visibility good	✓			
General housekeeping	✓			
<b>Storage Areas</b>	<b>Okay</b>	<b>Needs Work</b>	<b>Action Required</b>	<b>Date Completed</b>
Equipment stored properly	✓			
Rack and shelves sturdy	✓			
Stacked materials anchored	✓			
General housekeeping	✓			

INSPECTOR: Joyce Vaillancourt

PRINT

*J. Vaillancourt*

SIGNATURE

CONTRACTOR INSPECTED: \_\_\_\_\_

DATE OF INSPECTION: November 24, 2014

**Table 1 - Probability of the Accident and Injury or Illness Occurring**

<b>The accident sequence resulting in disability:</b>	<b>Value</b>
Is the most likely and expected result if the hazard-event takes place.	<b>10</b>
Is quite possible, would not be unusual, has an even 50/50 chance.	<b>6</b>
Would be an unusual sequence or coincidence.	<b>4</b>
Would be a remotely possible coincidence. It is known to have happened.	<b>2</b>
Extremely remote but conceivably possible. Has never happened after many years of exposure.	<b>0.5</b>
Practically impossible sequence or coincidence; a “one in a million” possibility. Has never happened in spite of exposure over many years.	<b>0.1</b>

**Table 2 - Availability of Help for Injured Workers**

<b>Work Situation</b>	<b>Availability of Help</b>	<b>Value</b>
Worker is in an isolated area with no one likely to pass by or see the worker (over a bank, in the forest, night shift cleaning staff)	Never	<b>12</b>
Worker is working at night or in areas where there is occasional traffic (residential area, urban area at night)	Rare	<b>8</b>
Worker is in isolated area where there is regular traffic (rural road, industrial road)	Occasionally	<b>6</b>
Worker is out of site or isolated, but any delay in returning would be noted and commented on, and action taken (building basement maintenance, construction site inspection)	Usual	<b>4</b>
Worker is in an area used by other people who pass by often enough that there is a high likelihood of witnesses. (Roadside work on secondary road, maintenance work in building corridors)	Frequently	<b>2</b>
Worker is in an area surrounded by potential assistants (driving on freeway or main arterial road, working in mall parking lot during business hours)	Continuous	<b>1</b>

## Check-in Assessment Work Sheet For Working Alone

### Instructions:

1. Complete this work sheet with the worker for each task of a job/occupation where a worker is working alone and may be at risk of an injury or illness that would prevent him/her from obtaining help.
2. Consider which hazards in column (A) might apply and specify the injury or illness in column (C) and the victim's capability to obtain help in column (D). If the injury or illness does not prevent the worker from obtaining help, it is not disabling. No further action required.
3. If answer in "D" is Yes, consult Table 1, assess the probability of the incident or illness and place the value in Column (E)
4. Consult Table 2, assess the availability of help and place the value in Column (F)
5. Rate the Hazard by multiplying the value in Column (E) by the value in Column (F) and enter the value in Column (G)  
For Values of (G) up to 14 (low) beginning an end of shift check-in is adequate. For values of (G) between 14 and 20 (moderate) a check-in procedure must be more frequent. For values of (G) higher than 20 (high), consider a buddy system.

Job Title: \_\_\_\_\_  
Task: \_\_\_\_\_

Assessment Done By: \_\_\_\_\_  
Date: \_\_\_\_\_

(A) Kinds of Hazard (Based on History)	(B) Examples	(C) Worst probable accident & injury or illness that could happen to worker	(D) Would injury or illness stop the worker from getting help? Yes or No	(E) Injury or illness Probability Table 1	(F) Level of Help Available Table 2	(G) Rating E X F If above 14 check-in required
Stored Energy	Bins, chutes, elevated equipment, pressurized vessels or pipes, volumes of liquid, stacked materials					
Mechanical Energy	Hydraulic, air valving or operation, tools, equipment					
Energy Inadequate Or stopped	Failure of part or linkage, external influence, fuel sources, spills, lack of ventilation, blocked exits, lighting					
Kinetic Energy	Struck by, struck against, pinch points, falling - same level, falling to lower level, high angle work, animal attack					
Chemical Energy	Corrosion, oxidation, asphyxiation, poisoning, explosion, infection, drowning					
Thermal Energy	Fire, ultra-violet & infrared radiation, steam, hot materials, cold, freezing					
Electrical Energy	Power lines, step potential, static, grounding, lightning					
Nuclear Energy	Radioactive isotopes, microwave sources, X-ray, laser light					
Social Energy	Violence, bomb threats, terrorism, assaults, vandalism, sabotage					
Other						

### ***SAMPLE Check-in Assessment Work Sheet For Working Alone***

Job Title: Electrician  
Task: Repairing Dark Traffic Light After shift

Assessment Done By: Electrical Department  
Date: \_\_\_\_\_

(A) Kinds of Hazard (Based on History)	(B) Examples	(C) Worst probable accident & injury that could happen to worker	(D) Would injury stop the worker from getting help? Yes or No	(E) Injury Probability Table 1	(F) Level of Help Available Table 2	(G) Rating E X F If above 14 check-in required
Stored Energy	Bins, chutes, elevated equipment, pressurized vessels or pipes, volumes of liquid, stacked materials					
Mechanical Energy	Hydraulic, air valving or operation, tools, equipment					
Energy Inadequate Or stopped	Failure of part or linkage, external influence, fuel sources, spills, lack of ventilation, blocked exits, lighting					
Kinetic Energy	Struck by, struck against, pinch points, falling - same level, falling to lower level, high angle work, animal attack	Fall from bucket truck, hit by vehicle	Yes	2	8	16
Chemical Energy	Corrosion, oxidation, asphyxiation, poisoning, explosion, infection, drowning					
Thermal Energy	Fire, ultra-violet & infrared radiation, steam, hot materials, cold, freezing					
Electrical Energy	Power lines, step potential, static, grounding, lightning	Electrocution due to faulty wiring	Yes	1	8	16
Nuclear Energy	Radioactive isotopes, microwave sources, X-ray, laser light					
Social Energy	Violence, bomb threats, terrorism, assaults, vandalism, sabotage					
Other						

**Instructions:**

RESULT: Score of 16 – Institute check-in. Electricians agree 20 mins. Between checks



## EVERGREEN LINE RAPID TRANSIT PROJECT

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### JOINT HEALTH & SAFETY COMMITTEE MEETING

#### Minutes of Meeting # 10 – December 5, 2014

1:30 pm

s.15

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Attendees: Jim Allman  
David Chang  
Nasir Kurji  
Joyce Vaillancourt  
Duncan Sutherland

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<b>Item</b>	October 31, 2014 – Minutes Approved
<b>1</b>	<b>Unfinished Business</b>
	None
<b>2</b>	<b>Inspection Reports</b>
	Inspections for both sites – reports attached
<b>3</b>	<b>Incident Investigations</b>
	None
<b>4</b>	<b>New Business</b>

5	<p><b>Education and Training - Working Alone Risk Assessment</b></p> <p>Discussed the Working Alone Risk Assessment. Working alone assessment forms are attached to these minutes. Some of the guidelines mentioned are below:</p> <p>“A worker is considered to be working alone or in isolation when he or she does not have assistance that is readily available in case of emergency, injury, or ill health. In order to determine whether or not assistance is readily available, the following conditions should be considered:</p> <p>Presence of others: Are other people in the vicinity?  Awareness: Will other persons capable of providing assistance be aware of the worker's need?  Willingness: Is it reasonable to expect those other persons will provide assistance?  Timeliness: Will assistance be provided within a reasonable period of time?</p> <p>In case of illness or injury, everyone is supposed to be ensuring they are not working alone, and if they are they need to have a check in system so if a problem arises they can be attended.”</p> <p>“The employer is expected to assess the likelihood of hazards to workers assigned to work alone or in isolation. The assessment of the hazards should be based on what reasonably could be anticipated for that workplace or work activity.”</p>
6	<p><b>Other Business</b></p> <p>None</p>
	<p><b>Next Meeting:</b> January 30, 2015 at 1:30 pm - s.15</p>



## EVERGREEN LINE RAPID TRANSIT PROJECT

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### Joint Health & Safety Committee Meeting

#### AGENDA

Meeting #1 – 15 January 30, 2015

1:30 p.m.

s.15

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**Toll Free North America** for all Conference calls

1-877-353-9184

**Vancouver** – Local

604-681-0260

Participant: 5648927#

Moderator: (Joyce) 1584550#

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Attendees: Jim Allman  
David Chang  
Nasir Kurji  
Joyce Vaillancourt  
Duncan Sutherland

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Unfinished Business: (issues from the last meeting minutes)

- 1) Approve December 5, 2014 minutes

Inspection Reports:

Accident Investigations:

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## EVERGREEN LINE RAPID TRANSIT PROJECT

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New Business:

Education and Training:

Recommendations to Management:

None

Other Business:

**Next Meeting:**      **February 27, 2015 at 1:30pm .s.15**  
                                 **s.15**