

Local Health and Safety Committee (LHSC) Meeting Minutes

LHSC#: 825
LHSC Name: LHSC 825
Meeting date: May 31 2023-10:00ET

BUILDING LOCATIONS INCLUDED IN THIS COMMITTEE				
Address	Floor(s)	City	Province	Building Classification
299 Queen Street West	6	Toronto	Ontario	Media/Office
260 Richmond Street West	7	Toronto	Ontario	Office
250 Richmond Street West	4	Toronto	Ontario	Media/Office
277 Queen Street West	3	Toronto	Ontario	Media/Office
9 Channel Nine Court	3	Scarborough	Ontario	Media/Office
275 Queen Street West	4	Toronto	Ontario	Storage

MEETING ATTENDANCE		
EMPLOYER	NAME	Present Yes / No
Co-Chair	Ashley Cross	Yes
Member	Tatiana Debrey	Yes
Member	Prateek George	Yes
Member	Bernard Julien	Yes
Member	Mel Nepomuceno	Yes
Member	Vicky Tsiotsikas	No
EMPLOYEE		
Co-Chair (723m)	Marco D'Aloisio	Yes
Member (723M)	Antonio Lucas-Torres	No
Member (non union)	Paul Gatt	Yes
Member (79m)	Craig Farrish	No
Member (723m)	Basil Young	No
Member (79m)	Chris Parker	No
Member (723M)	Frank Zou	Yes
OBSERVERS		
SECRETARY		
Secretary	Rob Scrimgeour	No

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APPROVAL OF THE MINUTES

Co-chair
Employer


Signature

June 2nd 2023
Date

Co-chair
Employee


Signature

June 2, 2023
Date

AGENDA

	Attendance
	Review previous minutes
1	Training & Ongoing Education
2	Incident Reporting
3	H&S Hazard Identification
4	Workplace Inspections
5	LHSC H&S Programs
6	CHSC Referrals
7	LHSC/BRES Notifications
8	Assessment/Compliance Review
9	New items
10	Summary of Activities

- All sections should remain in the minutes, even if no activity
- Section 9 for new items to be discussed

Agenda approved? Yes ___ No ___

DISTRIBUTION OF MINUTES

Name	EMAIL ADDRESS
Bellnet Posting	info.ss-hs@bell.ca
Smartsheet (<i>attach a copy of this form using the smartsheet link</i>)	https://app.smartsheet.com/b/form/e7642ecb867f48b59d2273c41420739d
H&S Coordinator	mary.ranaweera@bellmedia.ca
(Co-Chair)	harikrishna.patel@bellmedia.ca
(Co-Chair)	
(Member)	
(Member)	

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- Minutes must be approved and distributed within 10 working days after meeting.

AUTOMATED TOOLS	
Function	Tool
Workplace inspection tool	https://app.smartsheet.com/b/form/0757df6ad3ab4b3583c2b96cd8ad7a91

HEALTH & SAFETY BOARDS	
Address	Specific Location
299 Queen Street West	Basement & 2 nd Floor Commisary
260 Richmond Street West	2 nd Floor, across from HR
250 Richmond Street West	1 st floor kitchen area
277 Queen Street West	2 nd Floor, office area
9 Channel Nice Court	

- List where your HS Board is located in each building

PLANNING OF MEETINGS			
Date	Location/Conference Call	Time	Status Pending or Complete
January 28 th , 2023	Webex	11:00	Complete
February 22 nd , 2023	Webex	11:00	Complete
March 29 th 2023	Webex	10:00	Complete
April 26 th , 2023	Webex	10:00	Complete
May 31 st , 2023	Webex	10:00	Complete
June 28 th , 2023	Webex	10:00	Pending
July 26 th , 2023	Webex	10:00	Pending
August 30 th , 2023	Webex	10:00	Pending
September 27 th , 2023	Webex	10:00	Pending
October 25 th , 2023	Webex	10:00	Pending
November 29 th , 2023	Webex	10:00	Pending

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December 27 th	Webex	10:00	Pending
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- A minimum of 9 regular monthly meetings per year is required by federal legislation
- Members must attend or in their absence assign a trained alternate member to attend on their behalf to respect the quorum

1. Training

Mandatory Member Training:

- LHSC Online Orientation – part of New Member Curriculum. Register via Career Zone. 40 mins. (no cost)
- LHSC – New member training by the H&S Coordinator. 1 day. (no cost)
- HIRA – Hazard Identification Risk Assessment. Part of New Member Curriculum. 1 hr. (no cost)
- WHMIS 2015 – Workplace Hazardous Materials Information System. Part of New Member Curriculum. 1 hr. (no cost). Retrain after 3 years.
- D226 – Workplace Mental Health. Register via Career Zone. (no cost)
- Green Defensive Driving* (online) provides BC923 permit if driving <17K/year. Register via Career Zone. (\$). *Not required if member has valid BC922 permit. Show date 922 obtained.
- Incident Investigation – ask HS Coordinator for details.
- AMP (Asbestos Management Program), series of two courses; HSSS_4005 and HSSS_4006. Register via Career Zone. Provide the date the second course was completed.
- Monthly LHSC Forums- attend or review available presentation/recording

Member	LHSC online orientation	LHSC New Member	HIRA	WHMIS	D226	Driving Permit 922 or 923	Incident Investigation	AMP
Prateek George	21/12/29		23/04/01	21/11/08	22/12/30			23/04/01
Ashley Cross	23/02/27		23/02/13		23/03/22		23/02/27	
Tania Debrey	23/04/11		23/04/26	23/04/12	23/04/13			23/04/28
Antonio Lucas-Torres	23/03/24		23/04/24	21/11/19	21/09/22	23/04/24		23/04/27
Marco D'Aloisio	23/03/09		23/04/06	23/03/31	23/04/28			23/04/28

- Show date when completed or leave blank if pending (yymmdd)

Monthly Forums - Ongoing education		
Date	Topic	Members attending

- Members attending can include those who could not attend forum but reviewed recorded presentation or presentation materials on espase at a later time.

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2- Incidents -- Accident or Occupational Disease

e-RHS Case #	20230228-0007
Date of Incident	02/26/2023
Incident Category	FAC
Brief Description	Employee slipped on ice outside Annex, Agincourt
Investigation required?	No
Attending LHSC Member	Chris Parker
Date of Investigation	
Corrective Measure	
Date Closed	

e-RHS Case #	20230227-0005
Date of Incident	02/23/2023
Incident Category	FAC, MEDICAL
Brief Description	Cut from a metal gate while shoveling snow. Ambulance called, 18:00ET time of incident
Investigation required?	No
Attending LHSC Member	
Date of Investigation	
Corrective Measure	
Date Closed	

e-RHS Case #	20230406-00031
Date of Incident	04/05/2023
Incident Category	LWC
Brief Description	Injury to lower back while working in the field, reaching into cargo area of vehicle. Employee continued to work after pain occurred
Investigation required?	Yes
Attending LHSC Member	Craig Farrish
Date of Investigation	April 17 2023
Corrective Measure	Leader looking into if vehicle can be reconfigured to help repetitive movement. Leader to send reminder to all staff about handling practice following a break in work. Employee reminded that their health is more important than a story.
Date Closed	Yes

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e-RHS Case #	20230413-00021
Date of Incident	04/11/2023
Incident Category	MTC
Brief Description	Employee had nose bleed get progressively worse along with other symptoms. Ambulance was called and employee was transported to hospital for treatment.
Investigation required?	No
Attending LHSC Member	
Date of Investigation	
Corrective Measure	
Date Closed	04/11/2023

e-RHS Case #	INC-20230510-00091
Date of Incident	05/07/2023
Incident Category	MTC
Brief Description	Employee fell to the floor while getting out of chair. Employee experienced pain and was released from duties to get checked out at a hospital
Investigation required?	Yes
Attending LHSC Member	Craig Farrish
Date of Investigation	05/23/2023
Corrective Measure	
Date Closed	

e-RHS Case #	INC-20230529-0008
Date of Incident	05/26/2023
Incident Category	ORC
Brief Description	Employee noticed company vehicle has a very long deep scratch along the right side. Vehicle may have been hit by something while parked or deliberately vandalized, it is uncertain what exactly caused the damage.
Investigation required?	No
Attending LHSC Member	
Date of Investigation	
Corrective Measure	
Date Closed	

e-RHS Case #	INC-20230527-0008
Date of Incident	05/27/2023
Incident Category	ORC
Brief Description	Employee was trying to park a vehicle and hit a barrier/pole.
Investigation required?	No
Attending LHSC Member	
Date of Investigation	
Corrective Measure	
Date Closed	

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- Reports should be listed on a rolling 12 month period from date closed
- Because of privacy legislation, minutes should not reveal any detail pertaining to the employee's identification.
- Case closes when all required reporting is completed and corrective measures taken if applicable

Incident Category Legend:

- FAC: First Aid Case
- ORC: Other reported case
- LWC: Lost Work Case
- RWC: Restricted Work Case
- MTC: Medical Treatment Case
- MVA: Motor Vehicle Accident

3- H&S Hazard Identification

Hazard Identification #	N/A
Date Initiated	
Brief Description	Pink soap used for dishes in kitchens need evaluation. WHMIS review concluded to be non-hazardous.
Resolution Prime	Mel
LHSC Prime for follow-up	Mel, Ashley, Basil
Status (Open / Closed)	Closed
Date Closed	March 29 th 2023

Hazard Identification #	N/A
Date Initiated	Prior to March Break
Brief Description	BNN Hallway had picture hanging hardware of larger metal gauge hardware open on the drywall through high traffic area. Near miss identified.
Resolution Prime	Antonio Lucas- Torres
LHSC Prime for follow-up	
Status (Open / Closed)	Closed
Date Closed	March 21 st 2023

Hazard Identification #	N/A
Date Initiated	April 24 2023
Brief Description	Broken light hanging in storage area (1S-031). Building Operations was

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	able to repair
Resolution Prime	Antonio Lucas- Torres
LHSC Prime for follow-up	
Status (Open / Closed)	Closed
Date Closed	April 25 2023

Hazard Identification #	
Date Initiated	May 30 th , 2023
Brief Description	Employee has fallen at AG and injured their shoulder. This took place yesterday May 30 th at aprox 2:30pm. H & S is aware and waiting details if this is a lost work case and if an investigation is necessary.
Resolution Prime	
LHSC Prime for follow-up	
Status (Open / Closed)	
Date Closed	

- Hazards as identified to the LHSC via 9911 or e-RHS Hazard Module.
- Noted on LAB1058 form as Complaints (see Section 10)
- Case is closed when hazard is resolved and/or no follow up is required
- Reports are listed on a rolling 12 month period from closed date
- Because of privacy legislation, minutes should not reveal any detail pertaining to the employee's identification.

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4- Annual Planning Workplace Inspections – Queen

#	Address (include floor/section)	Scheduled date	Completed date	Performed by	WPI Report#
1	299 Queen Street	January		Committee	
2	275 Queen West	February		Antonio & Mel	SmartSheer Submission
3	260 Richmond-All Floors	March 27	March 27	Antonio & Mel	SmartSheet Submission
4	250 Richmond West (radio)	April		Paul & Tanya	SmartSheet Submission
5	Parking Lot and Roof	May		Antonio & Mel	
6	Live Eye (3 trucks)	June		Basil & Prateek	
7	277 Queen West	July		Ashley & Basil	
8	299 Queen Street West	August		Prateek & Marco & Ashley	
9	275 Queen West	September		Antonio & Mel	
10	260 Richmond-All Floors	October		Basil & Prateek	
11	Parking Lot and Roof	November		Antonio & Ashley	
12	250 Richmond West (radio)	December		Paul & Tanya	

4- Annual Planning Workplace Inspections –Agincourt

#	Address (include floor/section)	Scheduled date	Completed date	Performed by	WPI Report#
1	Exterior Winter	January		Julien & Chris	
2	Annex 1 & 2 Floors	February		Vicky & Ashley	
3	West Wing-First Floor-West Lobby	March		Vicky & Chris	
4	Main Building Lower Floors	April		Julien & Craig	
5	Annex 1 & 2 Floors	May		Vicky & Chris	
6	West Wing-First Floor-West Lobby	June		Julien & Craig	
7	Exterior Summer	July		Vicky & Craig	
8	Main Building Lower Floors	August		Julien & Chris	
9	Production Studios	September		Vicky & Chris	
10	Production Vehicle-ENG/Live	October		Julien & Craig	
11	Carpentry Shop	November		Vicky & Craig	
12	East Wing	December		Julien & Chris	

- CLC s.135 (7)(k) work place committee shall inspect each month all or part of the work place, so that every part of the work place is inspected at least once each year

Hazards (non-compliances) identified by LHSC

Address and floor/area inspected	Description of Hazard / Specific Location	Member responsible for follow-up	Open or Closed

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- Include in your minutes the details for most recent inspection at each location covered by your committee
- Non-compliances found during WPI are noted in LAB1058 form as Health and Safety Hazards Identified (see section 10)

5- LHSC H&S Programs		
Date	Description	Status

- Employee's health and safety education programs established and monitored by this committee

6- Files referred to Corporate H&S Committee		
Date sent to CHSC	Description	Status

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- Escalations to CHSC by this committee
- Status shows either open or closed with date closed

7- LHSC/BRES Notifications

Date Received	Description	Start Date

- LHSC Notifications received from BRES/BGIS

8 - Compliance Review

Date Completed	Type of Review	Performed by
	Self-Assessment	LHSC
	Compliance Review	H&S Coordinator

- Self-Assessment is annual requirement

9 - New Items

Date Opened	Description	Open / Closed with Date
March 29	Logging time/worked hours for H&S tracking. This documents time spent doing committee work. Code in SAP is 'OSP'	March 29
May 31 st	Work to be done in Agincourt in a maintenance room MECA - Installation/removal: Heating equipment. Work to take place after hours, and will not have impact to any on-air operations. Contractors to wear PPE. The contractor will ensure that drop and enclosure sheets, glove bags and waste containers, wetting agents and HEPA vacuums are utilized properly. All parties to sign off on work and health and safety protocols before work can begin.	

- New items added to agenda for discussion at meeting

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10. Summary of Activities													
	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sept	Oct	Nov	Dec	Total
Regular Meetings <i>*Minimum 9/year</i>	1	1	1	1									
Special Meetings	0	0	0	0									
Complaints received	0	0	2	3									
Complaints Resolved	0	0	2	3									
Complaints Unresolved	0	0	0	0									
Refusal to Work Received	0	0	0	0									
Refusal to Work Resolved	0	0	0	0									
Refusal to Work Unresolved	0	0	0	0									
Inquiries, Investigations	0	0	2	1									
Inspections <i>*Minimum 1 monthly inspection required*</i>	1	1	1	1									
Programs, Measures, Procedures Monitored	0	0	0	0									
Health and Safety Hazards Identified	0	0	0	0									
Health and Safety Hazards Resolved	0	0	0	0									
Health and Safety Hazards Unresolved	0	0	0	0									
Disabling Injuries (LWC)	0	0	0	0									
Minor Injuries (MTC)	0	0	0	0									
Time Lost due to Injuries (in days)	0	0	0	1									

- Worksheet should be updated at regular meetings. At year end you will transfer this information to the LAB1058(499) form provided with instructions from your H&S Coordinator.
- Complaints Received are the hazards identified to the LHSC (ie. 9911s or through Hazard module in e-RHS)
- Hazards identified are the hazards identified by the LHSC through inspections (ie. WPI non-compliances))
- Time lost due to injuries will be provided by Corporate H&S prior to your LAB1058 completion