| Safety Meeting Minutes |
| --- |

|  |  |
| --- | --- |
| Location: Hardisty Board room |  |
| Date: July 21, 2020  |  |
| Time: 1830hrs |  |
| Attendees: Randy McCharles, Hilary Stewart, Theresa Campbell, Brandon Bragg, Grant Kohlman, Elvis Wiedmer, Randy Grove, Ernest Dewald, Rose Dewald, Lynden Dempsey, Diane Grove, Dina StewartOn video Conference: Sam Drager, Justine Ness Chairperson: Hobie Campbell |  |

Agenda Items:

**Hobie Campbell**

* **Rope bag inventory**
	+ **Inventory the rope bag before and after each job. Keep the bag secure during the job to prevent the loss of items.**

**Randy Grove**

* **Clients booking work through employees.**
	+ **It is preferred if the client contacts Randy directly to request other work or equipment. We need to follow the chain of command to prevent any schedule conflicts**
* **Work Hub**
	+ **All of your tickets can be uploaded here so they are accessible and all in one place**
	+ **There is access to courses such as WHMIS and TDG**
	+ **Please get familiar with this, contact Randy with any questions.**

**Justine Ness**

* **Staff house and bunk house**
	+ **Changes to how these are operated will be reviewed**
* **Employee cards for courses and CR code**
	+ **Cards with be issued that can have your in-house training and a QR code for purchasing from the store**

**Grant Kohlman**

* **Company trucks, some company vehicles were found is very bad condition. Please be respectful of your coworkers and remove all garbage and clean the vehicle inside and out. Report any damage or problems with the unit to Rob. To prevent this from reoccurring, if a vehicle requires a thorough cleaning to be put back in service, the last person to use it will be charged $75 or will come in on their own time to clean it.**

**Worker Observation Card Review**

* **Worker found manway access on tanks had no barrier. Ed barrier tape was installed**
* **CEDA very good at communicating ahead of arrival of equipment. TC very good at communicating and following Covid protocol**
* **All personnel were respectful and understanding of new person working the Gibson west gate.**
* **TC employee provides great communication and ensures supplies are available**
* **Cord recognized for cooperation and following good Covid protocols**
* **TC employees are very accommodating and show great work ethic when repairing a damaged gate**
* **Gibson West. All workers entering were respectful and supportive of a new gate person**
* **Truck found needing a good cleaning. Muddy footprints on dash.**
* **Bunkhouse was found to be messy and left with garbage**
* **Worker recognized for going above and beyond on vehicle care and cleaning**
* **TIW provided good communication and attention to hazards of a critical lift**
* **Cord workers display good Covid protocol of distance and mask use. TC Energy provide good communication of the number of workers and activities on site.**
* **Lynco recognized that Brandon and Hutch did a great job**
* **Clean Harbors recognized that Grant is a great hand and glad to see him back.**
* **Rave to Sam, Alyssa and D for being team players for helping Glenda with excel and photocopying.**

**Open Forum for all Employee questions or Concerns**

**Glenda asked about the Mentorship policy. It is a well-intended program but due to the nature of the changing schedule it has not been easily to adopt. Mentoring of new employees is encouraged to continue on an informal basis.**

**Randy mentioned to use the Days Off request function on the Hydra app. Randy will make all effort possible to cover the requests. It is asked to give as much notice as possible when requesting time off.**

**Ernie asked if it was possible to provide washroom facility access before and after regular office hours. This will be reviewed with management.**

**The draw prize for Worker Observations cards submitted goes to Randy McCharles.**

**Next Meeting: Aug 18th**