

Local Health and Safety Committee # 800

Committee ID: Bell Media Calgary (TV)

Meeting Date: June 23, 2014



LOCAL HEALTH AND SAFETY

COMMITTEE: Bell Media Calgary (TV)
DATE: June 23, 2014
LOCATION: Human Resources Office, 80 Patina Rise SW, Calgary, AB
TIME: 10:30 am

ATTENDANCE

EMPLOYERS REPRESENTATIVE	TITLE E-MAIL ADDRESS AND PHONE NUMBER	SERVICE/ COMPANY	ATTENDANCE Present or Absent
Donavon Fuessel	Donavon.fuessel@bellmedia.ca 403-240-5712	Bell Media	Present
Dale Coutts	Dale.coutts@bellmedia.ca 403-240-5762	Bell Media	Present
EMPLOYEES REPRESENTATIVE			
Bob Lane	Bob.lane@bellmedia.ca 403-240-5632	Bell Media	Absent
Ray Berg	Ray.berg@bellmedia.ca 403-240-5600	Bell Media	Present
OBSERVERS			
SECRETARY			
Donavon Fuessel	Donavon.fuessel@bellmedia.ca	Bell Media	

APPROVAL OF THE MINUTES

Co-chair Employer

 Signature Date

Co-chair Employee

 Signature Date

Note: The co-chairs must sign 2 original copies and distribute as follow:

- 1st copy: co-chair employer
- 2nd copy: co-chair employee

And (1) copy to Caroline Tessier of Bell Canada (by e-mail) and to all Committee members (by e-mail)

AGENDA

COMMITTEE ID: 800

DATE: June 23, 2014

LOCATION OF THE MEETING: Human Resources Office, 80 Patina Rise SW, Calgary, AB

CO-CHAIR EMPLOYER: Donavon Fuessel

CO-CHAIR EMPLOYEE: Bob Lane

1. Approval of the agenda
2. Review and approval of the previous minutes
3. Review of the forms 976A (accident investigations)
4. Review of the forms 9911 (complaints and/or refusal of work)
5. Training programs
6. Ergonomic programs
7. Inspections of the sites
8. H&S activities and programs
9. Referral to Corporate Committee
10. New Business
11. Completion of form 499
Safety and Health Committee report (Labour Canada)

Note: All sections should remain in the minutes even if there is no activity during the period. In this case, please indicate “no activity” or “non applicable”.

LOCAL HEALTH AND SAFETY

Local H&S Committee :			
DISTRIBUTION LIST			
Name	Address	Telephone	Copy type
Caroline Tessier	1, ALEXANDER G. BELL, TOUR A 2, VERDUN, QUEBEC, CANADA, H3E 3B3 Caroline.tessier@bell.ca	514-870-5848	Électronic
Ygal Cohen	Ygal.Cohen@bellmedia.ca	416-384-6530	Electronic
Jeannie Charlton	Nancy.charlton@bell.ca	905-898-0743	Electronic
Donavon Fuessel	Donavon.fuessel@bellmedia.ca	403-240-5712	Hard Copy Electronic
Dale Coutts	Dale.coutts@bellmedia.ca	403-240-5762	Electronic
Bob Lane	Bob.lane@bellmedia.ca	403-240-5632	Electronic
Ray Berg	Ray.berg@bellmedia.ca	403-240-5600	Electronic
Len Perry	Len.perry@bellmedia.ca	403-240-5631	Electronic

Note: All Committees Members should be listed

LOCAL HEALTH AND SAFETY

Local H&S Committee :				
ANNUAL PLANNING – MEETINGS				
Date		Location	Time	Status
January	31	Human Resources Office	10:30a	Complete
February	28	Human Resources Office	10:00a	Complete
March	25	Human Resources Office	10:45a	Complete
April				
May	28	Human Resources Office	10:30a	Complete
June	24	Human Resources Office	10:30a	Complete
July	22	Human Resources Office	10:30a	
August				
September	30	Human Resources Office	10:30a	
October	28	Human Resources Office	10:30a	
November	25	Human Resources Office	10:30a	
December		Human Resources Office		

Note:

- A minimum of 9 meetings per year is required by federal legislation
- Minutes must be issued within 10 calendar dates from meeting date
- Members have to attend or assigned a replacement to respect the quorum
- Agenda should be sent 5 calendar days before the meeting
- Facilitators should alternate within parties and members
- Dates should be scheduled in January for the complete year

Local H&S Committee :	
1- Approval of the agenda	
Please enter below any change at the agenda or any issues added to it.	

Local H&S Committee :	
2- Approval of the minutes (previous meeting)	
Yes <input checked="" type="checkbox"/> X	
No <input type="checkbox"/>	
Corrections to do:	

Local H&S Committee :					
3- BC 976-A		Accident or occupational disease investigations			
# 976 Date Day/Mo/Yr	Accident Building Address	Accident Category (see legend) No. 976-A- over 14 days	Committee Member responsible of the follow up	Severity Loss days Yes/No	Status-Open or Closed
	No Activity				

Note: Reports should be listed on a rolling 12 months period.

Note: Because of legislation event description should not reveal any private information or detail pertaining to the employee's identification.

Legend:

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

Local H&S Committee :			
4- BC9911 (Complaints, hazards identification)			
Date Day/Mo/Yr	Description including number of 9911 (Please indicate date of follow up)	Manager Responsible	Status
	No activity		

Note: Reports should be listed on a rolling 12 months period.

Local H&S Committee:			
5-Training programs			
Date Day/Mo/Yr	Description	Responsible	Status
	No Activity		

Local H&S Committee:			
6- Ergonomic Programs			
Date Day/Mo/Yr	Description	Responsible	Status

LOCAL HEALTH AND SAFETY

Local H&S Committee :					
7- Inspections – Locations					
#	Address (80 Patina Rise SW.)	Responsible on site	Schedule date Day/Mo/Yr	Inspection completed by who and when	Recorded in WPI application (date and by who)
1	Studio A	Dale Jubb/Jeff Little	18/06/14	Donavon/Bob	18/06/14
2	Studio B	Dale Jubb/Jeff Little	18/06/14	Donavon/Bob	18/06/14
3					
4					
5					
6					
7					
8					
9					
10					
11					

Note: As per legislation, locations or part of locations should be inspected every month.
 Non compliance follow-up

#	Description of the concern / Location	Responsible for the follow up	Status
1	Clutter due to a set demolition in Studio A. This is being cleaned out and a lot of pieces are being donated.	Dale Jubb	ON-Going
2	Clutter in Studio B around the printer on the east wall. This needs to be cleaned up and employees need to be more diligent.	Dale Jubb	Complete
3	There is a leak in the ceiling in Studio B, this does not pose a health or safety risk and mgmt is ware. That particular section of the rook is slated for replacement this year.	Dale Coutts	Completed
4			
5			

Local H&S Committee :			
8- H&S Activities and programs			
Date Day/Mo/Yr	Description	Responsible	Status

Local H&S Committee :			
9- Files referred to Corporate H&S Committee			
Date Day/Mo/Yr	Description	Responsible	Status
23/06/14	Of note: the certificate for the fire alarm system test done May 27 th has yet to be received. Dale Coutts is following up with the service company.	Dale Coutts	completed
23/06/14	All non-compliance issues for the May 21 st building inspection have been completed and addressed.		

Local H & S Committee :		
10 – New Business		
Date Day/Mo/Yr	Description	Status
1.	Background: Action Taken: Future Action:	Complete
2.	Background: Action Taken: Future Action:	
3.	Background: Action Taken: Future Action:	
4.	Background: Action Taken: Future Action:	
5.	Background: Action Taken: Future Action:	

Note: Any subject or needed follow up could be added to new business (varia) including any emergency processes monitoring.

LOCAL HEALTH AND SAFETY

Labour Canada SAFETY AND HEALTH COMMITTEE REPORT (SCHEDULE 10)	(For Labour Canada use only) Department File No.												
	Regional Office												
	Employer Identification No.												
Employer name and mailing address: Bell 1, Carrefour Alexander-Graham Bell, Tour A, 2e étage/floor, Verdun, Québec H3E 3B3	Committee exemption pursuant to subsection 135(4) of the Act <input type="checkbox"/> x												
	Number of employees represented by committee <input type="text" value=""/>												
	Number of trade union employee committee members <input type="text" value="1"/>												
Committee name/w workplace/address if different from above: LHSC #800 80 Patina Rise SW Calgary, Alberta Postal code: T3H 2W4	Number of non-trade union employee committee members <input type="text" value="1"/>												
	Number of employer committee members <input type="text" value="1"/>												
	Total committee membership <input type="text" value="3"/>												
Contact Person: Donavon Fuessel Bob Lane Telephone No: 403-240-5712	Trade Union Unifor Local 899												
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Total
Meetings	Regular	1	1	1		1	1						5.0
	Special												0.0
Complaints	Received		1										1.0
	Resolved		1										1.0
	Unresolved												0.0
Refusals to work	Received												0.0
	Resolved												0.0
	Unresolved												0.0
Inquiries and Investigations and Inspections			1			1	1						3.0
Programs, measures and procedures monitored				1	1	1							3.0
													0.0
Safety & health hazards	Identified												0.0
	Resolved												0.0
	Unresolved												0.0
Injuries	Disabling Injuries												0.0
	Minor injuries												0.0
	Time lost due to injuries												0.0
Please highlight any special programs, inquiries, unresolved issues or other points significant to the committee that occurred during the previous 12 months ending December 31. (Attach sheet for additional information).													
Employee Chairman													
Bob Lane				Signature:				Date:					

Instructions to complete the form 499

LOCAL HEALTH AND SAFETY

To put any information on 499 form please click on the right button and go to (calculation sheet-feuille de calcul) . Enter data and click again outside of the grid to end.

499 Reports must be completed at every meeting for the given period.