

**Local Health and Safety Committee
801**

Committee ID: Bell Media Edmonton (TV & Radio)

Meeting Date: November 27, 2014

Bell

LOCAL HEALTH AND SAFETY

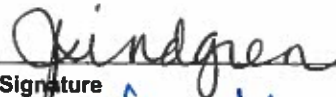
COMMITTEE: Bell Media Edmonton (TV & Radio)
DATE: November 27, 2014
LOCATION: Executive Boardroom, 18520 Stony Plain Road, Edmonton, AB
TIME: 9:30 am

ATTENDANCE

EMPLOYERS REPRESENTATIVE	TITLE E-MAIL ADDRESS AND PHONE NUMBER	SERVICE/ COMPANY	ATTENDANCE Present or Absent
Jodi Lindgren	jodi.lindgren@bellmedia.ca 780-486-9282	Bell	
EMPLOYEES REPRESENTATIVE			
Dawn Beattie	dawn.beattie@bellmedia.ca 780-486-9234	Bell Media	
Laura Buckler	laura.buckler@bellmedia.ca 780-486-2800	Bell Media	
Donna Van Horn	donna.vanhorn@bellmedia.ca 780-486-9236	Bell Media	
OBSERVERS			
SECRETARY			

APPROVAL OF THE MINUTES

Co-chair Employer


Signature

5 Dec 2014
Date

Co-chair Employee


Signature

Dec. 5. 2014
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: 801

DATE: November 27, 2014

LOCATION OF THE MEETING: Executive Boardroom, 18520 Stony Plain Road, Edmonton, AB

CO-CHAIR EMPLOYER: Jodi Lindgren (temporary)

CO-CHAIR EMPLOYEE: Donna Van Horn

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 (Varia)
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	Electronic
Ygal Cohen	Ygal.Cohen@bellmedia.ca	416-384-6530	Electronic
Jeannie Charlton	Nancy.charlton@bell.ca	905-898-0743	Electronic
Jodi Lindgren	18520 Stony Plain Road, Edmonton, AB, T5S 1A8 jodi.lindgren@bellmedia.ca	780-486-9282	Electronic
Dawn Beattie	18520 Stony Plain Road, Edmonton, AB, T5S 1A8 dawn.beattie@bellmedia.ca	780-486-9234	Electronic
Laura Buckler	18520 Stony Plain Road, Edmonton, AB, T5S 1A8 laura.buckler@bellmedia.ca	780-486-2800	Electronic
Donna Van Horn	18520 Stony Plain Road, Edmonton, AB, T5S 1A8 donna.vanhorn@bellmedia.ca	780-486-9236	Hard Copy Electronic
Lloyd Lewis	18520 Stony Plain Road, Edmonton, AB, T5S 1A8 lloyd.lewis@bellmedia.ca	780-486-9236	Electronic
Wendy McGuigan	18520 Stony Plain Road, Edmonton, AB, T5S 1A8 wendy.mcquigan@bellmedia.ca	780-483-3311	Electronic
Kelsey Dyer	18520 Stony Plain Road, Edmonton, AB, T5S 1A8 kelsey.dyer@bellmedia.ca	780-732-9533	Electronic

Note: All Committees Members should be listed

LOCAL HEALTH AND SAFETY

Local H&S Committee :				
ANNUAL PLANNING – MEETINGS				
Date		Location	Time	Status
January	28	Executive Boardroom	1:30 - 2:30pm	Complete
February	27	Executive Boardroom	1:30 to 2 pm	Complete
March	25	Executive Boardroom	1:30 to 2 pm	Complete
April	29	Executive Boardroom	1:30 to 2 pm	Complete
May	27	Executive Boardroom	1:30 to 2 pm	Complete
June	18	Executive Boardroom	1:30 to 2 pm	Complete
July				
August	21	Upstairs Radio Boardroom	9:30 to 10:30 am	Complete
September				
October	27	Executive Boardroom	9:30 to 10:00 am	Complete
November	27	Executive Boardroom	9:30 to 10:00 am	Complete
December				

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.

Winter Driving course offering???

Local H&S Committee :

2- Approval of the minutes (previous meeting)

Yes

No

Corrections to do:

LOCAL HEALTH AND SAFETY

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
21/01/14	18520 Stony Plain Rd., Edmonton, AB, T5S 1A8	FAC	Donna Van Horn	No	Closed
30/12/13	87 Ave. and 178 St. intersection, Edmonton, AB	ORC	Adrienne Lee	No	Closed
20/02/14	18520 Stony Plain Rd., Edmonton, AB, T5S 1A8	MTC	Laura Buckler	No	Closed
14/08/14	20918 – 23 Ave. NW	MTC	Laura Buckler	No	Closed
10/11/2014	18520 Stony Plain Rd., Edmonton, AB, T5S 1A8	LWC	Donna Van Horn	Yes	Open
11/11/2014	117 th Ave and 46 th Street, Edmonton, AB	MTC	Donna Van Horn	No	Open

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

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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.

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Local H&S Committee:			
5-Training programs			
Date Day/Mo/Yr	Description	Responsible	Status
07/01/14	L801 Health & Safety at Bell	Kern Goretzky	Completed
07/01/14	L801 Health & Safety at Bell	Donna Van Horn	Completed
04/02/14	How to fill out form 499	Kern Goretzky	Completed
13/02/14	Workplace Inspection	Kern Goretzky	Completed
13/02/14	Workplace Inspection	Donna Van Horn	Completed
05/03/14	LHSC Modules 1, 2, 3, 4	Kern Goretzky	Completed
05/03/14	LHSC Modules 1, 2, 3, 4	Donna Van Horn	Completed
05/03/14	LHSC Modules 1, 2, 3, 4	Laura Buckler	Completed
24/04/14	LHSC Modules 5, 6	Kern Goretzky	Completed
24/04/14	LHSC Modules 5, 6	Donna Van Horn	Completed
24/04/14	LHSC Modules 5, 6	Laura Buckler	Completed
28/04/14	L801 Health & Safety at Bell	Laura Buckler	Completed
28/07/14	LHSC Modules 1, 2, 3, 4	Jodi Lindgren	Completed
28/07/14	Workplace Inspection	Jodi Lindgren	Completed
28/07/14	LHSC Modules 1, 2, 3, 4, 5, 6	Jodi Lindgren	Completed
29/10/2014	Mental Health in the Workplace - (D226) Webinar - Union and Health and Safety Representatives	Donna Van Horn	Completed
29/10/2014	Mental Health in the Workplace - (D226) Webinar - Union and Health and Safety Representatives	Kern Goretzky	Completed
29/10/2014	Mental Health in the Workplace - (D226) Webinar - Union and Health and Safety Representatives	Jodi Lindgren	Completed

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Local H&S Committee:			
6- Ergonomic Programs			
Date Day/Mo/Yr	Description	Responsible	Status
11/27/2014	Jodi handed out ergonomic posters and handouts to the committee. Will be posted to bulletin boards	Jodi	Done

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Local H&S Committee :					
7- Inspections – Locations -- DRAFT					
#	Address (18520 Stony Plain Rd.)	Responsible on site	Schedule date Day/Mo/Yr	Inspection completed by who and when	Record ed in WPI applicat ion (date and by who)
1	Sales & Traffic, Conference Room, South Basement Storage, SE Stairs	Brad Hooper, Alan Mabee & Gloria Letourneau	5/3/14	Kern & Donna	6/3/14
2	APT Pod	Brad Hooper & Rod Tweddle	17/4/14	Kern & Donna	16/4/14
3	News Editing, Graphics, Control Room	Brad Hooper & Dan Kobe	24/4/14	Laura & Kern	24/4/14
4	Studios Level	Brad Hooper	21/5/14	Donna & Kern	21/5/14
5	East Entrance, Shed, Tech Rooms, Building Exterior	Brad Hooper	16/6/14	Kern & Laura	17/6/14
6	CTV Programming, Upper Fl. North Wing, Fitness Room, North Stairs	Brad Hooper, Kern Goretzky & Rod Tweddle	21/7/14	Kern & Donna	22/7/14
7	Executive Area, Oper. Offices, and CTV Two Prod. Offices	Brad Hooper, Eric Rice, Lisa Pichette & Lloyd Lewis	18/8/14	Jodi & Laura	18/8/14
8	Atrium Lower Level, Radio Lower Floor, Atrium Stairs	Brad Hooper & Pat Cardinal	22/9/14	Laura & Jodi	25/9/14
9	North Basement Storage	Brad Hooper	20/10/14	Jodi & Dawn	10/20/14
10	Newsroom	Brad Hooper & Dan Kobe	17/11/14	Jodi & Dawn	11/27/2014
11	Radio Upper Floor, Atrium Upper Level including Conference Room and Offices	Brad Hooper, Pat Cardinal & Ursula Phillips	22/12/14	Jodi & Laura	

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	Date: Sept. 27, 2012 Need for a secure access door in newsroom.	Kern Goretzky	Incomplete
2	Date: Nov. 5, 2013 Fire separation deficient in newsroom and news editing – missing ceiling tiles and hole in wall.	Kern Goretzky	Complete
3	Date: Mar. 6, 2014 Tear in the carpet in Larry Severin's office. Held together with duct tape. Trip hazard.	Kern Goretzky & Donna Van Horn	Complete
4	Date: Mar. 6, 2014 Out of place ceiling tile and broken ceiling tile in front of Rob Labelle's office. South Basement Storage, hole in drywall and light switch face plate missing.	Kern Goretzky & Donna Van Horn	Complete
5	Date: Mar. 6, 2014 Several shelves not secured to wall. In Connie Baxter's office, arborite peeling off side of shelf. Per APP Office Safety Section Furniture and Office Equipment (h), "The top of the hutches, the storage cabinets, the high bookcases and the file cabinets with more than 3 drawers must be kept clear.; several instances, example	Kern Goretzky & Donna Van Horn	Complete

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	TV on filing cabinet.		
6	Date: Mar. 6, 2014 Sales and traffic photocopier rooms: Per APP Office Safety Section Storage of Office Supplies (a), "Office supplies such as paper, boxes and other combustible items should be stored in an appropriate storage area. (Ex: a metal cabinet or supply room), away from sources of heat such as a photocopier." Paper stored on open shelves or on floor near photocopier. Sales and traffic, boxes and other things stored under desks need to be removed from under desks.	Kern Goretzky & Donna Van Horn	Complete
7	Date: Mar. 6, 2014 Water stored over electrical wires in Sales. Space heaters need to be removed. Power bars need to be mounted in Sales and Traffic.	Kern Goretzky & Donna Van Horn	Complete
8	Date: Mar. 6, 2014 HVAC issues since space heaters used in offices. Aware that Operations is planning repairs and upgrades to HVAC this year.	Kern Goretzky & Donna Van Horn	Incomplete
9	Date: Mar. 6, 2014 Cable access panel not mounted to wall.	Kern Goretzky & Donna Van Horn	Complete
10	Date: Apr. 16, 2014 Edit suite 1 - broken ceiling tile and 1 out of place.	Kern Goretzky & Donna Van Horn	Complete
11	Date: Apr. 16, 2014 Several power bars on floor. Edit suites were above normal temperature ranges due to poor ventilation systems. Average temp is about 28 degrees.	Kern Goretzky & Donna Van Horn	Complete
12	Date: Apr. 24, 2014 Damaged floor CTV Control Room by Master Control.	Kern Goretzky & Laura Buckler	Complete
13	Date: Apr. 24, 2014 Out of place and damaged ceiling tiles in Graphics, Graphics Hallway, and Edit Suite between bulletin board and Graphics.	Kern Goretzky & Laura Buckler	Complete
14	Date: Apr. 24, 2014 Clutter in Graphics – needs storage (e.g. shelving). Boxes in CTV Control Room need to be stored elsewhere. Task lighting needed for Graphics.	Kern Goretzky & Laura Buckler	Complete
15	Date: Apr. 24, 2014 Mount power bars in VTR and edit 05. Exposed wiring in Graphics.	Kern Goretzky & Laura Buckler	Complete
16	Date: May 21, 2014 Audio Equipment Room: broken and missing ceiling tiles. Studio C: broken ceiling tile. APT Control: Missing and broken ceiling tiles. Hole in ceiling drywall. Hallway outside of Audio Equipment Room: large ceiling vent not secured to ceiling (broken bracket) may fall on people below.	Kern Goretzky & Donna Van Horn	Complete (vent issue was completed immediately)
17	Date: May 21, 2014 Studio C: secure shelf to wall.	Kern Goretzky & Donna Van Horn	Complete
18	Date: May 21, 2014 Lighting Lockup: extension cords on floor a trip hazard.	Kern Goretzky & Donna Van Horn	Complete
19	Date: May 21, 2014 Audio Equipment Room and Green Room: power bar on floor should be mounted. Studio C and Green Room: missing face plates.	Kern Goretzky & Donna Van Horn	Complete
20	Date: June 17, 2014 New CER west wall hole in drywall with cable cylinders coming out of it. Hole should be made smaller.	Kern Goretzky & Laura Buckler	Incomplete
21	Date: June 17, 2014 Engineering workshop desk against east wall, space under desk needs to be cleared so person can fit underneath.	Kern Goretzky & Laura Buckler	Incomplete

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22	Date: June 17, 2014 Engineering workshop, reel-to-reel tapes on south wall shelf should be stored lower. Concern tapes could fall off and injure employee.	Kern Goretzky & Laura Buckler	Incomplete
23	Date: July 22, 2014 Fitness Area Office Storage room missing ceiling tile.	Kern Goretzky & Donna Van Horn	Complete
24	Date: July 22, 2014 Unsecured book shelves: Norm's office, hallway outside upstairs washroom, and CTV Programming storage room.	Kern Goretzky & Donna Van Horn	Complete
25	Date: July 22, 2014 Power bars need to be mounted: Norm's office, post-edit, Gord Cartz's office, and edit office.	Kern Goretzky & Donna Van Horn	Complete
26	Date: August 18, 2014 Wall and Ceiling Condition: 1. Eric's office - full ceiling tile missing & evidence of ongoing water damage. 2. Jodi's office - 2" hole in one ceiling tile and 8" gash in another ceiling tile. 3. Printer room - 1/2 of ceiling tile missing in backcorner. 4. Lloyd's office - Water damage (ceiling paint peeling) surrounding electrical lighting. 5. Utility room beside Jay's office - 2 water damaged ceiling tiles.	Jodi Lindgren & Laura Buckler	Incomplete
27	Date: August 18, 2014 Shelving unit outside of Eric's office - items stored on top of the shelf (i.e. above the top shelf) need to be moved to lower shelves or alternate storage area.	Jodi Lindgren & Laura Buckler	Complete
28	Date: September 25, 2014 1) Wall and Ceiling Condition: Coffee corner in Radio Sales has 2 ceiling tiles that are out of place and please need to be adjusted. 2) Empty office by Radio Traffic - ceiling tile is out of place and needs to be adjusted. 3) Digital Department - a ceiling tile is missing.	Jodi Lindgren & Laura Buckler	Incomplete
29	Date: September 25, 2014 Storage Room in Radio - Shelving units - items stored on top of the shelf (i.e. above the top shelf) need to be moved to lower shelves or alternate storage area.	Jodi Lindgren & Laura Buckler	Incomplete
30	Date: October 20, 2014 Ceiling tiles are missing and/or not in place in old smoking room and Pal's office.	Kern Goretzky & Dawn Beattie	Incomplete
31	Date: November 27, 2014 Weather Office has two ceiling tiles with holes. Ceiling tile missing in Scott's/Assignment Desk area where TV is mounted	Dawn Beattie and Jodi Lindgren	Incomplete
32	Date: November 27, 2014 Cable Covers missing in Morning Live east wall under mail slot and west wall beside photocopier	Dawn Beattie and Jodi Lindgren	Incomplete
33	Date: November 27, 2014 Toaster in Morning Live area may be a fire hazard - should be assessed	Dawn Beattie and Jodi Lindgren	Incomplete
34	Date: November 27, 2014 Air vents should be cleaned - they are full of dust and debris	Dawn Beattie and Jodi Lindgren	Incomplete

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Local H&S Committee :			
8- H&S Activities and programs			
Date Day/Mo/Yr	Description	Responsible	Status
	No Activity		

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Local H&S Committee :			
9- Files referred to Corporate H&S Committee			
Date Day/Mo/Yr	Description	Responsible	Status
	No Activity		

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Local H & S Committee :		
10 – New Business (Varia)		
Date Day/Mo/Yr	Description	Status
1. 10/27/14	<p>Background: Ygal Cohen will be attending the meeting in person. Opportunity to ask Ygal questions.</p> <p>Action Taken:</p> <p>Future Action:</p>	Complete
2. Multiple Dates	<p>Background: The poor performance of the building's HVAC system has been noted numerous times by the LHSC:</p> <ul style="list-style-type: none"> • LHSC minutes for Jan. 26, 2012 section 12.1.8 "Concerns over temperature of work stations..." • LHSC minutes for Jan. 25, 2014 "Complaint regarding poor air quality/lack of air circulation in the Alberta Primetime Pod creating stuffy and hot work environment..." • Inspection of Sales Department on Mar. 6, 2014 and LHSC minutes for Mar. 25, 2014 "HVAC issues since space heaters used in offices..." • Inspection of APT Pod on Apr. 16, 2014 and LHSC minutes for Apr. 29, 2014 "Edit suites were above normal temperature ranges due to poor ventilation systems. Average temp is about 28 degrees." <p>The solution to the HVAC problem was to replace the HVAC, but the project has fallen behind. This August, temperatures in the building have been simultaneously above and below the acceptable range of 22.5-26°C. Temperatures on the radio side of the building were recorded at 20°C. Temperatures on the TV side of the building were recorded at above the range:</p> <p>Post Edit Suite 30 °C News Edit Suite Four 32 °C Office of Director of News & Public Affairs 30 °C APT Edit Suite Three 28 °C</p> <p>Employees from all affected areas were complaining. There have also been numerous complaints about drafts in the CTV control room, radio sales, VTR, and the newsroom.</p> <p>Action Taken: Operations was made aware of the problem and was pushing BRS to have the new HVAC installed by July 2014. The installation was still not complete in August 2014.</p> <p>Future Action: K. Goretzky will discuss the matter with Ygal Cohen, Senior Health & Safety Consultant.</p>	Incomplete

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<p>3. 21/08/14</p>	<p>Background: Positions on the committee are required to be alternated amongst members. Should Co-Chairs be changed at this time? Should someone else take the position of Secretary?</p> <p>Action Taken: Discussed changing positions.</p> <p>Future Action: Members will consider changing roles in the months to come.</p>	<p>Incomplete</p>
<p>4. 10/27/14</p>	<p>Background: Safety Alert 1: Fixed Rail ladder Fall Protection System discussion.</p> <p>Action Taken:</p> <p>Future Action:</p>	<p>Complete</p>
<p>5. 10/27/14</p>	<p>Background: Transportation of Dangerous Goods (TDG) discussion.</p> <p>Action Taken:</p> <p>Future Action:</p>	<p>Complete</p>
<p>6. 11/27/14</p>	<p>Background: When doing live weather from outside, the newsroom cools off</p> <p>Action: Door has been ordered</p> <p>Future Action: Check with Brad on installation of door</p>	<p>Incomplete</p>
<p>7. 11/27/14</p>	<p>Background: There are inexperienced drivers that may benefit from a winter driving/defensive driving course</p> <p>Action: Check with Ygal to see if there are any courses and budget available</p> <p>Future Action:</p>	<p>Incomplete</p>
<p>8. 11/27/14</p>	<p>Background: The OH&S Committee will be short 2 members – one non-management and one management member in January 2015.</p> <p>Action: Laura to send Jodi information regarding the positions and Jodi to talk to both Pat and Lloyd about committee membership.</p>	<p>Incomplete</p>

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



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 checked="" type="checkbox"/>
	Number of employees represented by committee	<input type="text"/>
	Number of trade union employee committee members	<input type="text" value="1"/>
Committee name/workplace/address if different from above: LHSC #801 18520 Stony Plain Road Edmonton, Alberta Postal code: T5S 1A8	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: Kem Groetzky Donna Van Horn Telephone No: 780-732-9566 780-486-9279	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	1		1		1	1		9.0
	Special													0.0
Complaints	Received	1		1			2		1					5.0
	Resolved	1		1			1	1						4.0
	Unresolved						1		1	1	1	2		6.0
Refusals to work	Received													0.0
	Resolved													0.0
	Unresolved													0.0
Inquiries and investigations and inspections		2		2	2	1	1	1	2	1	1	3		16.0
Programs, measures and procedures monitored														0.0
														0.0
Safety & health hazards	Identified													0.0
	Resolved													0.0
	Unresolved	1	1	1	1	1	1	1	1	1	1			10.0
Injuries	Disabling injuries													0.0
	Minor injuries	1		1					1			1		4.0
	Time lost due to injuries											1.00		1.0

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

Donna Van Horn

Signature

Date:

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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.