

Richco Contracting LTD.
SAFETY COMMITTEE MEETING MINUTES

Tuesday Sept 25, 2018

LOCATION:
1320 Site Office

SAFETY COMMITTEE
2018

CO-CHAIR
Jean Pageau

2ND CO-CHAIR
Wade Belair

SECRETARY
Jean Pageau

RICHCO
PRESIDENT
RICH VAN GEEL

RICHCO
SUPERINTENDENT
WAYNE VAN GEEL

RICHCO
HEALTH & SAFETY
JEAN PAGEAU

UNION / IUOE 115
REPRESENTATIVE
MIKE MAYO

ATTENDANCE: 4 REGRETS: 0 GUESTS: 0

Employer: Wade Belair
Jean Pageau

Workers: Ben Woodward
Clay Crawford

(1) CALL TO ORDER

The Meeting was called to order by the Co-Chair, Jean Pageau at 6:00 a.m.

(2) AGENDA

- Review the previous minutes
- Review of injuries
- Review of Near Miss and Incident Report
- Past & Future Inspections by Members

(3) ADOPTION OF PREVIOUS MINUTES

Previous minutes from August 28th, 2018 adopted

(4) BUSINESS ARISING FROM PREVIOUS MINUTES
(Old Business)

- Closed old business (over 30 days) have been removed.
- Closed old business where recommendation have been made and older than 30 days.

(4) OLD BUSINESS

4.1 INCIDENT / NEAR MISS REPORTS

a) June 5, 2018 – Incident / Utility Damage

It has been reported that the operator of #135, just after taking over the previous operator hit a low overhead power line accidentally, while turning the excavator around.

The operator stated that the previous operator was already positioned in closed proximity of the overhead power line when he took over and failed to properly see the line above the excavator.

The overhead power line was never taken off the pole and remained in position. The area was secured and safe, BC hydro was contacted immediately, and the resident(s) affected have been informed right away. The overhead power line was reported to be fixed with all power restored by 8pm the same day. No injuries have been reported.

The Committee has reviewed all the information available and will be making recommendations to the worker as well as taking this opportunity to remind every machine operator about the importance of always be aware of their surroundings and hazards regardless of the circumstances as our work environment is constantly changing and unpredictable.

The Site Supervisor advised the Committee that the matter has been brought up with all workers onsite (1320) at the Toolbox meeting the following day.

CLOSED

Recommendations made on September 14th 2018 to all employees by Memo

b) July 16, 2018 – Incident – Utility Damage

An operator was walking down an excavator in the alley behind the site trailer while a pedestrian was walking down the alley towards the excavator. The operator's attention was focused on the pedestrian and forgot to put his boom in the down position to clear and pass under low cable lines ahead. The excavator boom hit the cable line and pulled them apart but did not brake completely.

Shaw Cable was contacted immediately, and the lines repaired subsequently.

No injuries were reported from this incident.

The Committee has reviewed all the information available and will be making recommendations to the worker as well as taking this opportunity to remind every machine operator about the importance of always be aware of their surroundings and hazards regardless of the circumstances as our work environment is constantly changing and unpredictable.

CLOSED

Recommendations made on September 14th 2018 to all employees by Memo

4.2 INJURIES / FIRST AID

N/A

(5) NEW BUSINESS

5.1 INJURIES / FIRST AID

No Injuries / First Aid reporting for this period

5.2 INCIDENT & NEAR MISS

a) August 29, 2018 – Incident – Utility Damage (Water)

While digging with the excavator, the crew onsite hit and damaged a ¾" residential water service located approximately 4.5 to 5 ft deep.

The water service was reported not be documented on the drawings, plans or as builds. The City of Surrey was also unaware of the presence of a water service at this specific location. No water shut off or meter could be located at the property. The service was untraceable.

The COS was called immediately, and the water service repaired within the hour. The damage was reported immediately by the site Supervisor to the Health & Safety Coordinator. No injuries have reported from this incident.

JHSC

The Committee has reviewed all the information available and will not be making any recommendations. The JHSC agrees that the crew onsite used all tools available and applied due diligence in finding underground utilities ahead and that in this case, the crew did not have enough information and evidence that a water service was present.

CLOSED

b) August 30, 2018 – Incident – Interpersonal Dispute / Violence

A dispute occurred in the morning, onsite, between multiple workers, operators, traffic controller and an employee resulting in the employee throwing shovels at other workers and leaving site in their personal vehicles.

No injuries have been reported from this incident. All workers onsite and witnesses have filled an incident report promptly and the incident was investigated by the Health & Safety Coordinator right away. The matter has been handled internally by Richco management. The worker has been suspended from all active site temporarily and now, no longer employed by Richco.

JHSC

The committee will not take part in this matter as it was handled appropriately by management and due to its sensitive nature. The committee has reviewed the investigation. All workers onsite have been debriefed appropriately and the committee members informed of how to proceed and support workers if any matter of this nature were to ever occur on our site again.

The JHSC would like every Site Supervisor to inform workers that this type of behavior and the usage of a tool as a weapon can cause serious injuries and is strictly not tolerated at Richco.

CARRIED

c) September 21, 2018 – Incident – Utility Damage (Hydro)

While peeling asphalt under a low Hydro power line, the operator accidentally slapped the telephone line cable wrapping itself around the hydro line, tripping 6 to 8 hydro breakers and melting a cross section bracket nearby. Approximately 40 residents were affected by the incident.

The operator was slightly flustered at the time of the incident and stated that he had been distracted and loss eye contact with the power line. The site Foreman had clearly instructed the operator of the overhead hazard prior to commencing work. The operator had a spotter with him who reminded him of the overhead hazard as well.

BC Hydro was contacted immediately, and the line and breakers fixed shortly after. No power lines were taken down and no injuries were reported. The operator was placed on laborer duty for the rest of the day.

JHSC

The Committee has reviewed all the information available and will be making recommendations to the worker directly on the importance of always be aware of their surroundings and hazards regardless of the circumstances as our work environment is constantly changing and unpredictable. Recommendations will be made by letter to be signed and returned to the employee file at the head office.

CARRIED

5.3 TRAININGS

- a)** The annual hearing test will be conducted by Reliable Advanced Mobile at the company annual BBQ on Sept 7, 2018

Sept. 7, 2018

All employees but 1 have completed their annual hearing test

CLOSED

- b)** Fit Test for employees not holding valid yearly certification will be conducted at the annual company BBQ by Jean Pageau, held on Sept 7, 2018

Sept. 7, 2018

6 employees have performed their initial annual fit test and have been provided with a respirator and filters

CLOSED

- c)** All JHSC members have been advised that they will be requiring to take the equivalent of 8 hours of training to meet the WCB standards for JHSC members. The OH&S coordinator will compile a list of trainings and will communicate with the members.

Sept 25, 2018

All JHSC members will have to complete the following training to fulfill the WCB training requirement:

- **WCB - JHSC Fundamental Online course: 2 hours**
- **BCCSA - Health & Safety Principle Management online: 6 hours**

IN PROGRESS / CARRIED

(6) FUTURE INSPECTION BY MEMBERS

6.1 EQUIPMENT INSPECTION BY NEW JHSC MEMBERS

April 19, 2018

- a) **The Committee agreed that the new Safety Committee members will inspect the Rigging Straps on-site (1320 & 1326) and the findings to be reviewed at the next meeting**

- UV Lines are intact and visible
- General condition and integrity of straps
- Labels(tags) are visible, present and intact on all straps

CARRIED

June 27, 2018

All rigging straps have been inspected at job site 1320 & 1326, numerous straps have been found damaged and in need to be replaced. A list of the of straps needing attention will be compiled and Richco's Management team and Equipment Manager will be informed of the findings once completed

CARRIED

July 31, 2018

List of rigging straps and equipment pending – In Progress

CARRIED

August 28, 2018

List of rigging straps and equipment pending – In Progress

Sept. 25, 2018

Most straps requiring attention or replacement have been replaced.

CLOSED

(7) MISC ITEMS

- a) **All Site Supervisors are to communicate with all workers who the Safety Committee members are:**

Employer: Wade Belair
Jean Pageau

Workers: Ben Woodward
Clay Crawford

- b) **All Site Supervisors are to communicate with all workers about where the Safety Committee minutes can be found**

- Richco.ca → Staff Login → Safety Committee
(The password for the Staff Login is "password")
- Posted at the Head Office
- Onsite in the trailer at job site 1320

c) All Site Supervisors are to communicate with all workers about the location of the Near Miss and Incident Report.

- On site with all Site Supervisors

d) All Site Supervisors are to communicate with all workers on how to report to the Safety Committee and that all reporting's are confidential

- For now, by email to jean@richco.ca, by incident or near miss reporting

e) All Site Supervisors are to forward all reporting, injuries, near miss and incident reports on a weekly basis to be reviewed by the Safety Committee monthly.

(8) TERMINATION OF MEETING

There being no further items of business, the meeting was terminated at 7:00 a.m.

The next Safety Committee meeting is **October 30, 2018 @ 0600am**
(All JHSC meetings are scheduled to be held on the last Tuesday of each month)