

MIKE MOORE & SONS CONSTRUCTION LTD.



Minutes of Safety Program Meeting

Date: April 27, 2007

Attendance:

Sid Benwell, Frank Bruni, Ryan Court, Ken Coventry, Shauna Gauvreau, Jamie Holmes, Ken James, Tom Kulmala, Blair McLeod, Dwayne Phillips, Mike Moore, Fern Moore, Wayne Seibt, Jason Shuttleworth, Ken Stitt, Dave Watson

Meeting chaired by Ken James

1. Reviewed previous minutes from March 30, 2007 meeting. No concerns at this time.
2. Items from previous meetings: None
3. a) Review of any accidents to date. None
b) Review of any incident reports. None
c) Review of any Tip Notices. None
d) Review of WSIB/OGCA safety group activities. The first meeting was held on March 27th. The next meeting is scheduled for September 20th. Nothing new to report until after this next meeting.
e) Review of MOL inspections: No new recent inspections to report.
4. CSAO Labour Management Health & Safety Meeting minutes review/report:
 - i) The MOL injury stats to date were reviewed. (6 fatalities, and 33 criticals from January 1st to March 31st, 2007)
 - ii) The WSIB provided a clarification of the new Functional Abilities Form and distributed a recent WSIB newsletter. The cost of a doctor visit paid by WSIB (e.g. eye wash), regionally (on WSIB firm accounts) is \$94.
 - iii) The CSAO Consultant Gerry Thibodeau held a Construction Health & Safety Rep week long training course attended by 11 persons from the Sault area firms, 4 of which were our employees.
 - iv) A new bright yellow vest for directing traffic which meets the CSA Z-96 standard was demonstrated at this meeting. We will get Jamie to check into this item.
 - v) The CSAO Network News for April 2007 always has some interesting items in it, and this issue has an article about us winning the CCA National Safety Award.

5. Employee Safety Committee reports, minutes, initiatives:

The committee's scheduled meeting of April 25th at 3:00 P.M. was cancelled and rescheduled for May 07, 2007.

6. Project Reports.

No one had any issues or concerns on any of our projects, everything is going well. Wayne reported on The OPP Forensic project, all is well and ahead of schedule. Everyone is gearing up for the various new projects.

The required PM safety inspections were completed and documented.

7. New Business:

(a) Review of our company's injury record: Year to date 2007 man-hours worked 14,687.00,
Lost time injuries to date – 0 Medical Aid injuries to date – 1
Total man-hours worked since 1999 to date: 307,668

(b) **2007 Safety Goal** – since our employees are struggling with this item, we will make “Improved Safety Culture” our goal for 2007. Our 2007 goal of “Improved Safety Culture” was discussed and we decided to get a poster made and post it at our job sites. (Maybe we can get Marty to come up with some concepts).

(c) Dwayne suggested the Supervisors and management (10 or 11 people) could be responsible for issuing Tool Box Talks that could be used by all at our projects to spice up and add variety to these safety talks. They could be used along with discussions on site hazards, job safety analysis, and critical hazard control discussions. [Mike and Ken will look at this idea and report back].

Tool Box Talk minutes are to be occasionally reviewed by Mike, the Project Managers and the Supers. They are to be initialed and have any pertinent comments added to them.

(d) The Sault Ste. Marie Construction Association's April Training Week was a huge success and I wish to thank all those that contributed and donated their time, training facilities, material etc. Thanks to Gerry Thibodeau, Dave Green, Rick Wilson, Janice Wilkie, Red Cross, St Johns Ambulance, Crosby Rigging, Sling Choker, Equipment World, Construction Equipment, Mike Moore & Sons, Construction Safety Association of Ontario and the Construction Association. I also would like to thank Tammy Corbett from the Sault Ste. Marie Construction Association and Brenda Swystun from Lafarge Canada for their hard work and tireless efforts to make this training week a huge success.

(e) Mike has requested a spread sheet be built and the data input by the office staff of all the legitimate tips (Written format for praising, review, correction and instructions by our employees) that were issued. This will help us to evaluate our staff and the sub trades that work for us. This information can then be shared with the supervisors and project managers.

Along with the above, we will be developing a recognition letter for our Sub trades Safety performance. Development of a chart with a list of items that the Sub Trade is to be rated on. One question was raised as follows, How do we get their man-hours?

(f) We are planning to once again issue our employee safety survey (audit) at the all employee meeting to be held on August 24, 2007.

(g) We have been notified that we have won a Sudbury Construction Association Safety Award, and Dwayne and Ken C. will be going down to Sudbury to receive it, on our behalf. Congratulations to our entire team on your continued efforts in Safety.

8. Open discussion: An open discussion was held.

1) Dwayne has been the only person to suggest anything so far for a company recognition gift or item to say thank you to our employees for all their efforts and dedication to our safety program and culture in winning the CCA National safety Award. He has suggested a company ring or watch as an item of our efforts and pride.

“Again, we welcome any suggestions that you may have to improve our communications and our safety program”.

A reminder was given to all to get out and donate **“BLOOD”** at the next blood donor clinic. We have taken up the challenge and we are registered in the “Partners for Life” program, so let’s get out and exceed our target of 100 pints.
Next Clinic is:

May 1/07 – Croation Hall 446 Second Line – 4 pm to 7:45 pm
May 2/07 – Croation Hall 446 Second Line – 12 noon to 2:30 pm & 4 pm to 7:45 pm
May 3/07 – Croation Hall 446 Second Line – 9 am to 11 am

And then on:

June 5/07 – Croation Hall 446 Second Line – 4 pm to 7:45 pm
June 6/07 – Croation Hall 446 Second Line – 12 noon to 2:30 pm & 4 pm to 7:45 pm
June 7/07 – Croation Hall 446 Second Line – 9 am to 11 am

Please call 1-888-236-6283 to book an appointment. Walk In’s are welcome.

Meeting adjourned.

NEXT MEETING May 25, 2007 at 3:00 P.M.