

## Winter Minute Meeting

*Time November 18, 2020 (9:00am)*

- ❖ Angelo
  - Going over introduction and following a checklist of attendance
    - Matt going around as well for Covid assessment
  - Has a drawn diagram 120 Bering Ave
- ❖ Steve (note to self)
  - Orientation coverage for the mean
  - Explaining the accessibility to the online
  
- ❖ Angelo
  - Introduce new location
  - City Yard
    - A lot of people to be aware of
    - Mapping
    - Parking lot
      - Acknowledging of Parking rules
        - ◆ Only in the parking lot
        - ◆ Best way to get to the machines from personal car
  - Speaking with City representatives about parking still
  - Warning us about how the city is going to be really watching
    - No wasting time (breaks are accusable)
    - Liquidated damages are possible (\$100 every 5 minutes)
    - Public too can see us too
    - Setting up grouping system
      - Extra hands maybe
    - Let people know when you're done
      - Let Carlo know
      - Documentation is key
    - No rush
      - More important to take time
  - Punctuality is very important
    - Time is key but if people are in the way take time
    - To us you can start earlier if you find important
    - Never rush we can document and explain being late
  - Making sure everyone has Carlo or Odilion # for information
    - Carlo (647-568-5457)
    - Odilion (647-968-7044)
  - Maybe check out Bering
  - Questions?
    - Call to see the machine to get in

- There is a security guard too
- Or have full PPE to get in
- Reminders of punctuality again

❖ Alfie (Fleet Manager)

- Equipment is ready to go
- Update on machines
- Whip around
  - Winter checks (3 checks)
- Repairs he will focus on
  - Focusing on trails so city will have notes

❖ Steve (Health and Safety Manager)

- Health and safety on going to yard
  - Vest, boots and hard hat
  - Has to be in your personal car not machine
    - Ready to always go
  - Covid assessment has to be done before you go out
    - Do right after phone call to go out
    - Any systems notify us right away
      - ◆ Aware danger
      - ◆ Want to do our part and remind people are looking at us again
- Warning how some stores aren't allowing washrooms
- Orientation
  - Everything you need to be refreshed or rights
  - Right to be involved and know
  - Just need to log into the website and will have access to producers and everything
  - Email and address are all over it
  - Any questions please ask
  - Near misses tell Steve right way
    - Please record
    - Won't be aware of risks
    - Then he can access
  - Even if driving and you think you can't make please call
- Toolbox talks
  - Explain the sequence
  - Will have access on website
  - Do daily (ideally before you start)
- Contract information please be correct
- Setting up a number on machine and if you can't respond there will be a emergency number
  - Contacting help right away
- Needs everyone photo
  - Issuing cards of identification

- In case anyone asks
      - Personal information will be on it for aid
  - Noting again to Orientation
    - Highlighting how to deal with accidents properly
    - Documentation is key
  - Priority
    - PPE
    - Covid
  - Sanitizer
    - Disinfection used at the end so next call it will be readily clean
      - For you and others
    - And dangers of using it improperly
      - Highlighting on smokers
  - Health and safety (masks)
    - Don't have to wear in Graders
    - Rotting your teeth
      - Bacteria in breath
    - Mouth wash can help
  - Hurt or anything could affect health or safety
    - Let Steve know right away
  - Questions?
  - Reminders on picture
    - Wants cards ready before we go out
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  - Tony (Supervisor)
    - Incident on hitting a manhole
      - Common
      - Look back make sure
      - Don't leave incidents undocumented and take care of it
- ❖ Matt took pictures after