

## Winter Minute Meeting

*Time November 18, 2020 (10:30am)*

- ❖ Angelo (Supervisor)
  - Introduction for Loader Group
  - Showing Map of Bering Avenue
    - Explaining Layout
      - Through drawing made
    - Best way to access parking/building
  - Explaining Parking lot procedures
    - Talking with the city
  - Existing building awareness
    - Other companies will be there
      - Sharing lot
      - Take time and be friendly with others
    - One way in one way out
  - Johnny on the spot working on
    - With Steve
    - Can use city yard bathroom
      - But conformability we are working for
  - Bringing up article on City Toronto (Waste of Money)
    - Contractors doing wrong
    - Now they will be really accessing us
    - 24/7 ready to question us
  - Prepare groups
    - If finish early help out other
    - Let Carlo know though
      - We need to be notified
  - Punctuality is key
    - Minute you leave you get record
    - Time will be regulated
    - Please notify everyone
      - ◆ A lot of eyes
    - Be respectful
  - Reminders again and will fill updates
  - The guys to call for break down
    - Carlo or Odilion
    - Number is presented on board
  - Questions?
    - Fuel
      - No fuel tank right now but working on fuel trailer though
        - ◆ (2000 litres)
  - Noting again take time please
    - That is how problem arise
      - No rush

- ❖ Alfie (Fleet Manager)
  - Equipment update
    - Services and ready to go
  - Whip around
    - Inspections for winter is new
    - Forms to follow for updates
  - City is going to want to know breakdowns
    - So, we can defend it
  - Questions?
  
- ❖ Steve (Health & Safety Manager)
  - Health and safety (PPE)
    - You always put your ppe on from your personal vehicle
      - Ready to walk out
    - Mandatory if not followed
      - Need to be warned
  - Sanitizer
    - Remember to use after use
      - Ready for you next call
      - Safe to use for others to walk in
    - Dangers of misuse of it
      - Flammable
  - Id cards
    - Matt will take picture
    - Identification for when on call
  - Please update account and information on website
    - That's the info we'll have to call
  - Building safe walk
    - Find the best path
  - Example
    - Being crushed by bucket
    - Be safe of surroundings
      - Be as visible as possible
  - Anything that comes up on site or personal
    - Please let Steve know
    - Needs info for investigations
  - COVID assessment
    - Not meeting agreement
      - Please notify someone right away
      - Don't come to site
        - ◆ Give us a heads up so we can be prepared for future
  - Community awareness
    - Be careful of your surroundings
      - Social distancing is important
  - Washrooms

- Trying to get washrooms there
- Do not like sharing bathrooms with everyone
  - Seems like a red zone
- No hand wash but sanitizers instead
- Orientation
  - Please check the website to be informed
  - Following procedures and safety
  - Can easily log and create an account
  - All information will be there for questions
- Toolbox Talks
  - Will be accessible on website
  - Recommendation
    - Do Covid assessment and toolbox right after call
- Website assesses too
  - Training
  - Special PPE
  - All Safety
- You always have the right to know, right to participate, and the right to refuse
- Covid is going to be really important
  - Highlight
  - Should be done daily
- Near Misses
  - Important
  - Need to be acknowledged of potential risks
  - Want to get ahead of things before any becomes serious
- Accidents and Information
  - Documentation is Key
    - Pictures please
  - WHIP around has an accident form
    - Has everything you need to fill the right things
- Brought up incident report as well
- Reminding important of being informed of everyone health and worries
- Please check emails and Website will be active
  - Keeping all employees up to date
  - With any news brought up to Steve
    - He'll post right away
- Reminder of sanitizer for machines
  - That is how problems could occur
- Pictures now for Id
- Questions?