

Winter Minute Meeting

Time November 20, 2020 (9:30am)

- ❖ Joe Ventrella (Supervisor), Steve Berneski (Supervisor)
 - Introductions to Sidewalk Plow Crew
 - Explaining Parking procedures
 - Steve (Health and Safety Manager) and Angelo (Supervisor)
 - Working on request to City for Portable Washroom
 - Must be disinfected daily and maintained
 - Discussed article on City Toronto (Waste of Money)
 - 24/7 ready to question us
 - Prepare groups
 - If finish early help out other crew members
 - Punctuality is key
 - Minute you leave you get record
 - Time will be regulated
 - Please notify everyone
 - ◆ Public will be watching
 - Be respectful
 - The guys to call for break down
 - Questions?

- ❖ 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
 - Dressed ready to work at your vehicle.
 - Sanitizer
 - Remember to use after shift to disinfect your equipment
 - 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
- Anything that comes up on site or personal
 - Please let Steve know
 - Needs info for investigations
- COVID assessment
 - Not meeting agreement if you do not comply
 - 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 to work
- 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?