**Building Supply Sector Working Group**

Meeting Minutes

Location: LAE Office, 103 Garland Ave, Dartmouth, NS

March 1, 2018 10:30am – 1:00pm

**Attendees:**

Joanna McLoughlin, Kent

Andy Walker, Kent

Craig Luscombe, Rona

Jim MacGregor, Payzant’s

Matthew Payzant, Payzant’s

Lise Jeffrey, WCB

Kelly McIntyre-Hayes, WCB

Lisa Jackson, Home Depot

Lytton Adams, Home Depot

Brian Graham, LAE

Rob Paddock, LAE,

John Logan, ABSDA

Matt Ross, WCB

Tamara Mackinnon, WCB

Matt Pudfield, Barrett Lumber

Felecia Romans, Barrett Lumber

**Regrets:**

Jamie Zwicker, Happy Harry’s

Melanie Snyders, RONA

**Agenda items and discussion:**

1. Welcomed new members and agenda reviewed by Jim.
2. Review of Minutes and update on outstanding issues by Craig.
   * Joanna to reach out to John regarding electronic document storage on ABSDA website, ***Action Item, John to look into this***.
3. Awareness Training on Ergonomics – Matt Ross
   * How to prevent MSI injuries with ergonomics, 64.5% of injuries are MSI injuries
   * Fitting the job and task to the person
   * Demands > capability = Injuries
   * Key Risk Factors (Posture, frequency, force, duration)
   * Methods and strategies
     1. Engagement
     2. Systematic approach
     3. Evaluation
   * Prevention steps
     1. Communicate
     2. Educate
     3. Risk identification
     4. Controls
     5. Training
     6. Monitor and evaluate
   * ***Action Item Matt to send out presentation***

**LUNCH BREAK**

1. WCB’s [OH&S Risk Mapping Tool for injury prevention](http://www.worksafeforlife.ca/portals/worksafeforlife/Comms-Publication-OHS%20Risk%20Mapping%20Tool.pdf?ver=2017-03-15-100223-570)- Lisa Jackson and Lytton Adams- Home Depot
   * Map where accidents happen in your store using floor plan, address the results and look for trends
   * The importance of safety in Home Depot
     1. Daily and monthly inspections and sign offs
     2. New worker orientations including e-learning
     3. Days without accident recognition program
     4. Company fines to stores that have reportable accidents and failing to report them, ($3000 for accident and $2500 for not reporting)
     5. ***Action Item – Lisa to send Modified duties guide and link to online tool***
2. Discussion with Felicia regarding challenges at Barretts Lumber
3. Transitions:
   * Joanna Mcloughlin to Chair
   * Lisa Jackson to Co-Chair
   * Craig Luscombe remains as Recorder

Thanks to Rob and Brian for hosting the meeting today. The next meeting is scheduled for Sept 3 2018.