

Building Supply Sector Working Group

Meeting Minutes

Location: Payzants Building Supply – Lower Sackville, NS

March 30, 2017

Attendees:

Joanna McLoughlin, Kent

Andy Walker, Kent

Craig Luscombe, Rona

Melanie Snyder, Rona

Jim MacGregor, Payzants

Matthew Payzant, Payzants

Lise Jeffrey, WCB

Kelly McIntyre-Hayes, WCB

Brian Graham, LAE

Regrets:

Lisa Jackson, Home Depot

Steve Mitchell, Home Depot

Lytton Adams, Home Depot

Andrew Hartlen, Home Depot

Rob Paddock, LAE

Agenda items and discussion:

- 1) Review draft Terms of Reference
 - The group reviewed the 'draft' terms of reference (attached – if you are unable to open this I will forward it via email as well) and made all necessary revisions.
- 2) Vote on the Chair, Co-Chair and Recorder positions.
 - The group voted on the Chair, Co-Chair and Recorder positions:
 - Chair – Jim MacGregor, Payzants
 - Co-Chair – Joanna McLoughlin, Kent
 - Recorder – Craig Luscombe, Rona
 - Thank you to those who have agreed to hold these roles for the next 12 months in keeping with our updated Terms of Reference.
- 3) Discussion – expanding working group to other employers within this sector
 - The group agreed to expand our membership to small/medium sized companies - we will expand slowly.
 - The group agreed to extend an invite to the following companies: Lumbermart; Timbermart; Happy Harry's and Home Hardware (Dan Hardy).
 - **Action item:** Lise will contact Lumbermart, Timbermart and Happy Harry's and extend an invite for these companies to join our working group.
 - **Action item:** Matthew will contact Dan Hardy who is the Retail Sales Operations Manager (RSOM) and extend an invite for him to join our working group as Dan would represent a number of Home Hardware locations in the province.
 - In the future, if we are open to extending the invite further, we may look at inviting wholesalers to these meetings. Some of the companies mentioned were: Mitten, CGC, GAF, Melmart, Owen's Corning Canada, Acadia Drywall, etc.

- **Action item:** Lise will request business intelligence to run a query on those employers with poor experience ratings and share these findings with Brian.
- 4) Schedule date and venue for next 12 months
 - Our fall meeting date will be on **Thursday, September 14, 2017** possibly at Kent Building Supplies location in Dartmouth.
 - Our winter/spring meeting will be on **Thursday, March 1, 2018** possibly at the office of the Department of Labour and Advanced Education in Dartmouth.
 - 5) WCB Coffee Sleeves for those offering Coffee Stations at their Contractor's Desk
 - Targeted for NAOSH week as well as the week after.
 - Payzants and Kent don't offer coffee stations at their contractor's desk. Kent mentioned this would be something they would only do for special events. Kent will be celebrating a store opening in New Minas on April 22nd and would consider participating on this date. **Action item:** Lise to follow-up with our Communications Department to see if this would be an option.
 - Called Craig (Rona) following our meeting. He is not certain whether they have coffee stations so will look into this and get back to me. **Action item:** Craig to look into this.
 - Matthew made a great point regarding the coffee sleeves – depending on the size of the cup, the sleeve may not fit (ie. Styrofoam cup). Has WCB considered providing the cups for this initiative rather than just the sleeve? **Action item:** Lise will follow-up with our Communications Department regarding this suggestion.
 - 6) Worksafeforlife (WSFL Redesign)
 - Ask the group who would be interested in providing feedback on our redesigned WSFL website – approximately 30 minutes. WCB can visit the worksite (expecting we will be able to pull up the test site via Citrix).
 - Kent would be interested – contact person would be Joanna McLoughlin.
 - Payzants would also be interested – contact person would be Jim MacGregor.
 - **Action item:** Lise will follow-up with Cindy Porter in our Communications Department to arrange a date.
 - 7) [WCB's General Ergonomics and Musculoskeletal Workshop Injury Prevention Road Show](#)
 - Reviewed details on WCB's website.
 - 8) [WCB's New Risk Mapping Tool](#)
 - Reviewed risk mapping tool on WCB's www.worksafeforlife.ca website.
 - 9) Any Best Practices/Challenges to share?
 - Jim shared with the group that they now have daily meetings with a focus on OH&S for their driver's as well as for those employees working in the yard at every store location. There is always a safety tip included in each meeting.
 - Jim also shared that as a result of a walk-thru with Andy in their yard and the tips he shared with Jim, his yard is now one of the cleanest yards. For example, one of the tips was to place more garbage cans in the yard. Management and team leads are demonstrating their behaviour change (ie. when a piece of a broken pallet is lying on the ground, it is now picked up) which is translating to all staff following their lead keeping their yards clean ultimately resulting in a safer work environment.
 - Another change for Payzants is their first bullet on their Mission statement now has to do with safety!
 - Andy shared a stop work order situation from one of their NFLD locations. It had to do with boom trucks – you can't boom if the wind speed is greater than 49 km/hr. Kent developed a safe work practice as a result of this and now each truck has an anemometer (an instrument used for measuring the speed of the wind).

- Brian advised there are upcoming changes to the OH&S Act effective April 10th
 - For repeat offenders who are constantly going to court. Details of this will follow on April 10th – refer to LAE’s website – <https://novascotia.ca/lae>
 - Reporting of serious injuries and the new definition of serious injury. Note: Reporting a serious injury has changed from 7 days to 24 hours (phone number to call – 1-800-9LABOUR). Brian will send an email to the group regarding these changes. These changes are effective April 10th.
 - Nothing to report on the new regulations.

10) Roundtable

- We had a brief discussion regarding how we are going to measure whether or not we are succeeding as it relates to our Mission outlined in our Terms of Reference. Talked about incorporating this as a goal in our Terms of Reference but forgot to revisit this. **Action item: Jim** – please add this to our next meeting agenda.

Thanks to Payzants for hosting the meeting today and a special thanks to Jim, Joanna and Craig for agreeing to hold the positions of Chair, Co-Chair and Recorder for the next 12 months (2 meetings).



Terms of Reference -
Building Supply Sector