

AARDA Health & Safety Committee

Record of June 15, 2015 Meeting

Time of Meeting: 1 30 pm

Meeting Attendees:

Randy Montgomery	Committee Chair	Harry's Auto Wrecking
Ian Hope		AARDA Exec Director
Raelene Day		Trappers Auto Parts
Ron Campbell		Reg's Auto Wreckers
Jeff Smith		LKQ corp.
John Bray		Big House Converters
Valerie Montgomery	Committee Secretary	Harry's Auto Wrecking

The meeting began with a roundtable of introductions and the types of yards each member has, as well as experiences and issues related to safety. Randy thanked each of the attendees for agreeing to be a part of the committee and for their interest in bettering our association.

New Business:

1) At the last AARDA annual meeting in Canmore, a survey was distributed, to all members present, regarding the present level of safety in each shop as well as the subjects each of you would like to see addressed in the Health & Safety Kit we are compiling and the issues that make it difficult for each shop to be safety compliant. Attached to these minutes is a copy of the result. Survey page #1 results are shown in percentages. (It is worth noting that if each of the shops could answer positively to these questions, we would all be well on our way to being safety compliant.) Survey page #2 will help us formulate our direction for the Health & Safety Kit. Note: Once the H&S kits are completed, a copy will be made available to every yard for their use.

You will also find a blank copy of the survey pages. Because our association always works better when we are all involved, we would like to encourage you all to fill out the pages. The more information we have, the more comprehensive the Health & Safety Kit will be. (Please return surveys to : valmont4@telus.net) The information you share will be included into the group results -there will be no individual results shown.

2) We had a request for another member to join our AARDA Health & Safety Committee – Jim Wyllie from Pick n Pull was unable to attend the annual meeting but expressed an interest in being on the committee. Randy recommended that we accept him onto our committee as there were no pick-a-part shops represented. All those present agreed that he would be a good addition to the committee. Randy will call him and invite him to join us.

3) The dates for our meetings had been set to Monday afternoons 4 times per year. After discussion, the majority of the committee members preferred to have the meetings on Tuesdays due to work loads.

The following are the dates for our next 3 meetings which will be by conference call:

August 18 1:30 P.M.

November 17 1:30 P.M.

February 16 1:30 P.M.

4) The Health & Safety Kit contents determined to date were discussed – it will include such things as a Health & Safety manual, WHMIS, First Aid, MSDS, OH&S regulations and safe work practices/policies. Our goal is to roll it out at the next AARDA annual meeting and to have a copy available for each shop.

5) While the Health & Safety Kit is the goal we are working toward, the enthusiastic committee wanted to accomplish something in the interim. We would like to encourage the yards to begin moving their shops toward being H&S compliant right away. We have 2 suggestions for each yard to complete in the next 2 months. These items are easier to accomplish, will entail less work time lost for employees and have longer lasting effects.

a) WHMIS. It is a requirement of OH&S that all employees who handle any hazardous materials must have WHMIS training. The courses can be taken in person or on line. Attached is a list of a few of the training facilities around the province as well their contact numbers. The cost for in person training is approximately \$80 each. Also included is a few website addresses that you can access WHMIS on-line. The cost of on line training is approximately \$35.

b) First Aid Kits. Each shop must have a first aid kit that meets its requirements based on the number of employees. Attached are charts of first aid requirements. (Note: refer to OH&S code schedule 2 to determine whether your shop is low, medium or high hazard – the majority of auto wreckers will be medium or high hazard work) You are required to keep a record of any injuries or illnesses requiring first aid as well as inspect the kit monthly to ensure its contents are complete.

And.... Should you already have these 2 items completed, the suggestion we have for the next quarter will be Safety Meetings. Monthly safety meetings are mandatory and easy to organize.

Next meeting August 18 – 1:30 P.M.

Randy Montgomery, Chairperson
vgm