

## M91-01 Safety Committee Meeting

Date: July 10, 2007

Location: New Holland training center - Saskatoon

Present: Jack Hardy - NH – Canada                      Chris Budzich – AMC - Safety  
Noreen Volk - Rem Enterprises                      Marty Cobb – AMC - Safety  
Bill Glanville - Bourgault Ind.                      Al Roschuk – AMC - Safety  
Art Covey – Trailtech                                  Dani Desautels - AMC-Safety  
Ken Kostyniuk - Rite Way Man.                      Ken Ricketts - AMC-Safety  
Jamie Pegg – Honeybee                              Cathy Glasser – Westeel Regina  
Brain Kreutzer – Prairie Steel                      Bob Kelln – Wheatheart  
Marcel Doepker – Doepker Ind.                      Justin Kleckner – Degelman Ind.  
Glenna Stewart – Degelman Ind.

**Note:** This report is not verbatim but is complete and inclusive of all significant discussion to the best of the writer's ability. This is a Meeting Report rather than official Minutes and should be read in conjunction with the attached materials (if any) or with the materials provided at the meeting. Should revisions be required or if persons should wish that their name be mentioned with the specific viewpoints they expressed please contact Ken Ricketts at AMC by email ([ken@www.a-m-c.ca](mailto:ken@www.a-m-c.ca)) or by telephone at 306-531-9800.

### Pre-meeting Agenda

1. CASH program update – Chris Budzich
2. What to do when the Inspector shows – Jack Hardy
3. Lunch (supplied by New Holland)
4. Safeguarding presentation – Al Roschuk
5. Questions and concerns / round table – Chris Budzich
6. Adjournment

1. Meeting was opened with greetings by Chris Budzich
2. Introductions were made around the table
3. Update on the CASH Program – Chris Budzich

The CASH Program Standard is now available on the AMC website ([www.a-m-c.ca](http://www.a-m-c.ca)) and can be downloaded. Simply click on the **Safety Programs** in the banner and then on the **CASH Program Standard**.

The CASH Program Audit tool will also be available on the website. AMC is testing the audit tool vigorously over the summer and expects to have the final working version on the website by late summer.

It was explained that getting and keeping the CASH certificate will entail passing an external audit (ie. AMC and/or other professional auditors – see discussions later in the Report), completing annual internal audits and having them available for review, and, continuously improving the organization's accident rate. Although a formula involving severity, frequency, and, the organization's audit score will be used, the simplified version is that the "continuous improvement" must be to continuously lower the organization's accident ratio to a point where it is at least lower than the industry average. The Audit Policy was introduced along with the Conflict of Interest rules that have been enacted.

It was explained that AMC Advisors can not audit the locations where they have done protracted "hands on" work because they would be auditing their own work which is an obvious conflict of interest. Limited manpower and staying within the AMC safety budget means that the M9101 organizations need to make a decision. Would they prefer continued and extensive "one on one" time with the AMC Advisors and then to hire outside auditors? Or would they prefer to have their own staff trained sufficiently to handle the necessary work, with minimal on-site hands-on assistance from the AMC Advisors, and, then have the AMC staff perform the audit?

Much discussion took place and a number of suggestions were made. An abbreviated version of the questions and answers would include:

- a. Isn't this a Board decision rather than a Safety/H.R. person's decision?
  - i. The AMC Board has seen and approved the plan
  
- b. Can the Sask. based AMC Advisors do the consulting work and then the Manitoba based AMC Advisors do the audit?
  - i. Not really because it's still the same group and would trigger difficulties in budget "juggling" and cost allocation.
  
- c. Will the Safety Management System, Internal Auditor, and, Supervisor training be sufficient to ensure that an organization has persons on staff that can actually get the organization to the point of meeting the CASH standard?
  - i. Yes with the additional suggestion that more than one person per firm should be trained. All of the courses will be multi-day, intensive, and, quite likely include a number of organizations at the same time.
  
- d. How much will outside professional auditors cost?
  - i. \$1,000/day plus costs is an often quoted price with a minimum of three days (small organizations) and up to 10 days (multi-site or large organizations) an approximation of the necessary time.
  
- e. Can some firms select to have outside auditors and more AMC consulting time while others chose AMC Auditors?
  - i. There doesn't seem to be any reason why not.
  
- f. Can the AMC personnel perform a "gap analysis" for firms so they have a road map?
  - i. Most definitely and in fact they are already performing that function for a number of organizations.

The general feeling seemed to be that most persons in attendance wished to discuss the matter with their organization's senior management before committing. All were asked to email Chris at AMC as soon as possible.

The proposed CASH Committee of Review was explained as being an oversight group where organizations, auditors or even the CASH Program Director could file a grievance if they felt something was amiss with an audit. Six volunteers were requested to stand for a three year term so that any time the Committee needs to meet, at least three would likely be available. The volunteers were:

Jack Hardy

Ken Kostyniuk

Bill Glanville

Jamie Pegg

Marcel Doepker (or other from firm)

Bob Kelln (or other from firm)

Discussion also included the audit process from the time an organization requests an audit to the point where the audit has been completed and the final report submitted. Certification length (3 years), specific segment "re-auditing" for either interim certificates (i.e. only one segment was in a fail position and already implemented corrective activities suggest that improvements are almost "momentary"), or, when "significant happenings or change" take place (i.e. gross changes of the workplace or product, serious accidents, injuries or a fatality at a workplace) were included in the discussion. All of these items sparked discussion both pro and con.

The responsibilities of both the Auditee (organization being audited) and the Auditors were discussed. All of them will be outlined on the AMC website as we get closer to the program's implementation.

Lunch was provided by New Holland.

Many thanks to Jack Hardy and his organization for their great and continued hospitality.

Although the CASH program discussions continued after lunch, the items discussed have been encapsulated earlier in this Meeting Report

Jack Hardy's presentation on what to do (and not to do) when an OH&S Inspector shows up was excellent. Key elements were:

- Don't panic

- Slow the pace down to where you are in constant control

- Take copious notes

- If the Inspector takes a photo or sample, so do you – and catalogue it!

- Never admit non-compliance ... check into it and get back to them

- If they are on site because of an "anonymous call", your safety management system has "broken faith" with the workers.

Due to the extensive dialogue regarding the CASH program the Safeguarding presentation was postponed until the next M9101 meeting.

The Round Table question/answer/discussion segment was short with nothing new coming to the table.

Next meeting is planned for September 25, 2007 in Regina.