

M91-01 Meeting Minutes
March 17, 04

Start – 9:00 am

1. Introductions

Chris Budzich	PIMA
Michelle Watson	PIMA
Morley Wishart	PIMA
Phillip Germain	PIMA
Brooks Paisley	PIMA
William Pugh	Morris Industries
Dianne Darby	Rem
Keith Brooks	Batco
Bill Glanville	Bourgault Industries
Gavin Fairburn	Precision Metal Fabricating Ltd.
Willard Yaremko	Leon's Mfg
Eric Sarauer	Doepker Industries
Wayne Marino	HoneyBee Mfg. Ltd.
Ken Kostyniuk	Rite Way Mfg Co Ltd
Gord Secuur	Advance Engineered Products
Blair Flavel	Degelman Ind
Roland Degelman	Degelman Ind
Rosemarie Brown	Trailtech Inc
Steve Bast	Brandt Ag
Harold Garner	Brandt Ag
Larry Ruten	Schulte
Murray Nordick	Schulte
Rick Schwartz	PIMA

2. **Review Feb. 4th minutes.** – No additions or changes.

3. **Review of Agenda**

4. **Deferred Items – discussed topics that were requested that will be deferred to future meetings.**

- a. Absenteeism – try to get Marsh Canada to provide a seminar on this topic. – Integrated Absence Management (presentation is a few hours) – ***please note that the April 13th date was cancelled.*** We will try to reschedule this seminar as soon as possible. Cost of developing a basic Absenteeism Program for M9101 is \$2000 - \$3000.... cost relays to companies. Concerns were raised about the costs. We would prefer each company to contact March Risk Assessment and/or Saskatchewan WCB to help develop and implement a Claims Management Program. Companies have used WCB's Claims Management training. There was mixed feedback about the WCB course.
- b. NAOSH Week (May 2nd – 8th) – Promote within your company.
- c. Review of OH&S Act & Regulations – There is a call for submissions. We handed out two documents that outlined the scope of the review and example of how the submissions should be presented.
 - i. May 15th is the final deadline for submissions.
 - ii. We want OH & S officers to be fair and focus on the same things in every plant.
 - iii. Treat all companies with the same respect.
 - iv. We don't want them to focus on insignificant items.
 - v. Crane Training requirements are poorly written. The “hours” of training is often misunderstood.
- d. Meeting with WCB – Phil talked to WCB. They are willing to meet with the group. They need to know what we would like to talk about. This shouldn't be a forum to discuss specific claims problems. Most members have difficulty understanding the information WCB sends. It was suggested that this should be the focus of our meeting with WCB.

- 5. WCB Rate Setting Model** – Jack was unable to attend the meeting so Phil provided a brief overview based on his discussions with Jack. We will distribute any information we get from Jack about the feedback from the WCB Board about the proposal for changing the rate-setting model. The proposed model would be based more on a company's performance and would be weighted heavier towards their most recent performance.
- a. Discussion about WCB Premiums and whether or not workers should pay.
 - i. 2 ways to go
 1. Employers pay and employees give up the right to sue
 2. Employees pay and have the right to sue
 - ii. 66% of all WCB money in the U.S. ends up in Lawyers hands through lawsuits.
 - iii. Article handed out showing a U.S. employer being sued for \$4 million due to a work related accident.

6. Best Practices - members share the best things they've done to reduce accidents and associated costs

a. Eric Sarauer (Doepker Industries)

- i. WCB return to work slip (small and quick)
- ii. Doctors need to fill out forms properly
- iii. Send letters and Forms out to doctors
- iv. Modified return to work
- v. Better to pay salary
- vi. Part of orientation – sign an acknowledgement form stating they have been told about modified return to work
- vii. Meaningful work
- viii. Something that was done and needs to be done
- ix. Salary can be adjusted
 - x. Permanent modified return to work can pay fair price
 - xi. WCB will top off temporary salary adjustments
 - xii. OH & S says that if they refuse you can re-assign but have to pay original salary.

b. William Pugh (Morris Industries)

- i. Awareness of Health and Safety – make people aware of the importance and focus on safety.
- ii. Senior managements on the floor – ensure senior management are visible on the floor encouraging and reinforcing safe behaviours.
- iii. Safety is Job # 1 – employees no from day one that safety is very important.

- iv. Trying to employees at all levels to “buy into” safety. Older employees don’t see the need – “they’ve done it this way for 20 years”.

c. Ken Kostyniuk (Rite Way Mfg.)

- i. Using PIMA to help develop and implement a Safety Program.
- ii. Discipline in regards to practices and Policies.
- iii. Written and verbal warnings
- iv. Safety performance directs salary – part of performance review

d. Gord Secuur (Advanced Engineering)

- i. He has instituted a Safety Policy with a progressive line of discipline.
- ii. He sits on the committee as resource person.
- iii. He has developed several safe practices and procedures.
- iv. They supply all PPE to employees.
- v. Had trouble with hand injuries. Got away from leather gloves, went to rubber front with a cotton back and have fewer cuts.
- vi. Trying to deal with Return-to-Work. He has been dealing with Physiotherapists. Using digital pictures to help clarify the injured persons job to the doctors and physiotherapists.
- vii. Has found problems with OH&S officers creating a management vs. employer problem during the visits.

e. Dianne Darby (Rem / Pel Mfg.)

- i. Relying on physical therapists more than doctors to help employees get back to work sooner.
- ii. Had physiotherapists come out to the plant and see what they do and how they do it.
- iii. Believes that physiotherapists will go over and above.
- iv. Physiotherapists can bill directly to WCB.
- v. Members would like a list of “top ten” Physiotherapists in the province (top ten) for M9101 members to use as a reference. Members will need to share the names of “good” physiotherapists with each other.

f. Bill Glanville (Bourgault Industries)

- i. Eye injuries were a problem until they made face shields mandatory.
- ii. Since then they have significantly reduced eye injuries.
- iii. Took the WCB Return-to-Work Program and modified it to “fit” Bourgault.

g. Wayne Marino (Honey Bee Mfg.)

- i. Eye injuries were a problem until they made face shields mandatory for certain jobs. The number of eye injuries has reduced since.
- ii. They have also instituted mandatory head protection in the paint line area. It has raised "safety awareness".
- iii. Blame PIMA! They have used PIMA to reinforce safety initiatives.

h. Gavin Fairburn (Precision Metal)

- i. They started with a mission statement to make sure everyone knew that safety was important.
- ii. They have *made* safety just as important as quality or productivity.
- iii. Reward groups that achieve safety milestones – i.e. monthly lunches.
- iv. Staff recognition awards, including safety during the annual Christmas party. Two years injury free you get a bag. Five years injury free you get a watch. Employees really appreciate this.
- v. Put the safety program into language they can understand.
- vi. Face shields brought in a few years ago and made mandatory for certain jobs.

i. Willard Yaremko (Leons Mfg.)

- i. Incorporated productivity and safety.
- ii. They hold weekly safety meetings in each department. An employee rep from each area runs the meeting with no interference from upper management. Upper management is not usually there so employees do not feel intimidated to speak freely.

j. Rosemarie Brown (Trailtech)

- i. They have worked very hard to develop their safety program. They have all appropriate paperwork in place.
- ii. Now trying to implement it to make it more workplace (Trailtech) specific.
- iii. They have had good results during the past two years, but know they can achieve better results with proper implementation of the Trailtech Safety Program.
- iv. Working on "Lean Manufacturing" principles.

k. Larry Ruten / Steve (Schulte Industries)

- i. They implemented daily toolbox meetings.
- ii. They implemented inspections that must be signed off by management.
- iii. They have worked very hard at housekeeping. Poor housekeeping causes many accidents.
- iv. Moving assembly benches and other work surfaces to proper height.
- v. Aggressive return to work. They are going through the WCB Return-to-Work workshop, but would also appreciate examples of other companies RTW Programs.
- vi. Created an incentive program that incorporates safety. Average worker gets about \$50 - \$75 per quarter as an earned safety incentive.
- vii. Safety is a part of everyone's performance evaluation, especially managements.
- viii. Doing extensive safety orientations with of all new workers.
- ix. Training for all employees including standardized job procedures before anyone does a job or runs a piece of equipment. This also includes safety talks and videos.
- x. Continuously work to improve the overall safety awareness.
- xi. They are compared to other companies.
- xii. OHC sets policies and rules (most) supervisors enforce them.
- xiii. Rules and policies – face shields and side shields all hard.

7. General Comments

a. Wayne

- i. We need to see more professionalism in all aspects of our industry.
- ii. A lot of professional people here, not being relayed to the floor. We ignore the people on the floor too much.
- iii. Our leaders typically don't have formal training.
- iv. Asked employees if they would like a library.
- v. Recommended the book "Who Moved my Cheese".
- vi. Lead by example & integrity.

b. Ken

- i. Show me and I will learn. The PIMA Safety Program is moving in the right direction by taking a more focused approach with employers instead of the "shot gun" approach.
- ii. Recommends having PIMA and WCB assist in developing programs.
- iii. Appoint an employee to focus on the development of the Safety Program.
- iv. Have PIMA and/or WCB monitor your progress and provide feedback.

c. Phil

- i. Approximately 50% of the injuries in our industry are “ergonomically related”. Approximately 70% of WCB costs can be attributed to those ergonomic related injuries.
- ii. 90 % of ergonomic solutions are under \$1000.00.
- iii. 70% are under \$100.00.
- iv. Does anyone want to start conducting “peer evaluations”? PIMA would be willing to coordinate these events.
- v. A recent study showed that the #1 problem with poor claims management is poor labour relations.
- vi. Phil explained the Forklift and Overhead Crane Practical Evaluation Train-the-Trainer courses. Why they are needed and why the PIMA Safety Program has decided to move in this direction.
 1. Allows companies “training on demand”.
 2. Provides better due diligence for the company and reduces OH&S liability.
 3. Allows the PIMA Safety Program more time to focus on the issues that are causing injuries and accidents in our industry. We have very few Forklift and Overhead Crane accidents in our industry compared to other types of injuries.
 4. Develops more crane and forklift trainers in the industry. Employers may be able to help each other out with training, making the response time to training quicker.
 5. PIMA will still be available to provide theory training on these topics.

8. Next meeting – TBA. The date and location of the next meeting will be set based on the majority of responses by the members.

9. Meeting adjourned – 3:00pm