| Safety Meeting Minutes |
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| Location: Hardisty Board room |  |
| Date: Mar 9, 2021  |  |
| Time: 1830hrsAttendees: Hardisty: Rhonda Vandal, Theresa Campbell, Randy Grove, Hilary Stewart, Randy McCharles, Julie Pasztor, Charlene Ermel, Glenda Lien, Rob Harrison, Justine nessSherwood Park: Diane Grove, Jody JewelGoogle: Peter Weyenburg, Chad Reed, Tracy Krunchkowski, Sam Drager, Lynden Dempsey, Heather RobleeChairperson: Hobie Campbell  |  |
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**Safety Moment:** Daylight savings time. Fatal car accidents increase by 6% the week of time change. To lessen the time required to adjust of losing 1-hour sleep

* Avoiding alcohol, caffeine exercise before bed
* Dark blinds or eye masks

**Hobie Campbell**

* Health and Safety Committee will be formed by 2 representatives from our field group voted in by their peers and 2 from management. An email will be coming out shortly.
* Recognized as our featured employee for March is Hilary Stewart. Please see the Facebook post honoring Hilary for her accomplishment.

**Randy Grove**

* Reminder to get your courses up to date, so check your ticket expire dates. Links to the orientations will be added to the website.
* Start using Operations@safetyfirstm.com email for after-hours communication unless it’s an emergency.  This will go to both Randy and Jody.
* April is looking busy, so please plan ahead and make yourself available for work whenever possible.

**Justine Ness**

* The $25 per meeting incentive will still be paid out in Dec even if you are laid off in Nov.
* Calling operations after hours (1800-0600). Unless it is an emergency, please use the Operations@safetyfirstm.com

Please respect Jody’s and Randy’s off work time.

* If Operations call you, please call them back. Other communications that are not time critical should be emailed.
* We will be exploring one of SFM’s Core Values each month. Feb was Excellence and March is Teamwork. Our success is attributed displaying these values. A thankyou to Heather for training Tracy.

**Jody Jewell**

* Success through displaying our Core Values
	+ Safety, Integrity, Quality, Teamwork & Excellence
* I would just like to reiterate what I had mentioned in the Feb meeting.
	+ All OT & any billing information from employees and contractors MUST be emailed to operations@safetyfirstm.com . **The number you use to text your information to is no longer vailed. 780-888-1738**
	+ Please enter your time daily. It is very difficult to look back a week or two to confirm hours worked.
	+ If you have any problems with Hydra, let Operations know.
	+ Contact Operations to confirm if Shop Time or OT is approved.
	+ Please also utilize this email address (operations@safetyfirstm.com) when relaying any daily activity, relevant or important information. This enables both Randy and I to have complete transparency and visibility with both Hardisty and Sherwood Park operations. This is very advantageous, especially when either manager goes on time off, or is out of the service area for any length of time.
* I’ve been asked a few times who and what is required for the job fairs. Open some more general discussion and direction along with promoting it to our staff to encourage their friends and such.

The Hardisty Job Fair is on Thursday Mar 11th and Sherwood Park is held on Friday Mar 12th. They will be running form 10 AM to 2PM.

* Promote our fantastic website that Justine has been working on.  As mentioned in the team email, I sent on Feb 22/21.
	+ Please navigate all options at the top of the page including Our Commitment nesting under the About selection.
	+ The employee and contractor login are at the bottom on the home page. You will be prompted for your login credentials; from there you will find the online fillable forms when needed.
* Ever changing weather.
	+ Freeze and thaw can cause unknowingly slippery surfaces also ensure you have plenty of washer fluid for daytime warming temps.
* Daylight savings.
	+ March 14th – be sure to set your clocks ahead 1 hour so work schedules can be adhered to.

**Worker Observation Card Review**

* Roof vents froze, sewer smell in Hardisty office
* Gibson, Wade, stated that recognized SFM as having some of the best air trailer hands he has ever worked with and the equipment was clean and organized

**Open Forum for all Employee questions or Concerns**

* Glenda asked if a ½ shift is possible**.** Randy explained that it complicatesthe system and we want to avoid it unless it is an emergency.
* Rob noted that dog hair in one of the trucks is a problem. Other worker may have allergies.
* If there is a issue with any of the trucks or trailers to email Rob right away.
* Rhonda asked if having a Security certificate is going to be mandatory. It is being considered. It gives us a way of documented competency any certification to show the quality of workers we provide for our clients.
* Justine asked to let management know if you are interested in taking other courses.
* Heather noted that everyone has done a great job when faced with the current challenges of the work environment in our industry.

Meeting adjourned at: 1907hrs

**Next Meeting: April 6th.**