

**MINUTES
ACSESS
SAFETY GROUP – TEMPORARY AGENCIES
Wednesday, February 12, 2003
WSIB DOWNSVIEW**

PRESENT

Mary McIninch, ACSESS
Maureen McDonald, Workplace Safety and Insurance Board (WSIB)
Mize Lyons, WSIB
Norma Clarke, WSIB
Evan Anthony, WSIB Safety Groups Coordinator (evan_anthony@wsib.on.ca)
Margaret Waithe, IAPA
Rachel Jacobsen, Eagle Professional
Brian Booth, Apple One
Peter Kazmer, Advantage Personnel
Michelle Crowder, Spherion
Kevin Suter, Labour Ready
Ron Maizis, Maizis and Miller
Carol Kameka, Best Personnel Services
Dianne Ramster, Hunt Personnel
Brenda Hewgill, Georgian Staffing
Jean Paul Liut, All the Way Personnel
Debbie Tripp, Labour Link
Diana Zirone, PAL Personnel
Nathan Carruth, Express Personnel,
Susan Lund, Kelly Services Canada
Lorri Sumner, The People Bank
Jackie Cabildo, The Keith Bagg Group
Stephanie Huffman, Industrial Temporary Solutions (ITS)
Janice Weir, Affordable Personnel
Dale Legge, Adecco
Maggie Mowry, Lift Temp
Lisa McDougall, ATS Reliance

ABSENT, with regrets

Barb McNicholl, Protemps Professional Staffing
Gary Nettleton, Executive House
Jackie Supper, The Staffing Edge, Armor Personnel
Liz Coleiro, Drake
George Burrows, Multec
Nancy O'Neill, Windsor Personnel
Michael McGarry, The Personnel Network
Colleen Gouldson, NT Temps
Marian Beecraft, Manpower
Gail Citroen, The Little Group
Brenda Hewgill, Georgian Staffing

1. Welcome, Role of ACSESS a sponsor, Distribution of Code of Ethics, Confidentiality Agreement, Employers Guidelines 2003 and Workgroups .

The meeting commenced with a round of introductions. Mary McIninch, ACSESS, announced that there are 80 accounts registered in the program for 2003.

Mary McIninch provided the group with an overview of ACSESS' role as sponsor. She also stressed the importance of submitting reports on time. A mentoring program is in place for new participants. Jackie Supper and Dale Legge have agreed to assist members, answer questions, review reports etc. Both the OSSA and IAPA have agreed to lend support to safety group members. The IAPA has assigned 5 representatives. All members were encouraged to contact or arrange to meet with their assigned representative prior to the next meeting.

Meeting dates for 2003 have been determined for both GTA and Ottawa sub committee (listing was distributed).

Mary McIninch reminded the group that **Action Plan Report and Workplace Assessment** are due by February 14th 2003. To be eligible for 2003 rebate, FIRMS MUST ATTEND 3 MEETINGS AND SUBMIT REPORTS.

First Aid : group element for 2003. Firms were reminded that members who completed First Aid in 2001 or 2002 are **responsible for maintaining the element in 2003 and selecting 4 new elements.**

It was noted that our group has made significant progress in 2002. All members were successful in implementing Networking Standard. Congratulations to all!

2. St John's Ambulance **First Aid Workshop** – Group Element for 2003 –

Paul Fraser and Phil Griffith, SJA, provide the group with an overview of National Program and staffing firms responsibilities.

Dale Legge, Adecco presented his national First Aid standard. Copies of Dale's presentation and standard to be forwarded to all safety group members.

2. Presentation by Evan Anthony, WSIB Safety Group Coordinator

- a) *Safety Group Update:* Evan provided participants with an update on program requirements for 2003, some changes to the program etc. A copy of Evan's presentation is available. Please contact sponsor.

5. Networking Workshop

Brainstorming the 5 steps to Managing Health and Safety

Recommendations for 1st year participants

Group 1

1. Set Standards
 - a. State purpose
 - b. Include evaluation in your thinking when setting your purpose ie certificate first aid
 - c. Separate binders for each element which include 5 steps starting with setting standards
 - d. KISS – keep it simple and specific
 - e. Keep in mind legislative requirements
2. Communicate
 - a. Use emails & memos
 - b. Ask for feedback
 - c. Keep documentation
 - d. Ensure message understood
 - e. Orientation is a good opportunity to communicate verbally and document

- f. Use English testing to identify language barriers

Group 2

1. Good 1st year elements
 - a. Health & Safety Policy
 - b. WHMIS
 - c. Incident Reporting
 - d. Workplace Inspections JHSC
2. Evaluation ideas
 - a. Survey's
 - b. Group meetings
 - c. Review booklet focusing on how standards apply to your workers
 - d. Interviews with workers inside and outside
3. Element binder
 - a. Have a binder that you can save your standards, implementation documents, emails etc to support your completion of and work towards chosen standards

Group 3

1. Standards
 - a. Be specific
 - b. Regulation compliance
2. Communicate
 - a. Email, memo
 - b. Minutes
 - c. Mailings
3. Training
 - a. Attendance records
 - b. Different methods – CD Rom, WEB Based
4. Evaluation
 - a. Surveys, contests
 - b. Performance reviews
5. Acknowledge Success/Improvements
 - a. Individual recognition
 - b. Letter from president
 - c. Questionnaires for feedback

Group 4

1. Set Standards
 - a. WSIB Material
 - b. Committee involvement
 - c. Benchmark competitors
2. Communicate
 - a. Orientation
 - b. Bulletin Board
 - c. Email, Memos
 - d. Paycheck stuffer

(All above driven by element chosen)

3. Training
 - a. Group training
 - b. One on one training
 - c. Jobsite specific orientation

4. Evaluation
 - a. Questionnaire/testing
 - b. Inspections
 - c. Review financials

5. Acknowledge Success/Improvements
 - a. Employee feedback
 - b. Management review of results
 - c. Rewards

6. Dale Legge, Adecco presented his national First Aid standard. Copies of Dale's presentation and standard to be forwarded to all safety group members

* To obtain copies of handouts distributed at the meeting, please contact Mary McIninch, ACSESS

NEXT MEETING – Attendance is mandatory for all participants

Date: May 20th 2003

Time: 9:30 am to 12:30

Place: WSIB Downsview
Humber Room

Note: Muffins, coffee will be served