

MINUTES

SAFETY GROUP – TEMPORARY AGENCIES TUESDAY, November 5th, 2002 WSIB DOWNSVIEW

PRESENT

Maureen McDonald, Workplace Safety and Insurance Board (WSIB)
Mize Lyons, Workplace Safety and Insurance Board (WSIB)
Evan Anthony, WSIB
Jackie Supper, Armor Personnel
Michelle Crowder, Spherion
Peter Shewshuk, Lee McCue and Tim Nakatsu, IAPA
Carol Kameka, Best Personnel Services
Graint Berry, The Personnel Network
Nancy O'Neill, Windsor Personnel
Lorri Sumner, The People Bank
Tara Azulay, Altis HR (for Kathryn Tremblay, Excel HR)
Liz Coleiro, Drake
George Burrows, Multec
Anne Huffman, The Keith Bagg Group
Stephanie Huffman, Industrial Temporary Solutions (ITS)
Janice Weir, Affordable Personnel
Dale Legge, Adecco
Gary Nettleton, Executive House
Maggie Mowry, Lift Temp
Lisa McDougall, ATS Reliance
Mary McIninch, ACSESS

ABSENT, with regrets

Amy Gillingham, Advantage Personnel
Loni Attrell, TOSI
Kerri Murray, Muskoka Staffing
Marian Beecraft, Manpower
Gail Citroen, The Little Group
Brenda Hewgill, Georgian Staffing

1. Welcome, ACSESS Update on Safety Group status

The meeting commenced with a round of introductions. Mary McIninch, ACSESS, announced that there are 50 accounts registered in the program for 2003. The Ottawa Orientation session of

October 18th was a great success. We anticipate that over 10 firms will participate in the Ottawa region in 2003!

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

Mary McIninch reminded the group that **Year– End Achievement Reports** are due by December 15th 2002. Also, all firms must submit **Workplace assessment booklet** by deadline. To be eligible for 2002 rebate, **FIRMS MUST SUBMIT BOTH REPORTS BY DEC 15th**.

First Aid was proposed as a group element for 2003. Firms were reminded that members who completed First Aid in 2001 or 2002 are **responsible for maintaining the element next year and choosing only 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!

Mary McIninch distributed copies of the Table of Contents for Staffing Industry Health and Safety Manual, to be released in 2003.

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.
- b) ***Important note : Only 10% of participants must attach any/all supporting documentation to year end reports (for example first aid training certificates, need attach sample certificate to demonstrate training is complete). The 4 or 5 members selected from our group will be notified next month.***

3. Ruth Barrett, IAPA provided the group with an overview and distributed copies of IAPA Sample Evaluation Checklist for WHMIS training.

4. Presentation by Jackie Supper – Early and Safe Return to Work.

Please contact jsupper@armorpersonnel.com to obtain a copy of presentation. Jackie provided the group with excellent information and advice on developing an efficient modified work program for temporary employees.

5. Networking Workshop

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

First Meeting for 2003

Date: Tuesday, February 11th 2003

Time: 9:30 am to 12:30

Place: WSIB Downsview
Humber Room

Note: Muffins, coffee will be served