

## MINUTES

### **SAFETY GROUP - TEMPORARY AGENCIES TUESDAY, August 20th, 2002 WSIB DOWNSVIEW**

#### PRESENT

Maureen McDonald, Workplace Safety and Insurance Board (WSIB)  
Mize Lyons, Workplace Safety and Insurance Board (WSIB)  
Shelley Wall, WSIB  
Evan Anthony, WSIB  
Michelle Crowder, Spherion  
Peter Shewshuk, Ivan Szlapetis, Lee McCue and Margaret Waithe, IAPA  
Nathan Carruth, Judy Carley, Express Personnel  
Carol Kameka, Best Personnel Services  
Graint Berry, The Personnel Network  
Bryan Merkley, SOLUTIONS  
Nancy O'Neill, Windsor Personnel  
Kerri Murray, Muskoka Staffing  
Lorri Sumner and Charmaine Perera, The People Bank  
Tara Azulay, Altis HR (for Kathryn Tremblay, Excel HR)  
Janice Weir, Affordable Personnel  
Dale Legge, Adecco  
Marian Beecraft, Manpower Services  
Loni Attrell, TOSI Placement Services Inc.  
Gail Citroen, The Little Group  
Gary Nettleton, Executive House  
Maggie Mowry, Lift Temp  
Lisa McDougall, ATS Reliance  
Mary McNinch, ACSESS

#### ABSENT, with regrets

Amy Gillingham, Advantage Personnel  
Liz Coleiro, Drake  
Andrew Grieve, Multec  
Anne Huffman, The Keith Bagg Group  
Stephanie Huffman, Industrial Temporary Solutions (ITS)  
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 the WSIB Board of Directors has recognized the safety groups program as a continuing permanent program.

## 2. Presentation by Evan Anthony, WSIB Safety Group

- a) *The 5 Steps to Managing Health and Safety* Evan reviewed the five steps and reviewed program requirements.
- b) *Safety Group Update:* ACSESS Safety Group is in a rebate position, estimated at \$526 013 00! It is important to remember that this is the potential rebate for the safety group. Our group's overall element completion percentage will be taken into account to determine final amount awarded to our group. For example, if ACSESS Safety Group members completed 80% of elements (to be determined following completion of spot checks), the rebate amount will total \$420 810 00 (80% of \$526 013 00).
- c) ***Important note : Shelley Wall, WSIB informed the group that all safety group 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) All must be sent to sponsor via courier when Year End Reports are Due - December 2002.***

2. **Presentation by John Van Lenthe, IAPA Forklift training.** Please contact John Van Lenthe for more information or to obtain a copy of his presentation, [jvanlenthe@iapa.on.ca](mailto:jvanlenthe@iapa.on.ca)

## 4. Networking Workshop

Safety Group members were divided into Workgroups for networking purposes. Maureen McDonald, WSIB stressed the need for consistency in meeting program requirements. Members were asked to complete the networking element from start to finish.

### **ACSESS Safety Group Networking Standard**

#### ***Group 1***

##### **Purpose:**

The purpose of networking is to encourage companies within the staffing industry to learn from each other, sharing the best practices. The networking element assumes that the best expertise for preventing injuries within the services sector comes from the industry itself with assistance from IAPA, MOL, OSSA and WSIB.

##### **Networking Standard:**

Our company will network with our group for safety group purposes on relevant health & safety topics a minimum of 3 times per year, a senior management or designate will attend at least 3 meetings annually.

Our company will use at least 2 of the following mechanisms for networking. All events/activities will be documented.

- ?? Personal contacts/visits/email/phone
- ?? Safety group meeting/exchange policies/documents/guidelines with another company
- ?? Professional affiliations
- ?? Health and safety association events/training

- Government regulations/legislation
- Purpose (reason for standard)
- Management commitment
- Consistent with health and safety policy
- Measurable and documented/written procedure

## ***Group 2***

### Communication:

This standard is communicated to the JHSC on a quarterly basis and to any employees who could participate in networking or benefit from the information gathered through networking. All communication of networking shall be documented and accessible to all employees.

- Ensure that all appropriate people in the workplace understand what is expected of them and what they can expect from others. Communication may include posting of minutes, emails, meetings, training, etc.

## ***Group 3***

### Training:

- ?? Setting specific and measurable goals
- ?? Visit web sites and document list of sites
- ?? Visit other companies
- ?? Arrange subgroup meetings outside of safety group
- ?? Attend courses and network with others
- ?? Business reviews at clients (compare health and safety statistics)
- ?? Develop good relationship with on site client
- ?? Attend health and safety conference or become member of IAPA volunteer group
- ?? Document a plan and provide supporting documentation to confirm progress.

#### **Group 4**

##### Evaluation:

- ?? Verbal debriefing
- ?? Document debriefing in writing to JHSC
- ?? Return evaluation forms
- ?? Testing

##### Acknowledge Success:

Public presentation and praise by:

- ?? Awarding certificate
- ?? Email/bulletin boards
- ?? Newsletter/website
- ?? Pay stub insert
- ?? Safety talks/groups

Rebate - % to go to key players

- ?? Tokens: T-Shirts/company hats

Include in JHSC minutes

“Celebrate like it was a damn placement”

##### Evaluation:

Evaluation and acknowledgement of success needs to be immediate

Evaluation should be done within seven (7) days of completing the networking event. Suggestions should be implemented where appropriate and reviewed at JHSC meetings.

Acknowledgement should be done immediately and publicly and definitely documented.

**GROUP 1**      IAPA consultant –  
Tim Nakatsu (905-608-9378)

	<b>Contact</b>	<b>Company</b>
1	Anne Varga	Maingate Personnel
2	Dan McGarry	The Personnel Network Inc.
3	Gail Citroen	The Little Group

**GROUP 2**      IAPA consultant –  
Lee McCue (416-289-3421)

	<b>Contact</b>	<b>Company</b>
1	Dale Legge	Adecco Employment Services Ltd
2	Anne Huffman	The Keith Bagg Group
3	Marian Beecraft	Manpower Services Canada Ltd

4	Lisa McDougall	ATS Reliance
5	Brenda Hewgill	Georgian Staffing Services
6	Brian Merkley	SOLUTIONS
7	Dawn Sibbilin	The Prior Resource Group

4	Andrew Grieve	Multec
5	Stephanie Huffman	Industrial Temporary Solutions
6	Karen Downer	Advantage Personnel

GROUP 3                      IAPA consultant –  
Charles Corey (416-289-  
3421)

	<b>Contact</b>	<b>Company</b>
1	Gary Nettleton	Executive House (Chatham)
2	Liz Coleiro	Drake International
3	Kathryn Tremblay	Excel HR
4	Jackie Supper	The Staffing Edge – Armor
5	Nancy O'Neill	Windsor Personnel
6	Carol Kameka	Best Personnel
7	Cole Hayes	LiftTemp

GROUP 4                      IAPA consultant –  
Peter Shewchuk

	<b>Contact</b>	<b>Company</b>
1	Sharon Mercer	Express Services, Inc.
2	Charmaine Perera	The People Bank
3	Janice Weir	Affordable Personnel Services
4	Michelle Crowder	Spherion Workforce Architects
5	Loni Attrell	TOSI Placement Services
6	Jennifer Kingshott	Muskoka Staffing

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

**NEXT MEETING – Attendance is mandatory for all participants**

**Date:** Tuesday, November 5th 2002

**Time:** 9:30 am to 12:30

**Place:** WSIB Downsview  
Humber Room

**Note:** Muffins, coffee will be served

