

OH&S Meeting

Health and Safety			
9.29.2020		Time 1:45 PM	Site: Ocean Farms
Meeting called by	Jennifer Llewellyn		
Type of meeting	OH&S		
Facilitator	Jennifer Llewellyn		
Note taker	Jennifer Llewellyn		
Timekeeper	Jennifer Llewellyn		
Attendees	Andrew Campbell, Jennifer Llewellyn, Val Watson, Maya Miller and Rosa Chaves		
Topic			
Discussion	Hazards & Safety Concerns		
<p>The Crew was asked if they had noticed any safety hazards or had any concerns around the site. There were no concerns. The Crew was reminded that if they become dizzy when working with the machines, to stop and focus on a stationary object until it surpasses and to hang on to something or sit down if needed to prevent falling.</p>			
Conclusions	N/A		
Action Items		Person Responsible	Deadline
N/A		N/A	N/A
Topic			
Discussion	COVID-19 Updates		
<p>The Crew was asked if they saw the company wide email on increasing safety precautions for COVID-19. They were provided with a thermometer and reminded to take temperatures and record them every morning in addition to completing the Self-Declaration forms. The Crew was also reminded to ensure they are wearing masks at the site when required.</p>			
Conclusions	N/A		
Action Items		Person Responsible	Deadline
N/A		Jennifer Llewellyn	September 5, 2020
Topic			
Discussion	Ocean Farm's OH&S Inspection Results		

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Jennifer completed an OH&S Inspection at Ocean Farms on September 29 th and shared the finding of the inspection with the Crew.		
Conclusions	Inspection Results:	
There are a number of tripping hazards such as piping and cords present at Ocean Farms and the Crew were reminded to be mindful of them and to remove any tripping hazards that can be moved.		
One Crew Member was seen to not be wearing a mask and the entire Crew was asked to remember to have their mask in place where required.		
A guard rail was removed to make passing the brail of fish to the Fish Handlers easier. The guard rail was put back in place and the Crew was asked to leave it there to prevent anyone falling from the raised vaccination area.		
With the current configuration, the start/stop buttons on the machine are challenging to reach for some people due to the piping being in the way and it poses a falling hazard. The Crew were asked to ask for assistance from another Crew Member if having a hard time reaching the buttons.		
Action Items	Person Responsible	Deadline
Val will begin checking every morning to ensure Crew temperatures are being taken and recorded. Records will be forwarded to Jennifer on a weekly basis.	Val Watson	N/A