



JHSC Meeting Minutes

		Meeting Date:	Sept 18,
Call to order: 08:00 Adjourned: 08:45 Previous meeting: Aug 21, 2026 Next meeting: October 16, 2026	Committee members present		Last Committee evaluation: August 2026
	Greg – Employer Co-Chair	X	
	Stephen – Alternate Employer Co-Chair		Next Committee evaluation: August 2027
	Gary Papp Employee Co-Chair	X	
	Masi – Worker		
	Angel – Management	X	
	Amin – Worker		
	Shawn Metheral (Worker)	X	
	Paola Arteaga (Worker)	X	
	Fredy – Management		
	Mohammad (Exterior worker)		
	Jose Ponce (Janitorial Worker)		
	Christian (Janitorial worker)	X	

Old Business		Who	Action due date	Meeting Discussion Points/ Action Taken
	Rolling: Review New Safety Cases	Everyone	Meeting	No new events
	INCIDENTS Link: https://clean-master.lightning.force.com/lightning/r/Dashboard/01Z5c000001JJGJEA4/view	Everyone	Meeting	No new events
	JHSC Training?	Greg Korpela	Meeting	3 New members on the JHSC (New JHSC is available on new LMS. If not already done, take time by next meeting. Greg to provide logins and link)

	First Aid			FA assessment November 24, 2025 at 10:52 a.m. Employees sent to FA training, Gergely and Stephen https://www.worksafebc.com/en/resources/law-policy/act-amendments/regulatory-changes-background-occupational-first-aid?lang=en First aid drill last completed April 28, 2025, with exterior and floorcare.
New Business				Meeting Notes
	Group hazard assessment review. Review risk registry and add to it as needed	Everyone	Meeting	Any new safety hazards? No new hazards. New scopes of work.
	Is any additional training or PPE required? - Is any additional training required? - Is any new PPE required?	Everyone	Meeting	Reviewed PPE requirements, PPE current.
	COR	Greg	Meeting	COR Audit April 27, 28, 29 completed.
	Emergency Response Plans	Everyone		First aid and emergency response plan practiced and reviewed April 28, 2025 Must be completed in 2026

	OH&S Program			Reviewed, rewritten and rebranded Current Safety Actions cards available online and on company website.
	JHSC Annual Review	Greg		Reviewed during meeting
	Exterior Crews: - Anything new?	Gary, Stephen, Greg, Amin		No new incidents or hazards.
	Floor Care – - Fredy, Masi – Updates?	Masi Fredy		No issues
	Janitorial – - Angel, Shawn, Sebastian - Anything new? -	Shawn, Angel		No issues.
	Office Staff			No new issues

Meeting summary

Quick recap

The meeting focused on transitioning to a new Skedulo shift management system and discussing safety matters across different departments. The team discussed implementation challenges, with only one person experiencing issues due to an older phone that couldn't download the app. Greg reported receiving a message from David about form building capabilities in the new system, which will allow creation of inspection forms similar to their previous system. The group addressed concerns about redundant inspection areas in current reports, with Angel emphasizing the importance of comprehensive detailed inspections despite any perceived redundancy. The team also reviewed recent safety incidents, including a brake failure in exterior work that was attributed to a previous service not catching the problem, and discussed JHSC training requirements for newer employees. Gary from exterior

operations raised scheduling concerns about rope access work and proposed better coordination methods for future services.

Next steps

Gary

- Submit the proposed scheduling layout for rope access jobs (for the Quinlad/Twinklage Tower) to Greg, either by email or in person.

Greg

- Confirm with David the details about the form builder in Skedulo and discuss the new inspection forms.
- Send any information or template received from David regarding the new inspection forms to Paola for review.
- Document Gary's scheduling layout for rope access jobs and attach it to the relevant job for future reference.

Shawn's

- Ask Christian, Jose, and Mohammed if they have completed their JHSC training.

Summary

App Transition and Inspection Updates

The team discussed the transition to a new app, noting that most people can log in successfully except for one employee whose old phone prevents her from downloading the app. Greg mentioned receiving a message from David about using Skedulo's Form Builder to create inspection forms, though these will not yet be identical to the previous SWEPT inspection reports. The new system will include messaging features with building-specific channels, though Greg noted that the inspection report format is still being developed.

Inspection Process Redundancy Discussion

Shawn expressed concerns about redundant details in the current inspection process, noting that some areas covered similar information across multiple inspection categories. Angel clarified that while some duplicate elements exist, comprehensive inspections are necessary for client reporting and internal planning purposes. The team agreed that specific complaints about redundancy should be shared with iPhone for direct client communication, though no final resolution was reached during the discussion.

Form Design and Implementation Discussion

The team discussed form design improvements, with Greg committing to avoid duplicate fields in new forms. They explored the use of channels for messaging within the platform, acknowledging that while the application is new to them and not originally built for janitorial services, it will provide opportunities



for customization. Angel expressed concern about rushing the implementation and potential issues with employee experience, particularly regarding radio communication.

Skedulo Version Implementation Discussion

Greg and Angel discussed the implementation of a new Skedulo version, noting that it will have simpler login processes compared to the current system requiring Salesforce Authenticator. They planned to review and streamline forms for janitorial quality assurance and safety elements, with Greg planning to discuss the process with David. Angel mentioned completing a certification course and found 90% of the information valuable, though some redundancies were noted but considered beneficial for reinforcement.

Brake Failure Safety Incident Review

The safety meeting discussed a recent brake failure incident where a vehicle's brake pedal fell to the floor due to a burst brake line that dumped out all brake fluid. The vehicle had been recently serviced at Ocean Park, but the problem wasn't detected during that maintenance visit. No new safety cases have been reported since the last meeting, and the previous brake failure issue has been resolved.

Safety Training and Compliance Review

Greg led a safety meeting to discuss training requirements and current safety status across different teams. The team is to confirm if Christian, Jose, and Mohammed still need to complete JHSC training, and Greg will follow up with Sean or Angel about their completion status. Gary reported that exterior work is proceeding smoothly with most work being done on ground rather than rope access, though he identified scheduling challenges with a recent rope access job at Quinlad/Twinklage Tower that required adjustments to the service layout. Greg agreed to review Gary's proposed improvements and document them properly in the system, while also investigating the status of new safety forms that should be available next week.

Attendees: Servus Group (Organizer), Christian (External), iPhone (External), Gary (External), iPhonePaola (External), Shawn's iPhone (External)