



## Joint Health & Safety Committee Meeting

Minutes – September 24, 2009 1:00pm

<b>Present:</b>	Bruce Mullin	Management
	Marissa Swerdfeger	Office Representative
	Pat McLean	Garage Representative
<b>Regrets:</b>	Rodney Gunter	Local Driver
	Lyle Ross	Long-haul Driver

### Old Business:

- Marissa has revised and updated the Policies and Procedures Manual. Copies of the revised Policies and Procedures are being reviewed with drivers and put in their permit books. A copy of the Manual is located at the driver's entrance, as well as at Marissa's desk.
- The Hazard Prevention Program outline is being reviewed with drivers and filed in their permit books.

### New Business:

- Truck Inspection completed on Truck #63 by Pat
- Workplace and First Aid Kit Inspections completed by Marissa

Meeting Adjourned at 1:15pm

Date of Next Meeting: Thursday, October 15<sup>th</sup> at 1:00pm