

## Andrea Klooster

**From:** Tanee Edwards  
**Sent:** July-26-16 2:38 PM  
**To:** Andrea Klooster; Carrigan Cassidy; Chris Keeler; Maryann Mommersteeg; Christopher Noble  
**Cc:** Karla Pacheco  
**Subject:** H&S Meeting Wed July 27

Hi everyone,

Since we have an incredibly tiny agenda and a number of people away, I thought it might be just as easy to have the "meeting" via email instead of in-person tomorrow. If we need to have a physical meeting to meet compliance criteria, we can perhaps re-schedule something at a later date.

-The July inspection was done by Andrea and Karen Savino. The only item of particular note was the storage of tables and chairs in the stairwell/fire exit. Managers were notified immediately.

-Our new policy on Harassment will be rolled out to all staff very soon. HR is currently working on a training platform.

-We have received the Hazard Assessment report back from Jeff Pedlow. It's a weighty tome and very detailed, so a summary may be the best way to present the findings. The board is heavily involved in Hazard Assessment so it will be presented to them as well as individual managers. Timeline on getting a summary ready is yet to be determined.

Please let me know of any additional topics or new business and I'll send out another email with any additions...

Thanks  
Tanee

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Aug. 15/16.

Kathy Burns, Chief Operating  
Officer

Kathy Burns

Eddy Anla, USC President.

Eddy Anla

AK

Andrea Klooster - Management  
Rep & Co-Chair

Tanee Edwards

Tanee Edwards - Worker Rep &  
Co-Chair