



HELPING BUILD  
BETTER CITIES™

## Health & Safety Committee Meeting Minutes

Date: March.11/2025

Time: 11:00am

Location: Qualico Friesen Boardroom



### Attendance

Clayton O'Shea	Qualico Commercial Project Manager
Alain Boileau	Streetside Homes Sales Manager
Earl Raatz	NuVista Homes Marketing Assistant
Mike Baxter	NuVista Homes Field Operation Manager
Katyana Topshee	Qualico Communities Executive Assistant
Cary Kienitz	Qualico Communities GM Acquisitions & Development
Jeff Dueck	Broadview Homes Estimator
Jeff Jost	Qualico Construction Safety Officer
Christian Ravary	Qualico Regional Safety Manager
Jacqueline Strasser	Streetside Senior Operations Analyst
Bruce Staszczak	Broadview Homes Construction Manager
Paula Reilly	Sterling Construction Administrator

### Meeting Agenda

1. Call Meeting to Order
2. Acceptance of previous minutes
3. Confirmation of proper Representation
4. SiteDocs – HSE Members – Office Inspection Form
5. Investigations Review
6. Boot Voucher Program
7. Round Table/Questions/Comments

### **1. Call Meeting to Order**

The meeting is called to order by Christian.

### **2. Acceptance of Previous Minutes**

Motion to accept previous minutes. Motion accepted by Alain Boileau and Earl Raatz.

### **3. Confirmation of Proper Representation**

We will possibly look to add another 2 more members from the region. Adding Kelly to the HSC for 2025.

### **4. Office Inspection Form**

Ideally the form should be completed before the meeting and any issues can be discussed by the group. Front door handicap button, P1 and P2 does not work. The building is inspected every month by the safety department, but more eyes are great to have.

Confirmation of where the first aid kits and AED'S are discussed. All meeting minutes will be posted on SiteDocs in the resources tab and through the QR code in the kitchens. Both members from the same business unit can tag onto the same inspection. Any issues or concerns with the building, please bring it up with Christian. Earl asks who monitors the forms when they get completed? Christian has access to all the forms and will provide them to the auditor when required when our audit is underway.

### **5. Investigations Review**

The incident where a framer was standing on prebuilt walls clearing snow and jumped off when the top two walls started sliding off and the wall fell on top of him breaking his leg is reviewed. The crew kept the worker on the ground and did not move him but made him comfortable and kept him warm before EMS arrived. OHS issued a Stop Work Order on the site and we were required to provide them with multiple orders. Framers should not be standing on top of walls before the banding is broken ensuring the stability of the walls. Feb.12 incident is reviewed where there was a physical altercation on site with a framer and a tile delivery driver. Worker was building a bulkhead on site and the driver asked the framer to move his vehicle. Framer asked him to wait until he was done, the tile delivery worker did not like the answer and words were exchanged which eventually led to the physical altercation. RCMP were called to the scene and charges were laid in this incident.

The Feb.26 incident is reviewed where a telehandler sunk into the ground right next to the home causing damage to the window well, gas meter, electrical meter, broken telehandler window and foundation. There was a potential for loss of life in this incident had the gas line been ruptured and the electrical meter damaged where a spark could ignite. The framing crew are paying for all of the damages to the home including the removal of their tele handler from the mud. The crew did not report any of these damages to the builder or the safety department which goes against our policy.

#### **6. Qualico Boot Voucher Program**

The boot voucher program is now managed by the safety department again. If you require a voucher, please email Christian and he will send them out. The boot voucher was increased from \$140 to \$200 recently. We will look at bumping up the value of the boot voucher. The voucher will be given out if boots are needed and not just at the yearly date.

#### **7. Round Table/Questions/Comments**

- **Alain Boileau** – Hands on training for fire extinguisher training?
- **Earl Raatz** – N/A
- **Katyana Topshee** – N/A
- **Cary Klenitz** – N/A
- **Mike Baxter** – N/A
- **Jeff Dueck** – N/A
- **Clayton O'Shea** – N/A
- **Jeff Jost** – N/A
- **Christian Ravary** – Possibly look into PTI training for dealing with propane. We looked into our heaters after our fire in Cochrane and have been doing well with maintaining the standard.
- **Jacqueline Strasser** – N/A
- **Bruce Staszczak** – Still looking into the PTI course for staff?

Motion to close meeting. Motion accepted. Meeting adjourned 11:45am

#### **Adjourn Meeting**

- The next meeting is scheduled for Wednesday June.11/2025 @11:00am in the Qualico Friesen Boardroom

- Motion to close meeting. Motion accepted. Meeting adjourned 11:45am

**SIGNED:** \_\_\_\_\_

A handwritten signature in blue ink, appearing to be 'Mike Cole', written over a horizontal line.

Committee Chair: Mike Cole (Christian to replace in Mikes absence)

**SIGNED:** \_\_\_\_\_

A handwritten signature in blue ink, appearing to be 'Martin Braun', written over a horizontal line.

Committee Co-Chair: Martin Braun



HELPING BUILD  
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## Health & Safety Committee Meeting Minutes

Date: June 11, 2025

Time: 11:00 AM

Location: Qualico Friesen Boardroom



### Attendance

Mike Cole	Sterling Homes Operations Manager, Committee Chair*
Paula Reilly	Sterling Homes, Executive Construction Admin Assistant
Martin Braun	Qualico Commercial Assistant Manager Operations Co-Chair**
Clayton O'Shea	Qualico Commercial Project Manager <i>Absent</i>
Alain Boileau	Streetside Homes Sales Manager <i>Absent</i>
Jacqueline Strasser	Streetside Homes Senior Operations Analyst
Earl Raatz	NuVista Homes Marketing Assistant <i>Absent</i>
Mike Baxter	NuVista Homes Field Operation Manager
Katyana Topshee	Qualico Communities Executive Assistant
Cary Kienitz	Qualico Communities GM Acquisitions & Development
Jeff Dueck	Broadview Homes Estimator
Christian Ravary	Qualico Regional Safety Manager
Kelly Good	Qualico Safety Coordinator
Meghan Dennehy	Qualico Safety Administrative Assistant

### Meeting Agenda

1. Call Meeting to Order
2. Acceptance of previous minutes
3. Investigation (2)
4. Review of HSC Inspections Completed to Date
5. BBQ Best Practices
6. Upcoming JHSC Brainer Training
7. Q & A

### **1. Call Meeting to Order**

Mike calls meeting to order at 11:04 AM.

### **2. Acceptance of Previous Minutes**

Motion to accept previous minutes. Motion accepted by Mike Cole.

### **3. Investigation (2)**

There are 2 investigations to review in second quarter of 2025:

- 1) Review of investigation of Sterling site where a trade hoisted his material 7 feet off the ground and tipped his zoom boom. He failed to inspect his equipment and the conditions of the ground, even though he had done a hazard inspection. OHS was informed and sent the investigation form.
- 2) Review of incident in May where a subcontractor for one of our trades entered a showhome and harassed our host. The subcontractor asked the host for water and then her number (which she did not provide), when he later returned, she called the police. Our host did not have her panic fob on her nor the contact information for the area site supervisors or safety team. It was recommended to have a printed copy of the safety departments contact information and the site supervisors that are in that community. She was given all relevant information and a full safety orientation. Review of the security company used by Streetside, which has a fob system that is armed and disarmed every day. There is a monthly inspection for each showhome as well as spot checks to verify each showhome is compliant with Qualico policy.

### **4. Review of HSC Inspections Completed to Date**

Everyone who did not complete their office inspection, please complete within the next week. Safety team completes a monthly building inspection as well as the inspections done by the HSC members. Note that HSC members have been using both the HSE office inspection form as well as the Monthly Safety Inspection form, the correct form will be renamed and sent in an email, so everyone is using the correct form.

### **5. BBQ Best Practices**

Review of SWP Setting up a BBQ. Christian explains that Tammy has hired a contractor to build an enclosure for the BBQ. Each business unit will receive a copy of the SWP, and one will be kept in the BBQ.

## 6. Upcoming JHSC Brainer Training

New 20-minute JHSC Brainer training that will be released for all HSC members to replace the ACSA training. They will be asked to complete this training when it is assigned.

## 7. Q & A

- Alain Boileau - *Absent*
- Jacqueline Strasser - NA
- Earl Raatz - *Absent*
- Katyana Topshee – NA
- Cary Kienitz – NA
- Mike Baxter - NA
- Jeff Dueck – NA
- Clayton O'Shea – *Absent*
- Martin Braun – NA
- Paula Reilly – NA
- Kelly Good – NA
- Christian Ravary – NA
- Meghan Dennehy – NA
- Mike Cole – NA

Motion to close meeting. Motion accepted by Martin Braun. Meeting adjourned @ 11:29 AM.

## Adjourn Meeting

- The next meeting is scheduled for September 17, 2025 @ 11:00 AM Qualico Friesen Boardroom

**SIGNED:** \_\_\_\_\_

Committee Chair: Mike Cole (Christian to replace in Mikes absence)

**SIGNED:** \_\_\_\_\_

Committee Co-Chair: Martin Braun



HELPING BUILD  
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## Health & Safety Committee Meeting Minutes

Date: September 17, 2025

Time: 11:00AM

Location: Qualico Friesen Boardroom



### Attendance

Mike Cole	Sterling Homes Operations Director, Committee Chair* <i>Absent</i>
Clayton O'Shea	Qualico Commercial Project Manager
Alain Boileau	Streetside Homes Director, Sales and Marketing
Jacqueline Strasser	Streetside Homes Senior Operations Analyst
Earl Raatz	NuVista Homes Marketing Coordinator
Mike Baxter	NuVista Homes Construction Manager <i>Absent</i>
Katyana Topshee	Qualico Communities Executive Assistant <i>Absent</i>
Cary Kienitz	Qualico Communities GM Acquisitions & Development
Jeff Dueck	Broadview Homes Senior Estimator/Cost Control Lead
Bruce Staszczak	Broadview Director, Construction and Warranty <i>Absent</i>
Paula Reilly	Sterling Construction Administrator <i>Absent</i>
Kelly Good	Qualico Safety Coordinator
Christian Ravary	Qualico Regional Safety Manager
Meghan Dennehy	Qualico Safety Administrative Assistant

### Meeting Agenda

1. Call Meeting to Order
2. Acceptance of previous minutes
3. Ongoing COR Audit
4. Investigations (5)
5. Distribution of HSC Meeting Minutes to Business Units
6. Replacement Qualico Properties HSC Member/Co-Chair
7. Round Table/Questions/Comments



## **1. Call Meeting to Order**

## **2. Acceptance of Previous Minutes**

Motion to accept previous minutes. Motion accepted by Earl Raatz and Jeff Dueck.

## **3. Ongoing COR Audit**

We have started our internal audit and will have some members of the HSC committee selected. We have discussed some additional training for office staff via broadcast to cover important safety information to help ensure office staff are aware of important safety information. This will happen in place of meetings with office staff, to use time more effectively while still ensuring office staff are remaining connected with the safety team.

## **4. Investigations (5)**

There are 5 investigations to review from the previous quarter.

1. First investigation was on June 25<sup>th</sup> after a roofer fell due to a ladder not being at least 3 rungs above set surface. The worker fell 8 feet and broke his ankle. OHS was notified and worker was transported to the hospital.
2. June 25<sup>th</sup> investigation involved an incident in which a nailing gun went off unexpectedly and drove a nail through a contractor's knee. The gun was new, and all safety features were functioning properly. Worker was transported to the hospital and OHS was informed of the event. SWO order was issued, and crew was given a full reorientation.
3. June 26<sup>th</sup> incident, worker was installing shingles when he slipped and fell 8 feet and then a further 10 feet. The worker was tied off but had not tightened the rope, meaning that his fall protection was not effective. The worker did not immediately report to his supervisor and safety was only informed after a witness reported the event. Corrective action involved contacting the contractor and informing them of the importance of reporting incidents.
4. June 24<sup>th</sup> incident investigation involved property damage that occurred in on the foundation of a home, likely due to rain. A large crack had appeared, once noticed an engineer was contacted and the affected portion of the foundation was reinforced with screw piles. Safety department was not informed of the incident in an appropriate timeline. Once informed Christian ensured engineering firm was contacted and we were given a letter that the area was safe to work in once again.

5. July 17 incident investigation in which a worker installing a shower door was tightening an Allen key when the glass door broke. As the glass fell it cut the worker, creating an injury to his arm. He was taken to the hospital, and the home builder was advised to have a professional cleaning company ensure that all biohazards were appropriately cleaned up.
6. All requests to have a discussion concerning a window cleaning company that was hired by Streetside. The new company received a prequal but did not fill it out prior to starting work. Safety department received a complaint concerning this company and when they arrived for an inspection the company did not have any fall protection training, even though they were working at heights. The prequalification program is important to ensure that all contractors working for Qualico have WCB (besides those who are exempt from WCB coverage) as well as liability insurance. Businesses can be assessed on a case-by-case basis, but it is important for any business visiting our premises to have liability insurance. When outside companies are hired (like an influencer), they need to be asked for a WCB exemption letter if WCB is not required. Even if a company does not require WCB they need to create an account with WCB, in case they later require WCB or need to report an incident. The safety team will look into creating a "lighter" prequal that is designed for non-construction contractors to ensure they have coverage.

#### **5. Distribution of HSC Meeting Minutes to BU**

When conducting audit interviews, we tend to hear employees are not getting access to the HSC committee meeting minutes. Discussion surrounding how to best ensure that employees have access to the meeting minutes. As the Health and Safety committee is separate from the safety department it will be the responsibility of the committee members to email out meeting minutes for now. The safety team will also explore how other regions handle sending out HSC meeting minutes.

#### **6. Replacement Qualico Properties HSC Member/Co-Chair**

We need a replacement HSC Qualico Properties Member to replace Martin Braun, as well as a replacement Co-chair. An internal email will be sent out to see if there are any volunteers to fill Martin's place from Qualico Properties. The replacement from Qualico Properties does not need to also be the replacement co-chair.

DesignQ will join the HSC once their business unit is established. Building security will likely be updated due to the opening of the DesignQ, including potentially putting in an intercom at the bottom of the elevators to help regulate access.

#### 7. Round Table/Questions/Comments

- Alain Boileau - NA
- Jacqueline Strasser - NA
- Earl Raatz - NA
- Katyana Topshee – *Absent*
- Cary Kienitz – NA
- Mike Baxter - *Absent*
- Jeff Dueck – NA
- Clayton O'Shea – NA
- Bruce Staszczak – *Absent*
- Paula Reilly – *Absent*
- Meghan Dennehy - NA
- Kelly Good - NA
- Christian Ravary - NA
- Mike Cole – *Absent*

Motion to close meeting. Motion accepted. Meeting adjourned @ 11:49 AM

#### Adjourn Meeting

- The next meeting is scheduled for December 11 @ 11:00AM Qualico Friesen Boardroom

**SIGNED:** \_\_\_\_\_

  
Committee Chair: Mike Cole (Christian to replace in Mikes absence)

**SIGNED:** \_\_\_\_\_

Committee Co-Chair: