

Health & Safety Committee Meeting Minutes

Date: March 10, 2026

Time: 11:00 AM

Location: Qualico Friesen Boardroom



Attendance

Mike Cole	Sterling Homes Operations Director, Committee Chair*
	Co-Chair**
Clayton O'Shea	Qualico Commercial Project Manager
Roger Stoodley	Manager, Operations & Facilities
Alain Boileau	Streetside Homes Director, Sales and Marketing
Jacqueline Strasser	Streetside Homes Senior Operations Analyst
Jenny Davis	Estimator
Clayton Thomas	Production Manager
Katyana Topshee	Qualico Communities Executive Assistant
Cary Kienitz	Qualico Communities GM Acquisitions & Development
Tim Baril	Design Manager
Kelly Good	Qualico Safety Coordinator
William Fulton	Qualico Regional Safety Manager
Meghan Dennehy	Qualico Safety Administrative Assistant

Meeting Agenda

1. Call Meeting to Order
2. Acceptance of previous minutes
3. Investigations (6)
4. HSC Legislated Representatives
5. Safety Knowledge Check Feedback
6. Co-Chair Appointment
7. Round Table/Questions/Comments

5. Review of investigation where a warranty tech injured his finger when it got caught, there was a discussion with him concerning the incident, it has been a straight forward case.
6. Review of investigation involving the framing crew that Mike already discussed. Due to the severity of the incident and involvement of OHS, there has been some significant changes to ensure the safety program is better followed.

Mike concludes by adding that several of these issues are due to the hazard assessment not being followed appropriately or not being completed.

7. Health and Safety Legislated Responsibilities

Kelly begins by saying that as the safety team, we are here to support the committee and provide the documentation that is needed. Moving forward, it is the co-chair's responsibility to ensure that they take meeting minutes and come up with a meeting agenda. Mike adds that everyone who is new to HSC has homework to complete assigned HSC training by the next meeting. Kelly suggests the possibility of reviewing the HSC training for those who have been on the committee for an extended period.

8. Field HSC Worker Rep

We will be sending out a couple nominations for more field people to join the committee to ensure that they are represented in these meetings. We will eliminate the office rep and bring in a field rep to gain some better representation. Mike asks if we need to have a field rep from every division? Will agrees that there should be at least 3 field reps. Kelly jumps in and says that there should be a 4, one from each builder.

9. Safety Knowledge Check

The safety knowledge check will be Broadcast to everyone in the office, to help ensure that we can check to evaluate office people's knowledge of the safety program. This is being promoted, please encourage your office staff to participate.

10. HSC Co-Chair

Meghan nominated as HSC co-chair by Mike, seconded by Cary.

11. Round Table/Questions/Comments

- Clayton – NA
- Paula – NA

- **Roger – NA**
- **Tim – NA**
- **Mike – NA**
- **Cary – NA**
- **Kelly – NA**
- **AI – Showhome security camera provider was switched 6 months ago, and all feeds have been aggregated; he can send contact information to anyone who is interested.**
- **Jaqueline – NA**
- **Will – We are looking into a security service for working alone that may be rolled out into the field, we will keep everyone posted on it.**
- **Meghan – NA**

Motion to close meeting. Motion accepted. Meeting adjourned @ 11:35 AM

Adjourn Meeting

- The next meeting is scheduled for June 9th @ 11:00 AM Qualico Friesen Boardroom

SIGNED: _____


Committee Chair: Mike Cole

SIGNED: _____

Committee Co-Chair: