



Star Building Materials Ltd.
292109 Prime Close,
Rocky View County, Alberta
T4A 3N5
403.720.0010

Health & Safety Committee Meeting Minutes

Information

 March 19, 2026

 Safety Committee

 Friday, March 27th 2026, 10:22 AM (MDT -06:00)

H&S Committee Meeting

Date:  March 19, 2026

Time:  02:00 pm

Meeting Chairperson  Cole Hendry

Committee members in Attendance  Cody Darveau, Miriam Hieb, Ashley Lombardo, Albert Minegareev, Matthew Race, Reg Richardson, Telena Hickey, Nathan Johann, Viktoriia Kryvtsun, Gail Mitchell, Kamil Provost, Steven Rosia, Nicholas Sheppard, Zachary Vriends, Austin Yahn

 Quorum met?

Agenda

Agenda Items

-  1. Call Meeting to order
- 2. Review Quarterly Safety Stats
- 3. Introductions
- 4. H&S Emergency response week
- 5. Reviewing safe work practices and procedures
- 6. Roundtable

Members accepting the agenda?  No Response

Previous Meeting Minutes

Outstanding items from previous meeting.

 No minutes from previous.

☒ Yes ☐ No ☐ NA Minutes accepted

Members accepting minutes  No Response

Review of Quarterly Facility Inspections

Yes ☒ No ☐ NA Facility Inspections Reviewed

Any hazards or concerns identified(if so which area of Facility)?

 Some did it, and some did not. It was stated for the next meeting to have all areas done before the meeting.

Review of Incidents, Injuries, Near misses and Investigations

 No NA Quarterly Safety Report Reviewed?

Comments, Questions, Concerns

 Discussion around whether we should raise our threshold. of investigations. There was a debate around the table, and it was agreed that Management is to review and confirm a threshold increase.

Other Items (safety concerns from workers)?

Item 1

 H&S Safety week - May 4th - 9th
Food truck day for the staff to celebrate Health and Safety Week.
emails daily sending out around safety facts and "Where is waldo" photos, but "Spot the hazard."

 Follow up Required?

Item 2

 Storage Area - for Flammable and dangerous fluids. Previously, there was a discussion of getting a shed. Cole to confirm with management team.

 Follow up Required?

Item 3

 No Response

 Follow up Required?

Item 4

 No Response

 Follow up required

Item 5

 No Response

 Follow up Required?

Recommendations to Employer

Meeting Adjourned

Time Adjourned  03:00 pm

Next Meeting Date  No Response

Minutes Prepared By?  Cole Hendry

Minutes Approved By

Documents

Document's for review

 March 19 signed attendance.pdf [View](#)

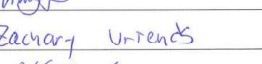
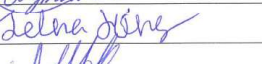
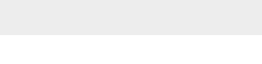
STAR BUILDING MATERIALS

Meeting Sign-in

Name of Meeting: Quarterly Health & Safety Committee Meeting

Date: March 19, 2026

Location: Star Building Materials 292109 Prime Close Rockyview County

NAME	SIGNATURE
Cole Hendry – Manager- Co-Chair	
Nick Sheppard – Worker - Co-Chair	
Reg Richardson – Yard Manager - Manager	
Paul Bering – Wall Panel Plant – Manager	
Steven Rosia – Systems -Manager	
Gail Mitchell – OHN- Health Advisor	
Matthew Race – Wall Panel - Worker	
Ashley Lombardo – Yard Am - Worker	
Zachary Vriends – Yard pm - Worker	
Viktoriia Kryvstun – EWP Plant -Worker	
Cody Darveau – Admin - worker	
Telena Hickey – Warehouse - Worker	
Albert Minegareev – EWP Design - Worker	
Nathan Johann – Truss - worker	
Kamil Provast – Truss - worker	
Miriam Hieb – Safety Advisor	

Austin Yahn Sawyer Door Shop
Viktoriia Kryvstun - production coordinator

Original

Cole Hendry, Sales Manager

 March 27th 2026, 10:22 AM (MDT -06:00)



Richard Tunnicliffe, Director of Branch Operations - SA

 April 6th 2026, 6:33 PM (MDT -06:00)

 51.1174644, -114.2392629



Miriam Hieb, *Safety Coordinator NHSA*



March 27th 2026, 3:50 PM (MDT -06:00)



Star Building Materials Ltd.
292109 Prime Close,
Rocky View County, Alberta
T4A 3N5
403.720.0010

Health & Safety Committee Meeting Minutes

Information

 June 18, 2026

 Health & Safety Committee

 Tuesday, June 23rd 2026, 9:55 AM (MDT -06:00)

H& S Committee Meeting

Date:  June 18, 2026

Time:  02:00 pm

Meeting Chairperson  Nicholas Sheppard

Committee members in Attendance  Miriam Hieb, Douglas (Paul) Bering, Ashley Lombardo, Kamil Provost, Matthew Race, Reg Richardson, Zachary Vriends, Juan Hernandez, Telena Hickey, Nathan Johann, Viktoriia Kryvtsun, Steven Rosia, Nicholas Sheppard, Austin Yahn

 Quorum met?

Agenda

Agenda Items

-  1. Call Meeting to Order & Acceptance of the Agenda
- 2. Review outstanding items from last meeting
- 3. Review Quarterly Safety Stats
- 4. Review new fire safety plan
- 5. Safety Data Sheets materials
- 6. Roundtable

Members accepting the agenda?  Kamil Provost, Steven Rosia

Previous Meeting Minutes

Outstanding items from previous meeting.

 Minutes from March 2026 - Follow up with flammable container storage - no results from follow up.

 Yes No NA Minutes accepted

Members accepting minutes  No Response

Review of Quarterly Facility Inspections

Yes  No NA Facility Inspections Reviewed

Any hazards or concerns identified(if so which area of Facility)?

 No Response

Review of Incidents, Injuries, Near misses and Investigations

☒ Yes ☐ No ☐ NA Quarterly Safety Report Reviewed?

Comments, Questions, Concerns

 None

Other Items (safety concerns from workers)?

Item 1

 Reviewed new Emergency response plan - committee excepted new emergency response plan.

☐ Follow up Required?

Item 2

 Committee members tasked with inspecting their areas and reviewing SDS sheets in site docs resources and let Safety coordinator know if SDS sheets are missing. Bring results to September meeting.

☒ Follow up Required?

Item 3

 Discussion was held about the safety straps that are worn in place of safety vests and all members present voted in favor of having all workers wearing a full safety vest. It was felt that the straps are not being worn properly and are not as visual as a full vest and can blend in with other clothing.

☒ Follow up Required?

Item 4

 In roundtable discussions it has been observed that many forklift operators are not honking the horn before backing up. not turning their heads and looking for hazards, other workers or mobile equipment before reversing.

☒ Follow up required

Item 5

 No Response

☐ Follow up Required?

Recommendations to Employer

Recommendations

 Review new emergency response plan and roll out company wide.

New policy on requiring full safety vests instead of the safety straps.

Meeting Adjourned

Time Adjourned

 03:00 pm

Next Meeting Date

 September 17, 2026

Minutes Prepared By?

 Miriam Hieb

Minutes Approved By

Employer Rep Co-Chair	 No Response
Worker Rep Co-Chair	 Nicholas Sheppard
Senior Management	 No Response

Documents

Document's for review

 **June 2026.pdf** [View](#)



Quarterly Health & Safety Committee Meeting

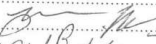
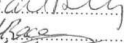
Date: June 18, 2026 **Location:** Trailblazers, Teams

Time: 2:00 pm

Agenda Items:

- 1. Call Meeting to Order & Acceptance of the Agenda
- 2. Review outstanding items from last meeting
- 3. Review Quarterly Safety Stats
- 4. Review new fire safety plan
- 5. Safety Data Sheets materials
- 6. Roundtable

Notes: _____

PAGE	
Attendance - safety committee	
June 18, 2026	
Miriam Hieb -	
Paul Bering -	
Matthew Race -	
Kamil Dieroyt -	
Anthony Lombardo -	
Zag Vojens -	
Reg. Kiebaen -	
Nicholas Shaffer -	
Steven Rosia -	
Viktoria Kryvisan -	
Nathan Johann -	
Telena Hickey -	
Austin Yahn -	
Juan Hernandez -	



Star Building Materials Ltd.
292109 Prime Close,
Rocky View County, Alberta
T4A 3N5
403.720.0010

Monthly Health & Safety Report

Information	
	March, April, May 2026
	Safety
	Thursday, June 18th 2026, 1:36 PM (MDT -06:00)
Reporting Period	
Month	March, April, May 2026
Formal Site Inspections Completed	
Office 1 per month, all other areas 1 per week - Safety 4-per week each area	
Main office (Building 1A)	# 3
Safety	# 10
EWP Plant (Building 1B)	# 10
Safety	# 11
Finish/Door Shop (Building 2)	# 8
Safety	# 10
Finish Warehouse (Building 2)	# 12
Safety	# 10
Wall Panel Plant (Building 2)	# 13
Safety	# 11
Truss Plant (Building 3)	# 13
Safety	# 12
Logistics Office (Building 5)	# 3
Safety	# 11
Lumber Yard	# 3
Safety	# 11
Warehouse (Lumber Yard) (Building 4)	# 9

Safety	# 7
Work Place Incident(s)	
Incident	
☰ 1 - May	
Injury Incidents	
☰ 14- March, 19-April, 19 - May	
Injury Types	 No Response
Near Miss Incidents	
☰ 9 - march, 5-April, 4-May	
Property Damage Incidents	
☰ 11-March, 5-April, 5-May	
Star Vehicle accident Report Incidents	
☰ 4-March, 1-April, 2-May	
Investigations	
Number Completed	# 14
Investigation Information	
☰ No Response	
OHS Reports/ incidents/Interactions	
☰ 0	
Medical Room	
Medical Room Visits - OHN Nurse (injury/illness report)	# 83
WCB Injuries Reported	# 12
Loss Time Claims	# 2
Modified Duties	# 9
New Hire Orientations	
Office Employees	# 4
Manufacturing Wall PLant	# 5
Manufacturing Truss Plant	# 5
Manufacturing EWP Plant	# 1
Lumber Yard	# 1
Door Shop	# No Response
Lumber Warehouse	# No Response

Finish Warehouse	# No Response
Drivers/Logistics	# 1
Completed New Workers Orientations	# 18
Completed Re-Orientations	# 1
Safety/Tool Box Meetings	
Office Departments 1 Per Month	
Sales	# No Response
Customer Service	# No Response
Scheduling	# No Response
Purchasing	# No Response
Estimating	# 1
Process Improvement, Safety/HR/Health/Marketing	# 3
EWP Design (including EWP admin)	# 3
Management Team	# No Response
It/systems/Facility maintenance	# 1
Accounting/Credit	# No Response
Yards/manufacturing/warehouses 1 per week	
Truss Plant	# 7
Lumber Yard	# 31
Wall Panel Plant	# 13
Finish Warehouse/ Door Shop	# 11
EWP Plant	# 9
Lumber Warehouse	# 24
Drivers/Logistics	# 15
Loaders	# 1
Upcoming Safety Projects/ Improvements/ Tasks	
Signatures	
Miriam Hieb , <i>Safety Coordinator NHSA</i>	
 June 18th 2026, 1:36 PM (MDT -06:00)	
	

 **Emergency Response Plan 2026.pdf** [View](#)



Emergency Response Plan

1. Site Information

Company: Star Building Materials

Site / Location: Calgary

Address: 292109 Prime Close, Rockyview County, Ab, T4A 3N5

Date Created / Revised: 02- June- 2026

Prepared By: Miriam Hieb

Approved By:

Next Review Date: June 2027

2. Purpose

This Emergency Response Plan outlines the actions workers, supervisors, contractors, and visitors must take during an emergency to protect people, property, and the environment.

This plan applies to all persons at the work site.

3. Potential Emergencies

The following emergencies may occur at this site:

- Medical emergency or serious injury
- Fire or explosion
- Chemical, fuel, or hazardous material spill
- Gas leak
- Power outage
- Severe weather, lightning, high winds, flood, tornado
- Workplace violence, threatening person, or angry visitor
- Security threat, active threat, bomb threat, or unauthorized access
- Vehicle or mobile equipment incident
- Structural damage or building emergency



Potential emergencies were identified based on the site hazard assessment and work activities.

4. Emergency Contacts

External Contacts

Service	Phone Number	Notes
Fire / Police / Ambulance	911	Life-threatening emergency
Fire Department Non-Emergency	403-230-1401	Balzac Fire Department
Police / RCMP Non-Emergency	403-945-7200	Airdrie RCMP
Nearest Hospital / Medical Facility	403-912-8500	Airdrie Community Health
Poison Control	1-800-332-1414	Alberta specific
Utility Provider - Gas	1-866-374-6299	Direct Energy
Utility Provider - Power	1-866-374-6299	Direct Energy
Spill Response / Environmental Contact	1-800-222-6514	Alberta spills & releases
Alarm Company	1-800-563-7768	Protelec



Internal Contacts

Name	Role	Phone Number
Ken Crockett	Vice President	403-888-5311
Richard Tunncliffe	Site Manager – Director of Operations	403-369-8600
Miriam Hieb	Safety Coordinator	587-572-3153
Troy Armstrong	Maintenance / Utilities Contact	403-828-1957
Katie Trstenjak	Human Resources	587-293-7224

5. Emergency Roles and Responsibilities

Role	Responsibilities
Safety Coordinator	Directs emergency response, confirms 911 call, communicates with emergency services, authorizes re-entry when safe.
Supervisor	Directs workers, accounts for workers in their area, reports missing/injured persons.
Fire Warden / Fire Marshal	Assists with evacuation, conducts area sweep if safe, reports evacuation status.
First Aider	Provides first aid within training, contacts EMS, completes first aid records.



Role	Responsibilities
Workers	Stop work, follow instructions, evacuate or shelter as directed, report to muster point.
Maintenance	Shuts down utilities/equipment only if trained, authorized, and safe.

6. Emergency Equipment and Locations

Equipment	Location	Notes / Operating Procedure
Fire extinguishers	Through out all buildings, in every forklift, all delivery trucks.	Use PASS: Pull, Aim, Squeeze, Sweep
Fire hoses / fire suppression	Building 4 Warehouse Lumber Yard	Trained personnel only
AED	Building 1 - Located In First floor break area, medical room. Building 2,5 machines are in breakrooms. Building 3 – AED is in the admin office. Building 4 – AED is located at the east side in the office.	Follow voice prompts
First aid kits	Main Office – Medical room, safety office. Ewp Plant – Production office Building 2 – Lunchroom Building 3 – Production office Building 4 – Beside cut shop Building 5 - Lunchroom	

Equipment	Location	Notes / Operating Procedure
First aid room / medical room	Office main floor	
Spill kits	Lumber yard, Building 2,3,4	Use only if trained and safe
Eyewash / emergency shower	Main Office – Medical room & safety office Ewp Plant – Locker Room Building 2 – Lunchroom Building 3 – Lunchroom Building 4 – Near cut shop Building 5 - Lunchroom	All building has showers in locker rooms
SDS / WHMIS information	Binders in Safety office Building 2 – Lunchroom Building 3 – Managers office Building 4&5 – Logistics office	Stored electronically in Site Docs Resource tab
Emergency PPE	Safety	All Emergency Response Team Members wear Red Vests First Aiders – Blue vests
Alarm panel / pull stations	Buildings 1,2,3,4 have alarm panels. Pull stations in all buildings except Building 5 Logistics office.	
Emergency lighting / flashlights	Emergency lighting in all Buildings.	
Radios / air horns	Airhorns in all manufacturing and lumber yards. All forklift operators have radios.	

7. First Aid

Requirement	Details
First aid kit locations	All buildings have Class 3 first aid kits. Trauma bag in safety office.
First aid room location	Main office first floor
AED locations	Building 1 - Located In First floor break area, medical room. Building 2,5 machines are in breakrooms. Building 3 – AED is in the admin office. Building 4 – AED is located at the east side in the office
First aiders by shift / area	Posted on all area safety boards OH Nurse – Main office Monday to Friday 7:00 am – 4:00 pm Safety Coordinator – Monday to Friday 7:00am – 4:00 pm
Transportation method	Providing transportation to a medical facility for the injured or ill promptly; contacting outside agencies such as ambulance or fire department for assistance when required.
Nearest medical facility	Airdrie Community Health Centre – Urgent care 604 Main Street S, Airdrie – 403-912-8500
EMS access / meeting point	Round about Prime Close main building. Main gate Lumber yard 292156 Crosspointe Drive

First aiders must provide care within their level of training. Serious injuries must be reported to supervision and emergency services as required.



8. Alarm and Communication Methods

Emergency communication methods at this site include:

- Fire alarm
- Cell phones
- Two-way radios
- Air horns
- Verbal notification
- Other: _____

In an emergency:

1. Alert nearby workers.
 2. Call 911 if required.
 3. Notify the supervisor or Emergency Coordinator.
 4. Follow instructions to evacuate, shelter-in-place, or lockdown.
 5. Report to the muster point or designated safe area.
-

9. Evacuation and Muster Points

General Evacuation Procedure

1. Stop work immediately.
2. Shut down equipment only if safe.
3. Use the nearest safe exit.
4. Assist others only if safe.
5. Go directly to the assigned muster point.
6. Supervisors' complete headcount.



7. Report missing or injured persons to the Emergency Coordinator.
8. Do not re-enter until authorized.

Muster Points

Area / Building	Primary Muster Point	Alternate Muster Point	Reporting Person
Main Office	End of parking lot by round about entrance	N/A	Fire Marshal Fire Warden
Building 2 – Door shop, finish warehouse, Wall panel plant	End of parking lot by round about entrance	N/A	Fire Marshal Fire Warden
Building 3 – Truss Plant	End of parking lot by round about entrance	N/A	Fire Marshal Fire Warden
Building 4 – Warehouse/Lumber yard.	Staff Parking lot beside building 5	Main office muster point	Fire Marshal Fire Warden
Building 5 - Logistics Office	Staff Parking lot beside building 5	Main office muster point	Fire Marshal Fire Warden

Visitors and contractors must be accounted for using the sign-in log, visitor log, or supervisor confirmation.



10. Shelter-in-Place / Lockdown

Shelter-in-Place

Used for severe weather, external hazardous release, police activity, or unsafe outdoor conditions.

1. Move indoors or to the designated shelter area.
2. Stay away from windows, exterior doors, and overhead doors.
3. Shut doors and windows if safe.
4. Wait for instructions.
5. Do not leave until the all-clear is given.

Shelter Areas: Main Office

Lockdown

Used for violence, active threat, unauthorized access, or police direction.

1. Move to a secure area if safe.
2. Lock or barricade doors where possible.
3. Turn off lights and silence phones.
4. Stay quiet and out of sight.
5. Call 911 when safe.
6. Follow police instructions.

11. Emergency Response Procedures

Emergency	Immediate Actions
Medical Emergency	Stop work. Check scene safety. Call first aider and 911 if serious. Provide first aid. Send someone to meet EMS. Report incident.



Emergency	Immediate Actions
Fire / Explosion	Activate alarm. Call 911. Evacuate. Use extinguisher only if trained and safe. Report to muster point. Do not re-enter.
Spill / Hazardous Material Release	Warn others. Isolate area. Refer to SDS. Use spill kit only if trained and safe. Wear PPE. Call 911 for major spill/exposure/fire risk. Report to supervisor.
Gas Leak	Evacuate area. Do not use switches, radios, or phones in affected area. Call 911 from safe location. Prevent re-entry.
Severe Weather / Lightning	Stop outdoor work. Move indoors/shelter area. Stay away from windows and exterior doors. Secure loose materials if safe.
Tornado / High Winds	Move to interior shelter area. Stay away from windows and large doors. Protect head and neck. Wait for all-clear.
Power Outage	Stop work safely. Shut down equipment if required. Use flashlights/emergency lighting. Evacuate if conditions are unsafe.
Workplace Violence / Angry Visitor	Stay calm. Keep distance. Get supervisor assistance. Call 911 if there is a threat to safety. Follow lockdown if required.
Active Threat	Run if safe. Hide if evacuation is not safe. Lock/barricade doors. Call 911 when safe. Follow police direction.
Bomb Threat / Suspicious Package	Do not touch suspicious items. Record threat details. Notify supervisor. Call 911. Follow police instructions.



Emergency	Immediate Actions
Vehicle / Equipment Incident	Stop work. Secure area. Provide first aid if safe. Call 911 if required. Shut down equipment if safe. Report incident.

12. Utility Shut-Offs

Only trained and authorized workers may shut off utilities, and only when safe.

Utility / System	Shut-Off Location	Authorized Person
Main electrical	Building 1 – NE Main Floor Building 2 – NW Electrical room Building 3 – Mezzanine Building 4 – Electrical room Building 5 – Maintenance room	
Natural gas	Building 1 – NW side of Building 1b Building 2 – NW side by entrance door Building 3 – West side Building 4 – South side by electrical room door Building 5 – East side of building	



Utility / System	Shut-Off Location	Authorized Person
Water	Building 1 – West wall building 1b(behind saw 1) Building 2 – Electrical room Building 3 – South wall Building 4 – South wall behind racking Building 5 – Maintenance room	
Compressed air	Building 3 - Mezzanine	Central Air Equipment
Sprinkler / fire system	Building 1b – West wall Building 2 NW Electrical room Building 3 – South wall Building 4 - South wall behind racking Building 5 –	Pro-tech Fire & Safety
Propane	Atco trailer beside building 5 propane tanks. Building 3 – Northwest corner propane cage with tanks	
Other		



13. Training, Drills, and Communication

All workers must be informed of this Emergency Response Plan during orientation and when changes are made.

Requirement	Frequency	Record Location
Worker emergency orientation	At hire	Site Docs
Emergency response refresher	Annually	Site Docs
Fire / evacuation drill	Annually or as required	Site Docs
First aid training	As required by certification	Site Docs
Fire warden / marshal training	Annually or as required	Site Docs
Emergency equipment inspection	As scheduled	Site Docs
Plan review	Annually or after changes/incidents	Site Docs

Drill results, corrective actions, and attendance records must be retained.

15. Revision History



Revision	Date	Change Made	Completed By	Approved By
0	04-June-2026	Initial issue	Miriam Hieb	
1				

Attachments

Attach the following where applicable:

- Site map / evacuation routes
- Muster point map
- Emergency contact list
- First aider list
- Fire warden list
- Emergency equipment inspection records
- Route map to nearest medical facility

Signatures

Miriam Hieb, *Safety Coordinator NHSA*

 June 23rd 2026, 9:55 AM (MDT -06:00)



Nicholas Sheppard, *Drivers, Logistics - Driver Training Coordinator*

 June 23rd 2026, 9:55 AM (MDT -06:00)





Star Building Materials Ltd.
292109 Prime Close,
Rocky View County, Alberta
T4A 3N5
403.720.0010

Meeting Minutes

Information	
	Safety Awareness & Responsibilities
	Safety
	Thursday, July 23rd 2026, 1:54 PM (MDT -06:00)
Meeting Information	
Meeting Name:	 Safety Awareness & Responsibilities
Date:	 July 23, 2026
Time:	 11:00 am
Meeting Facilitator(s)	 Miriam Hieb, Richard Tunncliffe  Trevor Schwaluk
Meeting Location (Room)	
	The Founders
Meeting Sign in Sheet	
	Safety awaeness responsibilities attendee sign in.pdf View

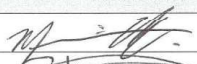


Meeting Sign-in

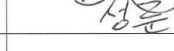
Name of Meeting: Safety Awareness & Responsibility

Date: July 23, 2026

Location: Star Building Materials

NAME	SIGNATURE
Miriam Hieb	
Gail Mitchell	
Reg Richardson	
Alex De Deugd	
Paul Bering	
Cam Borson	
Logan Boucher	
Karrie Anderson	
Gerald Banaga	
Scott Phelps	
Carla Brown	
Deborah Grandpre	
Adam Petch	
Cory Prentice	
Nathan Johann	
Troy Armstrong	

STAR BUILDING MATERIALS

Rianne McHugh	
Stephanie Karger	
Jeremie Page	
Jennifer Rouse	
Jason Power	
Roman Lukyanenko	
Treor Rper	
PATRICK O'BRIEN	
Adam Petch	
Cory Prentice	
Wesley Swain	
William Fulton	
TERRY K BLAIR	
Don by	
Chris Yoon	

--

Agenda	
Agenda Information	
Safety Awareness, Accountability, and Supervisor Responsibilities Facilitator/Presenter: Trevor Schwaluk, Director of Corporate Health & Safety, Qualico Additional Contributors: Richard, Miriam, Gail, Will Audience: Supervisors, managers, and team leads	
Agenda Notes:	
See attached under meeting documents.	
Meeting Adjourned	12:07 pm
Roundtable	
Worker Comments	
No Response	

Meeting documents
Documentation presented at the meeting
Injury Summarization Statistci presentation for Manager supervisor meeting..pdf View

Injury Summarization

Injuries that have impacted employees

Warning: Some of the images and video is very graphic.



High wind incident



Multiple Nail gun incidents





Left picture: Staple from pneumatic gun shot into workers boot leaving puncture holes in the top of the foot.

Right Picture: worker hit finger with hammer while placing truss plates.



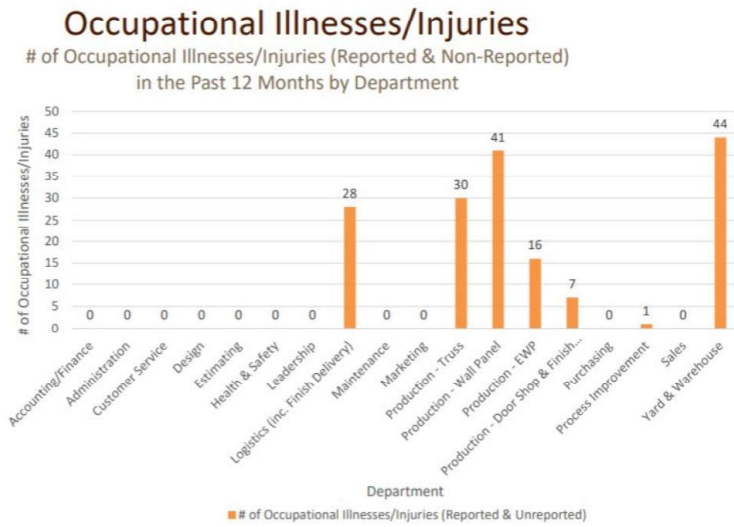


Forks being changed out slid down the leg
landing on the foot causing a small fracture

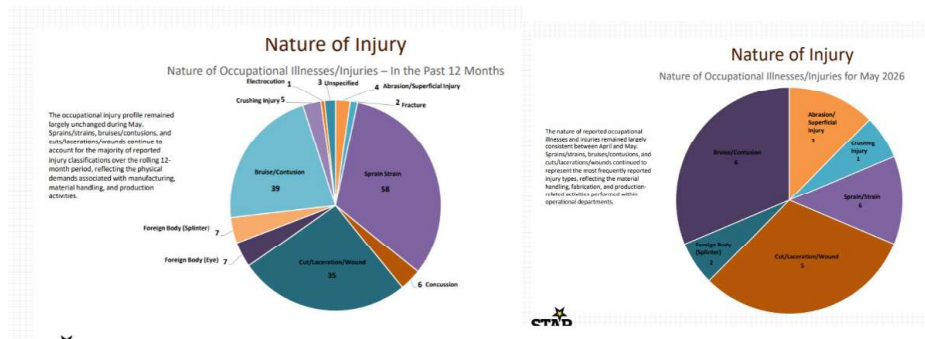
Medical Room and Injury Statistics May 2026



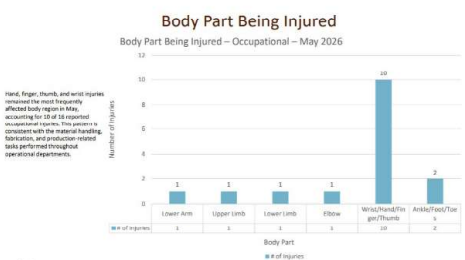
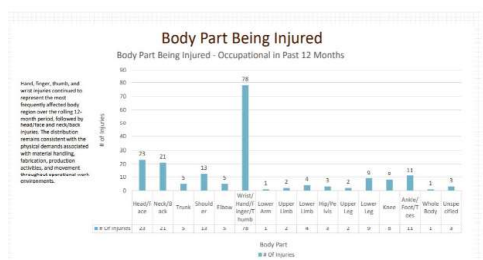
Over the rolling 12-month reporting period, occupational illnesses and injuries remained concentrated within operational departments, particularly Yard & Warehouse (44), Production – Wall Panel (41), Production – Truss (30), and Logistics (28). Production – Wall Panel demonstrated the largest increase during the reporting period and now represents the second-highest reporting department over the past 12 months.



Injuries May 2026, Injuries past 12 months



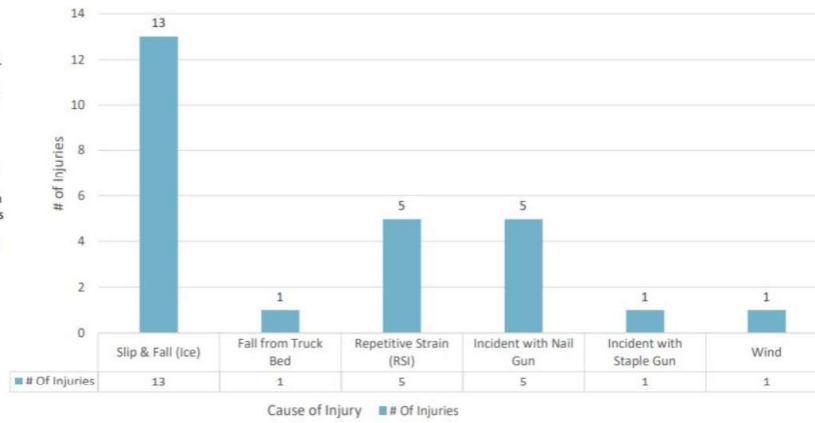
Body part injuries May 2026, Past 12 months



Cause of Injury

Cause of Occupational Injury – Occupational in Past 12 Months

The rolling 12-month cause-of-injury profile remained largely unchanged during May. Slip-and-fall incidents related to ice continue to represent the most frequently identified injury mechanism, followed by incidents involving nail guns and repetitive strain injuries. The increase in repetitive strain injuries reinforces the importance of ongoing ergonomic risk reduction and early symptom reporting initiatives.



Stats of new hires injured between Jan 01 to May 31, 2026

Number of New Hires Who Reported an Occupational Injury Within Their First Calendar Month, 3 Months, 6 Months of Hire											
Month	# of New Hires This Month	# of New Hires Who Reported an Occ. Injury in Their First Calendar Month of Hire	% of New Hires Who Reported an Occ. Injury in Their First Calendar Month of Hire	Q1-4 Stats (% of New Hires Who Reported an Occ. Injury in Their First 4 Months of Hire)	Total # of New Hires in Past 3 Months	# of New Hires Who Reported an Occ. Injury in Their First 3 Months of Hire	% of New Hires Who Reported an Occ. Injury in Their First 3 Months of Hire	Q1-4 Stats (% of New Hires Who Reported an Occ. Injury in Their First 4 Months of Hire)	Total # of New Hires in Past 6 Months	# of New Hires Who Reported an Occ. Injury in Their First 6 Months of Hire	% of New Hires Who Reported an Occ. Injury in Their First 6 Months of Hire
Jan-25	4	0	0.0%		14	0	0.0%		55	1	1.8%
Feb-25	6	1	16.7%	5.0%	9	1	11.1%	5.9%	54	3	5.6%
Mar-25	5	0	0.0%		19	1	5.3%		29	3	10.3%
Apr-25	2	0	0.0%		13	1	7.7%		27	2	7.4%
May-25	8	1	12.5%	4.9%	16	3	18.8%	15.0%	59	11	18.7%
Jun-25	10	0	0.0%		22	3	13.6%		37	12	32.4%
Jul-25											
Aug-25											
Sep-25											
Oct-25											
Nov-25											
Dec-25											
Total	37	2	5.4%	5.4%	88	9	10.2%	10.2%	237	34	14.3%

Occupational Injury Rate per 100 Employees (All)			
Month	# of Active Employees	# of Occupational Injuries	Injury Rate per 100 Employees
Jan-25	345	14	4.1
Feb-25	343	11	3.2
Mar-25	343	14	4.1
Apr-25	341	20	5.9
May-25	348	17	4.9
Jun-25	353	14	4.0
Jul-25			
Aug-25			
Sep-25			
Oct-25			
Nov-25			
Dec-25			



Yard incident between the pickup truck and a forklift. Even though no injuries happened this incident could have resulted in more than property damage.

OHS Information for review

Convicted is: Excel Management Limited Partnership and Benchmark Cribbing Inc.

Date of conviction: June 2, 2026

Location of offence: Calgary

Date of offence: December 16, 2023

Type: Serious Incident

Description: Workers were installing formwork for a foundation on a new residential development when a cage holding form panels fell. One worker was struck and pinned underneath the cage. The worker was seriously injured.

Conviction: Excel Management Limited Partnership, being a prime contractor, pleaded guilty to contravention of section 10(7)(a) of the *Occupational Health and Safety (OHS) Act* for failure to establish a system or process to ensure compliance with the OHS Act, the Regulations and the OHS Code, in respect of the work site, including a system or process to ensure cooperation between the employer and workers in respect to health and safety, by failing to ensure contractors implemented safe work procedures for handling formwork panels and cages. They were fined \$125,000 inclusive of the 20% victim fine surcharge.

All other charges were withdrawn against Excel Management Limited Partnership.

All charges were withdrawn against Excel G.P. Ltd. and Excel Homes Limited Partnership.

Benchmark Cribbing Inc., being an employer, pleaded guilty to contravention of section 187(2)(b) of the OHS Code for failure to ensure that racks used to store materials or equipment, cages used to hold formwork panels, were placed on firm foundations that could support the load. They were fined \$125,000 inclusive of the 20% victim fine surcharge.

Convicted is: LX Hausys Canada Inc.

Date of conviction: May 28, 2026

Location of offence: Calgary

Date of offence: September 19, 2023

Type: Fatality

Description: A worker was fatally injured while moving slabs of marble with a forklift. The materials dislodged and crushed the worker.

Conviction: LX Hausys Canada Inc. pleaded guilty to contravention of section 3(1)(a) of the *Occupational Health and Safety (OHS) Act*, for failure to ensure the health and safety of their workers by preventing the unsafe movement of a load on a forklift or like device, including by requiring or enforcing safe procedures in moving a load. LX Hausys Canada Inc. was ordered, under OHS Act section 49, to pay \$350,000 in favour of the Manufacturer's Health & Safety Association (MHSA) to support the development and deployment of portable virtual reality forklift simulators to enhance operator training across Alberta. MHSA will also partner with Alberta Workforce Essential Skills (AWES) to develop and provide workplace safety training for English language learners.

All other charges were withdrawn.

Convicted is: Canlin Resources Partnership; Ulysses Engineering Inc.; Matthew Morris

Date of conviction: December 11, 2025

Location of offence: Edson

Date of offence: March 21, 2024

Type: Serious Incident

Description: A welder was using a torch to cut a wellhead casing for removal as part of the well abandonment process. During the work, the wellhead dislodged and seriously injured the welder.

Conviction: Canlin Resources Partnership, pleaded guilty to contravention of Section 10(10) of the Occupational Health and Safety (OHS) Act, being a prime contractor, for failure to ensure an employer on a work site was informed of any existing or potential work site hazards that could affect workers or other persons at the work site, by failing to inform Bunch Welding Ltd. of the hazard of the potential for the wellhead or components to become dislodged or fall when casing was cut. Canlin Resources Partnership was ordered, under OHS Act section 49, to pay \$116,000 in favour of Red Deer Polytechnic to develop a specialized training program focused on the safe use of oxy-acetylene torch systems, emphasizing the identification, assessment, and control of hazards associated with torch operation. The program will be targeted toward students and under represented groups in trades.

All other charges were withdrawn.

Ulysses Engineering Inc. pleaded guilty to contravention of Section 8(2) of the OHS Act, being a contracting employer, for failure to ensure that the owner and any employer, prime contractor, supplier or service provider on a work site was informed of any existing or potential work site hazards that could affect workers or other persons at the work site. Ulysses Engineering Inc. was fined \$75 000, inclusive of the 20 per cent victim fine surcharge and placed on 2 years of enhanced regulatory supervision. All other charges were withdrawn.

Matthew Morris pleaded guilty to contravention of Section 4(a)(i) of the OHS Act, being a supervisor, for failure to take all precautions necessary to protect the health and safety of every worker under his supervision, by directing a worker to cut casing connected to a wellhead or components that was not restrained or secured to eliminate the potential danger of the wellhead or components being dislodged or falling during the cutting process. Matthew Morris was fined \$25 000 inclusive of the 20 per cent victim fine surcharge and placed on 1.5 years of enhanced regulatory supervision. All other charges were withdrawn.

Convicted is: Pacific Rim Industrial Insulations Ltd.

Date of conviction: July 28, 2025

Location of offence: Fort McMurray

Date of offence: June 8, 2023

Type: Fatality

Description: A worker was removing roofing material when they fell through the roof to the floor below. The worker sustained fatal injuries.

Conviction: Pacific Rim Industrial Insulations Ltd. pleaded guilty to contravention of section 139(5) of the Occupational Health and Safety Code, for failure to ensure a worker used a travel restraint system where they could fall a vertical distance of 3 meters or more from a temporary or permanent work area. They were fined \$210 000 inclusive of the 20% victim fine surcharge and placed on eighteen months of enhanced regulatory supervision.

All other charges were withdrawn.

Convicted is: Pacific Rim Industrial Insulations Ltd.

Date of conviction: July 28, 2025

Location of offence: Fort McMurray

Date of offence: June 8, 2023

Type: Fatality

Description: A worker was removing roofing material when they fell through the roof to the floor below. The worker sustained fatal injuries.

Conviction: Pacific Rim Industrial Insulations Ltd. pleaded guilty to contravention of section 139(5) of the Occupational Health and Safety Code, for failure to ensure a worker used a travel restraint system where they could fall a vertical distance of 3 meters or more from a temporary or permanent work area. They were fined \$210 000 inclusive of the 20% victim fine surcharge and placed on eighteen months of enhanced regulatory supervision.

All other charges were withdrawn.

Convicted is: Jeffrey Ryan Gross

Date of conviction: September 24, 2024

Location of offence: Calgary

Date of offence: December 10, 2021

Type: Serious Incident

Description: A worker was completing roof work and removed plywood covering an opening, intending on accessing a work area concealed by the covering. As the cover was removed, the worker fell through the opening, falling a distance of 4.5 metres. The worker was seriously injured.

Conviction: Jeffrey Ryan Gross, being a work site superintendent, pleaded guilty to contravention of section 4(a)(i) of the *Occupational Health and Safety (OHS) Act*, for failure to take all precautions necessary to protect the health and safety of the worker by failing to ensure that a temporary cover used to protect an opening or hole, had a warning or marking clearly indicating the nature of the hazard posted near or fixed to the cover, in accordance with section 314(3) of the OHS Code, contrary to section 4(a)(i) of the OHS Act. He was fined \$30,000 inclusive of the 20 per cent victim fine surcharge.

All other charges were withdrawn against Jeffrey Ryan Gross.

Documentation presented at the meeting

 **Safety awareness responsibilities July 23 meeting minutes.pdf** [View](#)

1. Meeting Purpose

The meeting was held to align supervisors and managers on safety awareness, accountability, and shared responsibility for building a stronger safety culture. The discussion focused on the need for consistent safety messaging, improved communication, stronger documentation, and increased supervisor involvement as the organization continues to grow.

Trevor Schwaluk emphasized that safety is not solely the responsibility of the safety department. Business units, supervisors, and managers are accountable for the workers they oversee and must actively support safe work practices.

2. Key Messages

- Safety must be integrated into daily operations and production activities.
 - Supervisors and managers are responsible for setting expectations and holding workers accountable.
 - Safety professionals are a support resource, not simply enforcement officers.
 - Documentation is critical to prove that training, communication, inspections, and corrective actions occurred.
 - New and inexperienced workers require additional attention, mentorship, and follow-up.
 - Near-miss reporting is essential to prevent more serious incidents.
 - Occupational Health and Safety enforcement is increasingly focused on supervisor accountability, not only company accountability.
 - Safety culture is built through leadership, consistency, communication, and willingness to have difficult conversations.
-

3. Background Provided by Trevor Schwaluk

Trevor introduced his role as Director of Corporate Health & Safety for Qualico. He explained that the corporate safety position was created because safety programs across regions had become siloed and inconsistent.

Trevor shared that his background includes:

- Senior Safety Advisor with the Manitoba Heavy Construction Association.
- Lead instructor and lead auditor for COR safety certification.
- Completion of more than 300 safety audits.
- Experience with contractors, project management, HR, field operations, and safety leadership.

He noted that COR is a recognized safety program across Canada because it is reviewed annually and requires documentation, monitoring, and accountability. However, he also emphasized that COR represents a minimum standard and that companies must continue improving beyond minimum legislative requirements.

4. Contractor Management and Competency

A key discussion point was contractor management. Trevor explained that when contractors are hired to work on company sites, the company has responsibility for managing their safety while they are on site.

Important requirements discussed included:

- Stronger contractor pre-qualification processes.
- Verification of worker and contractor competencies.
- Documentation of qualifications, certifications, and licences.
- Monitoring and evaluating contractors while work is being completed.
- Not assuming competency without proof.

Example provided: A truck driver should not be hired or allowed to operate without proof of the required licence and competency.

5. Safety Exercise: “Safety Is...”

Participants were asked to identify both positive and negative perceptions of safety.

Negative or Challenging Perceptions Identified

- Safety can be costly.
- Safety can be time-consuming.

- Safety can be difficult to police.
- Safety can feel nerve-racking or stressful.
- Safety requirements are a modern reality that must be followed.
- Some workers may view safety as slowing down production.

Positive Perceptions Identified

- Safety is important.
- Safety is everyone's responsibility.
- Safety is preventative.
- Safety helps reduce injury rates.
- Safety supports lower WCB costs and protects profitability.
- Safety can create business opportunities.
- Safety contributes to a stronger workplace culture.

The group discussed that while safety may require time and effort, it protects workers, reduces financial risk, and supports long-term business success.

6. Safety Culture

The group discussed what safety culture means and how supervisors and managers influence it.

Key points included:

- Safety culture is built by the actions and expectations of leaders.
- Workers observe what supervisors do and what they allow.
- Supervisors must lead by example.
- Rules must be applied consistently and fairly.
- Workers must feel comfortable reporting concerns, hazards, and near misses.
- Leaders must be approachable and willing to listen.
- Safety expectations must be reinforced regularly, not only during orientation.

Trevor emphasized that supervisors must be willing to have uncomfortable conversations when workers are not meeting expectations.

7. Supervisor Responsibilities

Supervisors and managers were reminded that they are responsible for the workers they oversee. Their responsibilities include:

- Ensuring workers are properly trained.
- Confirming workers are competent before assigning work.
- Providing refresher training where required.
- Leading by example with PPE and safe work practices.
- Communicating expectations clearly.
- Conducting and documenting toolbox talks.
- Ensuring hazard assessments are completed.
- Addressing unsafe behaviour promptly.
- Supporting new workers and repeat offenders with coaching or mentoring.
- Holding all workers accountable consistently.
- Seeking support from the safety team when needed.

Trevor emphasized that a title alone does not create leadership. Leaders must actively lead, coach, communicate, and correct unsafe behaviours.

8. Training, Competency, and Refresher Training

The group discussed the importance of proper training and competency.

Training must include:

- What equipment to use.
- How to use equipment safely.
- Safe work procedures.
- Process expectations.

- Proper use of PPE.
- Task-specific hazards.

It was emphasized that training cannot be “one and done.” Supervisors should circle back regularly to confirm understanding and reinforce expectations.

Refresher training was identified as important, especially when:

- Workers are new.
- Workers change tasks.
- Incidents or near misses occur.
- Unsafe behaviours are observed.
- Procedures or equipment change.

9. Leading by Example

Participants identified leading by example as a major part of preventing injuries.

Examples included:

- Supervisors wearing required PPE consistently.
- Following site rules at all times.
- Demonstrating the expected standard of behaviour.
- Showing workers that safety expectations apply to everyone.

Trevor noted that workers watch supervisors closely to understand what is truly expected and what they can get away with.

10. Communication and Approachability

Communication was identified as a key factor in preventing injuries and building trust.

Effective communication includes:

- Regular toolbox meetings.
- Being present in the field.

- being approachable.

- Listening to worker concerns.
- Encouraging workers to report hazards and near misses.
- Providing feedback without blame.
- Reinforcing expectations before high-risk periods, such as Fridays and long weekends.

The group discussed reasons workers may avoid reporting concerns, including:

- Fear of consequences.
- Supervisor tone or body language.
- Feeling dismissed.
- Concern about slowing down production.
- Embarrassment or fear of looking foolish.

Supervisors were encouraged to be aware of their tone, body language, and reactions when workers raise concerns.

11. Near-Miss Reporting

Near-miss reporting was highlighted as a critical part of injury prevention.

Key points included:

- Near misses help identify hazards before serious injuries occur.
- Workers may fail to report near misses because “nothing happened.”
- Workers may fear blame, discipline, or embarrassment.
- Supervisors must respond constructively when near misses are reported.
- Near misses should be discussed during toolbox meetings when appropriate.
- Corrective actions should be documented and communicated.

Trevor described meaningful near misses as “serious close calls” that could have resulted in injury or significant damage. The purpose is prevention, not blame.

12. Accountability

The group discussed the need for consistent accountability.

Important points included:

- Rules must be applied fairly across the board.
- Supervisors must not ignore unsafe behaviour because of personal relationships or familiarity.
- Workers notice when standards are applied inconsistently.
- Accountability supports trust and improves safety culture.
- Supervisors must take ownership when they observe unsafe conditions or behaviour.

The phrase “extreme ownership” was discussed in relation to taking responsibility when something does not look right.

13. Worker Involvement and Inspections

Worker participation was identified as an important part of building safety culture.

Suggestions included:

- Involving workers in inspections.
- Pairing experienced workers with less experienced workers.
- Rotating inspection responsibilities.
- Asking workers for input and ideas.
- Comparing observations from experienced and inexperienced workers.
- Using Inspections as coaching opportunities.

Trevor noted that experienced workers may view hazards differently than new workers. Involving multiple perspectives can help identify risks that may otherwise be missed.

14. New Worker Injury Trends

Gail reviewed injury trends involving new hires.

Reported 2026 new-hire injury statistics included:

- **5.4%** of new hires were injured within their first month.
- **13.8%** of new hires were injured within their first three months.
- **28.8%** of new hires were injured within their first six months.
- Example noted: 12 out of 37 new employees hired within the previous six months had been injured.

The discussion emphasized that new workers may require more supervision, mentoring, and follow-up. Supervisors were encouraged not to assume that a worker is fully competent after initial orientation or training.

Recommended controls included:

- Pairing new workers with experienced employees.
- Monitoring new workers more closely.
- Reinforcing expectations during toolbox meetings.
- Confirming competency before workers perform tasks independently.
- Encouraging crews to self-police and speak up when something does not look right.

15. Injury Statistics and Trends

Gail reviewed injury statistics from the previous 12 months to identify repeated injury types and trends.

Reported injury categories included:

- 2 fractures.
- 4 abrasions or superficial injuries.
- 58 sprain/strain injuries.
- 6 concussions.
- 35 cuts, lacerations, or wounds.
- 7 foreign body injuries to the eye.
- 7 foreign body or splinter injuries.

- 39 bruises or contusions.
- 5 crushing injuries.
- 1 electrocution.
- 3 unspecified injuries.

The group discussed the need to identify what is causing repeated injuries and where controls may be missing.

Potential areas to review include:

- Training gaps.
- Orientation content.
- Tool and equipment use.
- Ergonomics and repetitive tasks.
- Housekeeping.
- Weather-related hazards.
- PPE compliance.
- Supervisor follow-up.

16. Incident Reports and Corrective Actions

The importance of complete incident reporting was emphasized.

Incident reports should include:

- What happened.
- Where and when it happened.
- Who was involved.
- What task was being performed.
- What conditions contributed to the incident.
- The likely cause.
- Corrective actions taken.

- Follow-up communication completed.

Corrective actions are required to prevent recurrence and demonstrate due diligence to Occupational Health and Safety or auditors.

Supervisors were reminded that saying something was discussed is not enough. Discussions, toolbox talks, training, and corrective actions must be documented.

17. Incident Examples Discussed

New Worker / Weather-Related Incident

A video was reviewed to create awareness around an incident involving a newer worker. Weather and wind conditions were noted as contributing factors. The purpose of reviewing the incident was to identify how similar events can be prevented in the future.

Lumberyard Truck and Forklift Collision

An incident was reviewed involving a truck and forklift collision in the lumberyard.

Key points:

- Video showed both vehicles continuing without stopping.
- Both operators stated they did not see each other.
- The incident resulted in damage and cost to the company.
- The truck driver was temporarily removed from driving duties.
- The forklift operator's ticket was temporarily revoked until recertification.
- Both individuals were required to demonstrate competency before returning to those duties.
- Seatbelts helped prevent injury.

The incident was described as preventable.

18. Occupational Health and Safety Enforcement

Trevor reviewed examples of Occupational Health and Safety prosecutions and penalties.

Key points included:

- Prosecutions may occur one to two years after an incident.
- Fines in Alberta can be significant.
- Companies may be fined for serious injuries or fatalities.
- Supervisors may also be personally fined if negligence is demonstrated.
- Workers may also face consequences if they were trained and acted negligently.
- Supervisor fines discussed included examples in the range of approximately \$25,000 to \$30,000.
- Company fines discussed included examples over \$100,000 and up to \$350,000.

Trevor emphasized that these fines do not include legal fees or other personal and business impacts.

19. Supervisor Legal Accountability

A major theme of the meeting was supervisor accountability.

Trevor explained that Occupational Health and Safety investigations focus on:

- Who was supervising the work.
- Whether the supervisor provided training.
- Whether hazards were identified.
- Whether safe work procedures were followed.
- Whether corrective action was taken.
- Whether documentation exists.
- Whether negligence occurred.

Supervisors were reminded that safety professionals support the business, but the supervisor on site is often the person directly responsible for the workers and the work being performed.

20. Documentation and Due Diligence

Documentation was emphasized as a key form of protection.

Documentation provides proof that supervisors and managers took reasonable steps to prevent injury.

Examples of required documentation include:

- Training records.
- Toolbox meeting records.
- Hazard assessments.
- Equipment inspections.
- Corrective actions.
- Incident investigation reports.
- Competency verification.
- Refresher training records.
- Contractor pre-qualification records.

Trevor stated that documentation validates that actions were completed and helps demonstrate due diligence.

21. Safety Department Role

The safety department's role was described as supportive rather than purely enforcement-based.

The safety team can help with:

- Guidance on procedures.
- Incident investigation support.
- Training support.
- Interpretation of safety requirements.
- Coaching supervisors.
- Reviewing corrective actions.

- Supporting difficult conversations.
- Helping reduce risk exposure for supervisors and the business.

Supervisors were encouraged to reach out to Miriam, Gail, Will, Trevor, or the safety team when support is needed.

22. Production and Safety Balance

Trevor acknowledged that the business is paid for the product it produces, not for safety itself. However, safety must be built into production.

Key message:

- Safety and productivity must work together.
- Safety cannot be ignored to meet production demands.
- Business units must make informed decisions using safety guidance.
- Serious safety concerns may require work to stop for investigation or control.
- Grey-area decisions require business leadership involvement, with safety acting as a resource.

23. Action Items

Action Item	Owner	Notes
Share meeting minutes with attendees	Meeting organizer / Safety team	Minutes to be distributed after completion.
Share updated injury statistics/report	Gail / Safety team	June report being finalized and will be issued shortly.
Continue reviewing injury trends	Safety team and supervisors	Focus on repeated injury types such as sprains/strains, cuts/lacerations, bruises/contusions, and new-hire injuries.

Action Item	Owner	Notes
Reinforce near-miss reporting	Supervisors and managers	Encourage reporting without blame; discuss meaningful near misses during toolbox talks.
Improve documentation of toolbox talks and corrective actions	Supervisors	Ensure safety discussions and follow-up actions are recorded.
Increase mentorship for new workers	Supervisors and crew leads	Pair new workers with experienced employees and verify competency.
Confirm worker competency before assigning tasks	Supervisors	Do not assume competency; document training and qualifications.
Rotate or involve workers in inspections	Supervisors	Include both experienced and inexperienced workers for broader hazard recognition.
Maintain consistent accountability	Supervisors and managers	Apply safety rules fairly across all workers.
Contact safety team for support when needed	Supervisors and managers	Use safety as a resource for guidance, coaching, and difficult conversations.

24. Closing Comments

Trevor thanked attendees for their time and participation. He encouraged supervisors and managers to reach out to the safety team for support and guidance. The meeting closed with a reminder that safety is a shared responsibility and that supervisors play a critical role in protecting workers, reducing incidents, and demonstrating due diligence.

Attendees were reminded to sign the meeting sign-in sheet.

Signatures

Miriam Hieb, *Safety Coordinator NHSA*



July 23rd 2026, 1:54 PM (MDT -06:00)

A handwritten signature in black ink, appearing to be 'MH'.