

**Region of Queens Municipality  
Joint Occupational Health & Safety Committee  
Thursday, October 26, 2023  
1:30 p.m.**

## **Agenda**

**1.0 Call to Order**

**2.0 Approval of Minutes – September 28, 2023**

**3.0 Changes/Approval of Agenda**

**4.0 Old Business**

4.1 Accident Reports

4.2 Tool Box Meetings – October 2023

4.3 Training

4.4 Annual Facility Inspections – Corrections of Deficiencies

**5.0 New Business**

5.1 Safety Suggestions

5.2 Safety Observations Program – October 2023

5.3 Department of Labour Workplace Inspection: MRF Update

5.4 New Safe Work Practice – SWP-COM-22

5.5 SWP-COM-12 Update

5.6 SWP-COM-13 Update

**6.0 Other**

**7.0 Next Meeting – Thursday, November 30, 2023**

**8.0 Adjournment**

**REGION OF QUEENS MUNICIPALITY  
JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE  
THURSDAY, SEPTEMBER 28, 2023  
1:30 P.M.**

**Council Chamber**

**PRESENT:** Scott LeBlanc, Chair, Public Works  
Adam Grant, Vice-Chair, Public Works  
Kevin Weagle, Public Works  
Steven Parnell, Capital Works  
Connor O'Brien, Public Works  
Scott Orme, Parks & Grounds  
Frank Oickle, Landfill/MRF  
David Kelley, QPEC  
Mallory Plummer, Finance  
Kelley-Anne Hurley, Bylaw  
Meaghan Roberts, QPEC  
Audrey Wamboldt, Hillview Acres  
Dana Henley, Public Works

**REGRETS:** Tim Clattenburg, Building Inspection  
Steven Kennedy, Capital Works  
Robin McKinnon, Hillview Acres  
Any Teri, Hillview Acres

**1.0 CALL TO ORDER**

The meeting was called to order by Scott LeBlanc at 1:30 p.m.

**2.0 APPROVAL OF MINUTES – August 31, 2023**

It was moved by Audrey Wamboldt and seconded by Kevin Weagle that the Minutes of the Joint Occupational Health and Safety Committee meeting held on August 31, 2023, be approved as circulated.

MOTION CARRIED unanimously.

**3.0 CHANGES / APPROVAL OF AGENDA**

Add: 6.1 JOHS Committee Membership  
6.2 COVID

It was moved by Mallory Plummer and seconded by Kevin Weagle that the agenda be approved as amended.

MOTION CARRIED unanimously.

## **4.0 OLD BUSINESS**

### 4.1 Accident Reports

There were no accidents to report.

### 4.2 Tool Box Meetings

Departments held toolbox meetings with a great representation of topics. There are some older meetings on the list that were missed in the table for previous meetings, all up-to-date now.

### 4.3 Training

First Aid Training was held September 11, 2023 with 12 staff in attendance, from MRF, Administration, Public Works and QPEC.

Fall Arrest Training was attended by 3 staff from QPEC.

Temporary Workplace Signing training will be taking place in Dartmouth, on October 11 and 12, 2023, 2 Public Works staff will be attending.

Traffic Control Person training will be taking place in Dartmouth, on October 10, 1 Public Works staff will be attending.

Transportation of Dangerous Goods training online links have been sent out to 2 QPEC staff and 5 Public Works staff.

Occupational Health and Safety Act training will be taking place for supervisors and department heads, of which invitations have been sent out for October 24 and 25, 2023.

Joint Occupational Health and Safety Committee training will be taking place on October 31, 2023 for all committee members and alternates.

### 4.4 Annual Facility Inspections – Corrections of Deficiencies

Corrections of deficiencies are mostly complete. Most of the remaining items are required to be done by our electrical contractor. Few administrative things to be distributed and posted.

## **5.0 NEW BUSINESS**

### 5.1 Safety Suggestions

Utility room door does not have window, suggestion was to install a window to avoid collisions in that area.

## 5.2 Safety Observation Program – September 2023

12 reported, 2 unsafe, 10 safe

- Smoking Butt Stop at Hillsview had been smoldering, required cleaning out
- While paving work was being completed at Hillsview, signage was posted and area flagged until work was completed and set
- An A/C unit was leaking creating a slipping hazard, leak was cleaned up and unit reset
- Various areas in Liverpool having sidewalk repairs completed, areas were well signed/flagged/barricaded and PPE being worn by staff
- Correct set up of staging at QPEC during roof top unit repairs with fall arrest protection in place
- Follow-up of visibility issues near entrance to QPEC due to over grown bushes at the crosswalk, bushes were cut
- Follow-up with respect to viewer mounts at Fort Point Lighthouse, these were removed from the sidewalk
- Trench cage installed on Hillscresc, new unit, with egress and access to cage

Would like to encourage all JOHS Committee members to use the tool.

## 5.3 Adoption of SWP-LAN-11 and JP-LAN- 02

It was moved Scott LeBlanc and seconded by Audrey Wamboldt that the Joint Occupational Health and Safety Committee remove the following Safe Work Practice and Job Procedure from Volume 2 of the Region of Queens Municipality's Safety Manual:

SWP-LAN-11 – Vertical Downstroke Baling dated December 2018;  
and JP-LAN-02 – Vertical Downstroke Baler dated December 2018.

MOTION CARRIED unanimously.

It was moved by Scott LeBlanc and seconded by Kevin Weagle that the Joint Occupational Health and Safety Committee adopt the following Safe Work Practice and Job Procedure for inclusion in Volume 2 of the Region of Queens Municipality's Safety Manual:

SWP-LAN-11 – Vertical Downstroke Baling dated September 2023;  
and JP-LAN-02 – Vertical Downstroke Baler dated September 2023.

MOTION CARRIED unanimously.

#### 5.4 Department of Labour Workplace Inspection: MRF

One last outstanding order from the Department of Labour, Order No. 2 – Stop Work Order for all balers except the Cardboard Baler, Department of Labour requested an update. Scott LeBlanc provided the following update; that we are still currently using the Blue baler that was reinstated on August 4, 2023 for all of our baling needs. The remaining balers are still locked and tagged out and will be removed from site and never used again. We have received quotes on 2 replacement balers. Once these balers are received and installed there will be training for all MRF staff from the Eastern Compactor Services Technician regarding the safe operation of the balers.

September 1 Department of Labour inspection resulted in 5 orders:

1 – Deficiencies in the sorting line, structural issues were noted by Department of Labour.

Response: Assessment completed in April 2023 by ABCO Industries. ABCO is the original equipment manufacturer, installer and maintenance provider. Assessment identified a number of cosmetic issues to be addressed (this work is in progress) but did not in any indicate the structure was unstable and not fit for operation.

This order has not been closed yet.

2 – Operator competency in equipment.

Response: Operator competency is determined by the requirement of operators to possess a valid Class 5 drivers license, facility work experience and awareness. Prior to assignment employees are required to review the OEM literature for the equipment as well as demonstrate ability to safely operate the equipment.

This order has been resolved.

3 – Pre-trip Inspection of Equipment.

Response: Pre-trip inspections are required for all Municipal equipment, forms are provided and required to be completed by operators. A review with staff included how to properly complete the inspection as well as reporting procedure for identified issues. RQM-506 (JD Skid) remains out of service while RQM-501 has been

taken to site as a replacement its latest annual inspection was provided.

This order has been resolved.

It was noted that RQM-501 is not on site anymore and that the loader on site is performing the duties needed.

4 – Gloves with rubberized palm not suitable, and do not provide sufficient cut protection.

Response: ANSI A9 cut and 5 puncture rated gloves have been provided and are required to be worn by all employees of the facility.

This order has been resolved.

All other gloves have been removed from the site.

5 – ATV operation without a helmet.

Response: ATV has been removed from service permanently.

This order has been resolved.

## **6.0 OTHER**

### **6.1 JOHS Committee Membership**

Membership sheet was distributed. Want to ensure that there is a fair representation of all locations and levels of staff through out the municipality. Employees that has left the employment of the municipality that sat on the JOHS Committee have been replaced with other employees. If anyone has any suggestions of staff whom may be more appropriately appointed please advise. Fitness Centre staffperson from QPEC needs to be appointed to the JOHS Committee as well as a staffperson from MRF.

### **6.2 COVID**

COVID is making another round in our communities. Tests are available if anyone needs one.

**7.0 NEXT MEETING**

The next meeting will be held on Thursday, October 26, 2023 at 1:30 p.m. in the Council Chamber.

**8.0 ADJOURNMENT**

There being no further business, the meeting adjourned at 1:55 p.m.

\_\_\_\_\_  
Scott LeBlanc, Chair

\_\_\_\_\_  
Dana Henley, Committee Secretary

Date Approved: \_\_\_\_\_

# TOOLBOX MEETINGS – October 2023

Department	Date of Tool Box	Topics
<b>Engineering &amp; Public Works</b>	05-Oct-23 10-Oct-23 17-Oct-23 17-Oct-23 18-Oct-23 18-Oct-23	Installation of new sanitary sideline, hazzard assessment JD Skid Steer Operation Review SWP-COM 15 Vehicle Safety Graveling Road Shoulders SWP-COM-19 Exhaust Fumes in Building Review SWP-COM-19 Exhaust Fumes in Building Review
<b>Finance/Corporate Services/ Bvlaw Enforcement</b>	12-Oct-23	Bus Safety Week
<b>Hillsview Acres</b>		
<b>Planning</b>	18-Oct-23	Time Change
<b>QPEC</b>	27-Sep-23 06-Oct-23	Harassement Fire Drill Review
<b>Recreation &amp; Economic Development</b>	03-Oct-23	Fire Safety

## **SAFE WORK PRACTICES**

### **CLEANING UP AFTER RODENTS**

#### **GENERAL:**

Rodents are attracted to food and heat sources. It is important that employees minimize the potential for rodents by keeping a tidy workspace.

When rodents are present, people can become infected with Hantavirus. Hantavirus is spread when rodent droppings, urine, nesting materials, or dead rodents are disturbed and the virus becomes airborne, causing potential exposure to employees. Typical symptoms of hantavirus are tiredness, dizziness, fever and chills, muscle and headaches, nausea and vomiting, stomach pains and coughing. Always take precautions when cleaning to reduce your risk of getting sick.

#### **PRACTICE:**

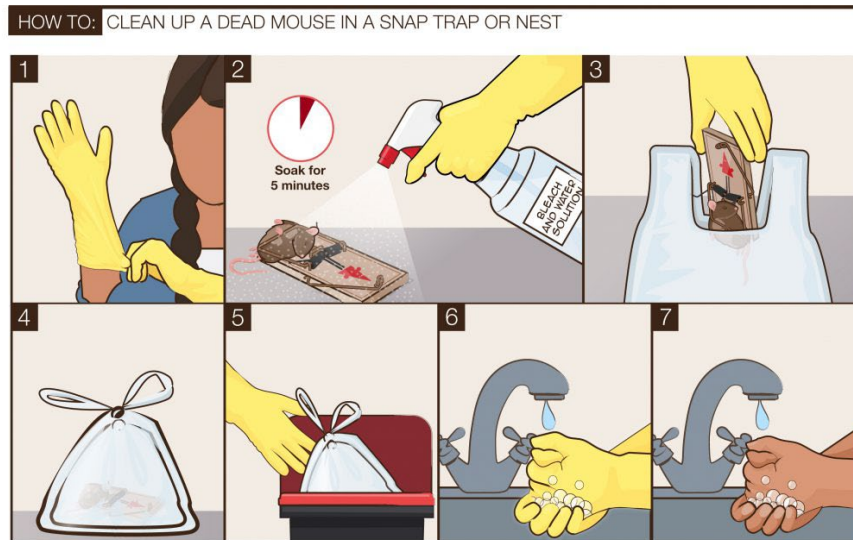
- Prepare to clean up after rodents. Before you begin cleaning, prepare by gathering the proper equipment.
  - Use a preferred disinfectant:
    - General-purpose disinfectant product or
    - Bleach solution made with 1.5 cups of household bleach in 1 gallon of water (or 1 part bleach to 9 parts water). Make bleach solution fresh before use.
    - Wear rubber or plastic gloves. Additional precautions should be used for cleaning homes or buildings with heavy rodent infestation.
  - Fleas are common on rodents. Consider using insect repellent (for example DEET) on clothing, shoes, and hands to reduce the risk of flea bites and minimize exposure to flea-borne disease while picking up dead rodents and cleaning up nesting materials.
- Do not vacuum or sweep rodent urine, droppings, or nesting materials. Rodent Diseases are mainly spread to people from rodents when they breathe in contaminated air. These actions can cause tiny droplets containing viruses to get into the air.
- Steps for cleaning up rodent droppings:
  - Put on rubber or plastic gloves.
  - Spray urine and droppings with bleach solution or disinfectant until very wet. Let it soak for 5 minutes or according to instructions on the disinfectant label.
  - Use paper towels to wipe up the urine or droppings and cleaning product.
  - Throw the paper towels in a covered garbage can that is regularly emptied.

- Mop or sponge the area with a disinfectant. Clean all hard surfaces including floors, countertops, cabinets, and drawers.
- Wash gloved hands with soap and water or a disinfectant before removing gloves.
- Wash hands with soap and warm water after removing gloves or use a waterless alcohol-based hand rub when soap is unavailable, and hands are not visibly soiled.



- Steps for cleaning up dead rodents and rodent nesting materials:
  - Wear rubber or plastic gloves.
  - Spray the dead rodent, nest, and surrounding area with a disinfectant. Let it soak for 5 minutes or according to instructions on the disinfectant label.
  - Place the dead rodent or nesting materials in a plastic bag along with any used traps, unless you plan to reuse the trap.
  - Tie the ends of the bag together in a knot to seal the bag. Place the full bag in a second plastic bag and seal that bag by tying the ends together in a knot.
  - Throw the bag into a covered garbage can that is regularly emptied or contact your state health department for information on other ways to throw away dead rodents.
  - Wash gloved hands with soap and water or a disinfectant before removing gloves.
  - Wash hands with soap and warm water after removing gloves or use a waterless alcohol-based hand rub when soap is not available, and hands are not visibly soiled.

- If you plan to reuse the trap
- Traditional snap traps can be reused. If you plan to reuse the trap, submerge the trap with the rodent in disinfectant (using a bucket) for 5 minutes while wearing rubber gloves. Remove the rodent from the trap by holding the trap over a plastic bag and lifting the metal bar. Let the rodent drop in the bag. Rinse the trap well with water to remove the scent of the disinfectant and let it dry completely. Follow steps 4-6 mentioned above by double bagging the rodent, disposing of the bag, and washing your gloves and hands.



## **SAFE WORK PRACTICES**

### **EXTREME COLD**

#### **GENERAL:**

The human body senses and compensates for temperature changes. When the body reaches its compensation limit, other procedures must be instigated - such as, protective clothing, altered work procedures, etc. Hypothermia results when the body continues to lose heat. Involuntary shivers begin. This is the body's way of attempting to produce more heat and it is usually the first warning sign of hypothermia. Many cases of exposure have occurred in temperatures well above freezing. How cold the body gets depends on many factors, not just air temperature.

#### **PRACTICE:**

- Heat loss from convection is probably the greatest and most deceptive factor in loss of body heat. This occurs when the wind blows away the thin layer of air that acts as an insulator between the skin and the outside air temperature.
- The chart on the following page should be used to relate Wind Speed and Air Temperature to a scale for judging appropriate exposure times for working in cold environments. Find the wind speed of the work environment in the column on the far left, then find the air temperature on the top row. The point on the chart where the column and row intersect provides the wind chill temperature index and the colour of the cell relates to frostbite times for exposed facial skin.
- The dead air space between the warm body, clothing, and outside air is essential. Many layers of relatively light clothing with an outer shell of windproof material maintain body temperature much better than a heavy outer garment worn over ordinary indoor clothing. Make sure clothing allows some venting of perspiration. Wet skin will freeze more rapidly than dry skin.
- Metal will conduct heat away from the body quite rapidly, be very careful of skin contact with metal objects.
- When working alone ensure that your Supervisor is aware of your location and maintain communication.

*Wind Chill Temperature Index. Frostbite Times are for Exposed Facial Skin*

<b>WIND CHILL TEMPERATURE INDEX</b>												
Frostbite Times are for Exposed Facial Skin												
Air Temperature (°C)												
Wind Speed (km/h)	5	0	-5	-10	-15	-20	-25	-30	-35	-40	-45	-50
5	4	-2	-7	-13	-19	-24	-30	-36	-41	-47	-53	-58
10	3	-3	-9	-15	-21	-27	-33	-39	-45	-51	-57	-63
15	2	-4	-11	-17	-23	-29	-35	-41	-48	-54	-60	-66
20	1	-5	-12	-18	-24	-30	-37	-43	-49	-56	-62	-68
25	1	-6	-12	-19	-25	-32	-38	-44	-51	-57	-64	-70
30	0	-6	-13	-20	-26	-33	-39	-46	-52	-59	-65	-72
35	0	-7	-14	-20	-27	-33	-40	-47	-53	-60	-66	-73
40	-1	-7	-14	-21	-27	-34	-41	-48	-54	-61	-68	-74
45	-1	-8	-15	-21	-28	-35	-42	-48	-55	-62	-69	-75
50	-1	-8	-15	-22	-29	-35	-42	-49	-56	-63	-69	-76
55	-2	-8	-15	-22	-29	-36	-43	-50	-57	-63	-70	-77
60	-2	-9	-16	-23	-30	-36	-43	-50	-57	-64	-71	-78
65	-2	-9	-16	-23	-30	-37	-44	-51	-58	-65	-72	-79
70	-2	-9	-16	-23	-30	-37	-44	-51	-58	-65	-72	-80
75	-3	-10	-17	-24	-31	-38	-45	-52	-59	-66	-73	-80
80	-3	-10	-17	-24	-31	-38	-45	-52	-60	-67	-74	-81

**FROSTBITE GUIDE**

- Increasing risk of frostbite for most people in 10 to 30 minutes of exposure
- High risk for most people in 5 to 10 minutes of exposure
- High risk for most people in 2 to 5 minutes of exposure
- High risk for most people in 2 minutes of exposure or less

*Sources: adapted from ACGIH TLVs and BEIs. Original source: National Weather Service: Wind Chill Temperature Index.*

## **SAFE WORK PRACTICES**

### **EXTREME HEAT**

#### **GENERAL:**

Extreme heat has a significant impact on a worker's performance, particularly on the job site. Equipment operators, labourers, and others are involved in very physical activities in performing their duties. As a result, extreme heat can quickly cause dehydration, exhaustion, and heat stroke. Job site personnel must be constantly aware of the effect extreme heat has and take safety precautions to avoid injury.

#### **PRACTICES:**

The following safe work practices are methods that site supervisors and all personnel can utilize when working in these conditions:

- More frequent rest breaks.
- Increased amount of drinkable water, easily accessible.
- Use lotion or sun block to avoid sunburn.
- Take advantage of rest breaks, as needed. Lunch time in shady area, if possible.
- Proper clothing to prevent sun burns.

The chart at the end of this Safe Work Practice should be used to relate Temperature and Relative Humidity to a scale for judging appropriate measures for working in warm environments. Find the temperature of the work environment in the column on the far left, then find the relative humidity on the top row. The point on the chart where the column and row intersect provides an index number, reference that index number in either "Moderate Unacclimatized & Heavy Acclimatized" or "Moderate Unacclimatized & Light Unacclimatized" and follow the action as supplied.

Moderate Unacclimatized & Heavy Acclimatized should be used when General Controls are in place for unacclimatized workers and include providing annual heat stress training, encouraging adequate fluid replacement, permitting self-limitation of exposure, encouraging watching out for symptoms in co-workers, and adjusting expectations for workers coming back to work after an absence. Workers doing moderate work are considered acclimatized only if they regularly work around heat sources (e.g. in foundries, around ovens, etc.).

Moderate Unacclimatized & Light Unacclimatized is used when Job-specific controls include (in addition to general controls) engineering controls to reduce physical job demands, shielding of radiant heat, increased air movement, reduction of heat and moisture emissions at the source, adjusting exposure times to allow sufficient recovery, and personal protective equipment that provides for body cooling. It is important that the temperature and relative humidity used in the table are from the actual work environment and not from weather stations or media sources.

In addition, the following information is provided:

**Heat cramps** are painful muscle spasms of the legs and abdominal muscles that occur with vigorous exercise and prolonged sweating in hot environment.

**Heat exhaustion** occurs when excessive sweating causes a depletion of body fluids and when conditions prevent the evaporation of sweat to cool the body.

**Heatstroke** occurs when there is prolonged exposure to a very hot environment with poor ventilation or over exposure to the hot sun. Sweating ceases, temperature rises rapidly, and can be fatal unless the body temperature can be lowered to near normal. High body temperatures and hot, dry skin indicate heatstroke.

Temp (in °C)	Relative Humidity (in %)																								
	100%	95%	90%	85%	80%	75%	70%	65%	60%	55%	50%	45%	40%	35%	30%	25%	20%	15%	10%						
49																			50						
48	<b>NEVER IGNORE ANYONE'S SYMPTOMS DESPITE YOUR MEASUREMENTS!!!</b>																		49						
47	Moderate Unacclimatized & Heavy Acclimatized																	50	47						
46																		49	46						
45																		50	47	45					
44		<b>Action</b>																49	46	43					
43		<b>45+</b>	<b>only medically supervised work</b>															49	47	45	42				
42		42-44	work with 45 min/hr relief															50	48	46	43	41			
41		40-41	work with 30 min/hr relief															48	46	44	42	40			
40		38-39	work with 15 min/hr relief															49	47	45	43	41	39		
39		34-37	warn for symptoms & extra water															49	47	45	43	41	39	37	
38		30-33	alert for symptoms & extra water															49	47	45	43	42	40	38	36
37	25-29	water as needed															49	47	45	44	42	40	38	37	35
36											50	49	47	45	44	42	40	39	37	35	34				
35										50	48	47	45	43	42	40	39	37	36	34	33				
34									49	48	46	45	43	42	40	39	37	36	34	33	31				
33								50	48	47	46	44	43	41	40	39	37	36	34	33	32	30			
32			50	49	48	46	45	44	42	41	40	38	37	36	34	33	32	30	29						
31	50	49	48	47	45	44	43	42	40	39	38	37	35	34	33	32	30	29	28						
30	48	47	46	44	43	42	41	40	39	37	36	35	34	33	31	30	29	28	27						
29	46	45	43	42	41	40	39	38	37	36	35	33	32	31	30	29	28	27	26						
28	43	42	41	40	39	38	37	36	35	34	33	32	31	30	29	28	27	26	25						
27	41	40	39	38	37	36	35	34	33	32	31	30	29	28	27	26	25								
26	39	38	37	36	35	34	33	33	32	31	30	29	28	27	26	25									
25	37	36	35	34	33	33	32	31	30	29	28	27	26	26	25										
24	35	34	33	33	32	31	30	29	28	28	27	26	25												
23	33	32	31	31	30	29	28	28	27	26	25														
22	31	30	30	29	28	27	27	26	25	25															
21	29	29	28	27	26	26	25																		
	100%	95%	90%	85%	80%	75%	70%	65%	60%	55%	50%	45%	40%	35%	30%	25%	20%	15%	10%						