

**REGION OF QUEENS MUNICIPALITY
JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE
THURSDAY, April 28, 2022
1:30 P.M.**

Council Chambers

PRESENT: Scott LeBlanc, Chair, Public Works
Adam Grant, Vice-Chair, Public Works
Garrett Chetwynd, Public Works
Mallory Plummer, Finance
Meaghan Roberts, QPEC
David Kelley, QPEC
Kevin Weagle, Public Works
Kelley-Anne Hurley, Bylaw
Audrey Wamboldt, Hillsvie Acres
Robin McKinnon, Hillsvie Acres
Steven Parnell, Capital Works

REGRETS: Frank Oickle, Landfill/MRF
Steven Kennedy, Capital Works
Scott Orme, Parks & Grounds

1.0 CALL TO ORDER

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

2.0 APPROVAL OF MINUTES – March 31, 2022

It was moved by Kevin Weagle and seconded by Audrey Wamboldt that the Minutes of the Joint Occupational Health and Safety Committee meeting held on March 31, 2022, be approved.

MOTION CARRIED unanimously.

3.0 CHANGES / APPROVAL OF AGENDA

It was moved by Meaghan Roberts and seconded by Garrett Chetwynd that the Agenda be approved.

MOTION CARRIED unanimously.

4.0 OLD BUSINESS

4.1 **Accident Reports**

There were no accidents to report.

4.2 **Tool Box Meetings**

Most departments held toolbox meetings with a great representation of topics. Parks and Grounds staff have just returned for the season and will conduct toolbox meetings for the next safety meeting. The Landfill/MRF and the Planning Department will also hold toolbox meetings next month.

4.3 **Training**

Training is set to resume as Provincial Covid-19 restrictions have been lifted. As Scott receives confirmed dates for the training courses, he will send them to everyone.

To date the following courses have been scheduled:

First Aid - May 5, 2022 - A 1 day course in the Council Chambers will be held for the following departments:

Administration - 3 employees
Public Works - 6 employees
Landfill/MRF - 3 employees
QPEC - 1 employee
Parks and Grounds - 2 employees

Scott stated another first aid course will occur this fall.

Trenching and Excavation - May 25, 2022 - A 1-day course in the Council Chambers will be held for 14 employees from the Public Works/Capital Projects department. A second trenching and excavation course will be scheduled (date pending) for approximately 14 more employees from this department. The course had to be split into 2 classes due to existing Covid-19 requirements by Nova Scotia Construction Safety Association that is conducting the courses.

Audrey said that Hillsvew Acres is looking to resume training during late spring or summer.

5.0 NEW BUSINESS

5.1 Safety Suggestions

There was nothing to report.

5.2 Safe Work Practices and Job Procedures Updates and Adoptions

Hillsview Acres is currently using a new dishwasher and as a result; 2 existing Job Procedures in Volume 2 required updating to be relevant to this new model. The new procedures were distributed to the committee for review and the following motions were made:

It was moved by Scott LeBlanc and seconded by Kevin Weagle: THAT the Joint Occupational Health and Safety Committee remove the following Job Procedures from Volume 2 of the Region of Queens Municipality's Safety Manual.

JP-HILL-06 - Operating the Dishwasher

December 2018

JP-HILL-07 - Cleaning the Dishwasher

December 2018

MOTION CARRIED unanimously.

It was moved by Scott LeBlanc and seconded by Audrey Wamboldt:

THAT the Joint Occupational Health and Safety Committee adopt the following Job Procedures for inclusion in Volume 2 of the Region of Queens Municipality's Safety Manual.

JP-HILL-06 - Operating the Dishwasher

April 2022

JP-HILL-07 - Cleaning the Dishwasher

April 2022

MOTION CARRIED unanimously.

5.3 Josh Communication and Reporting Changes

Scott stated that with the recent retirement of JOSH Committee Secretary, Shelley Connolly, there will be some changes in the way the committee will communicate and report. Effective immediately the following will change:

- The Committee Chair will distribute agendas and minutes.
- The Agenda package will be 1 continuous document with all relevant meeting material included.
- No printed materials will be handed out at the meetings. All materials will be viewed by way of a laptop and projected onto a screen. Committee members can also follow along by viewing the package document on their electronic devices or print the package if they wish.
- The 3 Volume Region of Queens Safety Manual is currently being converted to PDF, reformatted and edited where necessary and placed online on the Regions Microsoft One Drive where all Region of Queens employees can access it. Scott said that he hopes to have this complete by next month.
- Accidents and Tool Box meeting forms are to be handed in to him by the Friday before the meeting so they can be included in the Agenda package.

5.4 Covid-19 –Update

The following is a summary and guidance of to-date COVID-19 news and statistics applicable to Nova Scotia's residents. For the most up-to-date and accurate information please go to <https://novascotia.ca/coronavirus/>

April 2022 Covid-19 News and Stats:

There are no Covid-19 restrictions in Nova Scotia except for a few such as masking that are still in effect in long-term care facilities, health care and school settings. These will continue to be evaluated. Guidance regarding self-isolation requirements is still available at <https://www.nshealth.ca/what-do-i-need-know-about-covid-19-self-isolation>. The Omicron variant continues to spread across the province.

The province releases a weekly Covid-19 epidemiological report. The most current data is shown below

Stats:

Vaccination Status:

Fully Vaccinated – 87.6%
Partially Vaccinated – 4.8%
Unvaccinated – 7.6%

Other Stats:

Total in Hospital – 64
In ICU – 11
Hospital Admissions for the Month - 266
Length of Stay – 6.8 days
Positive PCR Tests Last Week – 7,508
Positive PCR Test This Month – 25,599 (Approx.)
Deaths for the Month – 45
Total Deaths - 290

Audrey stated that due to the recent increase in Covid-19 cases in the community, Hillsvie Acres has implemented the following restrictions at the long-term care facility. They are as follows:

- Physical distancing and masking requirements remain in place.
- Proof of vaccination and screening is still required for visitors and staff.
- Visitors are allowed in for in-house visits in the visitation area.
All visits are to be booked in advance.
- Outings are still permitted with family but no overnight visits are permitted.
- Outings need to be reported to review stops and visits to public places.
- Medical appointments are still happening for residents.
- Church services and volunteers are suspended until further notice.
- Isolated tours may happen at museums (if available) but visits to open/public establishments will be delayed for at least 2 weeks.

Once the numbers have plateaued, (hopefully by mid-May), Hillsvie Acres will look at loosening some of the social aspects of resident life at the facility.

5.5 Safety Presentation RQM Safety Program – Volume 1 – Policies, Hazard Assessments and Investigations

Scott gave a Power Point presentation on Volume 1 of the Regions' three volume Safety Manual - Policies, Forms and Rules. To get a better understanding of the Regions' Safety Program and all of its components, it is important to understand what makes it all work. Our safety program is empowered by various policies that are a requirement of the Nova Scotia Occupational Health and Safety Act. The objective of these policies is to build and maintain a safe and healthy workplace. Our safety program contains the elements to make it possible to realize the objectives of these policies. He covered three sections of this volume in-depth. They are as follows:

- Policies and Responsibilities – from section 1.
- Hazard Assessments – from section 2.
- Investigations – from section 8.

A copy of this presentation has been attached. Scott said the remaining sections of Volume 1 would be covered during the next 2 safety meetings.

6.0 OTHER

There was nothing else to report.

7.0 NEXT MEETING

The next meeting will be held on Thursday, May 26, 2022 at 1:30 p.m. in the Council Chamber.

8.0 ADJOURNMENT

There being no further business, the meeting adjourned at 1:58 p.m.

Scott LeBlanc, Chair

Adam Grant, Co-Chair

Date Approved: _____