

Joint Occupational Health & Safety Committee

Wednesday, June 29, 2022

1:30 p.m.

A G E N D A

This is an in-person meeting in the Council Chambers

1. CALL TO ORDER
2. APPROVAL OF MINUTES - June 2, 2022
3. CHANGES/APPROVAL OF AGENDA
4. OLD BUSINESS
 - 4.1 Accident Reports
 - 4.2 Tool Box Meetings
 - 4.3 Training
5. NEW BUSINESS
 - 5.1 Safety Suggestions
 - 5.2 Region of Queens Tool Box Meeting Forms - Online Access
 - 5.3 Region of Queens SDS Sheets – Online Access
 - 5.4 Covid-19 – Update
 - 5.5 Nova Scotia First Aid Regulations Amendment
 - 5.6 Safety Presentation - RQM Safety Program - Vol. 1 – Maintenance Program, Training & Safety Meetings, Inspections & Records & Statistics
6. OTHER
7. NEXT MEETING – Thursday, July 28, 2022
8. ADJOURNMENT

**REGION OF QUEENS MUNICIPALITY
JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE
THURSDAY, June 2, 2022
1:30 P.M.**

Council Chambers

PRESENT: Scott LeBlanc, Chair, Public Works
Adam Grant, Vice-Chair, Public Works
Garrett Chetwynd, Public Works
Mike MacLeod, Planning
Meaghan Roberts, QPEC
Frank Oickle, Landfill/MRF
David Kelley, QPEC
Scott Orme, Parks & Grounds
Audrey Wamboldt, Hillsvie Acres
Robin McKinnon, Hillsvie Acres
Steven Parnell, Capital Works
Dalton Freeman, Capital Works

REGRETS: Mallory Plummer, Finance
Kevin Weagle, Public Works
Kelley-Anne Hurley, Bylaw
Steven Kennedy, Capital Works

1.0 CALL TO ORDER

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

2.0 APPROVAL OF MINUTES – April 28, 2022

It was moved by Garrett Chetwynd and seconded by Adam Grant that the Minutes of the Joint Occupational Health and Safety Committee meeting held on April 28, 2022, be approved.

MOTION CARRIED unanimously.

3.0 CHANGES / APPROVAL OF AGENDA

It was moved by Mike MacLeod and seconded by Robin McKinnon that the Agenda be approved.

MOTION CARRIED unanimously.

4.0 OLD BUSINESS

4.1 Accident Reports

There were three accidents to report.

Scott Orme stated that an employee was trying to lift a garbage can out of the ring holding it in place. This can usually has to be lifted out to prevent waste from spilling out because raccoons tear the bags. As the employee was doing this, they felt a strain in their back. This was not a loss time injury. A toolbox meeting was held with staff regarding shoveling enough waste from these waste cans before attempting to move any of these cans. If the cans are still too heavy, a second employee is to assist with lifting these cans.

Garrett Chetwynd stated that an employee was driving a front-end loader in the direction of Pine Grove along Milton Road. A car struck the loader between the front and rear tires as the car was exiting the lower Superstore driveway on Milton Road. The employee and the other driver were OK and Region of Queens Supervisors and the RCMP were called to the scene. It was determined that the other driver of the vehicle failed to stop/yield to oncoming traffic as they were turning out onto Milton Road. A toolbox meeting was held with Works staff to remind them to be hyper-vigilant while traveling with heavy equipment. Ensure pre-trip inspections are completed as well. There was no loss time.

Steven Parnell stated that an employee was cutting metal. It was hot that day and the employee was sweating. The employee took their safety glasses off to wipe sweat away from their eyes. As a result, they must have had metal pieces on their hand and some went into the employee's eye when wiping it. The employee missed 5 days of work. A toolbox meeting was held to review the importance of PPE and proper hygiene to prevent this from occurring in the future.

4.2 Tool Box Meetings

The list of tool box meeting topics for the month of May showed that all departments held toolbox meetings with a great representation of topics.

4.3 Training

To date the following courses have been held or are scheduled:

First Aid - May 5, 2022 - A 1 day course in the Council Chambers was held for 12 employees from various department. Scott stated another first aid course would occur this fall for approximately 14 more employees.

Trenching and Excavation - May 25, 2022 - A 1-day course was held in the Council Chambers for 14 employees from the Public Works/Capital Projects department. A second course is scheduled on July 6 for approximately 14 more employees from this department.

Confined Spaces - A 1-day course will be scheduled for this summer (date pending) for approximately 14 employees from the Public Works/Capital Projects department.

Traffic Control Person – A 1-day course was held in Bridgewater on May 24 for 5 employees.

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

5.0 NEW BUSINESS

5.1 Safety Suggestions

Audrey reported that an employee was concerned about insufficient lighting in the back parking lot at Hillsvie Acres. This was caused because of an accident that occurred in February when a waste collection vehicle struck the tripex wire causing damage that left exposed wires. This situation will be corrected as soon as possible to restore sufficient lighting to this area.

5.2 Region of Queens Safety Manual - Online Access

Scott stated that the Region of Queens 3 Volume Safety Manual, Joint Occupational Health and Safety Committee meeting minutes and agendas will be available online for all employees to access. He sent all employees a communication with instructions on how to view and download these materials if they wish to do so. The materials can be found at:

<https://www.regionofqueens.com/municipal-services/josh-committee>

5.3 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/>

June 2, 2022 Covid-19 News and Stats:

The only Covid-19 restrictions in Nova Scotia such as masking is still in effect in long-term care facilities and health care settings. This will continue to be evaluated. The requirements for non-medical facemasks was lifted for schools on May 24. 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 – 87.9%

Partially Vaccinated – 4.6%

Unvaccinated – 7.5%

Other Stats:

Total in Hospital – 41

In ICU – 8

Hospital Admissions for the Month - 241

Length of Stay – 6.5 days

Positive PCR Tests Last Month – 10,630

Deaths for the Month – 77

Total Deaths - 391

Audrey stated that due to the continued increase in Covid-19 cases in the community, Hillsview Acres still has some restrictions implemented at the long-term care facility.

5.4 Annual Facility Inspections

Scott stated that he and Kevin Weagle would conduct all of the annual facility inspections going forward, starting this year. Inspections will be carried out over the next couple of months and will be due for completion for the July safety meeting. Once completed, a spreadsheet will be compiled to report any deficiencies that need to be corrected.

5.5 Safety Presentation RQM Safety Program – Volume 2 – Safe Work Practices & Job Procedures, Rules & Emergency Preparedness.

Scott gave a second Power Point presentation on Volume 2 of the Regions' 3 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:

- Safe Work Procedures – from section 3.
- Rules – from section 4.
- Emergency Preparedness – from section 9.

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

6.0 OTHER

There was nothing else to report.

7.0 NEXT MEETING

Due to the Canada long weekend, the next meeting will be held on Wednesday, June 29, 2022 at 1:30 p.m. in the Council Chamber.

8.0 ADJOURNMENT

There being no further business, the meeting adjourned at 2:05 p.m.

Scott LeBlanc, Chair

Adam Grant, Co-Chair

Date Approved: _____

Department	Date of Tool Box	Topics
	June 29, 2022	
Engineering – Public/Capital Works	June 24, 2022	Review of Utility Trailers SWP-PW-09
Finance/Corporate Services/Bylaw Enforcement	June 17, 2022	Fatigue
Hillsview Acres		
Landfill MRF	May 30, 2022 June 3, 2022	Working in the Heat, Staying Hydrated Review of Hazards on Conveyor Line (Sharps)
Planning	June 22, 2022	Fatigue
QPEC - Admin	June 6, 2022	Tick Bite Prevention
QPEC - Operations	June 20, 2022	Online RQM JOSH Information
QPEC – Fitness Centre	June 3, 2022	How to avoid overheating during exercise
Recreation & Comm. Facilities/ Economic Development		
VIC	June 27, 2022	Working Alone
Parks/Grounds – seasonal staff	June 25, 2022	Review of Repetitive Strain Injury SWP-COM-01
Pools – Milton & North Queens	Closed	Closed

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

Stats:

Vaccination Status:

3+ Doses – 65.8%

2 Doses – 87.9%

1 Dose – 4.5%

0 Doses – 7.6%

Other Stats:

Total in Hospital – 37

In ICU – 5

Hospital Admissions for the Month - 114

Length of Stay – 6.3 days

Positive PCR Tests Last Month – 4,882

Deaths for the Month – 38

Total Deaths - 438

Volume 1 – Region of Queens Safety Program – Policies, Forms & Rules – Part 3

This presentation will cover the following sections of Volume 1 of our Safety Program:

- 1. Maintenance Program – Section 5**
- 2. Training and Safety Meetings – Section 6**
- 3. Inspections – Section 7**
- 4. Records and Statistics – Section 10**

Maintenance Program:

- Tools and equipment used at the Region of Queens are provided with instruction and servicing manuals. These documents shall be referred to for guidance regarding routine preventative maintenance and repairs
- This maintenance should be undertaken according to the manufacturers' servicing standards and the schedule recommended by the manufacturer.
- Preventative maintenance, pre-trip reports and repair logs for all equipment and vehicles shall be kept in the works garage for reference if necessary.
- A pre-trip form must be completed for vehicles and equipment prior to the first use for that day. These forms are located in Volume 1 of our safety manual.
- For equipment and tools in need of repair or servicing, please refer to the safe work practice for the Tag-out system before further use.

Training and Safety Meetings:

- **Training:**

- All employees shall be trained to meet the requirements of the applicable legislation to undertake their jobs in a manner that protects their own health and safety and that of other persons in the workplace.
- All employees will receive training in the Workplace Hazardous Materials Information System.
- Sufficient employees shall be trained in Emergency First Aid to exceed the training requirements of the NS First Aid Regulations. All employees who work alone shall also be trained in Emergency First Aid.
- In addition to the required training mentioned above; supervisors and department heads are responsible to ensure employees receive specific on-the-job training as necessary.
- Records of training shall be maintained and kept up-to-date to ensure that all employee training remains current.

Orientation:

- All new employees shall receive an Orientation package specific to their job which shall include information regarding the Region of Queens Safety Program, the Occupational Health and Safety Act and the Joint Occupational Health and Safety Committee.
- Included in this package are documents and forms to acknowledge that the new employee receives the following:
 - Joint Occupational Health & Safety Policy
 - Policy on Sexual Harassment
 - Fire Safety Plan
 - Violence in the Workplace Policy

The Orientation package is currently being revised as additional policies, content and procedures will be added to the above as necessary.

Safety Meetings:

- The Joint Occupational Health and Safety Committee (JOSH) shall meet at least monthly.
- The JOSH Committee shall oversee the area of safety concerns.
- It must be comprised of representatives from different workplaces; both management and operations staff included.
- An important component of these meetings shall be the toolbox meetings. These must be held a minimum of once per month in each Region of Queens department or workplace.
- Toolbox meetings are issue driven (ie: past incidents) or topic driven. All employees are to attend as this is an essential part of employee training. Toolbox meetings must be documented and reported at the safety meetings every month.

Inspections:

- Inspections are tours of the workplace to observe and determine the level of safety compliance with established standards for hazard controls, safe work practices, job procedures and safety rules.
- The purpose of these inspections is to identify the following:
 - Potential problems.
 - Equipment deficiencies or defects.
 - Proper/Improper employee action.
 - Inadequacies in hazard controls or remedial actions.
 - The effects of change to the workplace, including new hazards not previously identified.

Workplace Inspections:

- Should not be confused with Hazard Assessments which address: What If?
- Workplace Inspections address the question: What Is?
- Inspections may be informal such as a supervisor walking around a workplace at the start of a shift to ensure all health and safety hazards are properly controlled.
- Inspections may also be formal whereby representatives of the JOSH Committee make this tour together on an annual basis with a comprehensive inspection checklist designed for workplaces, work tasks, tools, equipment, etc.

Workplace Inspections – Checklist & Action List Forms:

- **Checklist: Things to look for:**

- Environment – Dust, fumes, noise, heat or cold
- Fire Protection – Fire extinguishers, training, 911 service
- Hazards Present – Cords, outlets, bare wires, fuses
- First Aid – Kits, training, eyewash stations
- Safety Indicators – Illuminated exit signs, emergency lights
- Job specific hazards – Heavy lifting, spills, ventilation
- Housekeeping – Tools & implements, waste disposal, trip & fall hazards
- Access to safety information – RQM Safety Manual & OHS Act & Regulations

Workplace Inspections – Checklist & Action List Forms:

- **Action List: Corrective actions:**

- The second page allows for details regarding any deficiencies found; the required corrective actions and a timeline for completion relevant to the degree of hazard presented by the deficiency.

- **Pre-trip Inspection Forms:**

- Must be completed for vehicles and equipment prior to the first use of the work day.
- Things to look for: Fluid levels, belts & hoses, drive train, attachments, brakes, exhaust, wipers, body, glass, mirrors, lights, seat belts, back-up alarms, 2-way radio, fire extinguisher, first aid kit, horn, cabin and current motor vehicle inspection.

- **First Aid Kit Audit Form:**

- This form allows for the inventory of first aid kits to ensure that all the required materials are present in all first aid kits in use at Region of Queens workplaces and equipment.

Statistics: Incidents:

- In this section are forms to compile the following information:
- Monthly & Yearly reporting on:
 - Number of incidents
 - Date and time of incidents
 - Department(s) where incidents occurred
 - Name of injured
 - Lost time/days if applicable

This concludes the presentation on Volume 1 of the Region of Queens Safety Manual. The information included could be communicated by way of a tool box meeting to ensure that all employees have a knowledge of Volume 1's contents. The complete safety manual can be found online at:

<https://www.regionofqueens.com/document-library/josh/2376-region-of-queens-safety-manual/file>