

**Joint Occupational Health & Safety Committee**

**Thursday, August 25, 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 29, 2022
3. CHANGES/APPROVAL OF AGENDA
4. OLD BUSINESS
  - 4.1 Accident Reports
  - 4.2 Tool Box Meetings
  - 4.3 Training
  - 4.4 Facility Inspections
5. NEW BUSINESS
  - 5.1 Safety Suggestions
  - 5.2 Region of Queens Joint Occupational Health & Safety Policy Renewals
  - 5.3 Covid-19 – Update
  - 5.4 Presentation - Heat Related Illnesses In the Workplace Video
6. OTHER
7. NEXT MEETING – Thursday, September 29, 2022
8. ADJOURNMENT

**REGION OF QUEENS MUNICIPALITY  
JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE  
WEDNESDAY, June 29, 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  
David Kelley, QPEC  
Scott Orme, Parks & Grounds  
Audrey Wamboldt, Hillview Acres  
Steven Parnell, Capital Works  
Steven Kennedy, Capital Works  
Kelley-Anne Hurley, Bylaw

**REGRETS:** Meaghan Roberts, QPEC  
Robin McKinnon, Hillview Acres  
Kevin Weagle, Public Works  
Frank Oickle, Landfill/MRF

**1.0 CALL TO ORDER**

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

**2.0 APPROVAL OF MINUTES – June 2, 2022**

It was moved by Adam Grant and seconded by Audrey Wamboldt that the Minutes of the Joint Occupational Health and Safety Committee meeting held on June 2, 2022, be approved.

MOTION CARRIED unanimously.

**3.0 CHANGES / APPROVAL OF AGENDA**

It was moved by Mallory Plummer and seconded by Steven Kennedy 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**

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

### 4.3 **Training**

To date the following courses are scheduled or pending:

**First Aid Basic** – Fall 2022 - A 1 day course in the Council Chambers will be held for approximately 15 employees from various Region of Queens departments.

**Trenching and Excavation** - July 6, 2022 - A 1-day course will be held in the Council Chambers for approximately 14 employees from the Public Works/Capital Projects department.

**Confined Spaces** - A 1-day course will be held on July 27, 2022 for approximately 14 employees from the Public Works/Capital Projects department.

**Scaffolding Course** - A 1-day course will be held in Dartmouth. This course has recently been made available since Covid-19 restrictions were lifted. Approximately six employees will take this course. The date is pending.

Audrey said that Hillsvie Acres is looking to resume training soon.

## 5.0 **NEW BUSINESS**

### 5.1 **Safety Suggestions**

There were no safety suggestions to report.

### 5.2 **Region of Queens Tool Box Meeting Forms - Online Access**

Garrett Chetwynd gave a tutorial on how tool box meetings and accident investigations can be documented and reported online. All departments can continue to use paper forms but when these run out, the online site should be used. The site allows for individual departments to fill out the same information the printed forms required them to. The Chair of the Joint Occupational Health and Safety Committee will obtain the necessary completed documents prior to each safety meeting to report to the committee. The link for this site can be obtained from Garrett Chetwynd.

### **5.3 Region of Queens SDS Sheets - Online Access**

Scott stated that he would start work on compiling a PDF document comprised of SDS sheets for all hazardous materials used in Region of Queens workplaces. This document will be searchable with keywords to enable all employees to find the necessary SDS sheet they are looking for. Scott mentioned that he would need inventories of all materials currently in use. Once he has these inventories, he will download the SDS sheets and create a document to include them all. Scott hopes to have this completed this fall and ready to download on the Joint Occupational Health and Safety Committee page on the Region of Queens website.

- 5.4** 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 29, 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:**

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

**5.5 Nova Scotia First Aid Regulations Amendment**

Scott gave a report on the repeal on June 13, 2022 of the Nova Scotia First Aid Regulations. New amended First Aid Regulations have been consolidated in the Nova Scotia Workplace Health and Safety Regulations. The highlights are as follows:

- The new regulations include language to ensure the placement of first aid supplies aligns with the NS Accessibility Act.
- All training requirements and workplace first aid kit requirements must comply with CSA Standard Z120-17 (R2021) which will see Nova Scotia harmonized with the rest of the country regarding first aid regulations.
- New first aid kit requirements with supplies that emphasize sanitization. Workplaces in Nova Scotia have until June 13, 2023 to ensure they have these first aid kits in place.
- Emergency First Aid training is now called Basic First Aid training.
- First aid certificates will be transferable throughout Canada.

For the most part, the Region of Queens meets or exceeds these Regulation amendments. A new first aid kit audit form as well as The Region of Queens Safety Manual has been updated to reflect these

changes and is available on our website on the Joint Occupational Health and Safety Committee page on the Municipal Services tab.

**5.6 Safety Presentation - RQM Safety Program - Volume 1 - Maintenance Program, Training & Safety Meetings, Inspections & Records & Statistics - Part 3**

Scott gave a third Power Point presentation on Volume 1 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 four sections of this volume in-depth. They are as follows:

- Maintenance Program – from section 5
- Training & Safety Meetings – from section 6
- Inspections – from section 7
- Records & Statistics – from section 10

This concludes the Region of Queens Safety Program Volume 1 presentation. The information covered would make good tool box meetings for all workplaces to review the content of Volume 1.

**6.0 OTHER**

There was nothing else to report.

**7.0 NEXT MEETING**

The next meeting will be held on Thursday, July 28, 2022 at 1:30 p.m. in the Council Chamber.

**8.0 ADJOURNMENT**

There being no further business, the meeting adjourned at 1:56 p.m.

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Scott LeBlanc, Chair

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Adam Grant, Co-Chair

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

# REGION OF QUEENS MUNICIPALITY

## Supervisor's Accident Investigation Report

No 0492

Company or Branch <b>Capital Works</b>		Department <b>Eng 3 Public Works</b>	
Exact Location <b>344 Main St</b>		Date of Occurrence <b>Aug 15/22</b>	Time <b>8:20<sup>AM</sup></b>
PERSONAL INJURY		PROPERTY DAMAGE	
Injured's Name <b>Ronnie Levy</b>		Property Damaged	
Occupation <b>MO/Lab.</b>	Injured Part of Body <b>Leg</b>	Estimated Costs \$	Actual Costs
Nature of Injury <b>Fell</b>		Nature of Damage	
Object/Equipment/Substance/Inflicting Injury <b>Open hole</b>		Object/Equipment/Substance/Inflicting Damage	
Person with most control of Object/Equipment/Substance		Person with most control of Object/Equipment/Substance	

Describe Clearly How The Accident Occurred: Attach Accident Diagram For All Motor Vehicle Accidents.

DESCRIPTION

**While exiting the excavation Ronnie fell/tripped over an open hole MH cover, injuring both legs. He was taken to ER for treatment.**

What Acts, Failures To Act and/or Conditions Contributed Most Directly To This Accident?

**Failure to cover open hole**

ANALYSIS

What Are The Basic or Fundamental Reasons For The Existence Of These Acts and/or Conditions?

**Inspection of tank, MH was not recovered.**

Loss Severity Potential

Major     Serious     Minor

Probable Recurrence Rate

Frequent     Occasional     Rare

What Action Has or Will Be Taken To Prevent Recurrence? Place X By Items Completed.

PREVENTION

**Reviewed and updated hazard assessment. Reminded employees that all holes should be properly covered to avoid accidents and injuries**

Investigated By **St. Paul**

Date

Reviewed By 

Date

**16/08/2022**

Adequate time spent on proper investigation and effective remedial action is cost reduction effort on tomorrow's losses.

# REGION OF QUEENS MUNICIPALITY

## Supervisor's Accident Investigation Report

No 0453

Company or Branch <b>RQM</b>		Department <b>Parks &amp; Grounds</b>	
Exact Location <b>Beach Meadows Beach</b>		Date of Occurrence <b>Aug. 18/22</b>	Time <b>9:15</b> <input checked="" type="checkbox"/> AM <input type="checkbox"/> PM
<b>PERSONAL INJURY</b>		<b>PROPERTY DAMAGE</b>	
Injured's Name <b>Kevin Henderson, <del>Scott D'Amico</del></b>		Property Damaged <b>—</b>	
Occupation <b>Grounds Keeper</b>	Injured Part of Body <b>Legs &amp; Ankles</b>	Estimated Costs \$ <b>—</b>	Actual Costs <b>—</b>
Nature of Injury <b>Bee Stings</b>		Nature of Damage <b>—</b>	
Object/Equipment/Substance/Inflicting Injury <b>—</b>		Object/Equipment/Substance/Inflicting Damage <b>—</b>	
Person with most control of Object/Equipment/Substance <b>—</b>		Person with most control of Object/Equipment/Substance <b>—</b>	

Describe Clearly How The Accident Occurred: Attach Accident Diagram For All Motor Vehicle Accidents.

<b>D E S C R I P T I O N</b>	<p><i>While cutting dead trees, employee was standing on a hornet nest which was located in the ground in the sand. Not being able to see the nest, the bees went up pant legs stinging the employee multiple times. While I was assisting to clear the bees from employee, I was also stung 4 times on the right arm.</i></p>
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What Acts, Failures To Act and/or Conditions Contributed Most Directly To This Accident?

<b>A N A L Y S I S</b>	<p><i>Nest in the ground in bushes that are around 2 feet high.</i></p>
	<p style="text-align: center;">What Are The Basic or Fundamental Reasons For The Existence Of These Acts and/or Conditions?</p> <p><i>Dead trees causing hazard.</i></p>

<p>Loss Severity Potential</p> <input type="checkbox"/> Major <input type="checkbox"/> Serious <input checked="" type="checkbox"/> Minor	<p>Probable Recurrence Rate</p> <input type="checkbox"/> Frequent <input type="checkbox"/> Occasional <input checked="" type="checkbox"/> Rare
<p><i>Could be major if employee was allergic.</i></p>	

What Action Has or Will Be Taken To Prevent Recurrence? Place X By Items Completed.

<b>P R E V E N T I O N</b>	<p><i>check for bees before starting the task</i></p>
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Investigated By <i>Att One</i>	Date <b>Aug 19/22</b>	Reviewed By <i>[Signature]</i>	Date <b>August 22/2022</b>
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Adequate time spent on proper investigation and effective remedial action is cost reduction effort on tomorrow's losses.

<b>Department</b>	<b>Date of Tool Box</b>	<b>Topics</b>
	<b>July, 2022</b>	
<b>Engineering – Public/Capital Works</b>	July 18, 2022 July 21, 2022	Cleaning Leachate Pond Liner WHMIS Refresher
<b>Finance/Corporate Services/Bylaw Enforcement</b>	July 15, 2022 July 20, 2022	Lifting Covid-19 Restrictions WHMIS Refresher
<b>Hillsview Acres</b>	June 28, 2022 June 28, 2022 July 19, 2022 July 19, 2022	Avoiding Heat Illness and Injury Fire Safety Checklist for the Workplace WHMIS Refreshers Are You Ok? YouTube Video
<b>Landfill MRF</b>	July 21, 2022 July 21, 2022	WHMIS Refresher WHMIS Refresher
<b>Planning</b>	July 20, 2022	WHMIS Refresher
<b>QPEC - Admin</b>	July 7, 2022 July 22, 2022	Positive Attitude At Work WHMIS Refresher
<b>QPEC - Operations</b>	July 22, 2022	WHMIS Refresher
<b>QPEC – Fitness Centre</b>	July 11, 2022 July 22, 2022	Awareness of Breath Practice WHMIS Refresher
<b>Recreation &amp; Comm. Facilities/ Economic Development</b>	July 5, 2022 July 20, 2022	Deskercise – benefits of stretching WHMIS Refresher
<b>VIC</b>	July 15, 2022	WHMIS Refresher
<b>Parks/Grounds – seasonal staff</b>	July 19, 2022 July 22, 2022	Extreme Heat SWP-COM-13 WHMIS Refresher
<b>Pools – Milton &amp; North Queens</b>	June 30, 2022 June 27, 2022 June 27, 2022 June 27, 2022 July 21, 2022 July 21, 2022	Pool Chemicals – How to Use Safely Milton Pool – WHMIS Refresher NQAC – Pump & Mechanical Milton Pool – Pump & Mechanical Hypothermia & Heat Exhaustion Insect Bites

<b>Department</b>	<b>Date of Tool Box</b>	<b>Topics</b>
	<b>August, 2022</b>	
<b>Engineering – Public/Capital Works</b>	August 24, 2022	Review of SWP-PW-07 Heavy Equipment Start-Up
<b>Finance/Corporate Services/Bylaw Enforcement</b>	August 19, 2022	Computer Ergonomics
<b>Hillsview Acres</b>	August 17, 2022 August 17, 2022	Resident Falls & Safe Handling Utensils & Cards, Safety Around the Stove
<b>Landfill MRF</b>	August 24, 2022	Review of SWP-LF-05 Sorting Conveyor
<b>Planning</b>		
<b>QPEC - Admin</b>	August 8, 2022	RQM Covid-19 Update
<b>QPEC - Operations</b>	July 12, 2022	July 2, 2022 New Covid-19 Rules
<b>QPEC – Fitness Centre</b>		
<b>Recreation &amp; Comm. Facilities/ Economic Development</b>	August 2, 2022	Lightning Safety & Preparedness
<b>VIC</b>	August 9, 2022	Lightning Safety & Preparedness
<b>Parks/Grounds – seasonal staff</b>	August 17, 2022	SWP-COM-16 General Housekeeping
<b>Pools – Milton &amp; North Queens</b>	July 19, 2022 Milton July 25, 2022 Milton July 27, 2022 NQAC August 9, 2022 NQAC August 12, 2022 Milton	Sprains & Strains Head, Neck & Back Injury Shock Sunburn Treatment Sunburn Treatment



## REGION OF QUEENS MUNICIPALITY JOINT OCCUPATIONAL HEALTH AND SAFETY POLICY

It shall be the policy of the Region of Queens Municipality to conduct all operations safely, to do all that is reasonable to prevent injury to persons and damage to property and to protect the employees, the Region, and the public from the results of accidents and fire. All practical steps shall be taken to build and maintain a safe and healthful workplace. It is recognized that safe working practices are a joint responsibility of both the employer and all employees.

### MISSION

*We will not knowingly expose ourselves, contractors, or members of the general public to unacceptable safety or health risks in the execution of our public service activities.*

### STRATEGIC GOALS

*The Region of Queens Municipality believes that all injuries and occupational illnesses are preventable.*

*The Region of Queens Municipality will endeavour to meet or exceed available standards as defined by recognized safety, health, occupational hygiene and regulatory authorities through the application of engineering controls, administrative controls, personal protective equipment, promotion, training and education.*

*Health and safety shall always be the overriding factor in situations where production or public service may also be at stake.*

*All employees are held to be individually responsible for their own safety and health, that of co-workers and employees working under their direction.*

THIS IS TO CERTIFY THAT the Joint Occupational Health and Safety Policy, of which the foregoing is a true copy, was passed by the Council of the Region of Queens Municipality at a meeting duly held on the 19<sup>th</sup> day of October, 1998.

MAYOR

REGIONAL CLERK

**REGION OF QUEENS MUNICIPALITY JOINT OCCUPATIONAL HEALTH AND SAFETY  
POLICY RENEWAL**

The Regions of Queens Joint Occupational Health & Safety Committee conducted a review of The **REGION OF QUEENS MUNICIPALITY JOINT OCCUPATIONAL HEALTH AND SAFETY POLICY** on August 25, 2022. The original policy was approved on October 19, 1998 and last reviewed on July 29, 2021.

The Policy was found to be current and relevant as required by The Occupational Health & Safety Act and the supporting Regulations. No changes are required at this time.

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Chair

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Vice-Chair



REGION OF QUEENS MUNICIPALITY  
JOINT OCCUPATIONAL HEALTH AND SAFETY POLICY  
RESPONSIBILITIES AND ACCOUNTABILITY POLICY

Council and Mayor

- 1) Has full responsibility to approve, amend and modify safety manual policies, (referred to as Volume I) pertaining to an Occupational Health and Safety Program.
- 2) Approves sufficient funds in yearly operating budgets to allow the implementation of policies, procedures and practices pertaining to an Occupational Health and Safety Program, including but not limited to training, safety equipment and work places.

Chief Administrative Officer

- 1) Has full responsibility for the Joint Occupational Health and Safety Program, and is accountable to the Region of Queens' Council.
- 2) Authorizes necessary expenditures for implementation of the various segments of the Joint Occupational Health and Safety Program, as approved by the Council.
- 3) Issues the necessary policy directives as formulated by the Joint Occupational Health and Safety Committee.
- 4) Ensures that management at all levels shall enforce safety.
- 5) Ensures Department Heads realize that no job is efficiently completed unless every safety precaution associated with the performance of the job is strictly complied with.
- 6) Makes safety a part of periodic discussions with the Department Heads and supervisors.
- 7) Kept informed of the accident experience of the Region and the predominating causes for accidents.
- 8) Passes on instructional information to Department Heads when reviewing the Minutes of a Safety Committee meeting.
- 9) Takes an active interest in handling cases requiring discipline.
- 10) Provides information, education, instructions and assistance to all Department Heads, staff and ensures Department Heads understand the Region's Safety Policy and the Occupational Health and Safety Act and Regulations of Nova Scotia.

Department Heads

- 1) Are accountable to the Chief Administrative Officer and responsible for ensuring that the Region's Health and Safety Policy, and Safe Working Practices are fully understood by staff assigned to them.
- 2) In consultation with the Joint Health and Safety Committee for the Region ensure that codes of practice, safe working practices are consistent of the Occupational Health and Safety Act and Regulations of N. S.
- 3) Stimulate the interest and ensure the participation of management and employees assigned to them in health, safety, and related safety matters.
- 4) Monitor the application of the Region's Health and Safety Policy to ensure the desired goals and objectives of the Health and Safety Policy are attained.
- 5) Responsible for preventing injury, sickness, disease, death to any management and employees within their respective departments.
- 6) Establishing the necessary preventive programs to prevent damage, destruction and loss of materials or equipment.
- 7) Establish objectives and standards consistent with applicable health and safety legislation.
- 8) Monitor all levels of responsibility and direct corrective action as required.
- 9) Provide information, education and assistance to all supervisory staff, and ensure supervisors understand the Region's Safety Policy.
- 10) Understand and enforce the Health and Safety Policy as well as the Occupational Health and Safety Act of N. S.
- 11) Assist supervisors in establishing codes of practice/safe job procedures.
- 12) Ensure that all staff have proper and well-maintained safety equipment as well as special personal protective devices when required.
- 13) Review and recommend approval of safe job procedures to Chief Administrative Officer.
- 14) Provide ongoing safety education programs and approved first aid training courses as required in consultation with the Joint Occupational Health and Safety Committee.
- 15) Review all accident investigation reports - approve or support remedial actions recommended, as necessary.
- 16) Conduct inspection of work areas and locations within their department.

Department Heads (cont.)

- 17) Serve on Joint Occupational Health and Safety Committee as required.
- 18) Provide information, education, instructions and assistance to management personnel, staff and ensures management personnel understands the Region's Safety Policy.
- 19) Ensure that a Workers' Compensation Board report be filed on all accidents.
- 20) Without limiting the generality of the foregoing any other related duties required by the Region or Regulations.

Management Personnel - (Supervisors, Division Heads)

- 1) Responsible for the Health and Safety Program in their respective areas of responsibility and are accountable to their respective Department Head for their accident prevention efforts.
- 2) Displays leadership, by setting an example in placing safety at the forefront of their operations and stimulating their subordinates' interest and supporting health and safety initiatives.
- 3) Implement and enforces Health and Safety Policy set forth by the Region and ensures subordinate staff understand same.
- 4) Determine a safe method of performing work with all job assignments including the usage, placing and storage of equipment and material.
- 5) Ensure that employees are briefed regarding potential hazards associated with work assignments, and to hold supervisory meetings to discuss safety topics of current importance.
- 6) Ensure that employees are aware of location of first aid kits and other emergency equipment and ensure required numbers of designated personnel are trained in first aid.
- 7) Consult with employees to establish safe job procedures.
- 8) Ensure that safe practices are current with developments in statutory requirements and sound industrial practice, consulting when necessary with the Department Head.
- 9) Ensure that the conduct of operations provide maximum protection of the public and minimum inconvenience to the public.
- 10) Ensure that all equipment is maintained in a safe operating condition, and that all materials are properly transported, handled and stored in a safe manner by properly trained personnel.

Management Personnel (cont.)

- 11) Ensure that no person is permitted to work without proper instructions and supervision appropriate to the circumstances.
- 12) Ensure that new employees receive orientation on safe work practices and the application of the Region's Safety Policy.
- 13) Ensure that all accidents or incidents are reported to their respective Department Head.
- 14) Conduct a review of accident reports to ensure they are complete and contain recommended remedial measures.
- 15) Recommends necessary corrective action to their respective Department Head.
- 16) Ensure that recommended corrective measures are implemented.
- 17) Conduct regular inspections to ensure required housekeeping standards are maintained, and that work equipment is maintained in a safe operating condition.
- 18) Monitor effectiveness of the Health and Safety Policy and report any deficiencies to their respective Department Head.
- 19) Ensure that medical attention is obtained for an injured employee.
- 20) Monitor status of injured employees and report status when necessary to Department Head.
- 21) Ensure that department safety concerns are placed before production.
- 22) Attend the Joint Occupational Health and Safety Committee meetings as required.
- 23) Provide information, education, instruction and assistance to employees and ensure that staff understands the Region's Safety Policy.
- 24) Without limiting the generality of the foregoing, any other related duties required by the Region or Regulations.

Employees

- 1) Responsible for understanding and complying with the Health and Safety Policy and working in accordance with safe working practices and are accountable to management personnel.
- 2) Take every precaution reasonable and practical to protect themselves, fellow-workers, and the public from health hazards and unsafe conditions.
- 3) Study and comply with the Region's Safety Policy, Rules and Procedures.

Employees (cont.)

- 4) Follow established safe job procedures.
- 5) Work in accordance with Management Personnel's instructions.
- 6) Take care of tools, property and equipment entrusted to him/her in the course of his/her work.
- 7) Arrange and maintain work areas so that they are safe at all times.
- 8) Understand instructions and provisions of the Occupational Health and Safety Act and the Region's Safety Policy.
- 9) Learn and avoid hazards inherent in the work.
- 10) Inform supervisor of his/her ideas and thoughts on how to improve the work methods and work conditions of the jobs.
- 11) Report all accidents, incidents and near misses or unsafe conditions to the supervisor.
- 12) Dress safely for the type of work required.
- 13) Always use the personal protective equipment provided for safety on jobs requiring the use of personal protective equipment.
- 14) Never take chances - no horseplay.
- 15) Not to operate equipment for which the employee has not been trained and authorized to operate.
- 16) Not to operate equipment without proper guards or safety devices.
- 17) Know the location of first aid and other emergency equipment and, if necessary, be trained to operate it.
- 18) Always put safety ahead of production.
- 19) Participate in the Joint Occupational Health and Safety Committee as required.

Joint Occupational Health and Safety Committee

- 1) To promote safety with the objective of maintaining and creating safety consciousness or attitudes on the part of all employees through recognized and newly developed methods.
- 2) To develop and recommend safety training activities in all areas of operation.

Joint Occupational Health and Safety Committee (cont.)

- 3) To prepare safety promotional material for the assistance of all departments in the safety educational program and serve as a clearing house for the exchange of ideas developed in the field.
- 4) To develop, coordinate, and direct accident prevention efforts.
- 5) To establish necessary training and instruction for the Region's employees.
- 6) To coordinate all efforts in the maintenance of safe working conditions and practices.
- 7) To evaluate problems and causes of accidents and recommend corrective measures.
- 8) To promote and implement a comprehensive safety program for all employees to the end that everyone is safety-conscious both on and off the job.
- 9) To eliminate, or to provide suitable protection against all recognizable occupational hazards.
- 10) To devise procedures and practices that minimize the risk of accident.
- 11) To recommend a program to rectify, insofar as possible, any condition that presents a hazard.
- 12) To promote continuous safety education being carried on to create and maintain the interest of personnel in the prevention of accidents.
- 13) To maintain the interest of both management and labour in Occupational Health and Safety matters.
- 14) To provide an opportunity for open discussion of problems that resulted or could result in injury or disease.
- 15) To assist management in the evaluation or recommendations for improvements of the work environment.
- 16) To improve the cooperative spirit between management and labour.

THIS IS TO CERTIFY THAT the Responsibilities and Accountability Policy, of which the foregoing is a true copy, was passed by the Council of the Region of Queens Municipality at a meeting duly held on the 19<sup>th</sup> day of October, 1998.

C. L. A. Coetzer  
MAYOR

Chris McNeill  
REGIONAL CLERK

**REGION OF QUEENS MUNICIPALITY JOINT OCCUPATIONAL HEALTH AND SAFETY  
POLICY RESPONSIBILITIES AND ACCOUNTABILITY POLICY RENEWAL**

The Regions of Queens Joint Occupational Health & Safety Committee conducted a review of The **REGION OF QUEENS MUNICIPALITY JOINT OCCUPATIONAL HEALTH AND SAFETY POLICY RESPONSIBILITIES AND ACCOUNTABILITY POLICY** on August 25, 2022. The original policy was approved on October 19, 1998 and last reviewed on July 29, 2021.

The Policy was found to be current and relevant as required by The Occupational Health & Safety Act and the supporting Regulations. No changes are required at this time.

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Chair

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Vice-Chair

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/>

### **July and August , 2022 Covid-19 News and Stats:**

The only Covid-19 restrictions in Nova Scotia such as self-isolation and masking is still in effect in high risk settings like long-term care facilities and health care facilities. This will continue to be evaluated. Self-isolation and masking is recommended but not required. Guidance regarding self-isolation is still available at <https://www.nshealth.ca/what-do-i-need-know-about-covid-19-self-isolation>. Omicron variant cases continue across the province.

### **NEWS:**

Parents can book Covid-19 vaccine for children 6 months to under 5 years old and some pregnant people. in early August. Booster doses for 50 years and older can now be booked but it is recommended that people in this age group wait until fall to receive their dose.

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

### **Stats:**

#### **Vaccination Status:**

3+ Doses – 52.6%

2 Doses – 81.8%

1 Dose – 3.4%

0 Doses – 14.8%

#### **Other Stats:**

Total in Hospital – 46

In ICU – 4

Hospital Admissions for the Last 2 Months - 369

Length of Stay – 6.3 days

Positive PCR Tests for the Last 2 Months – 16,220

Deaths for the Month – 34

Total Deaths - 484