

Joint Occupational Health & Safety Committee

Thursday, September 29, 2022

1:30 p.m.

A G E N D A

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 – Correction of Deficiencies
5. NEW BUSINESS
 - 5.1 Safety Suggestions
 - 5.2 Region of Queens Joint Occupational Health & Safety Policy Renewals
 - 5.3 Safety Manual Review: Discussion
 - 5.3a Safe Work Practice – Hot Work in Region of Queens Workplaces
 - 5.3b Hot Work Permit Form
 - 5.4 Presentation – Hot Work Safety in Workplaces Video
6. OTHER
7. NEXT MEETING – Thursday, October 27, 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.

Scott LeBlanc, Chair

Adam Grant, Co-Chair

Date Approved: _____

REGION OF QUEENS MUNICIPALITY

Supervisor's Accident Investigation Report

No 0492

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

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

inspection of tank, MH was not recovered.

ANALYSIS

<p>Loss Severity Potential</p> <input checked="" type="checkbox"/> Major <input type="checkbox"/> Serious <input type="checkbox"/> Minor	<p>Probable Recurrence Rate</p> <input type="checkbox"/> Frequent <input type="checkbox"/> Occasional <input checked="" type="checkbox"/> 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 RQM		Department Parks & Grounds	
Exact Location Beach Meadows Beach		Date of Occurrence Aug. 18/22	Time 9:15 <input type="checkbox"/> AM <input type="checkbox"/> PM
PERSONAL INJURY		PROPERTY DAMAGE	
Injured's Name Kevin Henderson		Property Damaged —	
Occupation Grounds Keeper	Injured Part of Body Legs & Ankles	Estimated Costs \$ —	Actual Costs —
Nature of Injury Bee Stings		Nature of Damage —	
Object/Equipment/Substance/Inflicting Injury —		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.

D E S C R I P T I O N

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.

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

Nest in the ground in bushes that are around 2 feet high.

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

Dead trees causing hazard.

A N A L Y S I S

<p style="text-align: center;">Loss Severity Potential</p> <p><input type="checkbox"/> Major <input type="checkbox"/> Serious <input checked="" type="checkbox"/> Minor</p>	<p style="text-align: center;">Probable Recurrence Rate</p> <p><input type="checkbox"/> Frequent <input type="checkbox"/> Occasional <input checked="" type="checkbox"/> Rare</p>
---	---

Could be major if employee was allergic.

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

CHECK FOR BEES BEFORE STARTING THE TASK

P R E V E N T I O N

Investigated By [Signature]	Date Aug 19/22	Reviewed By [Signature]	Date August 22/2022
------------------------------------	-----------------------	--------------------------------	----------------------------

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 0280

Company or Branch Hillsview Acres		Department Hillsview Acres.	
Exact Location Middlefield, NS		Date of Occurrence 09/19/2022	Time 9:50 <input checked="" type="checkbox"/> AM <input type="checkbox"/> PM
		Date Reported 09/19/2022	
PERSONAL INJURY		PROPERTY DAMAGE	
Injured's Name Shaun Allen		Property Damaged	
Occupation casual cook	Injured Part of Body Ⓡ Thumb.	Estimated Costs \$	Actual Costs
Nature of Injury cut finger/thumb.		Nature of Damage	
Object/Equipment/Substance/Inflicting Injury paring knife.		Object/Equipment/Substance/Inflicting Damage	
Person with most control of Object/Equipment/Substance Shaun Allen.		Person with most control of Object/Equipment/Substance	

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

DESCRIPTION

Staff person went to prepone potatoes for lunch - roasted potatoes. He had added oil to the potatoes before realising they were too big and needed them to be cut in quarters. While wearing vinyl gloves staff proceeded to give potatoes and the paring knife slipped and cut his Ⓡ thumb (through the vinyl).

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

ANALYSIS

Potato is oily/wat - Potatoes were only cut in 1/2 (too large) so staff went to cut them smaller (in quarters) - the oil was already on the potatoes prior to cutting them up smaller.

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

Ensure potatoes are cut to specific size prior to adding ingredients - this way decreases chance of holding slippery potatoes. - CUT potatoes prior to adding oil.
- gloves worn to protect hands - but made holding potatoes difficult

Loss Severity Potential		Probable Recurrence Rate		
<input type="checkbox"/> Major	<input type="checkbox"/> Serious	<input checked="" type="checkbox"/> Minor	<input type="checkbox"/> Frequent	<input type="checkbox"/> Occasional
			<input type="checkbox"/> Rare	<input checked="" type="checkbox"/> Rare

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

PREVENTION

Ⓢ medical attention was sought @ SSRTT - but did not see physician.
ET Tool Box will be provided.

Investigated By 	Date Sept 21/22	Reviewed By	Date
---------------------	---------------------------	-------------	------

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 0380

Company or Branch Region of Queens Municipality		Department Recreation-Aquatics	
Exact Location North Queens Aquatic Centre		Date of Occurrence Aug 26/22	Time 11:00 <input checked="" type="checkbox"/> AM <input type="checkbox"/> PM
PERSONAL INJURY		PROPERTY DAMAGE	
Injured's Name Hannah Reinhart-Smith		Property Damaged	
Occupation Lifeguard/Instructor	Injured Part of Body Nose	Estimated Costs \$	Actual Costs
Nature of Injury Broken Nose		Nature of Damage	
Object/Equipment/Substance/Inflicting Injury Bottom of pool		Object/Equipment/Substance/Inflicting Damage	
Person with most control of Object/Equipment/Substance Staff member		Person with most control of Object/Equipment/Substance	

D E S C R I P T I O N	Describe Clearly How The Accident Occurred: Attach Accident Diagram For All Motor Vehicle Accidents.
	Swimming lesson instructor was demonstrating a back somersault in the water, which is a swimming lesson criteria, and hit nose on bottom resulting in a broken nose.

A N A L Y S I S	What Acts, Failures To Act and/or Conditions Contributed Most Directly To This Accident?
	Going too far backwards, not tucking knees in or adequately protecting the face for the duration of the somersault.
	What Are The Basic or Fundamental Reasons For The Existence Of These Acts and/or Conditions?
	Protection of face to avoid injury, keeping knees tucked to avoid going too deep in the water

Loss Severity Potential <input type="checkbox"/> Major <input type="checkbox"/> Serious <input checked="" type="checkbox"/> Minor	Probable Recurrence Rate <input type="checkbox"/> Frequent <input type="checkbox"/> Occasional <input checked="" type="checkbox"/> Rare
---	---

P R E V E N T I O N	What Action Has or Will Be Taken To Prevent Recurrence? Place X By Items Completed.
	The accident occurred on the last day of pools being operational so the staff member who was injured did not return to work. Manager on site reminded staff member about being aware of the surroundings and ensuring swimming lesson skills are completed safely to avoid injury.
	In the future, at the beginning of the summer Managers will continue to review swimming lessons skill safety as part of training days with all staff.

Investigated By M. Helett	Date Sept 1/22	Reviewed By 	Date Sept-1-22
-------------------------------------	--------------------------	-----------------	--------------------------

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

Department	Date of Tool Box	Topics
	July, 2022	
Engineering – Public/Capital Works	July 18, 2022 July 21, 2022	Cleaning Leachate Pond Liner WHMIS Refresher
Finance/Corporate Services/Bylaw Enforcement	July 15, 2022 July 20, 2022	Lifting Covid-19 Restrictions WHMIS Refresher
Hillsview Acres	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
Landfill MRF	July 21, 2022 July 21, 2022	WHMIS Refresher WHMIS Refresher
Planning	July 20, 2022	WHMIS Refresher
QPEC - Admin	July 7, 2022 July 22, 2022	Positive Attitude At Work WHMIS Refresher
QPEC - Operations	July 22, 2022	WHMIS Refresher
QPEC – Fitness Centre	July 11, 2022 July 22, 2022	Awareness of Breath Practice WHMIS Refresher
Recreation & Comm. Facilities/ Economic Development	July 5, 2022 July 20, 2022	Deskercise – benefits of stretching WHMIS Refresher
VIC	July 15, 2022	WHMIS Refresher
Parks/Grounds – seasonal staff	July 19, 2022 July 22, 2022	Extreme Heat SWP-COM-13 WHMIS Refresher
Pools – Milton & North Queens	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

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

Department	Date of Tool Box	Topics
	September, 2022	
Engineering – Public/Capital Works		
Finance/Corporate Services/Bylaw Enforcement	September 9, 2022	Paper Cuts
Hillsview Acres	August 25, 2022 August 25, 2022	Kitchen Toaster Heat Pumps & Operations
Landfill MRF		
Planning		
QPEC - Admin		
QPEC - Operations	September 12, 2022	Working Alone, Covid-19 Safety, Kids in the Rink
QPEC – Fitness Centre	August 24, 2022 August 31, 2022	Foot Wear Continually Learning, Having an Open Mind With Safety
Recreation & Comm. Facilities/ Economic Development	September 6, 2022	Hydration- Importance of Water
VIC		
Parks/Grounds – seasonal staff	September 1, 2022	Safe Operation of RQM Vehicles/Speeding & School Buses
Pools – Milton & North Queens	August 2022 August 2022	Spinals, CPR, Shock & Hypothermia Broken Arm/Leg, Dislocated Shoulder, Embedded Object, Spinals etc.



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 19th 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 September 29, 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.

Chair

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 19th 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 September 29, 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.

Chair

Vice-Chair

SAFE WORK PRACTICES

HOT WORK IN REGION OF QUEENS WORKPLACES

GENERAL:

“Hot work” involves working with ignition sources near flammable and combustible materials. Examples of job tasks involving hot work includes but is not limited to welding, soldering, cutting operations and grinding metal objects. Fires and explosions can result in work areas if the proper precautions are not taken. Before starting these types of processes; the following must be adhered to:

PRACTICE:

- All Hot Work must be conducted according to “**CSA Standard W117.2-12 - Safety in Welding, Cutting and Allied Processes**”.
- A Hot Work Permit form must be filled out prior to beginning any hot work. This form is located in Volume 1, Section 2 of the Region of Queens Safety Manual.
- The Hot Work Form contains the processes that protect persons and property from injury, illness and damage due to fire and explosions that may occur from these types of job tasks.
- Refer to **SWP-PW-25 - ARC WELDING**, **SWP-PW-27 - GAS WELDING AND CUTTING** and **SWP-PW-28 - GRINDERS (PEDESTAL/BENCH TYPE)** for more information regarding hot work operations. These safe work practices can be found in Volume 2 of the Region of Queens Municipality Safety Manual.

**REGION OF QUEENS MUNICIPALITY
HOT WORK PERMIT**

This Hot Work Permit is required for any temporary operation involving open flames or producing heat and/or sparks. This includes, but is not limited to: Brazing, Grinding, Soldering, Thawing Pipe, Torchwork or Welding. **Instructions:**

1. Verify precautions listed below or do not proceed with the work.
2. Complete this permit and issue to person(s) performing the work.
3. Retain this copy for filing.

Permit #	Date:	Time:
Location of work:		
Equipment used:		
Purpose of work:		
Name of person(s) doing work:		
Name of fire watch person:		
I verify the above location has been examined, the precautions checked on the Precautions Checklist below to minimize the chance of fire. _____		
Supervisor's Name: _____ Signature: _____		
Duration (Hrs): _____ Start Time: _____ Stop Time: _____		

Hot Work Permits may not be authorized for more than one operation.

YES	NO	N/A	ITEM
			Are water hoses or fire extinguishers available and in good working order?
			Is hot work equipment in good working order?
			Have flammable liquids, dust and oily deposits within 15 m been removed?
			Has the explosive atmosphere been eliminated? Test results?
			Has the work surface area been cleaned of grease, paint, etc.?
			Have combustible floors been wet down or covered with fire resistant materials?
			Have surface areas below the work area been protected?
			Have access ways below the work area been barricaded?
			Are UV shields in place?
			Has enclosed equipment been cleansed of all combustibles?
			Will fire watch be provided during and for 60 minutes after work, including coffee and/or lunch breaks?

			Has a fire watch been provided with suitable fire extinguishing devices?
			Has the fire watch person been trained in use of fire extinguishing devices, sounding alarm(s) & emergency communications?
			Hot work area will be monitored for 4 hours after completion of work?
			Other:

DRAFT