

**REGION OF QUEENS MUNICIPALITY
JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE
THURSDAY, SEPTEMBER 27, 2022
1:30 P.M.**

Council Chamber

PRESENT: Scott LeBlanc, Chair, Public Works
Adam Grant, Vice-Chair, Public Works
Garrett Chetwynd, Public Works
David Kelley, QPEC
Steven Parnell, Capital Works
Kelley-Anne Hurley, Bylaw
Mallory Plummer, Finance
Meaghan Roberts, QPEC
Dalton Freeman, Public Works
Kevin Weagle, Public Works
Scott Orme, Parks & Grounds
Audrey Wamboldt, Hillview Acres
Eric Levy, Administration
Angela Green, Administration

REGRETS: Frank Oickle, Landfill/MRF
Robin McKinnon, Hillview Acres
Steven Kennedy, Capital Works

1.0 CALL TO ORDER

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

2.0 APPROVAL OF MINUTES – June 29, 2022

It was moved by Garrett Chetwynd and seconded by Kevin Weagle that the Minutes of the Joint Occupational Health and Safety Committee meeting held on June 29, 2022, be approved.

MOTION CARRIED unanimously.

3.0 CHANGES / APPROVAL OF AGENDA

It was moved by Mallory Plummer and seconded by Meaghan Roberts that the Agenda be approved.

MOTION CARRIED unanimously.

4.0 OLD BUSINESS

4.1 Accident Reports

There were four accidents to report.

Garrett - Capital Works reported that an employee was leaving the worksite on August 15, 2022, when he tripped over an open manhole cover and sustained injuries to both his legs. He was taken to the ER for treatment. The hazard assessment was updated and reviewed, and employees were reminded that all holes should be properly covered to avoid accidents and injuries.

Scott Orme - Parks and Grounds reported that while they were cutting dead trees on August 18, 2022, an employee was standing on a hornets nest and was stung repeatedly. The nest was in the sandy ground and couldn't be seen. The hornets went up his pant legs and he was stung at least 17 times. Another employee was stung twice while assisting the victim. No medical treatment was necessary. Going forward Parks and Grounds staff will be doing a visual inspection before starting work in an area to ensure there are no hornet and wasp nests.

Audrey - Hillsvie reported that an employee sustained a cut to his right thumb on September 19, 2022, while chopping potatoes in the kitchen. The employee had already added oil to the potatoes for roasting when he realized they were too large. While cutting them into smaller sizes, the paring knife slipped in his hand and cut his thumb through the vinyl gloves. The employee sought medical attention at South Shore Regional Hospital, but did not wait to see a physician. Potatoes are to be cut to the proper size prior to adding oil. A Tool Box will be provided to educate others and reduce the likelihood of this from happening again.

Meaghan - The pool reported that a swim instructor was demonstrating a back summersault in the water on August 26, 2022, when she struck her face on the bottom of the pool and sustained

a broken nose. The employee was seen at the ER. The main cause of this injury was the result of going too far backwards and not tucking the knees in or adequately protecting the face for the duration of the somersault. The manager will continue to review swimming lesson safety going forward as part of training with all staff.

Scott LeBlanc mentioned that there were four accident reports filled out in a 2-week period and that all staff should exercise caution when completing work tasks.

4.2 Tool Box Meetings

Departments held toolbox meetings with a great representation of topics, July and August were great, there could be a couple more for September as Public Works, Landfill/MRF and the Planning Department held no toolbox meetings. Focus is now on October. Please have them to Angela for the Friday before next meeting.

4.3 Training

Public Works staff completed courses in Confined Spaces, Trenching and Excavation & Fall Arrest/Scaffolding. Covid-19 postponed numerous courses that were required for the training of Region of Queens staff. Training affected by Covid-19 is now all caught up.

Tentative dates for staff First Aid training are pending sometime late October/Mid November for various departments. Anyone interested should reach out to Scott.

Adam mentioned that there has been a request for chainsaw safety training for approximately 10 people. Scott will look into this training.

Audrey reported that they have done Fire Safety, Infection Control, Crisis Prevention Intervention, Medication Awareness, and Best Practices and Principles of Personal Care. Training has resumed as Covid-19 postponed training this past couple of years. However, some staff were absent due to outbreak status and will need to be trained again.

Meaghan reported that some new staff at QPEC need first aid, and there have been requests from the community for a public session.

4.4 FACILITY INSPECTIONS – CORRECTION OF DEFICIENCIES

Scott reports that the facility inspections have been completed with only a minimal amount of problems found. Kevin reported that the correction of these deficiencies are going as planned. Most of these corrections involve emergency lights and a couple of outdated fire extinguishers.

5.0 NEW BUSINESS

5.1 Safety Suggestions

There was nothing to report.

5.2 Region of Queens Joint Occupational Health & Safety Policy Renewals

Department of Labour requires an annual review of Region of Queens JOHS policies by the Joint Occupational Health and Safety Committee. The Committee finds the current policies applicable and passed the following motions:

1. It was moved by Scott LeBlanc and seconded by Adam Grant:

THAT the Joint Occupational Health & Safety Committee approve that renewal of the “Region of Queens Municipality Joint Occupational Health and Safety Policy Renewal” dated September 29, 2022, for inclusion in Volume 1, Section 1 of the Region of Queens Municipality Safety Manual.

2. It was moved by Scott LeBlanc and seconded by Kevin Weagle:

THAT the Joint Occupational Health & Safety Committee approve the renewal of the “Region of Queens Municipality Joint Occupational Health & Safety Policy Responsibilities and Accountability Policy Renewal” dated September 29, 2022, for inclusion in Volume 1, Section 1 of the Region of Queens Municipality Safety Manual.

5.3 Safety Manual Review: Discussion

5.3 (a) Safe Work Practice – Hot Work in Region of Queens Workplaces

Draft of a new Safe Work Practice “Hot Work in Region of Queens Workplaces” was presented for review by the committee.

The draft has also been sent out to Garrett and QPEC. They have nothing to add at this time but will review the practice to ensure it addresses all safety concerns regarding hot work in the various Region of Queens workplaces. They will report back to the committee in a future safety meeting.

Adam stated that this applies to every building in RQM. The policy needs to be considered carefully with a lot of thought put into it.

Scott asked if it would apply to a portable heater in an office. Adam explained that it would not. He said it's more for cutting, grinding metal and welding that occurs in various Region of Queens workplaces. Adam then stated that we have had a close call virtually every day for 20 years and we need to start doing things properly to prevent injuries and property damage.

Scott stated that we will bring this back at a later date after input is received and will adopt it at that time.

5.3(b): Hot Work Permit Form

Draft included in package for review by committee. The purpose of this form is to ensure that required conditions are met prior to performing hot work. This form will also be reviewed by staff and brought back with the above-mentioned safe work practice for adoption.

5.4 Presentation – Hot Work Safety in Workplaces Video

Scott showed a video on Hot Work Safety in Workplaces.

Adam stated that the takeaway is that everyone should consider their workplace and the hazards, so that a safe work practice and Hot Work Permit form can be adopted.

Audrey asked if when they have an emergency at Hillsvue, such as a hot water tank malfunction, they would need to get a hot work permit. Adam explained that it may not necessarily be a permit,

but perhaps a hazard assessment and that it should be discussed with Jamie.

6.0 OTHER

There was nothing to add or report.

7.0 NEXT MEETING

The next meeting will be held on Thursday, October 27, 2022 at 1:30 p.m. in the Council Chamber.

8.0 ADJOURNMENT

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

Scott LeBlanc, Chair

Angela Green, Committee Secretary

Date Approved: _____