

**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: _____