

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

Council Chambers

PRESENT: Scott LeBlanc, Chair, Public Works
Adam Grant, Vice-Chair, Public Works
Audrey Wamboldt, Hillsvie Acres
Robin McKinnon, Hillsvie Acres
Scott Orme, Parks & Grounds
Kelley-Anne Hurley, Bylaw
Mallory Plummer, Finance
Steven Parnell, Capital Works
Meaghan Roberts, QPEC
Kevin Weagle, Public Works
Frank Oickle, Landfill/MRF
Steven Kennedy, Capital Works
Connor O'Brien, Public Works
Angela Green, Administration

REGRETS: Garrett Chetwynd, Public Works
David Kelley, QPEC

1.0 CALL TO ORDER

Scott LeBlanc called the meeting to order at 1:30 p.m.

2.0 APPROVAL OF MINUTES – September 29, 2022

It was moved by Mallory Plummer and seconded by Robin McKinnon that the Minutes of the Joint Occupational Health and Safety Committee meeting held on September 29, 2022 be approved.

MOTION CARRIED unanimously.

3.0 CHANGES / APPROVAL OF AGENDA

It was moved by Kelley-Anne Hurley and seconded by Meaghan Roberts that the Agenda be approved.

MOTION CARRIED unanimously.

4.0 OLD BUSINESS

4.1 Accident Reports

There was one accident to report:

Adam Grant reported that Public Works had an accident with the Ford F450 Dump Truck on October 4, 2022. After emptying a load of the back of the truck behind the Fire Hall and as it was being lowered, the ram cylinder broke free of its restraint/connection to the frame of the truck. This caused the top of the ram to come forward, crushing the back roof of the cab and smashing out the back window. At the time, an employee was sitting in the driver's seat operating the switch for the box. He was not injured and even had his hard hat on inside the truck, but was quite shaken up. There was no pre-trip inspection book found in the truck. A Tool Box talk was held with ALL employees regarding equipment use and requirements to complete daily "Pre-trip Inspections". Employees were also reminded that the respective maximum loads for all vehicles should be respected.

4.2 Tool Box Meetings

The list of toolbox meeting topics for the month of October showed that most departments held toolbox meetings with a great representation of topics. Scott will prepare a spreadsheet showing toolbox topics over the past couple of years. This will give departments ideas for different topics to use in the future.

4.3 Training

Chainsaw Safety Course – The course was held on Friday October 21, 2022 at the shop and in a wooded area, with approximately 10 employees from Works and Scott Orme's grounds crew attending. The course was very well received by the attendees who found the instructor was very informative. Scott Orme reported that there was a lot of good information, and that two of the employees were able

to learn quite a bit as they had not used chainsaws before however were able to fell a sizable tree during the course. This certification is for 3 years, and Scott L. will look at doing it again then, and keep records of the training.

Emergency First Aid – November 17, 2022 - A 1 day course is scheduled in Council Chambers for 15 employees from various Region of Queens departments. Scott has approached some employees, however there are still spots available if there are any departments who need to add someone.

TDG - There are two Transportation of Dangerous Goods certificates expiring in December, Alex Comeau from QPEC and Dwayne Hurshman from Water. Scott will arrange recertification in the New Year.

Hillsview - Audrey reported that Hillsview Acres has almost completed catching up the training that had to be postponed, with the exception of a handful of Food Handlers and Medication.

5.0 NEW BUSINESS

5.1 Safety Suggestions

There were no safety suggestions to report.

5.2 Region of Queens Playground Inspections

In late June of this year, Scott LeBlanc took a two-day course and is now a certified playground inspector. He is now in the process of doing comprehensive playground inspections of the playgrounds and equipment at the five RQM parks. The inspections are based on the CSA – 2 164:20 standard and are quite comprehensive. Three of the playground inspections have been completed with two inspections left. Scott reported that he would be completing the other two tomorrow, Friday October 28, 2022. He plans to have a presentation for the next meeting to show the different requirements and standards that are necessary for safe playgrounds.

Meaghan asked if there were any issues to date. Scott confirmed that while some minor issues had been identified, Scott Orme is in the process of correcting them already as they are easily corrected, and that nothing major has been found. Scott will be conducting the inspections on a yearly basis, in addition to Grounds inspecting them on a weekly and monthly basis. Forms are being developed for these inspections. Scott will be giving a presentation at the next meeting outlining these inspections.

5.3 Safety Inspections at Region of Queens Workplaces

Scott and Adam sat down last week to discuss Safety Inspections of RQM workplaces and worksites. Starting in the next couple of weeks, Scott will be visiting various RQM job sites and workplaces to ensure that there is compliance to and understanding of guidelines and safe work practices including PPE. These visits will be covering every RQM workplace and could be anywhere. Scott will be trying to do two to three visits a week at different locations. There will be a form developed for him to report on a monthly basis on his findings. This also includes unscheduled and emergency job sites such as water leaks. These visits will help ensure that we are complying with all provincially and federally mandated safety guidelines.

Scott Orme asked if the issues or concerns identified would be addressed at the time on the jobsite or workplace, or would they be dealt with later. Scott LeBlanc explained that it would be addressed by Directors and supervisors. Adam emphasized that it was not so much issuing a citation for an offence as much as education, for example wearing correct PPE, checking for hazards and similar.

5.4 Hillsview Acres Presentation – Self-Care for the Healthcare Worker

Audrey made a presentation outlining Self-Care for the Healthcare Worker, which stressed the importance of health care workers taking care of their mental health, and gave a variety of best practices for positive supports in the workplace and beyond. The presentation outlined the risks and hazards inherent in working in a health care setting, which have been magnified post COVID.

She provided a self-assessment tool for employees to gauge their need for self-care and suggest ways that individuals can optimize their mental health.

6.0 OTHER

Connor O'Brien, the new RQM Asset Management Coordinator, introduced himself, highlighting his background in forestry and safety.

7.0 NEXT MEETING

The next meeting is on Thursday, November 24, 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

Angela Green, Committee Secretary

Date Approved: _____