

## **Joint Occupational Health & Safety Committee**

**Thursday, January 26, 2023**

**1:30 p.m.**

### **A G E N D A**

1. CALL TO ORDER
2. APPROVAL OF MINUTES – December 15, 2022
3. CHANGES/APPROVAL OF AGENDA
4. OLD BUSINESS
  - 4.1.1 Accident Reports
  - 4.1.2 Tool Box Meetings
  - 4.1.3 Training
5. NEW BUSINESS
  - 5.1.1 Safety Suggestions
  - 5.1.2 Safety Presentation – Safe Handling of Biohazardous Medical Waste & Sharps in RQM Workplaces
6. OTHER
7. NEXT MEETING – Thursday, February 23, 2023
8. ADJOURNMENT

**REGION OF QUEENS MUNICIPALITY  
JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE  
Thursday December 15, 2022  
1:30 P.M.**

**Council Chambers**

**PRESENT:** Scott LeBlanc, Chair, Public Works  
Adam Grant, Vice-Chair, Public Works  
Scott Orme, Parks & Grounds  
Steven Parnell, Capital Works  
Alex Comeau, QPEC  
Meaghan Roberts, Recreation & Economic Development  
Kevin Weagle, Public Works  
Frank Oickle, Landfill/MRF  
Steven Kennedy, Capital Works  
Connor O'Brien, Public Works  
Tim Clattenburg, Planning & Development  
Angela Green, Administration

**REGRETS:** Garrett Chetwynd, Public Works  
David Kelley, QPEC  
Audrey Wamboldt, Hillsvie Acres  
Robin McKinnon, Hillsvie Acres  
Kelley-Anne Hurley, Planning & Development  
Mallory Plummer, Finance

**1.0 CALL TO ORDER**

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

**2.0 APPROVAL OF MINUTES – October 27, 2022**

It was moved by Kevin Weagle and seconded by Steven Kennedy that the Minutes of the Joint Occupational Health and Safety Committee meeting held on October 27, 2022 be approved.

MOTION CARRIED unanimously.

### **3.0 CHANGES / APPROVAL OF AGENDA**

It was moved by Meaghan Roberts and seconded by Adam Grant that the Agenda be approved with the following addition:

6.1 Sharps found in Pine Grove Park

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 toolbox meeting topics for the months of November and December showed that most departments held toolbox meetings with a great representation of topics.

#### **4.3 Training**

On November 17, 2022, a First Aid course was held in Council Chambers for 14 people, comprised of employees from QPEC, Grounds, Administration, and Public Works. The next First Aid trainings will be in the spring, both here and at QPEC.

Two employees are registered for the the online Transportation of Dangerous Goods certification, once they complete their courses the training list will be updated.

### **5.0 NEW BUSINESS**

#### **5.1 Safety Suggestions**

Meaghan Roberts reported that the employees at Queens Place Emera Centre had expressed concerns that the high shelves holding loaner skates in the Skate Sharpening Room were creating a hazard when trying to access the skates, as they had a tendency to fall. The applied solution was to purchase totes to keep those skates in and adjusting where they are kept on the shelves,

providing the employees with a tote to pull down instead of loose skates, therefore mitigating the hazard.

Tim Clattenburg brought forward the concern that the public entering the Planning & Development door are able to walk directly into the offices on either side, as there is no real barrier to keep them from doing so. He expressed the staff's concern that this could result in an unsafe situation for them. There has been some discussion of ways to potentially keep the public in a specific area, such as reconfiguring the space to only allow the public to have access to the counter only. Scott LeBlanc will follow up with Mike MacLeod.

## **5.2 Cold and Flu Season Precautions**

Cold and Flu season is well upon us. Scott LeBlanc reminded everyone that we must still exercise precautions, and the recommendations to avoid contracting and spreading illness are still out there, such as practicing physical distancing, wearing three-ply non-medical facemasks when around others, if you do become ill seek medical attention as there are medications that can help you, and if you are not feeling well, stay home.

## **5.3 Safety Presentation – Region of Queens Playground Inspections**

Scott LeBlanc gave a presentation on the playground inspections conducted in RQM. He became a Certified Playground Inspector in June of this year. Some highlights of his presentation include:

- A visual overview of the various tools and gauges used to ensure the playground equipment is safe for use, as well as what the requirements are for different age groups. Canadian Standard – CSA Z614:20 provides requirements for playground equipment for use by children aged 18 months to 12 years. All RQM playground equipment is inspected using this standard's requirements.
- RQM has 5 playgrounds with a variety of equipment:
  1. **Cobb's Park:** Structure with slides and climbers, seesaw, rocking equipment, and a swing set.

2. **Milton Pool Park:** Structure with slides and climbers, and a swing set.
3. **Centennial Park:** Swing set, rocking equipment, climber, balancing and digging equipment.
4. **Beach Meadows Beach Park:** Swing set.
5. **Privateer Park:** Wooden boat structure with large double slide, small single slide and various climbers.

All RQM playground equipment undergoes a comprehensive annual inspection and grounds staff conduct weekly and monthly inspections to ensure all playground equipment complies with the standard, including proper signage, protective surfacing, and no encroachment zone.

Meghan Roberts inquired about the new accessible play park at QPEC, and if the same standards will apply as it is a playground for all ages. Scott LeBlanc and Adam confirmed that there are regulations for that park. Adam Grant added that it is part of the contract with the provider of the equipment to ensure that safety standards are met before the park can open, and that there will be placards with the age groups posted for each piece of equipment.

Scott LeBlanc and Scott Orme summarized what has been done to bring our RQM playgrounds up to safety standards, including repairing damaged equipment, removing several life threatening hazards, replacing rotted boards, reducing the protrusion of bolts and other hazards, and constructing a safer entry to current equipment.

## **6.0 OTHER**

### **6.1 Sharps Found In Pine Grove Park**

In November, Scott Orme found a large number of medical sharps (syringes) and biomedical waste at Pine Grove Park while cleaning up some cans close to the parking area. He cleaned them up, carefully placing them in a 5-gallon bucket. There were approximately 100 syringes and a full sharps container along with other debris.

Discussions of staff training for all sites are being had. Scott LeBlanc is looking into sharps containers for all RQM worksites, including mounted sharps containers for the public washrooms at QPEC. There will be review of the safe work practices for employees collecting garbage/public waste, MRF sorters on the conveyor line, and those performing grounds keeping tasks.

Adam Grant added that there had also been a report of a suspicious male following people and allegedly sleeping at Pine Grove Park. The reporter stated that the RCMP had been notified but could not do much at this time. Scott Orme looked through the park for signs of an encampment, but did not find anything to indicate that someone is sleeping there.

#### **7.0 NEXT MEETING**

The next meeting is on Thursday, January 26, 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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Angela Green, Committee Secretary

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

# Region of Queens Playground Inspections



Playground equipment is designed to provide young children with a challenging play environment. But it must also be safe to use.

**Canadian Standard - CSA Z614:20** provides requirements for playground equipment intended for use by children aged 18 months to 12 years. All RQM playground equipment is inspected using this standard's requirements.



# Locations

**Cobb's Park:** Structure with slides & climbers, see-saw, rocking equipment & swing set

**Milton Pool Park:** Structure with slides & climbers and swing set

**Centennial Park:** Swing set, rocking equipment, climber, balancing & digging equipment

**Beach Meadows Beach Park:** Swing set

**Privateer Park** - Wooden boat structure with large double slide, small single slide & various climbers

There are specific standard requirements for all of this playground equipment.

All RQM playground equipment undergo a **comprehensive annual inspection** and grounds staff conduct **weekly** and **monthly inspections** to ensure all playground equipment complies with the standard.

**The following will be looked at during a comprehensive playground inspection:**

# Signage

- All parks must have visible signage with the following information:
  - **Owner information** including contact numbers
  - **Manufacturer information** including contact numbers
  - **Age appropriate information** regarding the equipment's recommended usage for:
    - 1.5 years old to 5 years old (rocking equipment, etc.)
    - 5 years old to 12 years old (see saws, upper body equipment, etc.)
    - 1.5 years old to 12 years old (age appropriate slides over 1.2m and under 1.2m, belt swings, baby swings etc.)

New signs specific to each park will be designed with this required information and installed when they are completed.

# Signage

# Henderson

Model No. 13582

Date 08-04

This play structure is age appropriate for:

- 1.5 to 5 yrs
- 2 to 5 yrs
- 5 to 12 yrs

**1-800-265-5462**

[www.henderson-recreation.com](http://www.henderson-recreation.com)

little tikes®

commercial play systems

PARIS, ONTARIO, CANADA 1-519-442-6884

MADE IN CANADA / FABRIQUE AU CANADA

DESIGNED TO COMPLY WITH CAN-USA-7614-M90

PART #08857271

Duraglide 2000



Region of Queens Municipality

This is an unsupervised area. Anyone using this equipment does so at their own risk, and adults are encouraged to watch their children closely. To report any damages and/or acts of vandalism, please call the Region of Queens Municipality at 354-5741.

Thank you, and enjoy the park.

# Protective Surfacing

Protective surfacing material is required to protect from head or other injuries in case of falls from playground equipment.

The maximum fall heights from the various equipment requires at least 12 inches of sand on the playground's surface surrounding the equipment.

Maximum fall heights are measured from the highest point of play on a designated play surface such as the starting points of slides, swing seats or a fully extended see-saw seat.

# Protective Surfacing

Protective surfacing material must be re-distributed to areas such as slide exits and swing seats as necessary.

The material must also be checked for compaction and hazards such as sharp items and other debris.



# **Protective Surfacing Zone & No-Encroachment Zone**

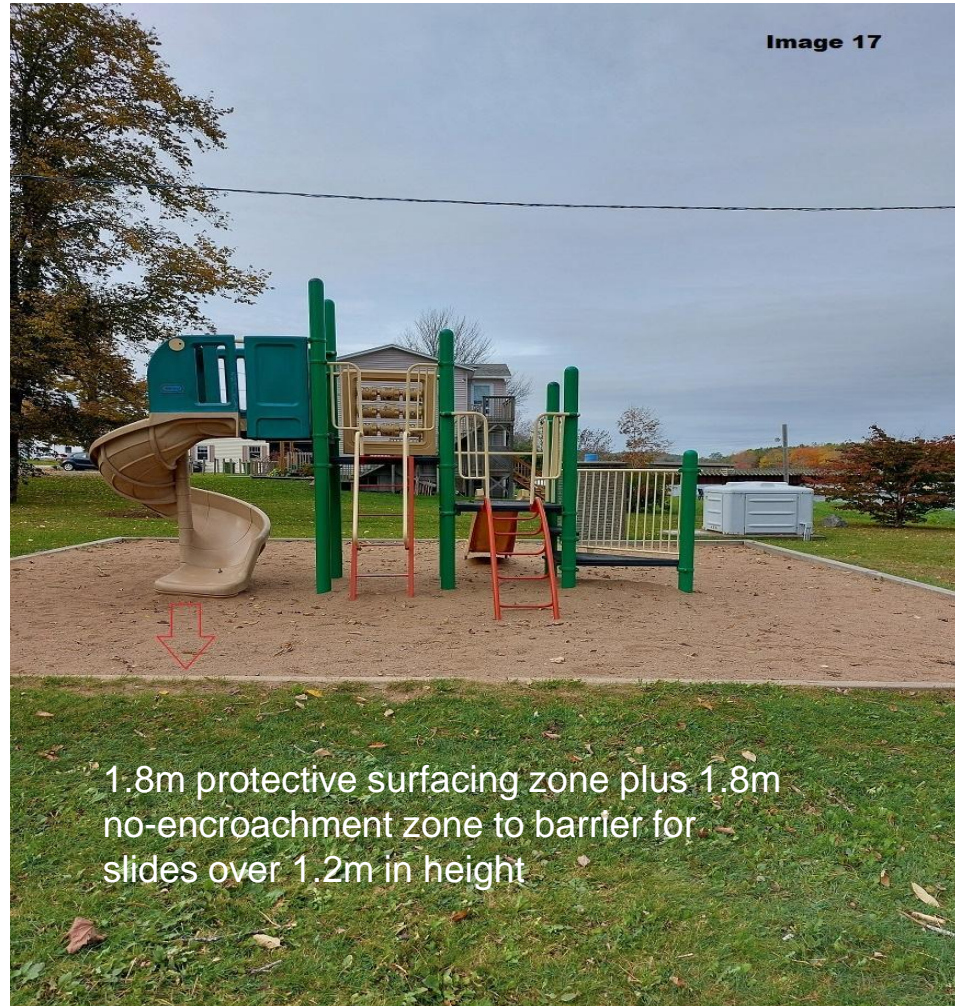
**Protective Surfacing Zone: 1.8 meters clearance required around all stationary playground equipment to the protective barriers.**

**No-Encroachment Zone: An additional 1.8 meters of clearance required beyond protective surfacing zones at the end of higher slides (over 1.2 m) and moving equipment like swings seats.**

**This means that some slides can require 3.6 meters of clearance to protective barriers. (1.8m PSZ & 1.8m No-EZ)**

**Taller swing sets can require a high clearance based on 2x the length of the chain connecting the seat to the top-rail plus a 1.8m No-EZ.**

# Protective Surfacing Zone & No-Encroachment Zone



Calculation for adequate clearance:

Distance from top-rail to bottom of swing seat = 1.58m

**Protective Surfacing Zone = 3.16m** (1.58m x2)

**+**

**No-Encroachment Zone = 1.8m**

Total clearance is:  
3.16m + 1.8m = **4.96m**

In both front and back from swing seat to protective barriers



# Entrapment - Fully Bound Openings

This is a very dangerous hazard when children could become trapped by way of the head or neck in openings fully closed on all sides.



Step 1:  
Does the  
torso  
probe go  
through.  
In this  
situation  
it does.

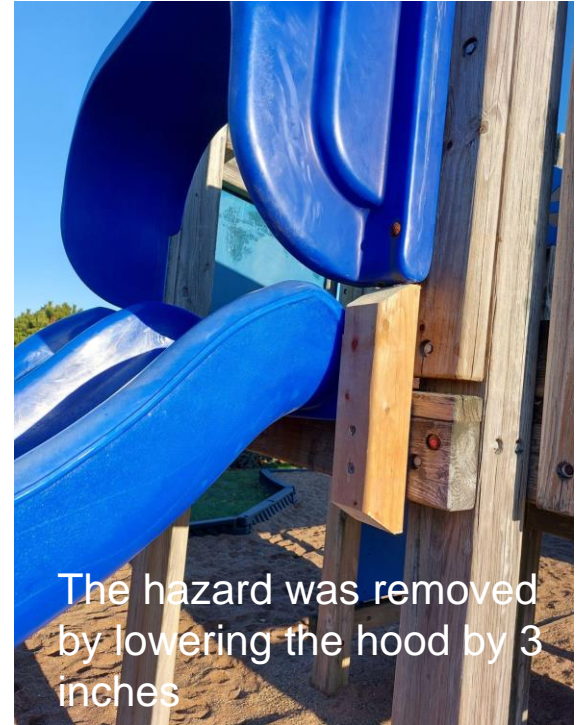
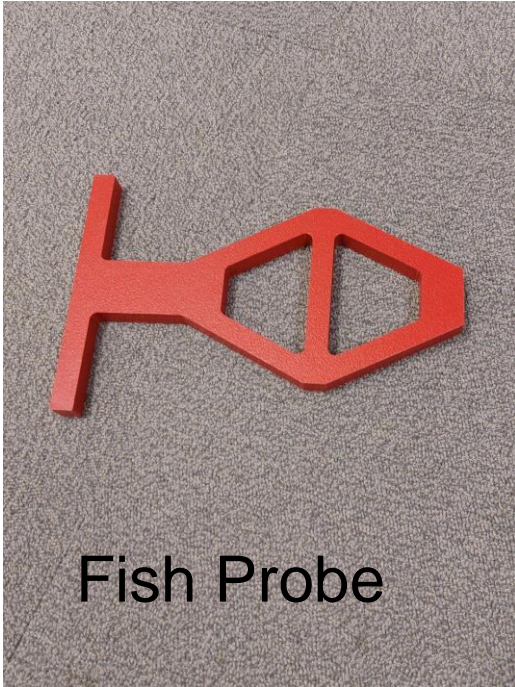


The hazard was  
removed-stairs  
were installed

Step 2:  
Does the  
head probe  
go through.  
In this  
situation it  
does not.  
Therefore an  
entrapment  
hazard in a  
fully bound  
opening  
exists.

# Entrapment - Partially Bound Openings

This is a very dangerous hazard when children can become trapped by way of the head or neck in openings partially closed on three sides.



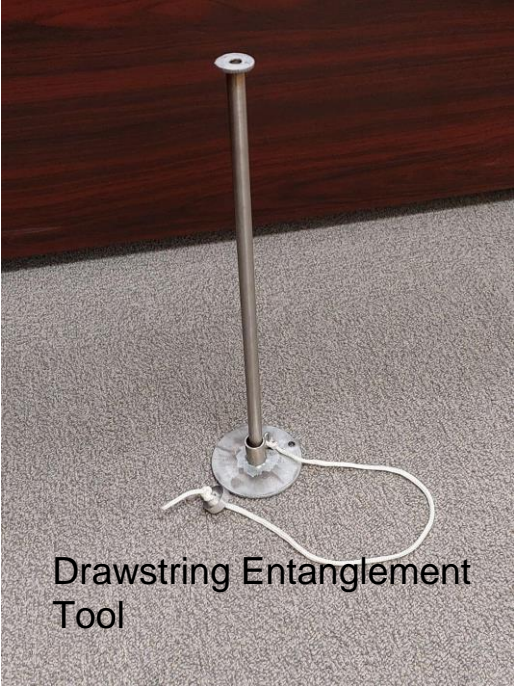
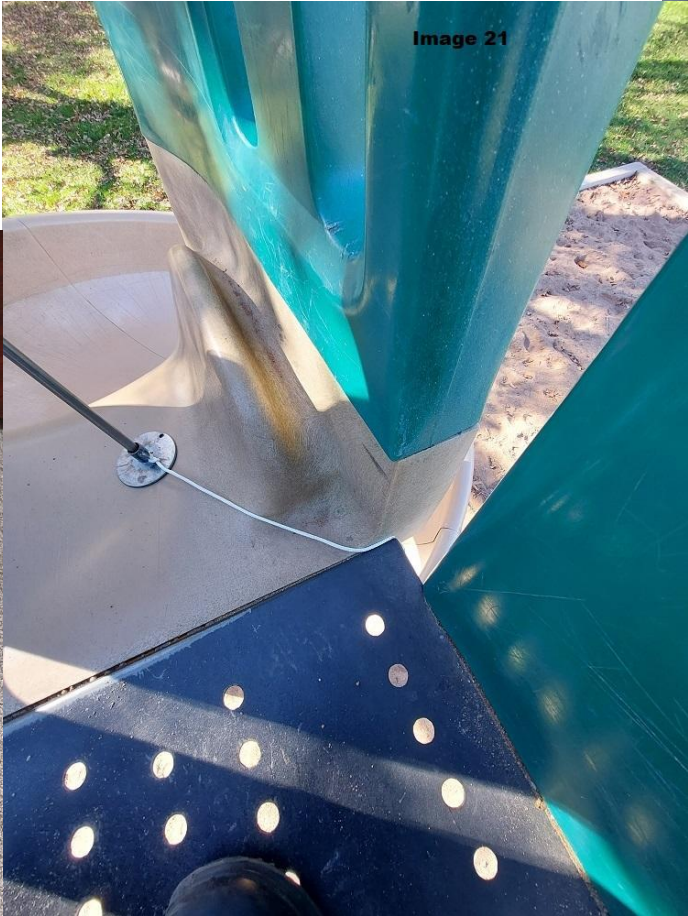
Step 1:  
Does the  
'head'  
portion of  
the fish  
probe go  
through. In  
this  
situation it  
does not.



Step 2: Does the  
'neck &  
shoulders'  
portion of the  
fish probe go  
through. In this  
situation the  
neck portion  
does but the  
shoulders  
portion does not.  
Therefore an  
entrapment  
hazard in a  
partially bound  
opening exists.

# Drawstring Entanglements

Drawstrings from hoodies and sweatpants can be hazardous on slides



# Other Entanglement Hazards & Protrusions



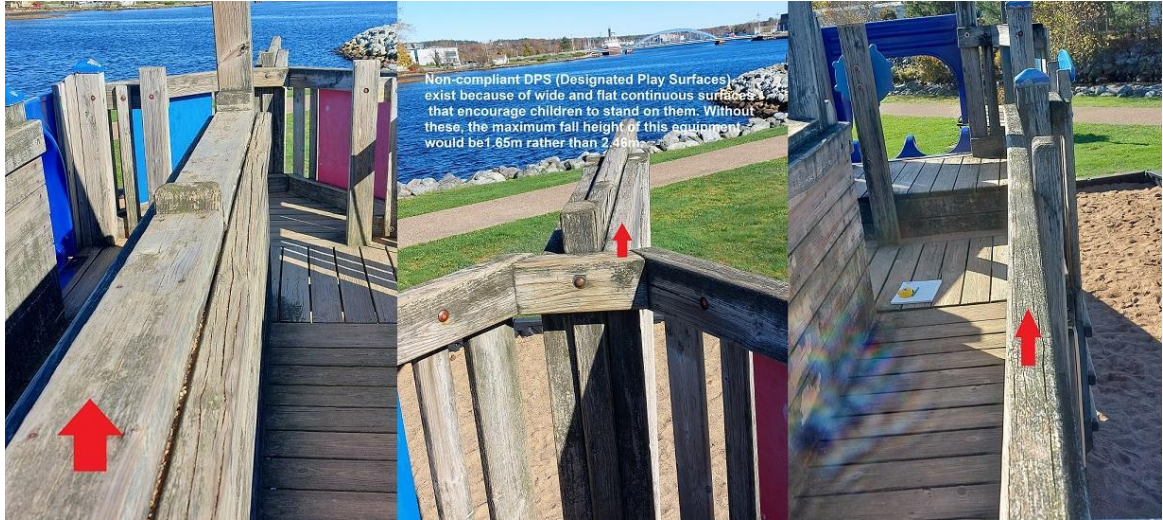
Protrusion Gauges can determine if bolts can cause head injuries or entanglement hazards. All bolts cannot protrude beyond 2 threads.



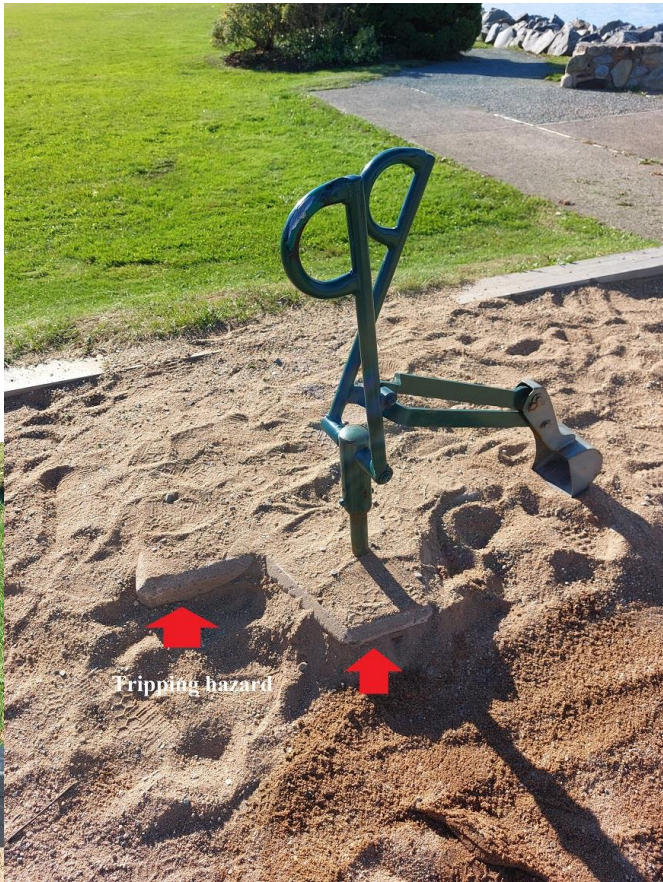
# Non-Compliant-Designated Play Surfaces



The maximum fall height for this equipment should be the height of the large double slide starting point which is 1.65m. With the existence of flat surfaces wide enough for a child to stand on, the maximum fall height becomes 2.46m. This will be corrected with a sloped material covering all flat surfaces on the upper level to prevent children from standing on them.



**Other Things To Check For**  
**Tripping hazards** such as protruding bolts, rope and exposed concrete.



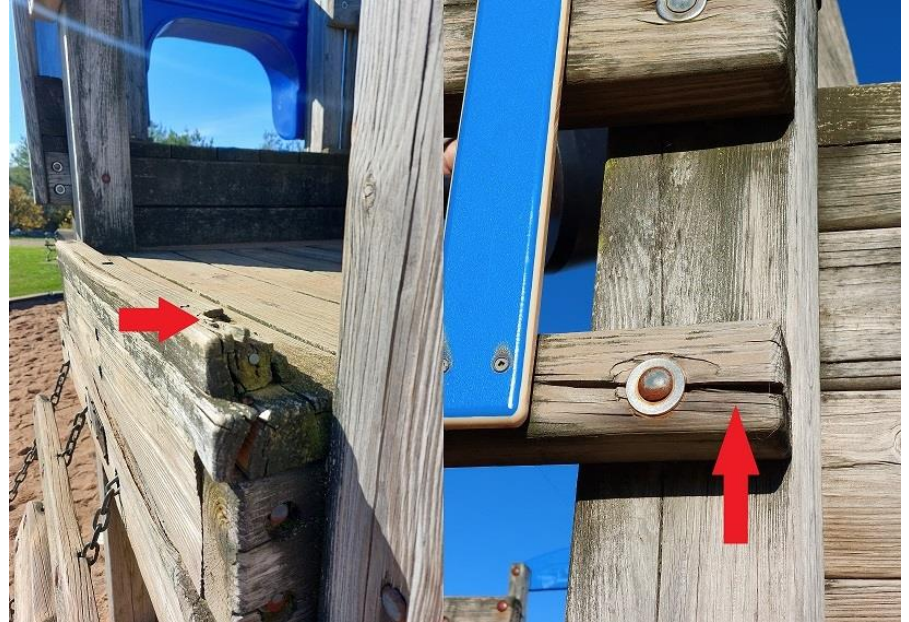
## Loose bolts and other connecting

**devices** Ensure all are tight and cannot be removed without the use of tools



## Rust, rot and decay

Ensure all rotted, splintered and crack wooden components are replaced. All rusted metal must also be repaired or replaced as necessary



## Rope and overhead hazards

Ensure there are no overhead hazards that can cause injury such as rope and steel cables

These items must also be brightly coloured to make them stand out



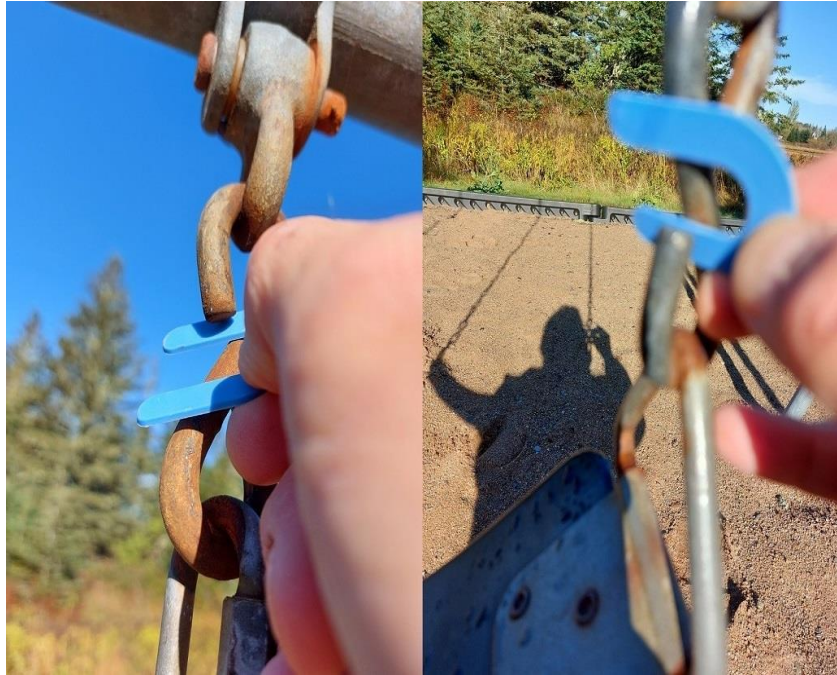
## Crush & shear hazards

Ensure there are no components that contain hazards which can crush or cut fingers



**S-Hook gaps** cannot have gaps of more than 1 mm.

A better alternative is a carabiner which is a more secure shackle type device



**Feeler gauges**



# Access & egress

Ladders, stairs, guardrails, rungs & handrails all have requirements specified in the standard for height, distance, slope, width and diameter.

These requirements can be age specific.



This ladder has no slope.

This playground structure is properly designed and installed for all ages - 1.8 years to 12 years aged children



# REGION OF QUEENS MUNICIPALITY

## Supervisor's Accident Investigation Report

No 0493

Company or Branch <i>Region of Queens</i>		Department <i>Eng 3 Public Works</i>	
Location <i>Works Garage</i>		Date of Occurrence <i>Jan 6/23</i>	Time <i>11:45</i> <input checked="" type="checkbox"/> AM <input type="checkbox"/> PM
PERSONAL INJURY		PROPERTY DAMAGE	
Injured's Name <i>Lawrence Cunningham</i>		Property Damaged	
Occupation <i>MOL</i>	Injured Part of Body <i>Knee</i>	Estimated Costs \$	Actual Costs
Nature of Injury		Nature of Damage	
Object/Equipment/Substance/Inflicting Injury <i>Box</i>		Object/Equipment/Substance/Inflicting Damage	
Person with most control of Object/Equipment/Substance <i>Lawrence</i>		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	<i>while moving a box of metal the bottom of the box started to let go. Lawrence moved to catch it/prevent it from falling and injured leg.</i>
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What Acts, Failures To Act and/or Conditions Contributed Most Directly To This Accident?

*Failure to ensure adequate box used.*

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

*Inappropriate moving device.*

<b>Loss Severity Potential</b> <input type="checkbox"/> Major <input type="checkbox"/> Serious <input checked="" type="checkbox"/> Minor	<b>Probable Recurrence Rate</b> <input type="checkbox"/> Frequent <input checked="" type="checkbox"/> Occasional <input type="checkbox"/> Rare
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What Action Has or Will Be Taken To Prevent Recurrence? Place X By Items Completed.

P R E V E N T I O N	<i>Toolbox with the employees SWP-COM-16</i>
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Investigated By 	Date <i>Jan 9/23</i>	Reviewed By 	Date <i>Jan 9/23</i>
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Adequate time spent on proper investigation and effective remedial action is cost reduction effort on tomorrow's losses.

# TOOLBOX MEETINGS – January 2023

<b>Department</b>	<b>Date of Tool Box</b>	<b>Topics</b>
<b>Engineering – Public/Capital Works</b>	December 28, 2022	Extreme Cold
	January 11, 2023	Changing Tires on the Jobsite
	January 16, 2023	Changing Chlorine Cylinders
<b>Finance/Corporate Services/Bylaw Enforcement</b>	January 13, 2023	Positive Attitude
<b>Hillsview Acres</b>		
<b>Landfill MRF</b>	December 12, 2022	Usage of cell phones at work and communications with fellow workers to promote a safe work environment
	January 17, 2023	Hazardous Materials MRF
<b>Planning</b>	December 21, 2022	Easy Desk Stretches
<b>QPEC – Admin</b>	January 11, 2023	Fire Extinguishers
<b>QPEC – Operations</b>	December 23, 2022	Winter Safety and leaving chemicals laying around
<b>QPEC – Fitness Centre</b>	January 23, 2023	What to do in an emergency
<b>Recreation &amp; Comm. Facilities/Economic Development</b>	January 4, 2023	Removing snow and ice from your vehicle
<b>VIC</b>	Closed for Season	
<b>Parks/Grounds – Seasonal Staff</b>		
<b>Pools – Milton &amp; North Queens</b>	Closed for Season	