

**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.

Scott LeBlanc, Chair

Angela Green, Committee Secretary

Date Approved: _____