

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

**Thursday, March 2, 2023**

**1:30 p.m.**

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

1. CALL TO ORDER
2. APPROVAL OF MINUTES – January 26, 2023
3. CHANGES/APPROVAL OF AGENDA
4. OLD BUSINESS
  - 4.1.1 Accident Reports
  - 4.1.2 Tool Box Meetings – February 2023
  - 4.1.3 Tool Box Meetings – Topic Review 2020-2022
  - 4.1.4 Training
5. NEW BUSINESS
  - 5.1.1 Safety Suggestions
  - 5.1.2 Safe Work Practice Review – Safe Handling of Biohazardous Medical Waste
  - 5.1.3 Safety Presentation – Safety Observation Program
6. OTHER
7. NEXT MEETING – Thursday, March 30, 2023
8. ADJOURNMENT

**REGION OF QUEENS MUNICIPALITY  
JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE  
Thursday, January 26, 2023  
1:30 P.M.**

**Council Chambers**

**PRESENT:** Scott LeBlanc, Chair, Public Works  
Adam Grant, Vice-Chair, Public Works  
Garrett Chetwynd, Public Works  
Scott Orme, Parks & Grounds  
Steven Parnell, Capital Works  
Alex Comeau, QPEC  
Meaghan Roberts, Recreation & Economic Development  
Robin McKinnon, Hillsvie Acres  
Any Teri, Hillsvie Acres  
Steven Kennedy, Capital Works  
Connor O'Brien, Public Works  
Mallory Plummer, Finance  
Angela Green, Administration

**REGRETS:** Kevin Weagle, Public Works  
David Kelley, QPEC  
Frank Oickle, Landfill/MRF  
Audrey Wamboldt, Hillsvie Acres  
Kelley-Anne Hurley, Planning & Development  
Tim Clattenburg, Planning & Development

**1.0 CALL TO ORDER**

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

**2.0 APPROVAL OF MINUTES – December 15, 2022**

It was moved by Adam Grant and seconded by Robin McKinnon that the Minutes of the Joint Occupational Health and Safety Committee meeting held on December 15, 2022, be approved.

**MOTION CARRIED** unanimously.

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

Scott LeBlanc requested that item 6.1 New Committee Member/Updated Membership List be added to the agenda.

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

6.1 New Committee Member/Updated Membership List

**MOTION CARRIED** unanimously.

### **4.0 OLD BUSINESS**

#### **4.1 Accident Reports**

There was one accident reported in January.

Garrett Chetwynd reported that on January 6, 2023, an employee in Public Works sustained a minor injury to his knee while moving a box of metal. Due to an inadequate box being used, the bottom started to let go and the worker was hurt trying to prevent it from falling. The injury was minor and the worker recovered after a few days off. A Tool Box meeting was held to go over best safety practices.

#### **4.2 Tool Box Meetings**

The list of Tool Box meeting topics for the month of January showed that most departments held toolbox meetings with a great representation of topics. The meeting topics from Hillsvue for December and January will be included in February's report. Scott plans to compile meeting topics from the past 2 years into a spreadsheet and distribute it to members for future topic ideas.

### 4.3 Training

- First Aid will be run in the spring for all departments to have the opportunity to certify/recertify any employees that need it. If anyone has staff that needs it, please let Scott know so he can compile a list and set up the training, possibly in April.
- Confined Spaces generic training will be run for the 15-16 employees who will be needing to recertify in March. Scott has reached out to NS Construction & Safety and they are putting together a course and an instructor to come down sometime in March. Anya asked if the maintenance worker at Hillsvie should attend. Adam confirmed that yes, due to having to maintain the sprinkler room; it would be a good awareness-level course for him.
- Adam requested that a Defensive Driving course be sourced for all Works staff that drive the RQM vehicles and are covered by our insurance agreement. Anya added that everyone that drives the bus at Hillsvie should participate as well.
- Anya reported that Hillsvie will be running 'Self Care for the Healthcare Worker', through Aware NS for the staff there that still need it. They tried to arrange it in January but didn't have enough participants at that time.
- Meaghan ran a First Aid course this past weekend for four QPEC employees that needed to be certified.

## 5.0 NEW BUSINESS

### 5.1 Safety Suggestions

There were no safety suggestions put forward.

### 5.2 Safety Presentation – Safe Handling of Biohazardous Medical Waste & Sharps in RQM Workplaces

Anya asked if was the correct procedure for the sharps waste from Hillsvie to be disposed of at the RQM Landfill. She is concerned

that they are not being disposed of properly. Scott confirmed that that sharps should not be going to the Landfill, so she will be looking into a 3<sup>rd</sup> party pick up of their sharps containers. She also clarified that any sharps going to the Landfill in the past would have been contained in a sharps container, and would not have been loose in regular garbage.

Scott LeBlanc gave a presentation on the safe handling and disposal of biohazardous medical waste and sharps in the RQM workplaces. Some highlights include:

- A short video detailing the areas where workers can come in contact with inappropriately disposed sharps waste.
- Descriptions of various sharps and biomedical waste that could be encountered by RQM staff, for example, needles, syringes and other sharps, soiled sanitary/incontinence supplies, soiled masks, gloves, and bandages, and used IV or catheter tubing and bags.
- The risks associated with coming into contact with these items, and the importance of seeking out and receiving proper care after exposure or injury.
- The different ways that RQM workers could potentially encounter sharps and biomedical waste in the various work sites.
- The required tools and procedures to safely dispose of the items.

Scott mentioned the sharps found in Pine Grove half filled a large sharps container, and that there were over 120 of them. He has 10 of the wall-mounted containers ordered for RQM. Anya and Robin stated that Hillsvieiw also has some ordered however, they are backordered. Adam stated that the Works Department has a couple hundred 5-gallon buckets with lids if needed for disposal. Anya stated that Hillsvieiw would likely need a few of the buckets, but would then need biohazardous labels for them. Scott agreed that labels would be a good thing to have on hand and will look into getting some, as once the buckets are used, they should be appropriately labeled much like the WHIMS system in regards to workplace labels. Anya inquired about the sharps found in Pine Grove Park. Scott described what had been found, and explained

that there is a \$697.00 fine with zero tolerance when the offender is found.

Scott Orme showed a device that he has constructed for his crew to use when changing out public waste bins. He made 3 long handles with round “pushers” on the end for compacting garbage, alleviating the need for the workers to put their hands in the bins and potentially come in contact with improperly disposed of sharps or biomedical waste.

Anya enquired if RQM has a needle stick policy. Scott explained that we do not, but that he will be working on a new safe work practice for future adoption into Volume 2 of our Safety Manual. That new practice will cover all Region employees and will be SWP-COM-21, which he will bring to the committee next month. He mentioned that it would be a good idea to implement the procedures in the presentation now.

Angela Green discussed being a paramedic in a high-risk area and having experience with needle stick injuries, as well as the preventative treatment that is required after the injury occurs. She explained that in the case of sharps found outside or in public places, the individual is usually using them for high-risk behaviours as opposed to diabetic management or other legitimate uses, which heightens the exposure risk. She also mentioned that auto-injection insulin pens are disposed of in the regular garbage, as it is just the screw-on needle tip that needs to be disposed of in a sharps container. Connor stated that this is something the employees working on the sorting conveyor likely do not know, so it would be good information to pass on.

## **6.0 OTHER**

### **6.1 New Committee Member/Updated Membership List**

Scott LeBlanc welcomed Anya Teri as the new alternate member for Hillsvie. An updated membership list will be sent out for posting at the different job sites.

## **7.0 NEXT MEETING**

The next meeting is on Thursday, February 23, 2023, at 1:30 p.m. in the Council Chamber.

**8.0 ADJOURNMENT**

There being no further business, the meeting adjourned at 2:04 p.m.

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Scott LeBlanc, Chair

\_\_\_\_\_  
Angela Green, Committee Secretary

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

# REGION OF QUEENS MUNICIPALITY

## Supervisor's Accident Investigation Report

No. 0381

Company or Branch <i>Queens Place Emera Centre</i>		Department <i>operations</i>	
Exact Location <i>Ice Surface</i>		Date of Occurrence <i>February 11-23</i>	Time <i>6:08</i> <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM
PERSONAL INJURY		PROPERTY DAMAGE	
Injured's Name <i>David Kelley</i>		Property Damaged	
Occupation <i>operations Manager</i>	Injured Part of Body <i>Head</i>	Estimated Costs \$	Actual Costs
Nature of Injury <i>Sore Head/Neck</i>		Nature of Damage	
Object/Equipment/Substance/Inflicting Injury <i>Ice Surface</i>		Object/Equipment/Substance/Inflicting Damage	
Person with most control of Object/Equipment/Substance <i>David Kelley</i>		Person with most control of Object/Equipment/Substance	

Describe Clearly How The Accident Occurred: Attach Accident Diagram For All Motor Vehicle Accidents.

DESCRIPTION

*David was pushing the goal nets to the side while the ice was being re-surfaced by another staff member operating the zamboni. He was on foot with no ice cleats attached to his work boots. He decided to leave the ice surface by way of the home players bench exit. He waited for the zamboni to make a second pass before exiting. His feet were still on the un-surfaced portion of ice. As he stepped on the newly surfaced ice, which was wet, he slipped and fell backwards striking his head on the ice surface, before he could exit. David got up and sat on the players bench while recovering.*

What Acts, Failures To Act and/or Conditions Contributed Most Directly To This Accident?

ANALYSIS

- Failure to wear ice cleats over his work boots.*
- Complacency while stepping from dry un-surfaced ice to wet and newly re-surfaced ice.*

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

*Queens Place Emera Centre staff must always wear ice cleats over their footwear while on the ice. Ice Cleats are provided for all staff that work in operations dept. Failure to wear ice cleats is the reason this accident occurred.*

Loss Severity Potential	Probable Recurrence Rate
<input type="checkbox"/> Major <input checked="" type="checkbox"/> Serious <input type="checkbox"/> Minor	<input type="checkbox"/> Frequent <input checked="" type="checkbox"/> Occasional <input type="checkbox"/> Rare

What Action Has or Will Be Taken To Prevent Recurrence? Place X By Items Completed.

PREVENTION

- A supply of ice cleats will be located at the zamboni entrance to the ice surface.*
- signage will be placed at various locations reminding staff that they must wear ice cleats while working on the ice surface.*
- A toolbox meeting will be held with O P F C staff regarding the use of ice cleats while working on foot on the ice surface.*

Investigated By <i>Scott LeBlanc</i>	Date <i>Feb. 14-23</i>	Reviewed By	Date
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# TOOLBOX MEETINGS – February 2023

Department	Date of Tool Box	Topics
<b>Engineering – Public/Capital Works</b>	February 6, 2023	Hazard Identification
	February 16, 2023	Transit to and from job site
<b>Finance/Corporate Services/Bylaw Enforcement</b>	February 23, 2023	Flu Safety
<b>Hillsview Acres</b>	December 20, 2022	Christmas Safety
	December 20, 2022	Oxygen use during Fire Evacuation
	January 7, 2023	Salting, Shoveling, Winter Safety
	January 25, 2023	"Don't be a Jimmy" Video
	February 3, 2023	Extreme Cold Temperatures
	February 16, 2023	Safe storing on satellite receivers
<b>Landfill MRF</b>	January 27, 2023	Hazard Recognition at the MRF
	February 7, 2023	Accident/Incident Reporting
	February 16, 2023	Biohazardous Medical Waste Containers in the MRF
<b>Planning</b>		
<b>QPEC – Admin</b>	February 6, 2023	Slips, Trips, and Falls
<b>QPEC – Operations</b>	February 17, 2023	Wearing cleats on ice
<b>QPEC – Fitness Centre</b>		
<b>Recreation &amp; Comm. Facilities/Economic Development</b>	February 7, 2023	"The Danger Zone" – The Office
<b>VIC</b>	CLOSED FOR SEASON	
<b>Parks/Grounds – Seasonal Staff</b>		
<b>Pools – Milton &amp; North Queens</b>	CLOSED FOR SEASON	

**TOOL BOX TOPICS**  
**TOOL BOX MEETING REVIEW: JANUARY 2020 – DECEMBER 2022**

**Engineering – Capital Projects/Public Works**

Nail Gun Safety	Working Around Heavy Equipment
Hearing Protection	Gasoline Cut-Off Saw (Concrete)
Winter Works	Extreme Cold Safety
Changing Cutting Edges	Ultraviolet Disinfection Maintenance
Good Hygiene Practices – Covid-19	Proper Hand Washing – Covid -19
General Housekeeping	Covid-19 Awareness
Review of Confined Spaces SWP and JP	Fall Protection Plan and Procedure Review
Review Fall Protection-Hazard Assessment Scaffolding	WHMIS Refresher
Review of Litter Clean-up SWP	SWP Power Saw Operation
SWP Bush Cutting Operation	Proper Use of PPE
Overhead Power Lines	Power Tool Safety
Covid-19 Review	Equipment Pre-trips
Salting and Plowing/Equipment	Salting and Shoveling/By Hand
Cold and Warm Cycle-Working in the Trench	Review of Pre-trip Forms
Review of Manhole Maintenance SWP	Clean, Germ-Free Workplaces SWP Review
Using Spotters /Backing Up Equipment/Blind Spots	Extreme Heat Safety
Cleaning Storm Drains SWP Review	Using Ice Cleats On Slippery Surfaces
Checking/Re-stocking First Aid Kits in Region Vehicles	Review of Utility Trailers - SWP
Vigilance While Operating Equipment in Right-of-ways	Cleaning Leachate Pond Liner at Landfill

**Finance/Corporate Services & By-law Enforcement**

Eyestrain	Office Safety
Office Worker Ergonomics	Protection from Winter Sun
Candles in the Workplace	Office Lighting
Combat Depression/Understanding Cognitive Distortion	Covid-19 Awareness
Review SWP Working at RQM Office During Covid-19	5 Minute Solutions – Safety
Re-opening Plan for QPEC/Covid-19	WHMIS Refresher
Workplace Safety-Everybody’s Problem	Fire & Injury
Stroke VS Heart Attack	Selective Attention at Work
Confidentiality In Your Business	First Aid Kits-Find a Word Puzzle
Review of Covid-19 Alert App	Extreme Heat Safety
Handling Confidential Information	Cleaning VS Disinfection VS Sterilization
Modified Covid-19 Re-opening	Office Safety Video
Covid-19 Rapid Test Kits	Review of Repetitive Strain SWP
Review of Proof of Vaccination SWP	Extreme Cold/Hypothermia
Self-Isolation During Covid-19	Smoke Detectors
Responses to Rude Members of the Public	Good Enough Mindset
Fatigue	Lifting of Covid-19 Restrictions
Paper Cuts	Black Ice In Parking Areas and While Driving

**Hillview Acres**

Safe Use of a Generator	Common Cold Safety Talk
Safety Can Be Redundant	The Ripple Effect
Coffee Pot Safety Reminder	Violence in the Workplace Plan Review

The Unsafe Risk Taker	Safe Work Practices and Job Procedures
Storm Warnings and Safety/Snowstorms	Covid-19 Information Session
Covid-19 Updates and Information	Safety Bulletin Board
Laundry Carts and Electrical/Elevator Room	Fire Extinguisher Safety
Protect Your Hands	Nightshift Safety Tips
Proper Storage Of Bottled Chemicals	Fan Safety
Staying Alert on the Job/Uneven Doorways & Flooring	Tub Chair/Body Mechanics
Filling Out Incident Report Forms	WHMIS Refresher
Safe Use of Ladders/Step Stools	Extreme Heat & Health Facility Preparation
Blood Borne Pathogens	Helping Out
Bear Safety	Storm Preparedness
Daylight Savings	Fatigue Management
Covid-19 Reminders	Snow and Ice Safety and Responsibility
Covid-19 Guidance for the Holidays	Removal of Excessive Snow
Safety in Snowy Weather	Mental Health, Suicide Prevention and Health Care
Snow Removal	Winter Slips, Trips and Falls
Can You Spot the Hazard?	Parking Safety
Spring Cleaning Safety	Review of Kitchen Safety
Proper Completion of Incident Forms	Health Protection Act Review May 2021
Back Safety	UV Sun Safety
Staying Hydrated	Back to School Driving Safety
Thanksgiving Fire Prevention Safety	End of Daylight Savings Time
Safe Disposal of Garbage	NS Covid-19 Workplace Screening Program
Flu Season and Prevention Tips	Icy Winter Conditions
Review of AED	Safe Masking in a Long-term Care Facility Setting
Video-Make It Safe, Make It Personal, Make It Home	Video-The Unsafe Risk Taker
SWP Review-Clean, Germ Free Workplaces	Bees and Wasps
Habits and Safety	Avoiding Heat Illness
Fire Safety Checklist	Video-Are You OK?
Kitchen Toaster Safety	Operation of Heat Pumps Safety

### **Landfill & MRF**

Hazardous Materials - Needles	Clean Work Stations
Review of Violence in the Workplace Policy #73	Violence in the Workplace Plan Review
Pushing Bags to be opened up to the Conveyor Line	Proper Lifting Techniques
Covid-19 Awareness	Proper Hand Washing – Covid -19
Shop Safety and Clean Workplaces	WHMIS Refresher
Extreme Heat	Cleaning Debris Around Equipment
Carrying Bottles Down Steps on the Sorting Line	Moving Materials Around With the Skidsteer in Buildings
Plowing Snow With the Skidsteer	Covid-19 Review
Keeping the MRF Clear of Rodents	Loading of Trailers With the Forklift
Covid-19 SWP/Mask Use	Litter Cleanup at the Facility
Awareness of Moving Equipment Inside the MRF	Glass and Other Sharps on the Conveyor Line in the MRF
Staying Hydrated	Needles and Sharps on the Line/Remove With Tongs
Cleaning of Equipment	Pre-trip Inspections
Housekeeping SWP	Proper PPE While Doing C&D Load Inspections
Review of Repetitive Strain SWP	Review of Proof of Vaccination SWP
Working Safety During Covid-19	Proper Use of PPE - Ice Cleats On Slippery Surfaces
Public Access in Landfill Facility	Personal Protective Equipment Review

Staying Hydrated	Sharps on the Conveyor Line-MRF
Handling Compostable Organics-SWP Review	

### **Planning**

Fatigue Management	10 Winter Driving Tips
Personal Care and Conduct	Covid-19 Awareness
Review SWP Working at RQM Office During Covid-19	Combat Depression/Understanding Cognitive Distortion
Re-opening Plan for QPEC/Covid-19	WHMIS Refresher
Eye Strain	Reducing Your Sugar Intake
Toolbox Bingo	Cyber Safety-Social Media
Tips for Responding to Rude Members of the Public	A Slip or Trip Could Mean a Hospital Trip
Carpel Tunnel Syndrome	Office Ergonomics
Rules for Eye Strain	Fire Extinguisher Review
NS Covid-19 Workplace Screening Program	Fire Drill-What Not To Do
Review of Repetitive Strain SWP	Review of Proof of Vaccination SWP
The Danger Zone-The Office	Stress Management
Heat Stress	Mindfulness

### **Recreation & Community Facilities/Economic Development**

Photocopier Toner Safety	Safe Winter Driving
Cold and Flu Season	Ergonomics in the Office
Covid-19 Safety	Common Sense and Accident Prevention
Covid-19 Protection Awareness	Review SWP Working at RQM Office During Covid-19
Re-opening Plan for QPEC/Covid-19	WHMIS Refresher
Stroke VS Heart Attack	S.O.R.T. Tool
Mental Health Stress During Covid-19	Selective Attention at Work
Spills and Trips and Safety Q&A	Dangers of Coffee
Managing Heat Stress in the Workplace	Dehydration and Water Consumption
NS Covid-19 Workplace Screening Program	Controlling Stress
Review of Proof of Vaccination SWP	Safety Is Common Sense
Covid-19 Public Health Measures for Everyone	General Office Safety-Storage, Slips and Falls
Deskercise-The Benefits of Stretching	Hydration-The Importance of Water
End of Daylight Savings Time Can Be Deadly	

### **Grounds Crew/Pools/VIC- Seasonal Staff**

Chainsaw Safety	Review of Violence in the Workplace Policy #73
Sharps in Garbage Cans and Parks	Caution Walking and Driving on During Cold Weather
Covid-19 Awareness	Safety Supplies for Covid-19 Protection
Covid-19 – Two Employees in One RQM Vehicle	Covid-19 Updates
Public Waste Cans/Safely Emptying Them	Re-opening Plan for QPEC/Covid-19
Heat Stress	WHMIS Refresher
SWP-Bush Cutting	Use of PPE
Back to School-Safe Driving of RQM Vehicles	Safe Fueling of Vehicles and Equipment
Review of SWP Repetitive Strain Injury	Wearing Helmets While on ATV's
Health Protection Act Review May '21/Wearing Masks	NS Covid-19 Workplace Screening Program
Fall Rain-Slippery Walkways and Roads	Working Alone
SWP Review Personal Protective Equipment	Working Alone At The VIC
Extreme Heat SWP	Pump & Mechanical Safety at the Pools
Safe Use of Pool Chemicals	Hypothermia and Heat Exhaustion

Insect Bites	The Safe Operation of RQM Vehicles
Speeding & School Buses	Spinals, CPR, Shock & Hypothermia, Embedded Object
Broken Arm/Leg, Dislocated Shoulder	General Duties/Responsibilities of Ground-keeping staff

### Queens Place Emera Centre

Fatigue Management	Complacency
The Common Cold	Fire Drill Review and Emergency Quick Reference Guide
Working Alone	What is Safety?
Review of Safety Bulletin Board	Review of Violence in the Workplace Plan
Flu Season	Working with and Around Cleaners & Chemicals
Working with Chlorine Bleach	Inclement Weather
Winter Maintenance Guidelines	Five Reasons to Work Safe
Covid -19 Information and Updates	Re-opening Plan for QPEC/Covid-19
WHMIS Refresher	Non-Medical Facemask Use As Per Public Health Order
Masks Are Mandatory	Zamboni Operation Safety
Covid-19 Checklist	Covid-19 Symptoms & Comparison to Cold & Flu
Review of Customer Incident Report Form	Ladder Safety
Mental Health and Covid-19 for Employees	Review of Risk Assessment for the Fitness Facility
Review of Internal Incident Report Forms	Covid-19 and Working With the Public
Review: Ammonia, Carbon Monoxide & Propane Leaks	Springing Forward
Tunnel Vision	Continually Learning Safety Talk
Communication for Safety/Toolbox Talks	Weather Challenges-Changing Seasons
Extreme Heat	Arena Glass Breakage Procedure
Importance of Communication	Phase 5 Covid-19 Rules and Safety Review
Opening QPEC on Weekday Mornings	Dealing With Upset Customers
Inclement Weather and Power Outages	Review of Procedures Prior to Winter Storms
NS Covid-19 Workplace Screening Program	Self-Isolation – Covid 19
Working Safety During Covid-19	Photocopier Toner Safety
Knowing If Someone's Struggling With Mental Health	Phase 3-Covid-19
The 20/20 Rule for Eyestrain	The Deadly Dozen
Covid-19 Protocols	Preventing Joint & Muscle Repetitive Task Strain
Attitude and Safety	Review of Online RQM JOSH Information
Tick Bite Prevention	Avoiding Overheating During Exercise
Positive Attitude at Work	Awareness of Breath Practice
Covid-19 Safety	Kids In the Rink
Appropriate Footwear	Continually Learning-Having An Open Mind With Safety

## **SAFE WORK PRACTICES**

### **SAFE HANDLING OF BIOHAZARDOUS MEDICAL WASTE**

#### **GENERAL:**

Sharps such as needles, lancets, auto injectors and medical waste such as soiled bandages, disposable gloves, non-medical facemasks and tubing pose a hazard to all Region of Queens employees in all workplaces. These items can be contaminated with blood, body fluids and potentially infectious materials. Diseases such as HIV, Hepatitis B, Hepatitis C and other blood borne illnesses can result due to the improper handling of these types of waste. Attention shall be given to the following:

#### **PRACTICE:**

- Always wear proper PPE such as safety gloves and safety glasses when performing work tasks that can pose a risk to employees being exposed to biohazardous medical waste.
- All employees must exercise caution when emptying waste receptacles, picking up litter, sorting blue bag recyclables, cleaning equipment, inspecting waste at curbside & landfill or investigating illegal dumpsites. Always look before you touch. Your eyes are your best defense.
- It is always important to wash your hands with soap and water or use hand sanitizer after performing these tasks.
- All employees are to use a "hands off" approach when they encounter biohazardous medical waste while performing job tasks in the workplace.
- The only instances where these materials need to be removed is when identifiers are found or if leaving the material poses a hazard to others.
- When biohazardous medical waste is found while carrying out job tasks, report it to your supervisor immediately.
- All incidents resulting in an injury must also be reported to your supervisor immediately, an accident investigation form filled out and medical attention must be obtained.

#### **Emptying Waste Receptacles:**

- When emptying public and workplace waste receptacles, never sort through the materials.
- If waste receptacles are overflowing, never use your hands to push the materials down to make more room. Replace the bag or push the materials down with a stick or similar device.
- When full, tie the bag securely, remove, safely transport and dispose of the bag in a dumpster.

## SAFE WORK PRACTICES

### SAFE HANDLING OF BIOHAZARDOUS MEDICAL WASTE

#### Litter Pick-Up:

- Region of Queens Employees undertake litter pick-up on a regular basis. Litter and other loose debris must always be cleaned up with litter pickers, rakes and shovels and placed into bags for proper disposal.
- Never use your hands to pick up litter, as biohazardous medical waste could be present.
- If any hazardous materials are found loose on the ground, pick up the materials with tongs or a litter picker. Never use your hands. Place the material in a plastic pail with a cover. See the procedure for '**Safe Removal of Biohazardous Medical Waste**' below.

#### Sorting Recyclable Materials at the MRF:

- At the MRF, recyclable materials are moved along on a conveyor line. These materials can be unevenly distributed and can hide these hazardous materials from plain site.
- Employees at the MRF must exercise caution while sorting the various recyclable materials into the appropriate sorting chutes.
- When these hazardous materials are observed, the line must be stopped immediately, your co-workers on the line must be notified and the line restarted only when it is safe to do so.
- While the line is stopped, look for identifiers. If some are found, see the procedure for '**Safe Removal of Biohazardous Medical Waste**' below.
- Restart the line when all is clear and the remaining hazardous material will move to the end of the conveyor line where it will fall into the dump cage to be disposed of safely.

#### Cleaning Equipment at the Solid Waste Management Facility:

- When cleaning landfill equipment that has been in contact with solid waste, all employees must exercise caution.
- Never use your hands to remove them. Only use a shovel to clean out tracks, wheels and the under carriage as sharps can become stuck to the equipment in these places.

#### Curbside/Landfill Inspections and Illegal Dumpsite Investigations:

- Employees must exercise caution while conducting curbside inspections and illegal dumpsite investigations. Open bags carefully and observe the contents before continuing.

## SAFE WORK PRACTICES

### SAFE HANDLING OF BIOHAZARDOUS MEDICAL WASTE

- If biohazardous medical waste is found while inspecting curbside materials, stop what you are doing and securely tie the bag up. Place a Rejection sticker on the bag to ensure it does not get collected and report this to your supervisor along with the civic address for investigation and education purposes.
- Ensure that the reason for rejecting the waste is noted on the sticker to inform the resident.
- If biohazardous medical waste is found at the Landfill during an inspection, inform the waste generator that it will not be accepted, as it needs to be disposed of properly according to the NS Safe Sharps Program.
- If biohazardous medical waste is found during an illegal dumpsite investigation; it is important to remove this hazard from the site either in the bag it is found or if loose; in a plastic pail with a cover. See the procedure for '**Safe Removal of Biohazardous Medical Waste**' below.

#### **Safe Removal of Biohazardous Medical Waste:**

- In workplaces where identification is found along with these hazardous materials or where they need to be removed because of the risk to others; use the following procedure:
  1. If the materials are loose and on the ground, pick up the materials with tongs or a litter picker. Never use your hands.
  2. Place items and if found; any identifiers in a plastic pail with a cover.
  3. Place a completed 'Biohazardous Medical Waste' label on the cover and secure the cover with tamper proof tape in two places; one on each side. Report to your supervisor immediately.
  4. If the materials are already in a bag, ensure it is tied with a completed 'Biohazardous Medical Waste' label attached. Place in a secure place thereby removing the risk of injury to others.
  5. The secured pails/bags shall be taken to the By-Law Officer and the Solid Waste Clerk/Safety Officer to conduct an investigation.
  6. If an injury occurs because of biohazardous medical waste; wash the affected area with soap and water, report to your supervisor and seek medical attention immediately.

The background image shows a construction site in a wooded area. A grey Deere excavator is on the left, and a yellow Komatsu excavator is on the right. In the foreground, there is a stream with large rocks and wooden retaining walls. Two workers in safety gear are visible near the stream. The text is overlaid on a blue-bordered white box.

# **SAFETY OBSERVATION PROGRAM**

## **REGION OF QUEENS MUNICIPALITY**

**Connor O'Brien**  
**Engineering and Public Works**  
**Asset Management Coordinator**



## **SAFETY AS AN EVERY-DAY FUNCTION**

- **9 Years Safety Committee Member**
- **7 Years Safety Chair/Coordinator**
- **5 Successful Provincial/National Level Safety Audits**
- **4 Years Provincially Recognized Safety Champion**
- **3 Constructed and Implemented Safety Programs**
- **> 100 Accidents/Incidents/Near Miss Investigations**
- **> 300 000ha Active Wildland Fire Safety Lead**

A Hitachi excavator is shown in a logging site, surrounded by a forest of tall evergreen trees. The excavator's arm is extended, and the word "HITACHI" is visible on its side. The background shows a clear sky with some clouds. The image is overlaid with several text boxes.

**INCONSISTENCY**

**EXCESSIVE EFFORT**

**SAFETY  
CULTURE  
KILLERS**

**LAGGING STATISTICS**

**POOR ENGAGEMENT**

**CONSISTENCY**

**EFFICIENCY**

**IMPROVING  
SAFETY  
CULTURE**

**LEADING STATISTICS**

**HIGH ENGAGEMENT**

# CONSISTENCY



## CREATING GOOD HABITS



- Repetition



- Reinforcement



- Reward



- Accountability



- Leading by Example



- Organizational Alignment



# LEADING STATISTICS

VS

# LAGGING STATISTICS



- Easy to Measure/Hard to change



- Define/Lead Towards Future Goals



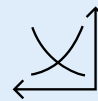
- Triggered by Events



- Predict Future Actions/Conditions



- Output Metric



- Proactive vs Reactive

# EFFORT



## MAKE IT EASY



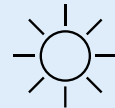
- Boring/Not Fun



- Simplicity in Execution



- Time Consuming/Labor Intensive



- Clarity in Process and Objective



- Confusing/Frightening



- Organizational Confidence



# ENGAGEMENT

## IT'S EVERYONE'S RESPONSIBILITY



- **Safety = Bad News**



- **Celebrating Safety**



- **“The Safety Guy/Gal”**



- **Function of Daily Activities**



- **Inclusivity/Safety For Everyone**



- **Showcasing Improvement/Growth**



# **SAFETY OBSERVATION PROGRAM**

**IDENTIFIES  
WEAKNESS**

**IDENTIFIES  
STRENGTHS**

**PROMOTES  
CONSISTENCY**

**PROMOTES "SAFETY POSITIVE"**

# THEORY

- Supervisors frequent active project sites daily
- JOSH members frequent offices/facilities and project sites daily
- Safety chairs frequent all types of facilities/project sites weekly
- We ALL make observations regarding safe/unsafe acts or conditions daily
- LET'S CAPTURE THEM!

# SAFE OBSERVATIONS

## ACTS

- Special Training
- Hazard Recognition
- Tool/Equipment Use

## CONDITIONS

- Winter Works
- Signage
- Housekeeping

# UNSAFE OBSERVATIONS

## ACTS

- PPE
- Policy/Process
- Vehicle/Equipment Operation

## CONDITIONS

- Road Hazards
- Building/Facility
- Emergency Response

# DATA MANAGEMENT

- Accessible to all supervisors/safety committee members
- Can be viewed/exported easily online
  - Graphs
  - Tables
  - Spreadsheets
  - Reports
- Safe vs Unsafe is NOT an effective metric
- Designed to identify trends, creating leading statistics

# EXECUTION

- Purpose-built tool hosted by Survey123
- Does not require login credentials
- Can be conducted from a computer browser or from Survey123 application
- Less than 2 minutes to complete an entry
- 2 observations per month by each committee member and supervisor = more than 36 observations/month OR 432/year

# DATA APPLICATION

- Monthly safety meetings held
- Weekly safety toolbox meetings held
- Active/daily involvement from a variety of individuals
- Variety of sites/projects/skilled individuals
- Effectively identify/monitor trends
- Effectively identify/monitor training opportunities

# BENEFITS

- Trend identification
  - Safe AND unsafe
  - Weaknesses and strengths
- Creation of leading statistics
  - Informed decision making
  - Proactive safety culture
  - Don't wait for somebody to get killed/injured to identify a safety issue
- Incident investigation
  - Chronic behavior vs isolated incidents
  - Insurance/liability/employee support
- Training
  - Identification of gaps/shortcomings
  - Measure of success/improvement

# SUM IT UP

- Collecting powerful data drives powerful decision making
- Can be applied to ANY part of the organization or those who work with it
- Safety is for everybody
- <https://arcg.is/OTCD0i>