

Joint Occupational Health & Safety Committee

Thursday, March 30, 2023

1:30 p.m.

A G E N D A

1. CALL TO ORDER
2. APPROVAL OF MINUTES – March 2, 2023
3. CHANGES/APPROVAL OF AGENDA
4. OLD BUSINESS
 - 4.1.1 Accident Reports
 - 4.1.2 Tool Box Meetings – March 2023
 - 4.1.3 Training
5. NEW BUSINESS
 - 5.1.1 Safety Suggestions
 - 5.1.2 Safety Observations Review
6. OTHER
7. NEXT MEETING – Thursday, April 27, 2023
8. ADJOURNMENT

**REGION OF QUEENS MUNICIPALITY
JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE
Thursday, March 2, 2023
1:30 P.M.**

Council Chambers

PRESENT: Scott LeBlanc, Chair, Public Works
Adam Grant, Vice-Chair, Public Works
Garrett Chetwynd, Public Works
Connor O'Brien, Public Works
Mallory Plummer, Finance
Scott Orme, Parks & Grounds
Steven Parnell, Capital Works
Steven Kennedy, Capital Works
Kelley-Anne Hurley, Bylaw
Meaghan Roberts, QPEC
Alex Comeau, QPEC
Howard Pearson, Admin
Angela Green, Admin

REGRETS: Audrey Wamboldt, Hillsvie Acres
Robin McKinnon, Hillsvie Acres
Kevin Weagle, Public Works
Frank Oickle, Landfill/MRF
David Kelley, QPEC

1.0 CALL TO ORDER

The meeting was called to order at 1:30 p.m.

2.0 APPROVAL OF MINUTES – January 26, 2023

It was moved by Garrett Chetwynd and seconded by Alex Comeau that the Minutes of the Joint Occupational Health and Safety Committee meeting held on January 26, 2023, be approved.

MOTION CARRIED unanimously.

3.0 CHANGES / APPROVAL OF AGENDA

It was moved by Adam Grant and seconded by Garrett Chetwynd that the Agenda be approved.

MOTION CARRIED unanimously.

4.0 OLD BUSINESS

4.1 Accident Reports

Queens Place Emera Centre reported one accident:

Scott LeBlanc reviewed the accident report which stated that an employee at QPEC slipped and fell on the ice while pushing the goal nets to the side while the ice was being resurfaced by another staff member operating the Zamboni. He was on foot with no ice cleats attached to his work boots and decided to exit the ice by way of the home player's bench exit. He waited for the Zamboni to make a second pass before exiting. His feet were still on the ice surface that hadn't been resurfaced, but as he stepped on the newly resurfaced ice, which is wet, he fell backwards and struck his head. Once he proceeded to get off the ice, he sat on the player's bench for a few minutes to recover. He was okay, but he did hurt his neck and head.

The cause of the accident was failure to use proper PPE (ice cleats), and failure to take proper care while stepping from dry unsurfaced ice to wet resurfaced ice.

QPEC staff must always wear ice cleats over their footwear when on the ice, and these cleats are provided. A supply of cleats will be located at the Zamboni entrance to the ice surface, and signage will be placed in several locations to remind staff that they must wear the cleats while on the ice surface at all times. A safety meeting was held with QPEC staff to remind staff of the requirements.

Scott Orme asked if this included coaches who walk out on the ice after games. Meaghan Roberts explained that as they are renting the ice, they are covered by their own insurance which states that they must have helmets and skates on. They have been asked to enforce this, and have set up the half ice boards, and been

provided with ice cleats by QPEC. They choose not to do it, but they are available to them. It is part of the tournament rules that no one is allowed on the ice surface except players. No one is allowed on the ice with shoes. Adam asked if there were any other instances of patrons on the ice without skates. Meaghan stated that photographers were probably the only other people, however they must have skates and helmets on.

4.2 Tool Box Meetings – February 2023

The list of tool box meeting topics for the month of February 2023 showed that most departments held toolbox meetings with a great representation of topics.

4.3 Tool Box Meetings – Topic Review 2020-2022

Scott provided a spreadsheet detailing the past two years of topics from all departments.

4.4 Training

To date the following courses are scheduled or pending:

First Aid – March 31, 2023 - A 1 day course is scheduled to be held in Council Chambers for approximately 15 employees from various Region of Queens departments.

Confined Spaces - March 8, 2023 - A 1-day course will be held on for approximately 14 employees from the Public Works/Capital Projects department.

Defensive Driving – April 2023 – A course will be held in April for approximately 40 or more employees, broken into 2 or 3 sessions of 20 over the course of the next couple of months. There will be employees from various departments who have the potential to operate a motor vehicle while carrying out work tasks taking this course.

5.0 NEW BUSINESS

5.1 Safety Suggestions

There were no safety suggestions to report.

5.2 Safe Work Practice Review – Safe Handling of Biohazardous Medical Waste

Scott presented the new Safe Handling of Biohazardous Medical Waste SWP for review and adoption by the committee. He explained that the reason it was written was an increase in the amount of sharps specifically in Queens at the curbside level, and dumped in a park on another occasion. Scott confirmed with Kelley-Anne Hurley that there were over 400 sharps found improperly disposed of recently. She reported that they were able to locate and charge the individual responsible for dumping them once, although there was a second incident as well that could not be tied to them. The reason for this common SWP was to make sure it is easily found by anyone that needs it, in all departments. It describes all the things employees need to look for while doing a variety of tasks, and includes a step by step process to remove the materials when found. He confirmed that Public Works has a large supply of 5-gallon buckets and lids that can be distributed to different departments, and that there are proper labels and tamper proof tape to secure the sharps until they are given to Scott or Kelly-Anne to investigate. The SWP outlines the proper containment and disposal of the materials collected. Garrett will be supplying Scott with a list of RQM washrooms so that sharps containers can be affixed in each one.

It was moved by Scott LeBlanc and seconded by Kelley-Anne Hurley that the Joint Occupational Health and Safety Committee adopt Safe Work Practice SWP-COM-21 – Safe Handling of Biohazardous Medical Waste, Dated March 2023 - for inclusion in Volume 2 of the Region of Queens Municipality Safety Manual.

MOTION CARRIED unanimously.

5.3 Safety Presentation – Safety Observation Program

Connor O'Brien gave an excellent presentation outlining the new Safety Observation Program. He stressed the importance of a positive safety culture in the workplace, and highlighted all the ways that this was achievable. Connor demonstrated the new reporting portal that is available to JOHS committee members, and suggested that the committee use it over the next month and see

how the functionality and data can be used to promote a safe work culture in the various Region of Queens workplaces.

6.0 OTHER

There was nothing else to report.

7.0 NEXT MEETING

The next meeting will be held on Thursday, March 30, 2023 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, Administrative Assistant - Administration

Date Approved: _____

ACCIDENT REPORT DETAILS

JOSH - Accident Investigation Report stakeholder - survey: Darcy Dowling

Date of Occurance	March 7, 2023
Date Reported	March 10, 2023
Department	Engineering- Public / Capital Works
Describe Clearly How the Accident Occurred	Was working under a sink to fix a water meter, position caused an issue with his chest. After a trip to the hospital, it was determined that a rib was out of place.
Estimated Cost of Damages	
Injured's Name	Darcy Dowling
Investigated By	Garrett Chetwynd
Loss Severity Potential	Minor
Nature of Damage	
Nature of Injury	Darcy was working under a sink to fix a water meter, position caused an issue with his chest.
Object Inflicting Damage	
Object Inflicting Injury	
Occupation	Tradesperson
Person with Most Control of Object	
Person with Most Control of Object	
Personal Injury?	Yes
Probability Reoccurrence Rate	Rare
Property Damage?	No
Property Damaged	

What Action Has or Will Be Taken to Prevent Recurrence?

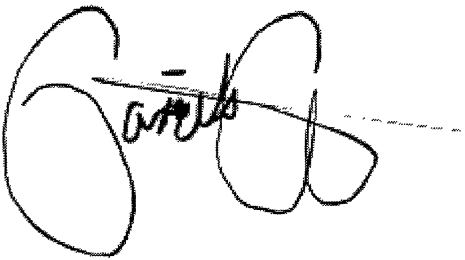
Staff will ensure that they are positioned in a way to limit strain on their body while working in awkward places.

What Acts, Failures to Act and/or Conditions Contributed Most Directly to this Accident?

Awkward work location and positioning of the body.

Workers Compensation Form Required?

Yes

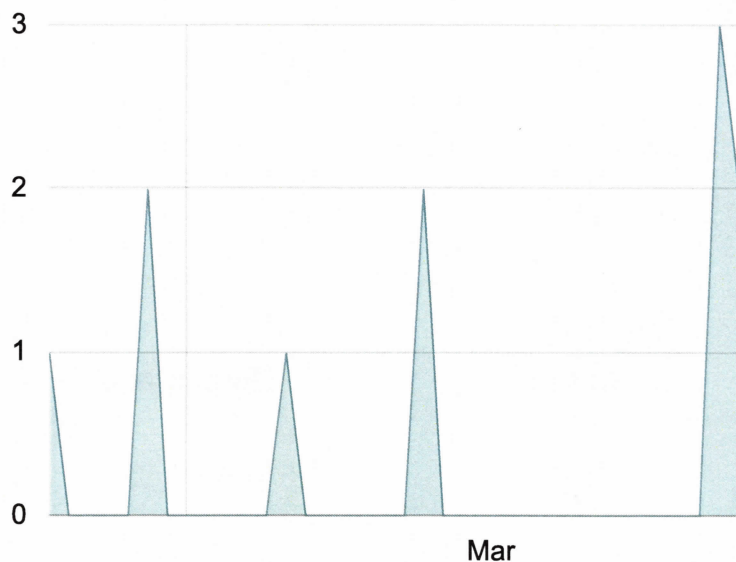
A handwritten signature in black ink, appearing to be "G. Smith", is written over a horizontal line. The signature is stylized and somewhat illegible.

TOOLBOX MEETINGS – March 2023

Department	Date of Tool Box	Topics
Engineering – Public/Capital Works	March 1, 2023	Vigilance when plowing and worker safety when dealing with the public.
Finance/Corporate Services/Bylaw Enforcement		
Hillsview Acres	February 21, 2023	Manual Start Procedure for External Generator.
	February 24, 2023	Cold Weather Warnings.
	March 24, 2023	Flushing Furnace Procedure.
Landfill MRF		
Planning		
QPEC – Admin	March 6, 2023	Office Safety, Environmental Health, Storage, Scheduled Cleaning, Common Office Injuries, Evacuation Routes, Safety Equipment Locations.
QPEC – Operations	March 27, 2023	PPE, Cleaning with chemicals.
QPEC – Fitness Centre	February 28, 2023	Verbal Communication & Workplace Safety.
Recreation & Comm. Facilities/Economic Development	March 7, 2023	How Daylight Savings Time can affect workplace safety.
VIC	Closed for Season	
Parks/Grounds – Seasonal Staff		
Pools – Milton & North Queens	Closed for Season	

Safety Observation

Observation Date and Time *



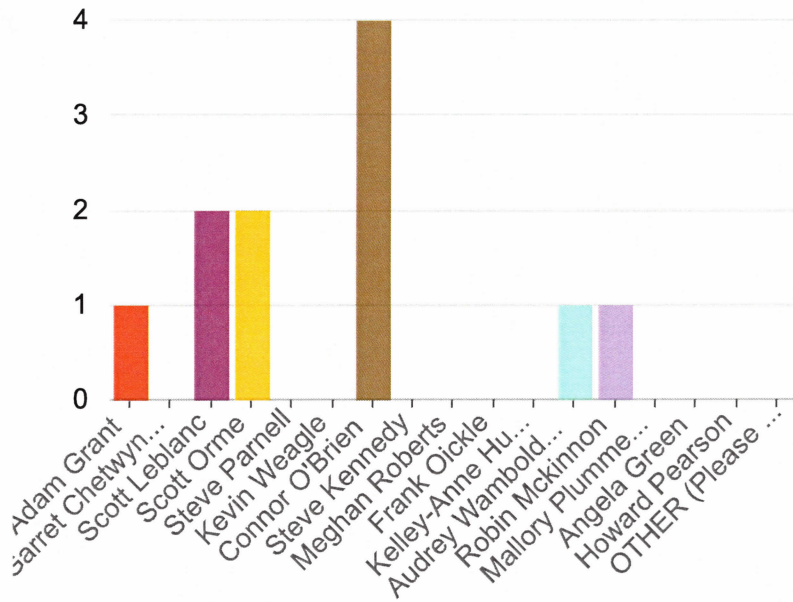
Date and time

Count

Feb 22, 2023, 12:00:00 AM - Feb 23, 2023, 12:00:00 AM	1
Feb 27, 2023, 12:00:00 AM - Feb 28, 2023, 12:00:00 AM	2
Mar 6, 2023, 12:00:00 AM - Mar 7, 2023, 12:00:00 AM	1
Mar 13, 2023, 12:00:00 AM - Mar 14, 2023, 12:00:00 AM	2
Mar 28, 2023, 12:00:00 AM - Mar 29, 2023, 12:00:00 AM	3
Mar 29, 2023, 12:00:00 AM - Mar 29, 2023, 11:59:59 PM	2

Answered: 11 Skipped: 0

Observer *

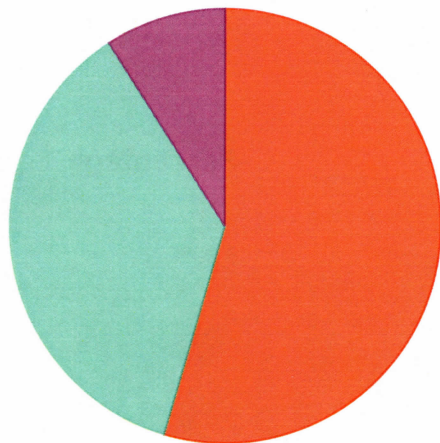


Answers	Count	Percentage
Adam Grant	1	9.09%
Garret Chetwynd	0	0%
Scott Leblanc	2	18.18%
Scott Orme	2	18.18%
Steve Parnell	0	0%
Kevin Weagle	0	0%
Connor O'Brien	4	36.36%
Steve Kennedy	0	0%
Meghan Roberts	0	0%
Frank Oickle	0	0%
Kelley-Anne Hurley	0	0%
Audrey Wamboldt	1	9.09%
Robin Mckinnon	1	9.09%
Mallory Plummer	0	0%

Angela Green	0	0%
Howard Pearson	0	0%
OTHER (Please specify in comments)	0	0%

Answered: 11 Skipped: 0

Observation Subject *

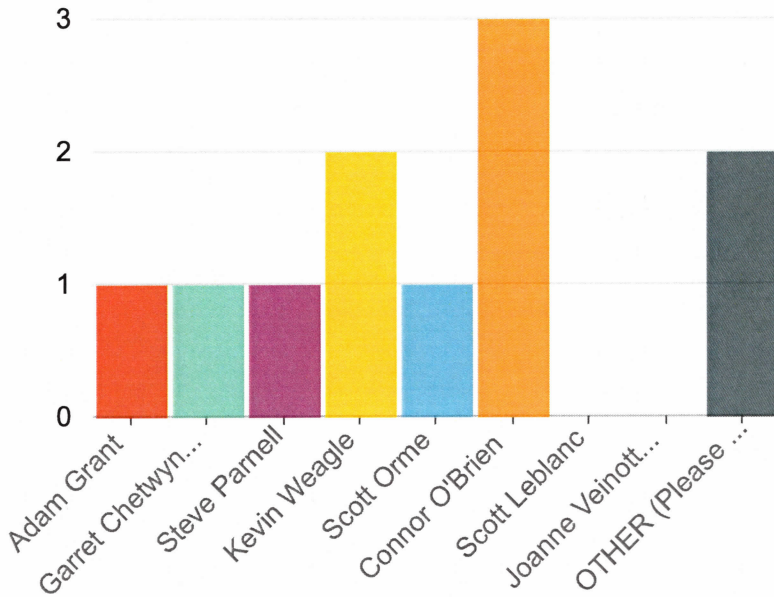


- Staff
- Condition
- Project
- Contractor

Answers	Count	Percentage
Staff	6	54.55%
Condition	4	36.36%
Project	1	9.09%
Contractor	0	0%

Answered: 11 Skipped: 0

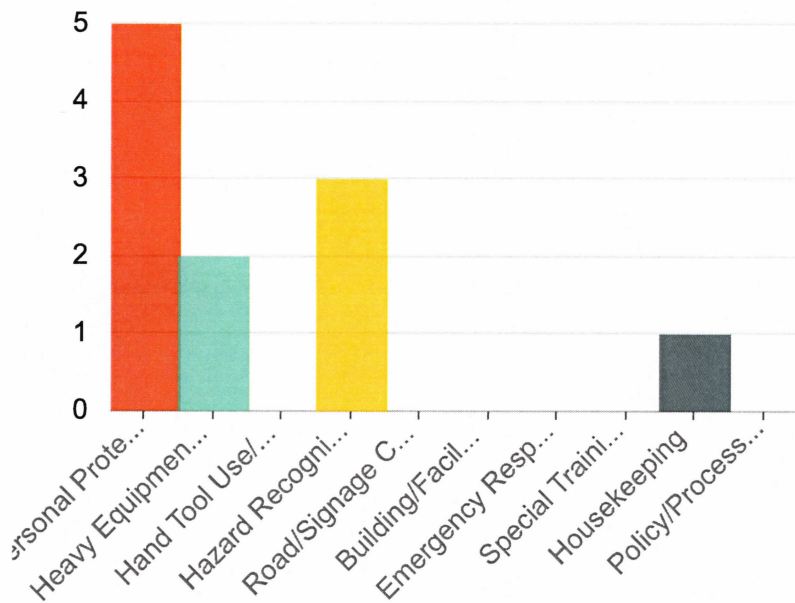
Site/Project Supervisor *



Answers	Count	Percentage
Adam Grant	1	9.09%
Garret Chetwynd	1	9.09%
Steve Parnell	1	9.09%
Kevin Weagle	2	18.18%
Scott Orme	1	9.09%
Connor O'Brien	3	27.27%
Scott Leblanc	0	0%
Joanne Veinotte	0	0%
OTHER (Please specify in comments)	2	18.18%

Answered: 11 Skipped: 0

Department *

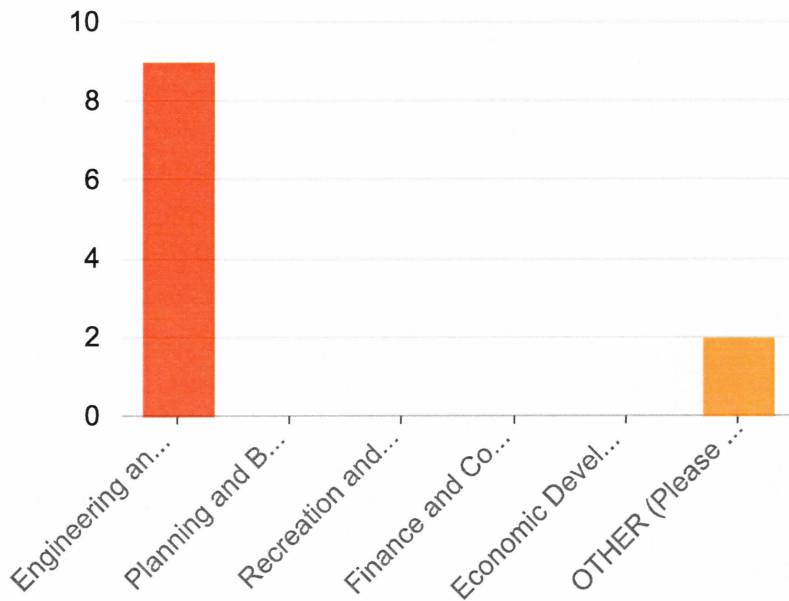


Answers **Count** **Percentage**

Answers	Count	Percentage
Personal Protective Equipment	5	45.45%
Heavy Equipment/Vehicle Operation	2	18.18%
Hand Tool Use/Condition	0	0%
Hazard Recognition	3	27.27%
Road/Signage Condition	0	0%
Building/Facility Condition	0	0%
Emergency Response/Readiness	0	0%
Special Training	0	0%
Housekeeping	1	9.09%
Policy/Process/Documentation	0	0%

Answered: 11 Skipped: 0

Observation *

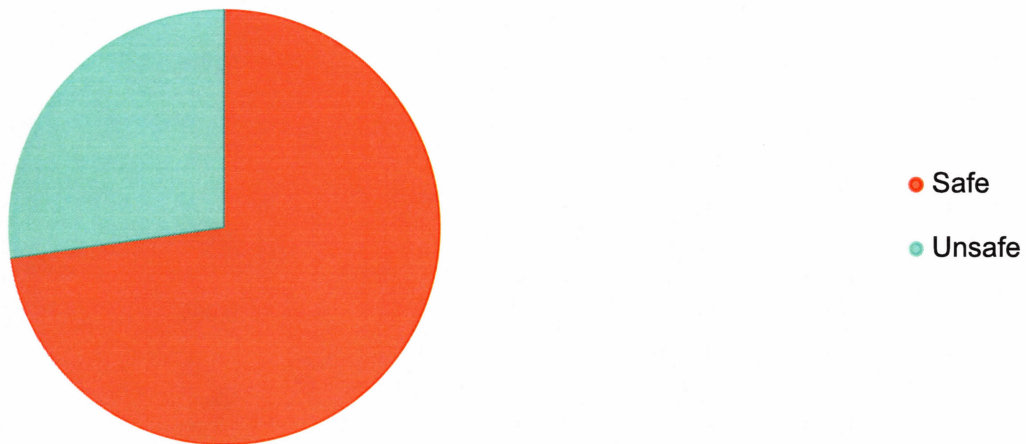


Answers **Count** **Percentage**

Engineering and Public Works	9	81.82%
Planning and Bylaw Enforcement	0	0%
Recreation and Healthy Communities	0	0%
Finance and Corporate Services	0	0%
Economic Development	0	0%
OTHER (Please specify in comments)	2	18.18%

Answered: 11 Skipped: 0

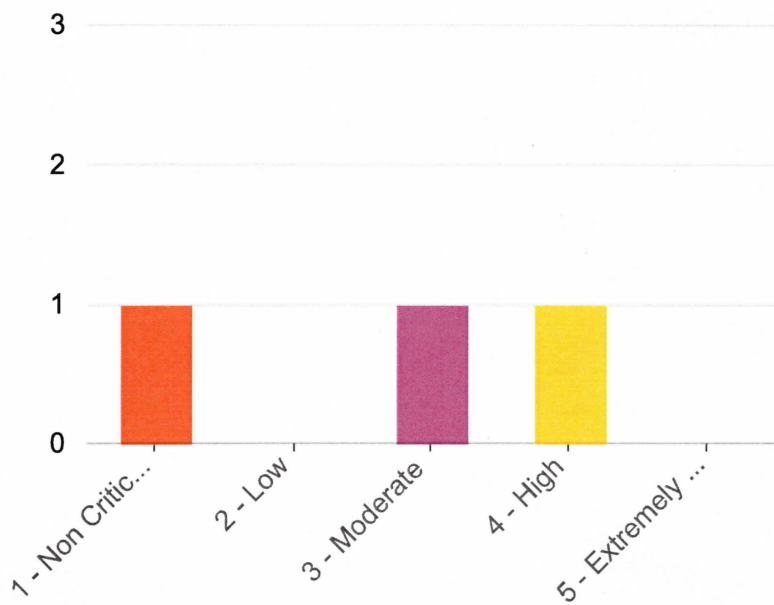
Observation Type *



Answers	Count	Percentage
Safe	8	72.73%
Unsafe	3	27.27%

Answered: 11 Skipped: 0

Criticality Rating *



Answers	Count	Percentage
1 - Non Critical	1	9.09%
2 - Low	0	0%
3 - Moderate	1	9.09%
4 - High	1	9.09%
5 - Extremely Critical	0	0%
Answered: 3 Skipped: 8		

Follow Up Actions/Comments

The word cloud requires at least 20 answers to show.

Word	Count
-	5
wearing	5
staff	4
snow	4
access	4
March	3
safely	3
Supervisor	2
Candice	2
Weare/Anya	2
Teri	2
Location	2

Hillsview	2
Acres	2
dining	2
room	2
and/or	2
work	2
Individuals	2
plowed	2
contractor	2
back	2
generator	2
drifts	2
site	2
PPE	2
traffic	2
control	2
observed	2
safety	2
working	2
flooring	1
lifting	1
seams	1
entry	1

area.	1
elevated	1
'bubble'	1
residents	1
visitors	1
caught	1
foot	1
walking	1
(no	1
falls).	1
Contractors	1
(week	1
20-24)	1
assess	1
needing	1
done.	1
meantime	1
large	1
green	1
"X"	1
floor	1
make	1
aware	1

rise	1
flooring.	1
Removal.	1
pushed	1
sufficiently	1
suppliers	1
fuel	1
tanks.	1
climb	1
drifts/walk	1
spots.	1
note	1
accessing	1
occur	1
stormy	1
weather	1
night	1
time	1
complicate	1
issue.	1
issue	1
discussed	1
week	1

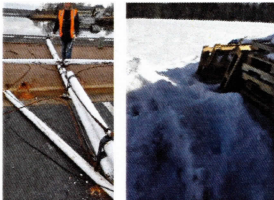
5th	1
email	1
10th	1
'corrected'	1
6th	1
noted	1
returned	1
push	1
access.	1
Port	1
Mouton	1
Road	1
worksite	1
correct	1
set	1
properly	1
flow	1
undertaken.	1
Safe	1
walkways	1
entrances	1
Administration	1
Building	1

Removal	1
flag	1
poleusing	1
loader	1
atricky	1
task	1
PWG	1
housekeeping	1
improved.	1
Pathways	1
clear	1
obstructions.	1
MRF	1
hi-vis	1
glases	1
steel	1
toed	1
boots.	1
Jonathan	1
operating	1
unfamiliar	1
piece	1
equipment	1

diligently	1
requesting	1
required.	1
glasses	1
Employees	1
masks	1
insultion	1
Carpentry	1
crew	1
beach	1
meadows	1
change	1
project	1
crane	1
truck.	1

Answered: 11 Skipped: 0

Optional Image Upload



Images: 2

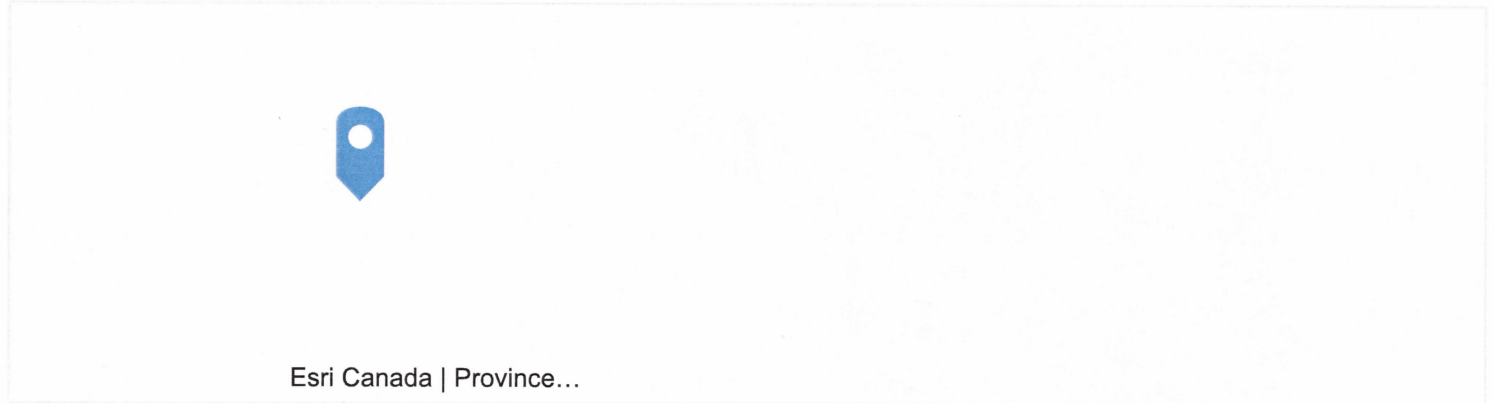
Safety Observation

Submitted by: RQM_collection

Submitted time: Mar 28, 2023, 9:07:12 AM

Observation Location

Lat: 44.040058 Lon: -64.716518



Observation Date and Time

Mar 28, 2023, 8:59:00 AM

Observer

Scott Orme

Observation Subject

Staff

Site/Project Supervisor

Steve Parnell

Department

Engineering and Public Works

Observation Type

Heavy Equipment/Vehicle Operation

Observation

Safe

Follow Up Actions/Comments

Removal of flag poleusing loader was atricky task

Optional Image Upload



option

8.jpg

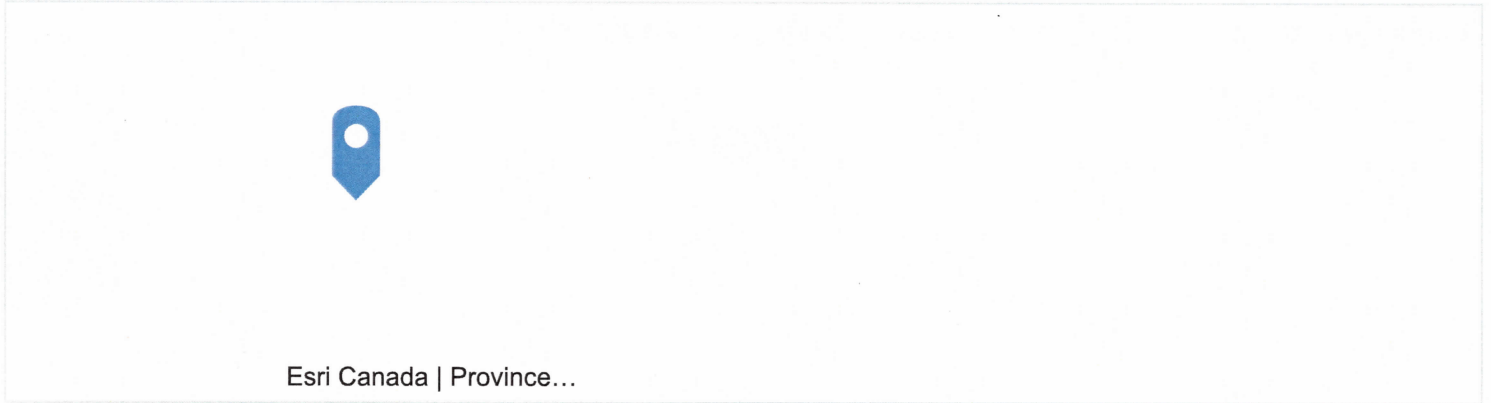
Safety Observation

Submitted by: RQM_collection

Submitted time: Mar 28, 2023, 11:15:08 AM

Observation Location

Lat: 44.066705 Lon: -64.67826



Observation Date and Time

Mar 28, 2023, 11:05:00 AM

Observer

Scott Orme

Observation Subject

Staff

Site/Project Supervisor

Garret Chetwynd

Department

Engineering and Public Works

Observation Type

Personal Protective Equipment

Observation

Unsafe

Criticality Rating

1 - Non Critical

Follow Up Actions/Comments

Employees should be wearing masks when working with insulation

Safety Observation

Submitted by: RQM_collection

Submitted time: Feb 27, 2023, 12:17:26 PM

Observation Location

Lat: 44.182027 Lon: -64.829312



Observation Date and Time

Feb 27, 2023, 11:56:00 AM

Observer

Connor O'Brien

Observation Subject

Staff

Site/Project Supervisor

Connor O'Brien

Department

Engineering and Public Works

Observation Type

Heavy Equipment/Vehicle Operation

Observation

Safe

Follow Up Actions/Comments

Jonathan was observed operating an unfamiliar piece of equipment safely, diligently, and requesting help when required.

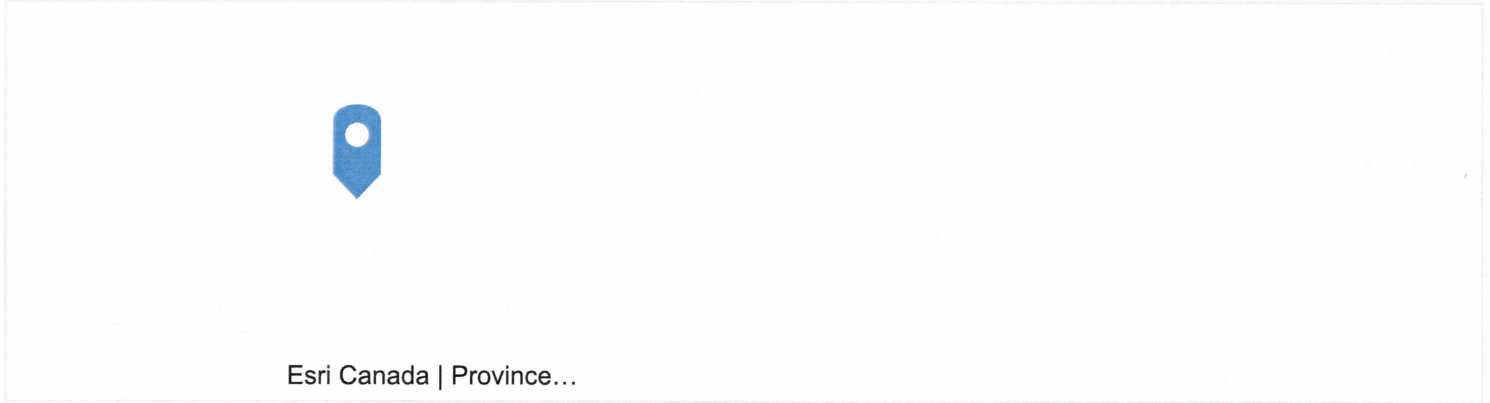
Safety Observation

Submitted by: Anonymous user

Submitted time: Mar 29, 2023, 2:16:29 PM

Observation Location

Lat: 43.986597 Lon: -64.783065



Observation Date and Time

Mar 28, 2023, 2:30:00 PM

Observer

Scott Leblanc

Observation Subject

Project

Site/Project Supervisor

Kevin Weagle

Department

Engineering and Public Works

Observation Type

Personal Protective Equipment

Observation

Safe

Follow Up Actions/Comments

Staff at Old Port Mouton Road worksite wearing correct PPE and traffic control set up properly to control the flow of traffic to allow necessary work to be safely undertaken.

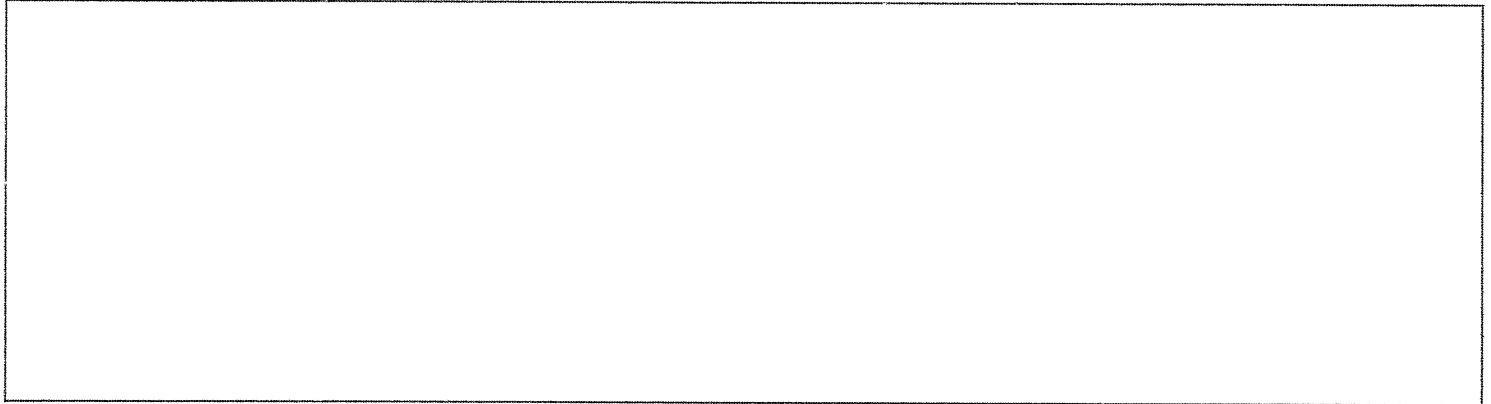
Safety Observation

Submitted by: Anonymous user

Submitted time: Mar 29, 2023, 3:51:04 PM

Observation Location

Lat: 44.048053 Lon: -64.7143



Observation Date and Time

Mar 29, 2023, 3:49:00 PM

Observer

Adam Grant

Observation Subject

Condition

Site/Project Supervisor

Adam Grant

Department

Engineering and Public Works

Observation Type

Housekeeping

Observation

Safe

Follow Up Actions/Comments

PWG housekeeping has really improved. Pathways are clear of obstructions.

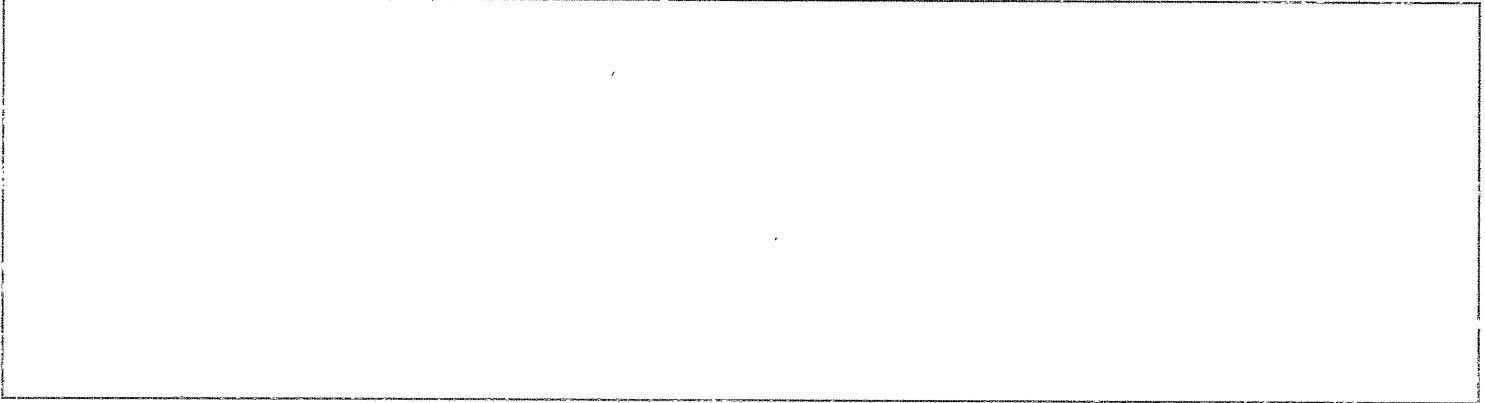
Safety Observation

Submitted by: Anonymous user

Submitted time: Mar 30, 2023, 9:19:28 AM

Observation Location

Lat: 44.209164 Lon: -64.863724



Observation Date and Time

Mar 6, 2023, 9:10:00 AM

Observer

Audrey Wamboldt

Observation Subject

Condition

Site/Project Supervisor

OTHER (Please specify in comments)

Department

OTHER (Please specify in comments)

Observation Type

Hazard Recognition

Observation

Unsafe

Criticality Rating

4 - High

Follow Up Actions/Comments

Supervisor - Candice Weare/Anyia Teri**Location - Hillsview Acres**

Snow Removal. Snow plowed by contractor was not pushed back sufficiently for staff to access the generator or for outside suppliers to access fuel tanks. Individuals would have to climb over the plowed drifts/walk through snow to access spots. Further note, accessing generator may need to occur during stormy weather, night time, etc - which would further complicate the issue. The issue was discussed the week of March 5th, with an email going out on the 10th that drifts were still not 'corrected' and on March 6th, it was noted that the contractor had returned to the site to push back the snow drifts for access.

Optional Image Upload



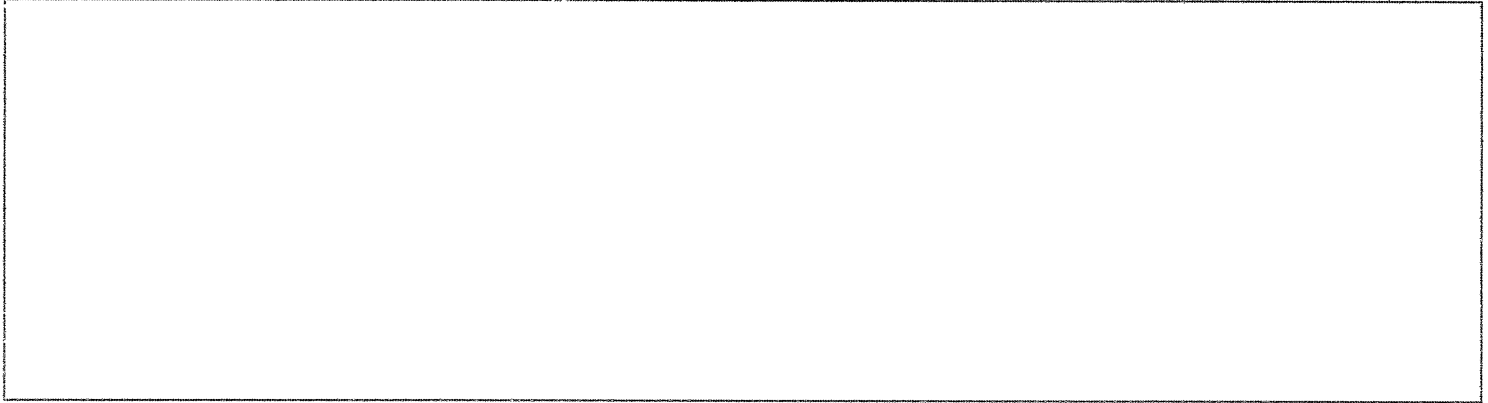
Safety Observation

Submitted by: Anonymous user

Submitted time: Mar 30, 2023, 9:27:13 AM

Observation Location

Lat: 44.209396 Lon: -64.863676



Observation Date and Time

Mar 13, 2023, 9:22:00 AM

Observer

Robin Mckinnon

Observation Subject

Condition

Site/Project Supervisor

OTHER (Please specify in comments)

Department

OTHER (Please specify in comments)

Observation Type

Hazard Recognition

Observation

Unsafe

Criticality Rating

3 - Moderate

Follow Up Actions/Comments

Supervisor - Candice Weare/Any Teri

Location - Hillsvie Acres

Dining room flooring is lifting at the seams at the entry to the dining area. There is enough of an elevated 'bubble' that some residents and/or staff and/or visitors have caught their foot when walking (no falls). Contractors have come in (week of March 20-24) to assess work needing to be done. In the meantime, a large green "X" has been placed on the floor to make individuals aware of rise in flooring.