

**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: _____