

Joint Occupational Health & Safety Committee

**Thursday, May 04, 2023
1:30 p.m.
A G E N D A**

1. CALL TO ORDER
2. APPROVAL OF MINUTES – March 30, 2023
3. CHANGES/APPROVAL OF AGENDA
4. OLD BUSINESS
 - 4.1.1 Accident Reports
 - 4.1.2 Tool Box Meetings – April 2023
 - 4.1.3 Training
5. NEW BUSINESS
 - 5.1.1 Safety Suggestions
 - 5.1.2 Safety Observations Program – April 2023
 - 5.1.3 Joint Occupational Health & Safety Committee Webpage - Digital SDS Library
 - 5.1.4 Safety Presentation – Hazards of Working in Warm Weather
6. OTHER
7. NEXT MEETING – Thursday, May 25, 2023
8. ADJOURNMENT

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

Council Chambers

PRESENT: Scott LeBlanc, Chair, Public Works
Adam Grant, Vice-Chair, Public Works
Garrett Chetwynd, Public Works
Audrey Wamboldt, Hillsvie Acres
Robin McKinnon, Hillsvie Acres
Kevin Weagle, Public Works
Scott Orme, Parks & Grounds
Steven Parnell, Capital Works
Steven Kennedy, Capital Works
Alex Comeau, QPEC
Mike MacLeod, Planning & Development
Tim Clattenburg, Planning & Development
Angela Green, Admin

REGRETS: Connor O'Brien, Public Works
Mallory Plummer, Finance
Kelley-Anne Hurley, Bylaw
Meaghan Roberts, QPEC
Frank Oickle, Landfill/MRF
David Kelley, QPEC

1.0 CALL TO ORDER

The meeting was called to order at 1:34 p.m.

2.0 APPROVAL OF MINUTES – March 2, 2023

It was moved by Garrett Chetwynd and seconded by Robin McKinnon that the Minutes of the Joint Occupational Health and Safety Committee meeting held on March 2, 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

Public Works reported one (1) accident in March.

Garrett Chetwynd reported that a member of the Water Utility staff was working under a sink in a cramped position to fix a water meter, causing an issue with his chest. The staff member was seen at the hospital 2 days after the incident, and it was found that a rib had been displaced. He has since made a full recovery.

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

4.2 Tool Box Meetings – March 2023

The list of Tool Box meeting topics for the month of March 2023 showed that most departments held toolbox meetings with a great representation of topics.

4.3 Training

Confined Spaces - March 7, 2023 - A 1-day course was held in the Council Chamber for approximately 14 employees from the Public Works/Capital Projects department. The remaining staff will be given training in approximately a year.

First Aid – March 31, 2023 - A 1 day course is scheduled to be held tomorrow, March 31, in Council Chambers for approximately 15 employees from the RQM Public/Capital Works and Administration departments.

Defensive Driving – A course will be held on May 12, 2023, for 20 employees in Council Chambers. There will be employees from various departments who have the potential to operate a motor vehicle while carrying out work tasks taking this course. There will be second and third dates scheduled for later in May, tentatively the 24th or 31st, and again in mid-June. This course will generate a generic certificate on completion and includes best practices training when driving. It is a full-day course.

Hillsview - reported that they are looking into the spring to start training.

5.0 NEW BUSINESS

5.1 Safety Suggestions

There were no safety suggestions to report.

5.2 Safety Observations Review

Scott LeBlanc gave an overview of the stats from the first month of the Safety Observations Reporting process. He gave a brief refresher on how to fill in the online form to report safety issues, be they unsafe or safe.

He then took the committee through the reporting functions within the Safety Observations app, and an overview of the reports and metrics once they have been generated. He went over several of the reports that had been made in March and pointed out the different aspects of the individual submissions.

Scott Orme did have a question regarding his responsibilities surrounding intervening when he sees something unsafe. Adam Grant clarified that everyone has the responsibility to report to the site supervisor if there is unsafe work observed.

All committee members have been asked to make a minimum of 2 reports over the next month, to ascertain how this tool can be utilized going forward. Adam stressed the importance of continuing the use of this tool, so that we can have a better idea of the safety culture in RQM and how safe our various workplaces are. Annual reporting from facility inspections is not frequent enough to give an accurate idea of the safety culture and issues. It will also allow the

committee to see how the reporting program can be shared with staff for the benefit of all.

6.0 OTHER

There was nothing else to report.

7.0 NEXT MEETING

The next meeting will be held on Thursday, April 27, 2023, at 1:30 p.m. in the Council Chamber.

8.0 ADJOURNMENT

There being no further business, the meeting adjourned at 1:50 p.m.

Scott LeBlanc, Chair

Angela Green, Recording Secretary

Date Approved: _____

TOOLBOX MEETINGS – April 2023

Department	Date of Tool Box	Topics
Engineering – Public/Capital Works	March 31, 2023	SWP-PW-43, Fall Protection Plan & Procedure Review
	April 5, 2023	Safe Handling of Biohazardous Medical Waste
	April 12, 2023	Review Chemical Sensors
	April 12, 2023	Review Chemical Testing
	April 18, 2023	Daily Trip Inspections
Finance/Corporate Services/Bylaw Enforcement		
Hillsview Acres	April 20, 2023	Cars Can Start Wildfires
Landfill MRF	April 5, 2023	Safe Handling of Biohazardous Medical Waste
	April 14, 2023	Scales at Landfill
Planning		
QPEC – Admin	April 5, 2023	Spring Safety Tips
QPEC – Operations	April 3, 2023	Cleaning with Chemicals, Habits, & Safety
QPEC – Fitness Centre	April 17, 2023	Causes, Symptoms, and First Aid for Allergies
Recreation & Comm. Facilities/Economic Development	April 4, 2023	Spring Cleaning in the Workplace
VIC	Closed for Season	
Parks/Grounds – Seasonal Staff		
Pools – Milton & North Queens	Closed for Season	