

Joint Occupational Health & Safety Committee

**Thursday, June 29, 2023
1:30 p.m.
A G E N D A**

1. CALL TO ORDER
2. APPROVAL OF MINUTES – May 25, 2023
3. CHANGES/APPROVAL OF AGENDA
4. OLD BUSINESS
 - 4.1.1 Accident Reports
 - 4.1.2 Tool Box Meetings – June 2023
 - 4.1.3 Annual WHIMS Refreshers
 - 4.1.4 Training
5. NEW BUSINESS
 - 5.1.1 Safety Suggestions
 - 5.1.2 Safety Observations Program – June 2023
 - 5.1.3 Annual Facility Inspections
6. OTHER
7. NEXT MEETING – Thursday, July 27, 2023
8. ADJOURNMENT

**REGION OF QUEENS MUNICIPALITY
JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE
THURSDAY, May 25, 2023
1:30 P.M.**

Council Chamber

PRESENT: Scott LeBlanc, Chair, Public Works
Adam Grant, Vice-Chair, Public Works
Garrett Chetwynd, Public Works
David Kelley, QPEC
Steven Parnell, Capital Works
Kevin Weagle, Public Works
Kelley-Anne Hurley, Bylaw
Mallory Plummer, Finance
Meaghan Roberts, QPEC
Scott Orme, Parks & Grounds
Audrey Wamboldt, Hillsview Acres
Angela Green, Administration

REGRETS: Frank Oickle, Landfill/MRF
Robin McKinnon, Hillsview Acres
Steven Kennedy, Capital Works
Connor O'Brien, Public Works

1.0 CALL TO ORDER

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

2.0 APPROVAL OF MINUTES – May 4, 2023

It was moved by Garrett Chetwynd and seconded by Kevin Weagle that the Minutes of the Joint Occupational Health and Safety Committee meeting held on May 4, 2023, be approved.

MOTION CARRIED unanimously.

3.0 CHANGES / APPROVAL OF AGENDA

It was moved by Kelley-Anne Hurley and seconded by Mallory Plummer that the agenda be approved.

MOTION CARRIED unanimously.

4.0 OLD BUSINESS

4.1 Accident Reports

There was one accident to report.

Kevin Weagle gave an overview of the accident report submitted by the MRF facility. An employee was tipping a paper tub to fill the baler when he felt a pull in his groin area. After some time, he felt that the pain was increasing, so Kevin advised him to seek medical attention right away. The employee had a small medical procedure done in the affected area a few weeks prior, and the doctor felt that it could be an infection related to that procedure. He was given antibiotics and advised that he should not return to work for 2 weeks.

Angela has started sending a copy of the Accident Reports to Paulette for cross reference with WCB paperwork, ensuring that all paperwork is complete.

4.2 Tool Box Meetings

Departments held toolbox meetings with a great representation of topics. Angela explained that the missing Tool Box meetings for Engineering/Public/Capital works were her error as she told Kevin that he had done them, when in fact he hadn't. They will be in next month's report. Pools and VIC will be opening soon so they will have reports for next month.

4.3 Training

Traffic Control and Signing – 6 Public Works staff will need it. Tentatively early August for course dates, in Dartmouth.

Defensive Driving – 17 more employees took the course yesterday (May 24, 2023). 9 employees remain to take the course, we are looking at late June/early July for that course.

Hillsview has a First Aid/CPR class running on Monday, and then again in early June.

QPEC will have new staff soon that will need First Aid/CPR/

4.4 Annual WHIMS Refreshers – June 2023

All Departments must refresh their WHIMS course annually, between June and July. Scott will be sending out email packages to do this training, if departments want to do it themselves that is fine, or Scott can come and do it. It is a 15-minute toolbox.

4.5 Joint Occupational Health & Safety Committee Webpage – Digital SDS Library

Scott had finished compiling over 500 products that are in use in RQM workplaces. Because there are so many, a digital file will be much more user friendly than having them all printed in binders. He explained that due to digital signatures on the different documents, they cannot be combined into one document. When a company writes an SDS document they own it, and they cannot be combined with any other document. They all will be uploaded to the website and will be individually searchable. Scott and Adam discussed having a kiosk with a tablet by the safety bulletin board for worksites without regular access to computers, such as the pools.

5.0 **NEW BUSINESS**

5.1 Safety Suggestions

Meaghan received a phone call from the president of the baseball club, about used syringes being found strewn about the ball fields, in the dugouts and in the surrounding woods. She explained to him that if it was RQM property they would have to contact us to clean them up and dispose of them properly, but if it was their property, it is their responsibility. She was concerned about their stated plan to put sharps containers in their bathrooms, as she felt that it would encourage further use in the facilities. Kelley-Anne stated that we could recommend further evening patrols in the area, and that she and Scott could do some training on proper clean up and disposal. Adam stated that it was ultimately up to them how they deal with the issue of their own private property. Scott Orme felt that the issue was not as widespread as reported as they are not finding any. He feels that the wall mounted sharp containers would just create more issues as this type of user is not going to bother to dispose of the syringes they use properly.

5.2 Safety Observations Program – May 2023

It has only been 3 weeks since our last meeting, so we don't have quite as much information as usual. We have had 8 total observations, 5 were safe, 4 dealt with Engineering & Public Works. Correct PPE use was mentioned a couple of times. Hillsview had an issue with a staircase having some obstacles, but they were cleared off and the issue is resolved. Audrey requested that there be some sort of receipt or email reply when a report is submitted, so that they can keep better track of if they have submitted everything. Connor should be able to set something up in the app. Adam suggested that there be an automatic reminder to committee members to submit reports as well. Scott observed that the public drop off was very well maintained, and the bins were safe and emptied regularly. Kevin found an issue with the safety bulletin board out at the landfill. There was unsafe clutter in front of and surrounding the board. He has ordered a new board and will be mounting it upstairs where it is cleaner and there is better access. Kelley-Anne reported that there are holes remaining in the Council Chamber floor from the installation of the sound system that could cause an ankle injury to someone where high-heeled footwear.

5.3 Lifting of the COVID-19 Health Protection Act Order

The Health Protection Act Order governing COVID-19 safety regulations has been lifted.

Hillsview Acres is assessing on a case-by-case basis.

5.4 Playground Inspections Update

Grounds has been hard at work making many corrections. They will be doing more work in August. Scott made note of the current grades of Region of Queens Playground sites as compared to when inspections began last fall.

1. Privateer Park – 80% compared to 45%
2. Beach Meadows Park – 90% compared to 62%
3. Centennial Park – 78% compared to 55%
4. Cobb's Park – 88% compared to 58%
5. Milton Pool Park – 96% compared to 80%

6.0 OTHER

There was nothing to add or report.

7.0 NEXT MEETING

The next meeting will be held on Thursday, June 29, 2023 at 1:30 p.m. in the Council Chamber.

8.0 ADJOURNMENT

There being no further business, the meeting adjourned at 1:55 p.m.

Scott LeBlanc, Chair

Angela Green, Committee Secretary

Date Approved: _____

REGION OF QUEENS MUNICIPALITY

Supervisor's Accident Investigation Report

No 0496

Region of Queens Municipality
Company or Branch

Department
Solid waste facility

Exact Location
MRF Facility

Date of Occurrence
May 29/23

Time
8:30 AM

Date Reported
May 29/23

PERSONAL INJURY

PROPERTY DAMAGE

Injured's Name
Randy Rapp

Property Damaged

Occupation
Forklift operator

Injured Part of Body
Left Knee

Estimated Costs \$

Actual Costs

Nature of Injury
Possible meniscus tear

Nature of Damage

Object/Equipment/Substance/Inflicting Injury

Object/Equipment/Substance/Inflicting Damage

Person with most control of Object/Equipment/Substance

Person with most control of Object/Equipment/Substance

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

DESCRIPTION

Randy was entering the skid steer and while stepping into cab as he turned to sit he felt a snap in his knee as he sat down.

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

ANALYSIS

Randy's failure to allow properly enter & exit the cab.

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

By properly entering the space, Randy would not have twisted his knee to the extent that he hurt his knee

Loss Severity Potential

Major Serious Minor

Probable Recurrence Rate

Frequent Occasional Rare

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

PREVENTION

A Toolbox meeting on properly entering & exiting skid steer

Investigated By

Date

Reviewed By

Date

Adequate time spent on proper investigation and effective remedial action is cost reduction effort on tomorrow's losses.



JOSH - Accident Investigation Report

Department: Engineering- Public / Capital Works

Date of Occurrence: May 11, 2023 11:44 AM

Date Reported: June 7, 2023 11:44 AM

Personal Injury? Yes Property Damage? No

Personal Injury

Injured's Name: Steven Kennedy Occupation: Machine Operator /
Labourer

Nature of Injury:

Steven injured his right shoulder while starting a generator.

Object Inflicting Injury:

Generator Recoil

Person with Most Control of Object: Steven Kennedy

Workers Compensation Form Required? Yes

Property Damage

Property Damaged:

Nature of Damage:

Object Inflicting Damage:

Person with Most Control of Object:

Estimated Cost of Damages:



JOSH - Accident Investigation Report

Other Details:

Describe Clearly How the Accident Occurred:

Steven was attempting to pull start a generator when something kicked back and locked up quickly causing an injury to his right shoulder.

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

The recoil system kicked back on the compression cycle. May have caught the starter at compression near the pull cord length and when shoulder was at unstable position.

Loss Severity Potential: Minor

Probability Reoccurrence Rate: Occasional

What Action Has or Will Be Taken to Prevent Recurrence?

Toolbox with employees to reiterate the following:

- Steady shoulder and maintain stability and shoulder position
- Do not pull on recoil starter when body position is not at braced and stable position.

Investigated By: Garrett Chetwynd

Signature

A handwritten signature in black ink, appearing to read "Garrett Chetwynd".

Attachments:

TOOLBOX MEETINGS – June 2023

Department	Date of Tool Box	Topics
Engineering – Public/Capital Works	May 30, 2023 June 1, 2023	Wildfire Smoke Driving & Conducting Road/Infrastructure asset data collection-Roads, sidewalks & Curbs
Water Treatment Plant	June 8, 2023	JP-WAT-04 Hooking up full chlorine tanks
Finance/Corporate Services/Bylaw Enforcement	June 12, 2023	Communication is the key to positive working environments
Hillsview Acres	May 29, 2023 May 29, 2023	Working in Hot Temperatures External Air Exclusion-Wildfire Smoke Hazards
Landfill MRF	June 7, 2023 June 9, 2023	Safely entering/exiting heavy equipment JP-LAN-05 Handling
Planning	June 21, 2023	WHMIS Refresher
QPEC – Admin	June 5, 2023	Hazards of Wildfire Smoke
QPEC – Operations	June 5, 2023	Lock Out/Tag Out Safe Work Practice and Procedure
QPEC – Fitness Centre		
Recreation & Comm. Facilities/ Economic Development		
VIC	June 26, 2023	Violence in the Workplace Plan
Parks/Grounds – Seasonal Staff	May 30, 2023 June 16, 2023	Air Quality Due to Forest Fires & How to Work Safely WHMIS Refresher
Pools – Milton & North Queens	Closed	Closed