

**REGION OF QUEENS MUNICIPALITY  
JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE  
Thursday, May 4, 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, Hillsview Acres  
Kevin Weagle, Public Works  
Frank Oickle, Landfill/MRF  
Kelley-Anne Hurley, Bylaw  
Scott Orme, Parks & Grounds  
Steven Kennedy, Capital Works  
Mike MacLeod, Planning & Development  
Angela Green, Admin

**REGRETS:** Connor O'Brien, Public Works  
Mallory Plummer, Finance  
Meaghan Roberts, QPEC  
David Kelley, QPEC  
Robin McKinnon, Hillsview Acres

**1.0 CALL TO ORDER**

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

**2.0 APPROVAL OF MINUTES – March 30, 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 March 30, 2023, be approved.

MOTION CARRIED unanimously.

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

It was moved by Kevin Weagle and seconded by Mike MacLeod that the agenda be approved.

MOTION CARRIED unanimously.

### **4.0 OLD BUSINESS**

#### **4.1 Accident Reports**

There were no accidents to report in April.

#### **4.2 Tool Box Meetings – April 2023**

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

#### **4.3 Training**

**First Aid** – March 31, 2023 - A 1 day course was conducted in Council Chambers for 13 employees from the RQM Public/Capital Works and 2 employees from Administration. We are now caught up and current with our First Aid certifications.

**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 Region of Queens vehicle or equipment while carrying out work tasks; taking this course. There will be second and third dates scheduled, the first is May 24<sup>th</sup>, 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.

**Hillsvieiw** - reported that they are holding first aid training on 2 dates in May.

## **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 April 2023 for the Safety Observations Reporting process. The engagement is up this month from last, with 17 observations. There were only 11 made in March 2023.

He gave a brief synopsis on the stats generated. He stated that there were still a few people not making observations and requested that everyone make sure to participate, and that it is very easy to do. There was some discussion on the location function of the report, as it is not always accurate. This is something that will need to be looked at, perhaps with automatic location features added.

Scott Orme questioned if it was okay to pass on “good” safety observations to his crew. It was stated that this would be appropriate. The idea is to keep the culture of Safety Awareness at a high level.

Of the 17 safety observations reported in April; 13 were reported as safe and 4 were reported as unsafe. The safe observations covered appropriate PPE use, good housekeeping, safe equipment use and safe facility conditions. The unsafe observations covered lack of appropriate PPE at a construction site, housekeeping at the Engineering and Works building, hazard recognition on the grounds of the Fort Point Lighthouse and smoke detectors covered by a contractor during welding operations at Hillview Acres.

To date there have been 21 safe reports, and 7 unsafe. The 4 and 5 critical ratings trigger an automatic email to Connor O'Brien and Scott LeBlanc.

### **5.3 JOHS Committee Webpage – Digital SDS Library**

Scott LeBlanc has been working on a digital library of the SDS manual to add to the website for the past week, and it is nearing

completion. There will be one main document searchable by all departments. He will be getting the current SDS sheet binders from all departments and doing inventories to ensure all hazardous products being used are included. He is hoping to have it ready by the next safety meeting. It will be available on the JOHS webpage on the Region of Queens website.

**5.4 Safety Presentation – Hazards of Working in Warm Weather**

Scott LeBlanc gave a Safety Presentation on the many hazards of working in warm weather. It covered a variety of topics including recognition of various heat related illness, exposure to UV rays, insect bites and stings, and hazardous plants, how to recognize the signs and symptoms of exposure, and prevention and treatment measures. A copy of the presentation has been included.

**6.0 OTHER**

There was nothing else to report.

**7.0 NEXT MEETING**

The next meeting will be held on Thursday, May 25, 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.

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Scott LeBlanc, Chair

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Angela Green, Recording Secretary

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

