

**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: _____