

**Region of Queens Municipality
Joint Occupational Health & Safety Committee
Thursday, July 27, 2023
1:30 p.m.**

Agenda

1.0 Call to Order

2.0 Approval of Minutes – June 29, 2023

3.0 Changes/Approval of Agenda

4.0 Old Business

4.1 Accident Reports

4.2 Tool Box Meetings – July 2023

5.0 New Business

5.1 Safety Suggestions

5.2 Safety Observations Program – July 2023

5.3 JOSH Website Update – Online SDS Sheet Database

5.4 Annual Facility Inspections

6.0 Other

7.0 Next Meeting – Thursday, August 31, 2023

8.0 Adjournment

**REGION OF QUEENS MUNICIPALITY
JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE
THURSDAY, June 29, 2023
1:30 P.M.**

Council Chamber

PRESENT:

Adam Grant, Vice-Chair, Public Works
Garrett Chetwynd, Public Works
David Kelley, QPEC
Steven Parnell, Capital Works
Dalton Freeman, Capital Works
Steven Kennedy, Capital Works
Scott Orme, Parks & Grounds
Audrey Wamboldt, Hillsvie Acres
Robin McKinnon, Hillsvie Acres
Dana Henley, Public Works

REGRETS:

Scott LeBlanc, Chair, Public Works
Kelley-Anne Hurley, Bylaw
Mallory Plummer, Finance
Meaghan Roberts, QPEC
Kevin Weagle, Public Works
Frank Oickle, Landfill/MRF
Connor O'Brien, Public Works

1.0 CALL TO ORDER

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

2.0 APPROVAL OF MINUTES – May 25, 2023

It was moved by Garrett Chetwynd and seconded by Dalton Freeman that the Minutes of the Joint Occupational Health and Safety Committee meeting held on May 25, 2023, be approved.

MOTION CARRIED unanimously.

3.0 CHANGES / APPROVAL OF AGENDA

It was moved by Garrett Chetwynd and seconded by Dalton Freeman that the agenda be approved.

MOTION CARRIED unanimously.

4.0 OLD BUSINESS

4.1 Accident Reports

There were two accidents to report.

Garrett Chetwynd gave an overview of the accident report submitted by the MRF facility. An employee was entering the skid steer and twisted their knee as they sat down. A toolbox was held on properly entering and exiting the skid steer.

Garrett Chetwynd gave an overview of the accident report submitted by Public/Capital Works. An employee was starting a piece of gas-powered equipment when it recoiled injuring their shoulder.

Adam Grant noted that employees need to be prepared for recoil when starting equipment.

4.2 Tool Box Meetings

Departments held toolbox meetings with a great representation of topics.

4.3 Annual WHIMS Refreshers

WHIMS freshers will be conducted by Scott LeBlanc throughout the month of July.

4.4 Training

Traffic Control – 6 Public Works staff will be attending in July.

Workplace Signer – 3 Public Works staff will be attending in July.

5.0 NEW BUSINESS

5.1 Safety Suggestions

None received.

Grounds crew were provided with PFDs to wear while working alone at pool sides.

5.2 Safety Observations Program – June 2023

22 Observations were completed, with a good representation of workplaces.

There was one observation made with a critical level 5 noted. Mr. Grant reminded everyone that when there is a high critical level on an observation that staff should be made aware of the issue as well as being documented, to ensure that the issue is either contained or repaired as soon as possible.

5.3 Annual Facility Inspections

Scott Orme and LeBlanc will be conducting the annual facility inspections throughout the month of July.

6.0 OTHER

There was nothing to add or report.

7.0 NEXT MEETING

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

8.0 ADJOURNMENT

There being no further business, the meeting adjourned at 1:40 p.m.

Adam Grant, Vice Chair

Dana Henley, Committee Secretary

Date Approved: _____

TOOLBOX MEETINGS – July 2023

Department	Date of Tool Box	Topics
Engineering – Public/Capital Works/ Asset Management	July 19, 2023 July 17, 2023 July 20 & 24 July 14, 2023 May 30, 2023	Working Safely in Traffic Area SWP-COM-06 Electrical Tool Review WHMIS Refresher Driving & Collection Asset Data Wildfire Smoke Safety
Water Treatment Plant	July 17, 2023 July 20, 2023 June 08, 2023	JP-WAT-01 Lake In-take Screens WHMIS Refresher Hooking Up Full Chlorine Tanks JP & SWP
Finance/Corporate Services/Bylaw Enforcement	July 19, 2023	WHMIS Refresher
Hillsview Acres	June 27, 2023 June 27, 2023 June 27, 2023 June 27, 2023 June 27, 2023 July 06, 2023 July 19, 2023	Kitchen Safety, Burns & Scalds Safe Lighting of Propane Stove Recovery & Return to Work-Injury Back Safety Video CPR Saves Lives Uneven Ground in Outdoor Space WHMIS Refresher
Landfill MRF	July 17, 2023 July 17, 2023 July 24, 2023 June 07, 2023 June 09, 2023	SWP-COM-05 Use of Cleaning Solvents & Flammables SWP-COM-19 Equipment Exhaust Fumes Within Buildings WHMIS Refresher Heavy Equip. Entering & Exiting Buildings Handling Compostable Organics SWP
Planning	July 19, 2023	10 Side Effects of Sitting All Day
QPEC – Admin	July 24, 2023 July 06, 2023	WHMIS Refresher Psychological Health & Safety
QPEC – Operations	July 24, 2023 July 17, 2023	WHMIS Refresher Ladder Safety
QPEC – Fitness Centre	July 24, 2023 June 28, 2023 July 24, 2023	WHMIS Refresher Smart Phone Distractions Emergency Quick Reference Guide
Recreation & Comm. Facilities/ Economic Development	July 24, 2023	WHMIS Refresher
VIC	July 19, 2023	WHMIS Refresher
Parks/Grounds – Seasonal Staff	July 11, 2023	SWP – Repetitive Strain Injuries
Pools – Milton & North Queens	June 29, July 6, 7 July 14, 2023	Chemical Safety, Testing, Levels; First Aid-Intermediate Workplace/CPR C & AED; Aquatic Spinals; WHMIS Refresher; Spinals; Incident Reports; Pool Skill - Heart Attack; Dryland - Stroke

JOSH Committee

Safety Manual, Safety Data Sheet
Database, Meeting Agendas & Minutes



available at

www.regionofqueens.com/municipal-services/josh-committee