

**REGION OF QUEENS MUNICIPALITY  
JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE  
Thursday, July 27, 2023  
1:30 P.M.**

**Council Chambers**

**PRESENT:** Scott LeBlanc, Chair, EPW  
Adam Grant, Vice-Chair, EPW  
Meaghan Roberts, QPEC  
David Kelley, QPEC  
Anya Teri, HillsvieW  
Robin McKinnon, HillsvieW  
Kevin Weagle, Public Works  
Frank Oickle, Landfill/MRF  
Kelley-Anne Hurley, Bylaw  
Scott Orme, Parks & Grounds  
Steven Kennedy, Capital Works  
Steven Parnell, Capital Works  
Angela Green, Admin

**REGRETS:** Connor O'Brien, Public Works  
Mallory Plummer, Finance  
Mike MacLeod, Planning & Development  
Garrett Chetwynd, EPW  
Dana Henley, EPW

**1.0 CALL TO ORDER**

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

**2.0 APPROVAL OF MINUTES – June 29, 2023**

It was moved by Kevin Weagle and seconded by Robin McKinnon that the Minutes of the Joint Occupational Health and Safety Committee meeting held on June 29, 2023, be approved.

MOTION CARRIED unanimously.

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

Scott LeBlanc added one item to the agenda, 4.3 Training under Old Business. This is usually included however was missed.

It was moved by Adam Grant and seconded by Kevin Weagle that the agenda be approved as amended.

MOTION CARRIED unanimously.

### **4.0 OLD BUSINESS**

#### **4.1 Accident Reports**

There were no accidents to report in July.

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

The list of Tool Box meeting topics for the month of July 2023 showed that most departments held toolbox meetings with a great representation of topics. There were more Tool Box meetings held than usual, due to WHIMS training being conducted by Scott LeBlanc. There were a few staff not available while he was conducting the training, so he will get them when they return.

#### **4.3 Training**

On July 11<sup>th</sup> five employees were sent to a traffic control training course in Bridgewater, and on July 13<sup>th</sup> two employees went back for further training in temporary workplace signing, which is directly related to the traffic control course. There are a couple more employees needing to take the signing course and we will be looking at that in September.

3 QPEC staff are going to Bridgewater on September 21<sup>st</sup> for a one-day fall protection course. Scott LeBlanc is looking into a SCBA (Self Contained Breathing Apparatus) course. David Kelley explained that it is for the breathing apparatus that they use at QPEC in case of a leak in the compressor room. They have never had to use it and have not really been properly trained in its use, so this is an important training to have. Steven Parnell suggested that the SCBA

may expire as they are only good for a certain time. Scott LeBlanc will investigate fit testing and further training. It was suggested that Cummings Fire and Safety no longer do the training, but Mic Mac still does. There are 3 employees that would need the course. It would need to be a practical course rather than just an awareness course, as they would need to be fit tested, and know how to properly use the gear. Meaghan Roberts questioned if the Fire Safety Plan prohibited staff entering the compression room in an emergency, it was the Fire Department that would go in when they arrive. David explained that they would have to go in as well to assist the Fire Department.

Defensive Driving will be put on again in the fall, looking at September. Most employees that still need it are in the Administration building or the Water Treatment Plant. There are 10 or 11 staff that still need the course. Scott LeBlanc requested that if there are any new hires, we get them added to the list as well.

Hillsview has had capital funding approval to replace all their funding. They must submit information to the Department of Seniors and Long-Term Care regarding HAZMAT materials that may be used and come up with an IPAC plan which is not just infection control, it's a safety audit. The contractor that will be used is Terra Flooring and they are not really set up to do the evaluation themselves, so Hillsview is in touch with infection control, but there is a safety piece. They also have some training coming up regarding their violence prevention program, it's called gentle persuasive approach and it's a better program for how to manage violent behaviour in a nursing home setting.

Scott Orme said that one of his staff may need First Aid. Scott LeBlanc confirmed that it was Emergency First Aid that we put our employees through, and that it included AED and CPR training.

## **5.0 NEW BUSINESS**

### **5.1 Safety Suggestions**

There were no safety suggestions to report.

## **5.2 Safety Observations Review**

There were 21 total observations reported. Of those, 13 were safe and 8 were unsafe. Except for one, the unsafe reports were minor issues. Scott LeBlanc visited Steven Parnell's capital project site 3 times, great health and safety measures being taken. Lots of water and sunscreen on hand, and PPE being worn by everybody.

- Hillsview had some issues with a burning smell coming from the kitchen. Everything was fine.
- Hillsview reported that there was a divot in the grassy area, and it has now been filled in.

Any Teri mentioned that she would like to be sent a copy of the issues from Hillsview so that she can ensure that they are resolved.

- Half ton truck from one of the departments was sent in for service and it was found that the tires were worn, and the pre-trip inspections were not being done. That has been remedied now and pre-trip books have been handed out for all the equipment.
- There were some other issues, and it was taken out of service and will be returned once those are corrected.

Adam Grant mentioned that everyone should be doing occasional pre-trip inspections, even on their personal vehicles, at least walking around and looking, ensuring that there is tread on your tires and the canvas isn't worn through or they are not leaking before driving.

The rest of the reports were tripping hazards. The report that Kelley-Anne made about the holes in the Council Chamber floor has resulted in them being fixed.

## **5.3 JOHS Webpage Update – Online SDS Sheet Database**

Scott LeBlanc made everyone aware that all the SDS sheets that are used in RQM are now available online. There are 514 products that are used in various workplaces. He explained that by scanning the JOHS QR code, you will be brought to the JOHS page on the RQM website. You can then search any product that we use and will be able to immediately see the SDS sheet for that product instead of searching through binders. There will be a computer at

the workshop for anybody to access the sheets. Scott requested that any new or revised products that we have so that he can update the database. He has produced this as not everything we use can be easily found online, at the suggestion of David Kelley.

#### **5.4 Annual Facility Inspections**

Scott LeBlanc and Scott Orme were out on Friday July 21<sup>st</sup> to do Facility Inspections; however, they were cut short due to the storm. They completed all the remote facility inspections and were working their way back into town, however when they got to the Milton Pool it was already starting to flood from the excessive rainfall. They then stopped the inspection and called it a day, and due to damage throughout the Region, Scott Orme was busy up until Wednesday. They plan to continue and finish the inspections tomorrow.

#### **6.0 OTHER**

There was nothing else to report.

#### **7.0 NEXT MEETING**

The next meeting will be held on Thursday, August 31, 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: \_\_\_\_\_