

**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: _____