

**Region of Queens Municipality
Joint Occupational Health & Safety Committee
Thursday, August 31, 2023
1:30 p.m.**

Agenda

1.0 Call to Order

2.0 Approval of Minutes – July 27, 2023

3.0 Changes/Approval of Agenda

4.0 Old Business

4.1 Accident Reports

4.2 Tool Box Meetings – August 2023

4.3 Training

4.4 Annual Facility Inspections – Corrections of Deficiencies

5.0 New Business

5.1 Safety Suggestions

5.2 Safety Observations Program – August 2023

5.3 Use of Personal Protective Equipment at RQM Worksites

5.4 Dept. of Labour Workplace Inspection: MRF Incident

5.5 Safe Work Practice and Job Procedure Review:
Vertical Downstroke Baler

6.0 Other

7.0 Next Meeting – Thursday, September 28, 2023

8.0 Adjournment

**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 11th five employees were sent to a traffic control training course in Bridgewater, and on July 13th 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 21st 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.

Anya 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 21st 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.

Scott LeBlanc, Chair

Angela Green, Recording Secretary

Date Approved: _____

REGION OF QUEENS MUNICIPALITY

4.1

Supervisor's Accident Investigation Report

No 0383

Company or Branch <i>Rqm Solid Waste Management Facility</i>		Department <i>Materials Recovery Facility</i>	
Exact Location <i>3750 Highway #8</i>		Date of Occurrence <i>July 28-23</i>	Time <i>9:08 AM</i>
PERSONAL INJURY		PROPERTY DAMAGE	
Injured's Name <i>Tim Jones</i>		Property Damaged	
Occupation <i>MKF Sorter</i>	Injured Part of Body <i>Left + Right Hands</i>	Estimated Costs \$	Actual Costs
Nature of Injury <i>Crush + Bruise Injuries</i>		Nature of Damage	
Object/Equipment/Substance/Inflicting Injury <i>Vertical Downstroke Baler</i>		Object/Equipment/Substance/Inflicting Damage	
Person with most control of Object/Equipment/Substance <i>Tim Jones</i>		Person with most control of Object/Equipment/Substance	

Describe Clearly How The Accident Occurred: Attach Accident Diagram For All Motor Vehicle Accidents.

D E S C R I P T I O N

Tim was building bales of recycled paper by loading recovered material into a vertical downstroke baler. This machine works by compacting loaded material repeatedly until a full bale is achieved at which point it is tied off and the process is restarted. During a compaction cycle the employee cycled the compactor without the proper protection in place, he attempted to stabilize loose material as the compaction plate was passing by and part of his hands became entangled in the plate. Tim yelled for help from a co-worker who was able (with assistance) to safely remove the employee and stabilize injury sites while waiting for EMTs to arrive.

What Acts, Failures To Act and/or Conditions Contributed Most Directly To This Accident?

A N A L Y S I S

operation of the baler without the proper safeguards functioning, the employee's lack of cognizance of operational hazards and the failure of co-workers to properly tag out and report hazardous operation led to this incident.

What Are The Basic or Fundamental Reasons For The Existence Of These Acts and/or Conditions?

Proper training, certifications and routine inspections can reduce the probability of this event reoccurring.

<p style="text-align: center;">Loss Severity Potential</p> <p><input checked="" type="checkbox"/> Major <input type="checkbox"/> Serious <input type="checkbox"/> Minor</p>	<p style="text-align: center;">Probable Recurrence Rate</p> <p><input type="checkbox"/> Frequent <input type="checkbox"/> Occasional <input checked="" type="checkbox"/> Rare</p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

What Action Has or Will Be Taken To Prevent Recurrence? Place X By Items Completed.

P R E V E N T I O N

All balers will remain locked + tagged out of service until repaired or replaced. All balers will be inspected annually going forward. one baler has been put back into service. All staff have received training regarding the safe operation of vertical downstroke balers from a competent person. Going forward; newly hired employees will receive this training before being permitted to operate any balers. A safe work practice and Job Procedure will be updated as necessary and communicated with staff once completed. Any balers that cannot be repaired will be removed from the site.

Investigated By <i>[Signature]</i>	Date <i>August 23-28</i>	Reviewed By <i>[Signature]</i>	Date <i>Aug 29/23</i>
---------------------------------------	-----------------------------	-----------------------------------	--------------------------

Adequate time spent on proper investigation and effective remedial action is cost reduction effort on tomorrow's losses.

REGION OF QUEENS MUNICIPALITY

Supervisor's Accident Investigation Report

No 0454

Company or Branch RQM		Department Ground	
Exact Location Caledonia Community Sign		Date of Occurrence Aug. 14/23	Time 10 <input checked="" type="checkbox"/> AM <input type="checkbox"/> PM
PERSONAL INJURY		PROPERTY DAMAGE	
Injured's Name Darren Whalen		Property Damaged —	
Occupation Grounds Crew	Injured Part of Body left & right shins	Estimated Costs \$ —	Actual Costs —
Nature of Injury Scrap and torn skin w/ stitches required		Nature of Damage —	
Object/Equipment/Substance/Inflicting Injury 40" Tann Mower & Sign		Object/Equipment/Substance/Inflicting Damage —	
Person with most control of Object/Equipment/Substance Darren Whalen		Person with most control of Object/Equipment/Substance —	

Describe Clearly How The Accident Occurred: Attach Accident Diagram For All Motor Vehicle Accidents.

DESCRIPTION

While mowing toward sign, operator drove towards sign and hands slipped off controls so the mower went under sign. This caused Darren's legs to jam under sign.

What Acts, Failures To Act and/or Conditions Contributed Most Directly To This Accident?

Mow sideways with sign. Don't mow so close and allow the whipping employee to cut the grass

What Are The Basic or Fundamental Reasons For The Existence Of These Acts and/or Conditions?

Mow area for visibility, access and cosmetics

ANALYSIS

<p>Loss Severity Potential</p> <p><input type="checkbox"/> Major <input checked="" type="checkbox"/> Serious <input type="checkbox"/> Minor</p>	<p>Probable Recurrence Rate</p> <p><input type="checkbox"/> Frequent <input type="checkbox"/> Occasional <input checked="" type="checkbox"/> Rare</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------

What Action Has or Will Be Taken To Prevent Recurrence? Place X By Items Completed.

PREVENTION

Tool Box will be held on incident

Allow whipping employee to cut grass in tight quarters

Use more caution on wet grass

Investigated By Scott Orme & Luke Denison	Date Aug 14/23	Reviewed By 	Date Aug 14, 2023
---------------------------------------------------------	--------------------------	-----------------	-----------------------------

Adequate time spent on proper investigation and effective remedial action is cost reduction effort on tomorrow's losses.

TOOLBOX MEETINGS – August 2023

Department	Date of Tool Box	Topics
Engineering – Public/Capital Works Asset Management	11-Aug-23 28-Aug-23	Guiding Vehicles, Workplace Organization & Set Up Ergonomic Safety – Manhole Data Collection
Water Treatment Plant	24-Aug-23	SWT-WAT-05 Chemical Sensors SWP-WAT-01 Handling Chemical
Finance/Corporate Services/ Bylaw Enforcement	11-Aug-23	Lightning Safety
Hillsview Acres		
Landfill MRF	22-Aug-23	SWP-LAN-07 Sorting Conveyor JP-LAN-06 Hazardous Materials MRF
Planning	23-Aug-23	Boost your Energy at Work
QPEC – Admin		
QPEC – Operations		
QPEC – Fitness Centre		
Recreation & Comm. Facilities/ Economic Development	01-Aug-23	Cyber security: Social Media
VIC		
Parks/Grounds – Seasonal Staff	28-Jul-23 23-Aug-23	Proper operation of equipment Zero Turn Safety & Operation
Pools – Milton & North Queens	19-Aug-23	June 29 – Head Injuries & Diabetes July 6 – Heart Attack & Stroke July 14 – Chocking & Allergies July 20 – Conscious Rescue & Bleeding July 27 – Non Conscious Rescue & Sunburns August 10 – Seizures & Nose bleeds August 17 – Heat Stroke & Insect Bites

SAFE WORK PRACTICES**USE OF PERSONAL PROTECTIVE EQUIPMENT****GENERAL:**

Always use the correct personal protective equipment for the particular job to be done. Refer to the Job Procedure or Safe Work Practice for that job, or Manufacturer's instructions and the appropriate Legislation or Act, as applicable.

PRACTICE:

- Before using, inspect PPE item to ensure proper condition.
- Any defect found shall be reported to your supervisor immediately.
- Tag out any PPE found to be unsuitable.
- Dispose of any PPE items that cannot be repaired properly.
- Ensure that all personnel have the appropriate training to properly operate PPE.
- Ensure that all applicable PPE fits properly.
- Where persons not involved in the core function or activity of the workplace or job site is at the location for demonstrational or other purpose and is accompanied by a member of the Region of Queens JOHS committee, said member of the JOHS committee that is fully aware of the hazards of the site can reduce PPE requirements for those not engaged in the regular duties and functions of that place.

SAFE WORK PRACTICES

VERTICAL DOWNSTROKE BALING

GENERAL:

A baler can be a dangerous piece of equipment. Proper care and operation shall always be carried out.

PRACTICE:

- Ensure baler is clean from front to back, inside and out before operating.
- Make sure all balers are in good working order.
- Use proper PPE: CSA approved boots, safety glasses, leather work gloves and hard hat.
- Door must be securely locked before baling.
- Ensure all safety mechanisms on the baler work.
- Use caution when baling items which can send debris back at your face.
- Keep hands clear of gate and ram when baler is compressing.
- Nobody is to stand in front of the door while it is being opened.
- Nobody is to stand in front of the bale while it is being ejected.
- When tying, ensure caution is used around protruding wires (puncture potential).

JOB PROCEDURES

VERTICAL DOWNSTROKE BALER

PPE REQUIRED:

Hard hat, Safety glasses, CSA approved safety boots and Leather safety gloves

PROCEDURE:

1. Before operating, complete a visual inspection of the baler. Look for worn cables, wires, or obstacles that may cause jamming or any protrusions that may hook on your skin or clothing during operation.
2. Moving to the back of the unit, make sure the bale eject chain or bar, is in the rest position and NOT hooked to the ram.
3. With the loading door closed and the gate firmly in the down position, retract the ram so that it is completely up. This is achieved by use of the push button controls located on the side of the baler.
4. Open the gate and the loading door, and remove any debris that has collected in the wire channels and the underside of the ram. This will greatly assist you when tying off a completed bale.
5. Place a double layer of cardboard along the entire bottom of the bale chamber making sure that each piece overlaps the others. This will keep your bale intact when it's time to remove it from the baler.
6. Close the loading door. Make sure it is securely locked shut. You are now ready to start loading the baler.

LOADING THE BALER:

1. Loading is done by hand feeding loose material into the chamber. When loading, it is critical to make sure that the material is evenly spread across the entire chamber, and that the material overlaps. This will ensure bale integrity.
2. Continue to load the chamber until the material is level with the top of the door. At this point, you are ready to cycle the baler.

JOB PROCEDURES

TYING OFF A BALE:

1. Place the auto/manual control switch in the manual position. Push the down button and hold in until the ram will no longer extend. Shut the unit off, and press in the emergency stop button.
2. Stand off to the side of the baler and SLOWLY open the loading door. NEVER stand in front of the door. The sudden release of pressure may cause the door to un-expectedly open.
3. With the door completely open, you are now ready to tie the bale.
4. Standing at the front of the baler, feed the steel wire ties (non-looped end first) through the bottom channel until approximately 3 feet of wire is left exposed. Repeat this process until all 5 ties have been fed.
5. At the back of the baler, feed each wire tie through the top channel. NOTE: Make sure that personnel working around the baler are aware of the protruding wire ties since the exposed ends can cause severe damage to eyes and puncture wounds.
6. Return to the front of the baler and using leather gloves, thread each wire tie through the exposed loops. Firmly grasp the tie and pull each one tight. Thread the end again through the loop and wrap the exposed end around the wire for four-five turns in order to ensure its integrity. With all 5 ties complete, you are now ready to eject the bale.

EJECTING A BALE:

1. Move to the back of the baler and install the ejection bar or chains on the hooks attached to the ram plate.
2. At the front of the baler, make sure that all obstacles are clear so as not to cause an obstruction when the bale is removed.
3. Place the up/down selection button in the up position, and disengage the emergency stop button. With the forklift/pallet jack in place, you are now ready to remove the bale.
4. Standing off to the side, engage the up bottom until the bale starts to fall out of the chamber. Carefully continue this operation until the bale falls out onto the forks. NOTE: You may have to push the bale out of the chamber. This takes very little effort.

JOB PROCEDURES

5. With the bale removed, you are now ready to repeat the process. **CAUTION:** Make sure that the ejection bar/chain has been disconnected from the ram plate **BEFORE** cycling the unit. Severe damage or personal injury will result if this is not done.