

**Region of Queens Municipality  
Joint Occupational Health & Safety Committee  
Thursday, September 28, 2023  
1:30 p.m.**

**Agenda**

**1.0 Call to Order**

**2.0 Approval of Minutes – August 31, 2023**

**3.0 Changes/Approval of Agenda**

**4.0 Old Business**

- 4.1 Accident Reports
- 4.2 Tool Box Meetings – September 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 – September 2023
- 5.3 Adoption of SWP-LAN-11 and JP-LAN-02
- 5.4 Department of Labour Workplace Inspection: MRF

**6.0 Other**

**7.0 Next Meeting – Thursday, October 26, 2023**

**8.0 Adjournment**

**REGION OF QUEENS MUNICIPALITY  
JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE  
THURSDAY, AUGUST 31, 2023  
1:30 P.M.**

**Council Chamber**

**PRESENT:** Scott LeBlanc, Chair, Public Works  
Adam Grant, Vice-Chair, Public Works  
Garrett Chetwynd, Public Works  
Scott Orme, Parks & Grounds  
Frank Oickle, Landfill/MRF  
Alex Comeau, QPEC  
Kelley-Anne Hurley, Bylaw  
Meaghan Roberts, QPEC  
Audrey Wamboldt, Hillsvie Acres  
Dana Henley, Public Works

**REGRETS:** Steven Parnell, Capital Works  
Mallory Plummer, Finance  
Steven Kennedy, Capital Works  
Kevin Weagle, Public Works  
Robin McKinnon, Hillsvie Acres

**1.0 CALL TO ORDER**

The meeting was called to order by Scott LeBlanc at 1:32 p.m.

**2.0 APPROVAL OF MINUTES – July 27, 2023**

It was moved by Garrett Chetwynd and seconded by Kelley-Anne Hurley that the Minutes of the Joint Occupational Health and Safety Committee meeting held on July 27, 2023, be approved.

MOTION CARRIED unanimously.

**3.0 CHANGES / APPROVAL OF AGENDA**

It was moved by Adam Grant and seconded by Audrey Wamboldt that the agenda be approved.

MOTION CARRIED unanimously.

## 4.0 OLD BUSINESS

### 4.1 Accident Reports

There were two accidents to report.

Scott LeBlanc gave an overview of the accident report at the MRF facility on July 28, 2023. An employee sustained crush and bruise injuries while working with the Vertical Downstroke Baler. The compactor was cycled without the proper protection in place and attempted to stabilize loose materials as the compaction plate was passing by and both hands become entangled in the plate.

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

This was a lost time injury.

All balers (three) at the MRF facility were locked out and tagged until inspections were completed and passed. One baler has been put back in-service.

Scott Orme gave an overview of the accident report submitted by the Grounds Crew on August 14, 2023. An employee was operating the zero turn mower around a community sign, trying to reduce the amount of grass needing to be whipped he was close to sign when hands slipped from the controls and the mower went under the sign jamming his legs, causing cuts to both shins.

Mowing sideways with sign can prevent this from reoccurring, as well as not mowing too close to signage.

This was a lost time injury.

A toolbox was held, and the zero turn mower should maintain safe distance from impediments and not be used on steep slopes.

### 4.2 Tool Box Meetings

Departments held toolbox meetings with a great representation of topics. A few departments missing Scott LeBlanc will follow up with them.

#### 4.3 Training

Queens Place Emera Centre Operations staff have SCBA (Self-Contained Breathing Apparatus) equipment that requires inspection and face masks fitted for staff, as well as training for staff.

A First Aid Course will be held for 11 staff members in September.

Fall Protection Course will be attended by QPEC staff in September.

Defensive Driving Course will be held in October.

Traffic Control Courses are required for two staff members in Public Works.

#### 4.4 Annual Facility Inspection – Corrections of Deficiencies

Facility Inspections were completed and a spreadsheet developed of items requiring correction and follow-up.

### **5.0 NEW BUSINESS**

#### 5.1 Safety Suggestions

None received.

One suggestion in the Administration box will be reviewed under Safety Observations.

#### 5.2 Safety Observations Program – June 2023

23 Observations were completed, with a good representation of workplaces. 16 observations were safe, 7 unsafe.

Hillsview – Unsafe. Overflowing toilet, water on floor. Issue corrected.

Hillsview – Unsafe. Heavy containers of soap stored in over shoulder reach. Use of smaller containers.

Public Works – Unsafe. Employee lifted manhole cover with back to traffic. Reminder to face traffic when lifting manhole covers.

Administration – Unsafe. Suggestion box protrudes into flow of hallway traffic. The suggestion box and bulletin board have been moved to another location in the administration building.

Public Works – Unsafe. Manhole cover seized in frame. Reported and corrected.

QPEC – Unsafe. Shrubs growing high near crosswalk, to see pedestrians crossing, Highway 3. Grounds will trim the bushes back.

Public Works – Safe. Forklift operator using extreme caution in operation.

Public Works – Safe. Waterloo Project, good communication between staff, awareness of hazards overhead, use of PPE, etc.

Grounds Crew – Safe. RQM #115 Use of caution while operating vehicle, safe and secure load.

### 5.3 Use of personal Protective Equipment on RQM worksites

Review of SWP-COM-10 Use of Personal Protective Equipment review of last bullet “Where persons not involved in the core function or activity of the workplace or job site is at the location for demonstrational or other purposes 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 workplace.”

Not just construction sites, this could apply to any worksite.

This came into effect August 2021.

### 5.4 Dept. of Labour Workplace Inspection: MRF Incident

Due to the accident that occurred at the MRF facility, staff reached out to the Department of Labour and they conducted a site visit, which resulted in three compliance orders, with timelines and dates.

The three compliance orders, which come from the OHS Act were reviewed:

- 1) Completed. Stop work order, with all Vertical Downstroke Balers removed from service.

- 2) In Progress. A report of hazard assessment and tests from a qualified technician; including why accident occurred, reason for placing the equipment out of service, and how it can be put back into service safely. One of the three balers at the site cannot be put back into service, one has been safely been put back into service, and the other requires repairs and inspection. Inspections will be conducted annually moving forward.
- 3) Completed. Provide specific documentation, employment records of employee involved in accident, training records, job description, position title, JOHS minutes for the previous 12 months, task being performed at the time of the accident, manufactures specifications, copy of complete Occupational Health and Safety program, safe work practices and procedures relevant to the balers.

Currently working with Department of Labour to comply with the order. Two orders are completed and one is in progress.

It was noted that there are a lot of take aways from the incident. Very fortunate that injuries were not more significant or that there was not a loss of life. Applies to all worksites, recognizing hazards, tagging equipment out of service when hazards are present. For this particular incident the co-worker that responded knew the exact response of what to do and was level headed in their response.

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

SWP-LAN-11 Vertical Downstroke Baling and JP-LAN-02 Vertical Downstroke Baler were reviewed.

A video was played to show what a Vertical Downstroke Baler is, how it works and what it does.

See attached SWP-LAN-11 and JP-LAN-02 for suggested updates and changes.

A weekly checklist for balers will be developed and included in Volume 1 of the Safety Manual.

**6.0 OTHER**

Safety Manual was updated August 25, 2023 and uploaded to the website. The contact list was updated as there have been changes in the municipality.

**7.0 NEXT MEETING**

The next meeting will be held on Thursday, September 28, 2023 at 1:30 p.m. in the Council Chamber.

**8.0 ADJOURNMENT**

There being no further business, the meeting adjourned at 2:05 p.m.

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Scott LeBlanc, Chair

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Dana Henley, Committee Secretary

Date Approved: \_\_\_\_\_

# TOOLBOX MEETINGS – September 2023

4.2

Department	Date of Tool Box	Topics
<b>Engineering &amp; Public Works</b>	26-Sep-23 22-Sep-23 21-Sep-23 14-Sep-23 08-Sep-23 17-Jul-23 01-Aug-23 02-Aug-23 17-Aug-23	Safe Excavation and Water Line Repair SWP - Fire and Use of Fire Extinguishers Human Resource Policy SWP - Tag-Out System Review of Compliance Order from DOL Manhole Data Collection Safety Manhole Data Collection Safety Recognizing, Identifying & Reporting Unsafe Tools Systematic Safety
<b>Finance/Corporate Services/ Bvlaw Enforcement</b>	14-Sep-23	Hurricane Safety
<b>Hillsview Acres</b>	08-Sep-23 01-Sep-23 25-Aug-23 01-Aug-23 01-Aug-23 17-Jul-23 07-Jul-23 27-Jun-23 27-Jun-23 27-Jun-23 27-Jun-23 27-Jun-23	Heat Pumps - AC Units set to ultra low settings Contract Workers and Fire Alarms Hurrican Preparedness Workplace Complacency - Review Safety Memo Coyote Safety WHMIS Refresher Uneven Ground in Outdoor Spaces Safe Lighting of Propane Stove Kitchen Safety: Preventing Burns & Scalds (Video) Recovery & Return to Work after WP Injury (Video) Back Safety (Video) CPR Saves Lives
<b>Planning</b>	20-Sep-23	Fire Safety Plan
<b>QPEC</b>	19-Sep-23 25-Aug-23 08-Aug-23 01-Aug-23 24-Jul-23 17-Jul-23 06-Jul-23 28-Jun-23	Respectful Communication & Body Language Workplace Accidents and Prevention Safety Memo - August 1, 2023 from Scott LeBlanc Workplace Complacency - Review Safety Memo Emergency Quick Reference Guide Ladder Safety Psychological Health and Safety in the Workplace Distraction created by Smart Phones
<b>Recreation &amp; Economic Development</b>	13-Sep-23	Respectful Communication & Fire Drills



**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:**

- All balers shall work as per the manufacturer's instruction manual. A visual inspection shall include: properly functioning safety mechanisms such as the automatic stop switch, functioning automatic stop of compression cycle when the protective guard door is in an open position, properly functioning bale ejection chains, securely locked front door, housekeeping inside the baler and also around the immediate baler area and a valid inspection sticker.
- A more comprehensive baler inspection checklist shall be performed weekly. This form can be found in Volume 1 of the Region of Queens Safety Manual.
- Use proper PPE: CSA approved boots, safety glasses, appropriate work gloves and hard hat.
- Use caution when baling items which can send debris back at your face.
- Keep your hands clear of the protective guard door and ram when baler is compressing.
- Always stand to the side of the baler while compression of the material is taking place. This is where the controls are located, giving you more control over the operation of the baler.
- 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).
- If any baler does not operate as per manufacturers instructions, it shall be locked and tagged out for repairs or replacement. Notify your supervisor immediately.

## JOB PROCEDURES

### VERTICAL DOWNSTROKE BALER

#### PPE REQUIRED:

Hard Hat, Safety Glasses, CSA approved boots and Appropriate Work Gloves

#### PROCEDURE:

1. Before operating, complete a pre-use visual inspection. Look for worn cables, wires, or obstacles that may cause jamming or any protrusions that may hook on your skin or clothing during operation. Ensure all safety mechanisms are properly functioning. See SWP-LAN-11 Vertical Downstroke Baling for more information on inspections for balers.
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. Always stand to the side when compression of the materials is taking place.

## **JOB PROCEDURES**

3. When enough material is in the chamber and maximum compression is reached at the top level of the securely locked door it is now time to tie off the bale.

### **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.

### **JOB PROCEDURES**

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.
  
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.