

**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, Hillview Acres  
Dana Henley, Public Works

**REGRETS:** Steven Parnell, Capital Works  
Mallory Plummer, Finance  
Steven Kennedy, Capital Works  
Kevin Weagle, Public Works  
Robin McKinnon, Hillview 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: \_\_\_\_\_