

**REGION OF QUEENS MUNICIPALITY  
JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE  
THURSDAY, SEPTEMBER 28, 2023  
1:30 P.M.**

**Council Chamber**

**PRESENT:** Scott LeBlanc, Chair, Public Works  
Adam Grant, Vice-Chair, Public Works  
Kevin Weagle, Public Works  
Steven Parnell, Capital Works  
Connor O'Brien, Public Works  
Scott Orme, Parks & Grounds  
Frank Oickle, Landfill/MRF  
David Kelley, QPEC  
Mallory Plummer, Finance  
Kelley-Anne Hurley, Bylaw  
Meaghan Roberts, QPEC  
Audrey Wamboldt, Hillview Acres  
Dana Henley, Public Works

**REGRETS:** Tim Clattenburg, Building Inspection  
Steven Kennedy, Capital Works  
Robin McKinnon, Hillview Acres  
Any Teri, Hillview Acres

**1.0 CALL TO ORDER**

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

**2.0 APPROVAL OF MINUTES – August 31, 2023**

It was moved by Audrey Wamboldt and seconded by Kevin Weagle that the Minutes of the Joint Occupational Health and Safety Committee meeting held on August 31, 2023, be approved as circulated.

MOTION CARRIED unanimously.

**3.0 CHANGES / APPROVAL OF AGENDA**

Add: 6.1 JOHS Committee Membership  
6.2 COVID

It was moved by Mallory Plummer 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.

### 4.2 Tool Box Meetings

Departments held toolbox meetings with a great representation of topics. There are some older meetings on the list that were missed in the table for previous meetings, all up-to-date now.

### 4.3 Training

First Aid Training was held September 11, 2023 with 12 staff in attendance, from MRF, Administration, Public Works and QPEC.

Fall Arrest Training was attended by 3 staff from QPEC.

Temporary Workplace Signing training will be taking place in Dartmouth, on October 11 and 12, 2023, 2 Public Works staff will be attending.

Traffic Control Person training will be taking place in Dartmouth, on October 10, 1 Public Works staff will be attending.

Transportation of Dangerous Goods training online links have been sent out to 2 QPEC staff and 5 Public Works staff.

Occupational Health and Safety Act training will be taking place for supervisors and department heads, of which invitations have been sent out for October 24 and 25, 2023.

Joint Occupational Health and Safety Committee training will be taking place on October 31, 2023 for all committee members and alternates.

### 4.4 Annual Facility Inspections – Corrections of Deficiencies

Corrections of deficiencies are mostly complete. Most of the remaining items are required to be done by our electrical contractor. Few administrative things to be distributed and posted.

## **5.0 NEW BUSINESS**

### 5.1 Safety Suggestions

Utility room door does not have window, suggestion was to install a window to avoid collisions in that area.

## 5.2 Safety Observation Program – September 2023

12 reported, 2 unsafe, 10 safe

- Smoking Butt Stop at Hillsview had been smoldering, required cleaning out
- While paving work was being completed at Hillsview, signage was posted and area flagged until work was completed and set
- An A/C unit was leaking creating a slipping hazard, leak was cleaned up and unit reset
- Various areas in Liverpool having sidewalk repairs completed, areas were well signed/flagged/barricaded and PPE being worn by staff
- Correct set up of staging at QPEC during roof top unit repairs with fall arrest protection in place
- Follow-up of visibility issues near entrance to QPEC due to over grown bushes at the crosswalk, bushes were cut
- Follow-up with respect to viewer mounts at Fort Point Lighthouse, these were removed from the sidewalk
- Trench cage installed on Hillscreech, new unit, with egress and access to cage

Would like to encourage all JOHS Committee members to use the tool.

## 5.3 Adoption of SWP-LAN-11 and JP-LAN- 02

It was moved Scott LeBlanc and seconded by Audrey Wamboldt that the Joint Occupational Health and Safety Committee remove the following Safe Work Practice and Job Procedure from Volume 2 of the Region of Queens Municipality's Safety Manual:

SWP-LAN-11 – Vertical Downstroke Baling dated December 2018;  
and JP-LAN-02 – Vertical Downstroke Baler dated December 2018.

MOTION CARRIED unanimously.

It was moved by Scott LeBlanc and seconded by Kevin Weagle that the Joint Occupational Health and Safety Committee adopt the following Safe Work Practice and Job Procedure for inclusion in Volume 2 of the Region of Queens Municipality's Safety Manual:

SWP-LAN-11 – Vertical Downstroke Baling dated September 2023;  
and JP-LAN-02 – Vertical Downstroke Baler dated September 2023.

MOTION CARRIED unanimously.

#### 5.4 Department of Labour Workplace Inspection: MRF

One last outstanding order from the Department of Labour, Order No. 2 – Stop Work Order for all balers except the Cardboard Baler, Department of Labour requested an update. Scott LeBlanc provided the following update; that we are still currently using the Blue baler that was reinstated on August 4, 2023 for all of our baling needs. The remaining balers are still locked and tagged out and will be removed from site and never used again. We have received quotes on 2 replacement balers. Once these balers are received and installed there will be training for all MRF staff from the Eastern Compactor Services Technician regarding the safe operation of the balers.

September 1 Department of Labour inspection resulted in 5 orders:

1 – Deficiencies in the sorting line, structural issues were noted by Department of Labour.

Response: Assessment completed in April 2023 by ABCO Industries. ABCO is the original equipment manufacturer, installer and maintenance provider. Assessment identified a number of cosmetic issues to be addressed (this work is in progress) but did not in any indicate the structure was unstable and not fit for operation.

This order has not been closed yet.

2 – Operator competency in equipment.

Response: Operator competency is determined by the requirement of operators to possess a valid Class 5 drivers license, facility work experience and awareness. Prior to assignment employees are required to review the OEM literature for the equipment as well as demonstrate ability to safely operate the equipment.

This order has been resolved.

3 – Pre-trip Inspection of Equipment.

Response: Pre-trip inspections are required for all Municipal equipment, forms are provided and required to be completed by operators. A review with staff included how to properly complete the inspection as well as reporting procedure for identified issues. RQM-506 (JD Skid) remains out of service while RQM-501 has been

taken to site as a replacement its latest annual inspection was provided.

This order has been resolved.

It was noted that RQM-501 is not on site anymore and that the loader on site is performing the duties needed.

4 – Gloves with rubberized palm not suitable, and do not provide sufficient cut protection.

Response: ANSI A9 cut and 5 puncture rated gloves have been provided and are required to be worn by all employees of the facility.

This order has been resolved.

All other gloves have been removed from the site.

5 – ATV operation without a helmet.

Response: ATV has been removed from service permanently.

This order has been resolved.

## **6.0 OTHER**

### **6.1 JOHS Committee Membership**

Membership sheet was distributed. Want to ensure that there is a fair representation of all locations and levels of staff through out the municipality. Employees that has left the employment of the municipality that sat on the JOHS Committee have been replaced with other employees. If anyone has any suggestions of staff whom may be more appropriately appointed please advise. Fitness Centre staffperson from QPEC needs to be appointed to the JOHS Committee as well as a staffperson from MRF.

### **6.2 COVID**

COVID is making another round in our communities. Tests are available if anyone needs one.

**7.0 NEXT MEETING**

The next meeting will be held on Thursday, October 26, 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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Dana Henley, Committee Secretary

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