

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

Agenda

1.0 Call to Order

2.0 Approval of Minutes – October 26, 2023

3.0 Changes/Approval of Agenda

4.0 Old Business

4.1 Accident Reports

4.2 Tool Box Meetings – November 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 – November 2023

5.3 Department of Labour Workplace Inspection Updates

5.4 JOHS Manual Update

6.0 Other

7.0 Next Meeting – Thursday, December 21, 2023

8.0 Adjournment

**REGION OF QUEENS MUNICIPALITY
JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE
THURSDAY, OCTOBER 26, 2023
1:30 P.M.**

Council Chamber

PRESENT: Scott LeBlanc, Co-Chair, Public Works
Adam Grant, Co-Chair, Public Works
Garrett Chetwynd, Public Works
Kevin Weagle, Public Works
Steven Parnell, Capital Works
Connor O'Brien, Public Works
Scott Orme, Parks & Grounds (1:33 pm)
Mallory Plummer, Finance
Kelley-Anne Hurley, Bylaw
Meaghan Roberts, QPEC
Audrey Wamboldt, Hillview Acres
Robin McKinnon, Hillview Acres
Alex Comeau, QPEC
Dana Henley, Public Works

REGRETS: Frank Oickle, Landfill/MRF
Tim Clattenburg, Building Inspection
Steven Kennedy, Capital Works

1.0 CALL TO ORDER

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

2.0 APPROVAL OF MINUTES – September 28, 2023

It was moved by Kevin Weagle and seconded by Garrett Chetwynd that the Minutes of the Joint Occupational Health and Safety Committee meeting held on September 28, 2023, be approved as circulated.

MOTION CARRIED unanimously.

3.0 CHANGES / APPROVAL OF AGENDA

It was moved by Mallory Plummer and seconded by Kelley-Anne Hurley that the agenda be approved as circulated.

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. It was noted that Hillsview did hold toolbox this month, it just missed getting on the Summary for this month, it will be included in next month's summary.

4.3 Training

Occupational Health & Safety Act training was completed October 24 & 25, 2023 for 15 staff. The training provided good clarification of responsibilities under the Act. Safety is the responsibility of all staff. A copy of the Act is available to all staff on their respective Occupational Health and Safety notice boards.

Joint Occupational Health and Safety Committee training will be talking place on October 31, 2023 for all JOHS Committee Members and alternates. This training will cover the roles and responsibilities of JOHS Committees.

WHMIS training will be held in person at Queens Place Emera Centre on November 1, 2023 for all staff that do not typically work in an office setting with access to a computer and internet. Links will be sent out to staff with access to computers for the course to be completed. This training is being rolled out as there are no certificates of completion on file for staff.

First Aid Course will be held this winter for those staff that require it.

Forklift Training for 10 staff members will be held on November 15, 2023.

4.4 Annual Facility Inspections – Corrections of Deficiencies

There are a few remaining outstanding deficiencies; these are of electrical and housekeeping nature.

5.0 NEW BUSINESS

5.1 Safety Suggestions

There were no safety suggestions received.

5.2 Safety Observation Program – October 2023

12 reported, 5 unsafe, 7 safe

Unsafe Observations Were:

- Unsecured load on 1 ton truck. Staff were reminded that all loads must be secured with the appropriate load rated strapping.
- Residual dust on floor from construction project. Floor was mopped.
- Chocking hazard, staff member was walking with hazard in mouth.
- Wharf at Lane's Privateer Inn lifted in storm surge creating a tripping hazard. Staff are investigating safe method of correcting the situation.
- Defective personal protective equipment, safety vest was soiled and worn to where it was no longer reflective. Staff were notified and provided a new vest.

5.3 Department of Labour Workplace Inspection: MRF Update

Five orders were given during the September 1, 2023 inspection of the Waste Management Facility. Four of the orders have been completed. The one remaining outstanding order is with respect to repairs required on the sorting line, these repairs are in process and should be completed in the next couple of weeks.

On September 27, 2023 an inspection was carried out by an Occupational Hygienist at the Waste Management Facility. Additional orders and warnings were issued during this inspection, as copy of the Report of Workplace Inspection is attached to these minutes. A summary of the orders and warnings were reviewed:

Orders:

1. WHMIS Training

Training records could not be produced upon request

2. Availability of Safety Data Sheets

There was a bottle of glass cleaner on site that did not have an SDS in the database. Scott LeBlanc will be conducting a throughout investigation throughout facilities to ensure SDS compliance.

Warnings:

1. Hazard Assessment

Could not be provided upon request, assessments found to be lacking

2. Employee Training

Records were unavailable at time of inspection

3. Rodent Cleanup Procedure

Verbal procedure in place, written procedure was not available at time of inspection

4. Training on Safe Work Practice on Safe Handling of Biohazardous Medical Waste
Unclear at the time of inspection if all employees were trained in the safe work procedure
5. Respiratory Protection
Respiratory protection policy in place, but does not clearly address the selection, use, maintenance and testing of respirator and training for employees
6. Welding Fumes
Facility does not have local exhaust ventilation, and respirator are not worn when welding
7. Heat Stress
No temperature monitoring or control program in place
8. Cold Stress
No temperature monitoring or control program in place
9. Diesel Exhaust
Overexposure to diesel exhaust is possible
10. Manufacturer's Specifications of Fixed Gas Detector
Could not confirm the unit is operating as per manufacturer's specifications or that alarm limits are in compliance with the TLVs.

It was noted that some of the warning issued may be applicable to other worksites as well.

5.4 New Safe Work Practice – SWP-COM-22

A new safe work practice has been developed, Cleaning Up After Rodents. Most of the verbiage in the draft procedure comes directly from the Centre for Disease Control. The procedure was reviewed by the Committee. It was noted during the review to ensure that the disinfectant being used to wet down anything being cleaned up has a SDS in the database. It was stressed that there should be no dry vacuuming of rodent clean ups as dry vacuuming creates air borne contaminants, to first wet down the area to be cleaned up with a disinfectant.

Meaghan Roberts left the meeting at 1:55 p.m.

5.5 SWP-COM-12 Update

SWP-COM-12 Extreme Cold was updated to include the graphic found at the end of Practice. This graphic was recommended by the Department of Labour during their September 27th inspection of

the Waste Management Facility. The graphic provides a table to use to determine Wind Chill at work locations, rather than relying on weather service reports that are not located at our worksites.

5.6 SWP-COM-13 Update

SWP-COM-13 Extreme Heat was updated to include the graphic found at the end of the Practice. This graphic was recommended by the Department of Labour during their September 27th inspection of the Waste Management Facility. The graphic provides a table to use to relate temperature and relative humidity to a scale to determine the “feels like” temperature at work locations, rather than relying on weather services reports that are not located at our worksites.

It was noted that the Public Works department has purchased sensor gauges for their department’s worksite that measure temperature and humidity, should others wish to purchase a sensor please contact Dana Henley.

It was also noted that hazard assessments should also be conducted during times of potential extreme cold or heat.

It was moved by Scott LeBlanc and seconded by Kevin Weagle that the Joint Occupational Health and Safety Committee remove the following Safe Work Practices from Volume 2 of the Region Queens Municipality’s Safety Manual:

SWP-COM-12 - Extreme Cold dated December 2018; and
SWP-COM-13 – Extreme Heat dated December 2018.

MOTION CARRIED unanimously.

It was moved by Scott LeBlanc and seconded by Kelley-Anne Hurley that the Joint Occupational Health and Safety Committee add the following Safe Work Practices from Volume 2 of the Region Queens Municipality’s Safety Manual:

SWP-COM-12 - Extreme Cold dated October 2023; and
SWP-COM-13 – Extreme Heat dated October 2023; and
SWP-COM-22 – Cleaning Up After Rodents dated October 2023.

MOTION CARRIED unanimously.

6.0 OTHER

There were no other items to discuss.

7.0 NEXT MEETING

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

8.0 ADJOURNMENT

There being no further business, the meeting adjourned at 2:01 p.m.

Scott LeBlanc, Chair

Dana Henley, Committee Secretary

Date Approved: _____

File Ref #:5542580

Inspection No.17336692

Inspection Date: September 27, 2023

Report of Workplace Inspection

Inspectee: REGION OF QUEENS MUNICIPALITY

Operating As: REGION OF QUEENS MUNICIPALITY

Mailing Address: PO BOX 1264
LIVERPOOL, NS CANADA B0T 1K0

Worksite Location: QUEENS WASTE MANAGEMENT FACILITY
3750 NOVA SCOTIA TRUNK 8, CALEDONIA

Non-Management Rep: Justin Wamboldt
Devin Gallant
Frank Oickle

Occupation: Landfill Assistants

Management Rep: Kevin Weagle
Garrett Chetwynd
Scott Lebanc

Occupation: Public Works Supervisor
Assistant Director of Engineer & Public Works
Solid Waste Clerk/ Safety Officer

Inspection Overview:

An inspection was carried out on September 27, 2023 by Occupational Hygienist Alicia Doiron at The Region of Queens Waste Management Facility (Waste Management Facility/workplace/employer) located at the above noted worksite location. The purpose of the inspection was to conduct a general Occupational Health inspection. Several Landfill Assistants and the Public Works Supervisor accompanied the officer at the time of the inspection. On October 5, 2023 the officer had a followup meeting with the Assistant Director of Engineering and Public Works and the Solid Waste Clerk/Safety Officer. All individuals were cooperative throughout the inspection and followup conversations.

The facility is a landfill and recycling facility. The focus of the inspection was on the material recovery facility (MRF) where blue bag recycling is received and sorted and the landfill mechanic building where maintenance occurs.

A summary of orders and warnings issued in this report are as follows:

- Orders

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- o WHMIS training
- o Availability of safety data sheets
- Warnings
 - o Hazard assessment
 - o Employee training
 - o Rodent cleanup procedure
 - o Training on Safe Work Practice on Safe Handling of Biohazardous Medical Waste
 - o Respiratory protection
 - o Welding fumes
 - o Heat stress
 - o Cold stress
 - o Diesel exhaust
 - o Manufacturer's specifications of fixed gas detector

The following sections provide further context to observations made during the inspection and subsequent document review. Please note that this report only reflects the worksite conditions on the day of the inspection and that it is the responsibility of the employer to ensure the health and safety of those at or near the workplace.

Inspection Findings:

1. Occupational Health and Safety Act

General Overview of Occupational Health and Safety Act

HAZARD IDENTIFICATION SYSTEM

When twenty or more employees are regularly employed by an employer, the employer must have an Occupational Health and Safety Program. The program must include a hazard identification system that includes an evaluation of the workplace to identify potential hazards. A hazard assessment could not be provided upon request (warning).

TRAINING

Employers are responsible to provide training relating to health and safety of the employees. The employer reported that health and safety employee training records are unavailable (warning).

RODENTS

It was reported to the officer that the facility deals with rodent issues. Given that rodents

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are attracted to food and heat sources and the bay doors of the buildings are typically kept open, the facility inherently has rodents. The hazard likely cannot be eliminated in the facility and thus the employer needs to find ways to manage potential exposure to rodents.

When rodents are present, people can become infected with hantavirus. Hantavirus is spread when rodent droppings, urine, nesting material or dead rodents are disturbed and the virus becomes airborne, causing potential exposure to employees. Typical symptoms of hantavirus are tiredness, dizziness, fever and chills, muscle aches and headaches, nausea and vomiting, stomach pain and coughing.

The employer indicated that the rodents are mostly contained within the recycling bags and there is a cleanup procedure for the general area when rodents have been observed. Upon request, a written procedure could not be produced (warning).

Recommendations:

1. Engage a competent rodent management professional to assess the workplace and provide additional recommendations for rodent management
2. Benchmark with other waste management facilities to understand their rodent management practices

2. Occupational Safety General Regulations

General Overview

COMPLIANCE WITH POLICIES, PROCEDURES, PLANS AND CODES OF PRACTICE

The employer has a written Investigation Policy. At the time of the inspection the workers reported that they sometimes encounter hazards while handling the recyclables. One worker reported a needlestick injury that had occurred approximately a year ago. The worker indicated he got medical attention and had bloodwork conducted, prior to being medically cleared to return to work. Upon request the employer provided the following documents to the officer:

- The needlestick injury incident report dated June 15, 2022 and provided a summary of the incident, the causes and remedial action. The document indicated that a toolbox talk was completed for staff to be vigilant when opening bags/sorting.
- A toolbox meeting conducted Feb 7, 2023 relating to the process and importance of

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accident and incident reporting. The document also mentioned rats as a concern worker's brought up. The corrective actions indicate a need for rat poison/traps.

- A toolbox meeting conducted Feb 16, 2023 which was related to new hazardous material disposal containers.
- The Safe Handling of Biohazardous Medical Waste Safe Work Practice, dated March 2023
- A toolbox meeting conducted April 5, 2023 relating to Safe Handling of Biohazardous Medical Waste. It is unclear if the employees were trained in the safe work procedure (warning).

RESPIRATORY HAZARD

At the time of the inspection the officer was provided a copy of safety documentation found in binders in the lunch room of the MRF. There was a respiratory protection policy but it does not clearly address the selection, use, maintenance and testing of a respirator and the training of users of a respirator (warning).

VENTILATION

The MRF has bay doors on three sides of the building. At the time of the inspection all the bay doors were open and it was reported to the officer that the bay doors typically remain open. There are also two exhaust fans to provide dilution ventilation. The exhaust fans were reportedly broken at the time of the inspection. The Public Works Supervisor indicated he has been in contact with an electrician to get the fans fixed. During the followup conversation on October 5 the Public Works Supervisor indicated that one fan remains to be fixed and he is continuing to work with the electrician to get it repaired.

The Landfill Mechanic Building has bay doors on one side of the building. At the time of the inspection the bay doors were open and it was reported to the officers that the bay doors typically remain open. There is not any mechanical ventilation in the building.

ELECTRICAL ROOMS

Electrical rooms must be kept clean and orderly and must not be used for storage of unrelated materials. At the time of the inspection the officer observed the cleaning materials, chemicals and other unrelated materials in the MRF electrical room. During a followup meeting the officer explained the non-compliance and on October 6, 2023 the employer provided the officer with a picture of the electrical rooming confirming unrelated materials had been removed.

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3. Workplace Health and Safety Regulations

General Overview

THRESHOLD LIMIT VALUES

In Nova Scotia, occupational exposure limits adopted refer to the Threshold Limit Values (TLVs) that are published by the American Conference of Governmental Industrial Hygienists (ACGIH). The TLVs are defined by eight-hour time weighted averages (TWA), 15-minute short term exposure limits (STEL), and Ceiling values (C).

WELDING FUMES

Welding fumes are a complex mixture of contaminants that are formed when the metal is heated above its boiling point and its vapour condense into fine particles. Typically, multiple control measures need to be in the place to prevent the welder and surrounding area/people from being overexposed to welding fume contaminants.

At the time of the inspection the officer spoke to one of the landfill assistants who advised he conducts welding tasks. He indicated that welding occurs infrequently but can occur for hours at time. He indicated that the welding tasks typically occur inside the buildings. The facility does not have local exhaust ventilation. The landfill assistant indicated they do not use respirators when welding. It is likely that the welder and surrounding workers are being overexposed to welding fumes during welding tasks (warning).

HEAT STRESS

Heat stress occurs when the body's cooling mechanisms (e.g., sweating, etc.) are not capable of dissipating heat at a rate that prevents an individual's body temperature from rising above a safe level. Health effects that can result from uncontrolled heat stress range from minor effects, such as heat cramps or heat rash, to severe medical emergencies, such as heat exhaustion and heat stroke.

A TLV has been established for heat stress, which uses the following factors to assess the risk to workers:

- Environmental Conditions – measured as wet bulb globe temperature (WBGT), which factors air temperature, humidity, air movement, and radiant heat sources.
- Workload – energy expenditure required to perform a task.

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- Clothing – adjustment factors are used to account for the effects of clothing and/or PPE worn.
- Acclimatization – unacclimatized workers are more susceptible to heat stress; acclimatization is acquired over a 1-week period and lost if not exposed for a 3-week period

Given that the doors remain open and there is not air conditioning in the facility, it likely that the heat in the facility exceeds the TLV in the summer. The employer indicated that they have toolbox talks on heat stress and provide frequent water breaks when the temperatures are high but no temperature monitoring and control program is in place (warning).

COLD STRESS

At very cold temperatures, the most serious concern is the risk of hypothermia or dangerous overcooling of the body. Another serious effect of cold exposure is frostbite or freezing of the exposed extremities such as fingers, toes, nose, and ears. Hypothermia could be fatal in absence of immediate medical attention.

Warning signs of hypothermia can include complaints of nausea, fatigue, dizziness, irritability or euphoria. Workers can also experience pain in their extremities (hands, feet, ears, etc), and severe shivering. Workers showing signs of illness should be moved to a heated shelter and seek medical advice when appropriate.

Similarly to heat stress, the employer indicated that they have toolbox talks on cold stress, have a heater directly above those sorting recyclables and have heat in the break room but have no temperature monitoring and control program in place (warning).

4. Workplace Health and Safety Regulations

General Overview

DIESEL EXHAUST

Diesel exhaust is produced by the burning of diesel fuel. It is a complex mixture of gases, vapours, aerosols and particulate. The contents of diesel exhaust depend on many variables including type of engines, preventative maintenance, fuel, oil, speed and load of engine and emission control systems.

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At the time of the inspection it was reported to the officer that diesel powered equipment is used at the workplace, this includes a front end loader, garbage trucks and a skid steer. The skid steer was not in use at the time of the inspection, however it was reported to the officer that skid steer is typically used in the MRF frequently and therefore overexposure to diesel exhaust is possible (warning).

NOISE

At the time of the inspection noise levels appeared to be well below the TLVs. Hearing protection was available in the lunch room for those that may want to use it.

MANUFACTURER'S SPECIFICATIONS AND STANDARDS FOR EQUIPMENT AND COMPONENTS

At the time of the inspection the officer observed a fixed gas detector in the MRF. It was reported to the officer that it is a carbon monoxide monitor. The unit appeared to be on but the employer could not confirm the unit is operating as per manufacturer's specifications or that the alarm limits are in compliance with the TLVs (warning).

5. Workplace Hazardous Materials Information System Regulation

General Overview of WHMIS Regulations

Workplace Hazardous Materials Information System (WHMIS) 2015 is a system for providing health and safety information on hazardous products used, handled, and stored in the workplace. Canada has aligned with the worldwide hazard communication system Globally Harmonized System (GHS). The main components of WHMIS are hazard identification and product classification, training, safety data sheets (SDS) and workplace and supplier labels. If a workplace has hazardous products there must be a WHMIS program in place.

EDUCATION AND TRAINING

Employees must have education and training, so they understand the elements of WHMIS including the hazards and how to work safely with chemicals. It was reported at the time of the inspection that employees have WHMIS education and training. WHMIS training records could not be produced upon request (order).

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There is no recertification requirement for WHMIS education and training (although training providers may specify an expiry date), however it must be conducted more frequently if required by a change in work conditions or available hazard information.

SAFETY DATA SHEETS

SDSs are summary documents that provide information about the hazardous product and health and safety precautions. SDSs for hazardous products used in the workplace must be readily available to employees and the health and safety representative.

At the time of the inspection there was a QR code available on the bulletin board in the lunch room to access the SDSs. After several failed attempts of opening the QR code (due to poor connection) the Officer was eventually able to open the link to the SDSs. There was also a binder with SDSs in the lunch room. The officer observed a glass cleaner ("Premium Glass Cleaner") in the lunch room, which was an WHMIS product. The SDS for the glass cleaner was not available on the online list of SDSs or in the SDS binder (order).

LABELS

Hazardous products used in the workplace must have either a supplier label or workplace label. Where chemicals are labeled with WHMIS elements, suppliers are required to apply a supplier label to hazardous products sold. If the hazardous product is always used in the container with the supplier label, a workplace label is not needed.

A workplace label is required when:

- A hazardous product is produced and used at the workplace
- A hazardous product is decanted into another container
- The supplier label becomes lost or illegible

At the time of the inspection WHMIS labelling appeared to be in compliance with the WHMIS regulations.

CONCLUSION

All employees and management were cooperative throughout the inspection and followup discussions.

A followup inspection may be conducted at any time.

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Warnings:

1. Occupational Health and Safety Act
28-2-e Requirement for program

The program shall include a hazard identification system that includes

- (i) evaluation of the workplace to identify potential hazards,
- (ii) procedures and schedules for regular inspections,
- (iii) procedures for ensuring the reporting of hazards and the accountability of persons responsible for the correction of hazards, and
- (iv) identification of the circumstances where hazards must be reported by the employer to the committee or representative, if any, and the procedures for doing so.

The employer must conduct an assessment to determine what hazards are present at the workplace. There must also be a system in place for control of identified hazards.

2. Occupational Health and Safety Act
13-1-c Employers' precautions and duties

Every employer shall take every precaution that is reasonable in the circumstances to provide such information, instruction, training, supervision and facilities as are necessary to the health or safety of the employees.

Based on the hazards in the workplace, the employer must determine what training is necessary to safeguard the health and safety of employees and ensure the employees are trained accordingly.

3. Occupational Health and Safety Act
13-1-a Employers' precautions and duties

Every employer shall take every precaution that is reasonable in the circumstances to ensure the health and safety of persons at or near the workplace.

Develop and implement a rodent cleanup procedure. The Centre for Disease Control and Prevention (CDC) has an online document called "How to Clean Up After Rodents" that may be used as guidance when developing a cleanup procedure.

Ensure employees are trained on the rodent cleanup procedure.

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4. Occupational Safety General Regulations

7-2 Compliance with policies, procedures, plans and codes of practice

Each person required to perform a function under a written policy, procedure, plan or code of practice must be trained generally in respect of the policy, procedure, plan or code of practice, and trained in particular in the requirements relating to their functions.

Upon request, the employer could not provide proof that employees are trained in the Safe Work Practice on Safe Handling of Biohazardous Medical Waste. Ensure that employees are trained on the Safe Handling of Biohazardous Waste Safe Work Practice and the requirement relating to their job function.

5. Occupational Safety General Regulations

13-3 Respiratory hazard

An employer shall ensure compliance with the latest version of CSA standard CSA Z94.4, 'Selection, Use, and Care of Respirators', in respect of

- (a) the selection, use, maintenance and testing of a respirator; and
- (b) the training of users of a respirator

Subsection 13(3) added: O.I.C. 2000-130, N.S. Reg. 52/2000; amended: O.I.C. 2013-65, N.S. Reg. 53/2013.

Subsection 13(4) added: O.I.C. 2000-130, N.S. Reg. 52/2000; repealed: O.I.C. 2013-65, N.S. Reg. 53/2013.

The following must be implemented:

- 1. A respiratory hazard assessment must be conducted to identify and control respiratory hazards in the workplace.**
- 2. Employees assigned to don a respirator must be fit tested.**
- 3. Employees assigned to don a respirator must have respiratory training.**
- 4. Employees assigned to don a respirator must be clean-shaven. For many this requires being clean-shaven within the previous 24 or preferably 12 hours.**
- 5. A cartridge/filter change-out schedule must be developed and implemented.**
 - **The employer may choose to use cartridges with an end-of-service-life indicator. The cartridge shall be replaced when the indicator dictates. In the absence of an end-of-service-life indicator a change-out schedule must be established to ensure the cartridge is changed before the service life has ended.**
 - **Filters shall be replaced when breathing becomes difficult.**
- 6. Respirators must be stored in such a way to protect them from potential hazards that can have detrimental effects and prevent deformation of rubber or other**

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elastomeric parts.

The Respiratory Protection Policy must be updated to clearly reflect the above mentioned requirements.

6. Workplace Health and Safety Regulations
2.3 Threshold limit values

An employer must comply with, and ensure compliance with, the threshold limit values for exposure to all of the following, as listed in the TLVs and BEIs:

- (a) gases;
- (b) vapours;
- (c) mists;
- (d) fumes;
- (e) smoke;
- (f) dust;
- (g) chemical substances;
- (h) physical agents.

The employer must implement control measures to reduce the risk of overexposure to welding fumes. Control measures may include:

- **Use local exhaust ventilation systems to capture and remove welding fumes at the source.**
- **Conduct the welding outdoors, away from entrances and air intakes for the buildings.**
- **Ensure other workers are not present in surrounding area when welding occurs unless necessary.**
- **Conduct airborne welding fume monitoring to determine exposure levels relative to the threshold limit values.**
- **Have welder and those in the surrounding area don a respirator with appropriate cartridge/filter.**

It should be noted that typically both ventilation and respirators are necessary to protect welders and those in the surrounding area from overexposure to welding fumes. The ventilation is used to protect the surrounding workers from overexposure, while the respirator is used to protect the welder from overexposure. Verification through air testing is the only means to confirm if welding emissions are controlled below the threshold limit values.

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7. Workplace Health and Safety Regulations

2.3 Threshold limit values

An employer must comply with, and ensure compliance with, the threshold limit values for exposure to all of the following, as listed in the TLVs and BEIs:

- (a) gases;
- (b) vapours;
- (c) mists;
- (d) fumes;
- (e) smoke;
- (f) dust;
- (g) chemical substances;
- (h) physical agents.

The employer must implement heat stress monitoring and control, this can be done in either of two ways:

1. Conduct heat stress monitoring with a WBGT monitor and compare it to the threshold limit values in Figure 1: TLV and Action Limit for Heat Stress on page 240 of the ACGIH TLV & BEI Booklet. Implement work/rest cycles as necessary per Table 3: Screening Criteria using WBGT_{eff}(°C) for Acclimatized and Unacclimatized Workers on page 243 (metabolic rates are determined b table 1 on page 241).

2. Install a temperature and relative humidity monitor in the facility and use the Occupational Health Clinics for Ontario Workers Inc. Humidex-Based Heat Stress Calculator and Plan. Based on the temperature and relative humidity at any given time, the document will help workers determine the humidex and appropriate control measures. For this method to be effective workers need to be trained on the humidex chart.

8. Workplace Health and Safety Regulations

2.3 Threshold limit values

An employer must comply with, and ensure compliance with, the threshold limit values for exposure to all of the following, as listed in the TLVs and BEIs:

- (a) gases;
- (b) vapours;
- (c) mists;

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- (d) fumes;
- (e) smoke;
- (f) dust;
- (g) chemical substances;
- (h) physical agents.

The employer must implement cold stress monitoring and control, this must include monitoring the temperature and wind speed to determine the wind chill temperature (WCT) in Table 4: Wind Chill Temperature Index. Frostbite Times for Exposed Facial Skin on page 233 of the ACGIH TLV & BEI Booklet and following the frost bite guide under the table to prevent over exposure.

9. Workplace Health and Safety Regulations
2.3 Threshold limit values

An employer must comply with, and ensure compliance with, the threshold limit values for exposure to all of the following, as listed in the TLVs and BEIs:

- (a) gases;
- (b) vapours;
- (c) mists;
- (d) fumes;
- (e) smoke;
- (f) dust;
- (g) chemical substances;
- (h) physical agents.

To control exposure to diesel exhaust, a combination of the following control measures must be implemented:

- **Eliminate by replacing diesel powered engines with electric or other types of power sources (remember to manage any risks introduced by alternative power sources).**
- **Use alternate fuels or cleaner sources of energy (such as propane, natural gas, low sulfur diesel, etc.) where possible.**
- **Use low-emission engines or fuel additives that will reduce emissions.**
- **Use exhaust treatment systems such as filters, catalysts and/or converters, and a corresponding maintenance program.**
- **Run engines outdoors (instead of indoors).**
- **Maintain the body of the vehicle to make sure that exhaust is not leaking into the cab or passenger area. Replace cabin air filters as required.**
- **Ventilate appropriately, such as providing positive pressure ventilation, exhaust extraction devices, inlet and exhaust general (dilution) ventilation, and/or local**

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exhaust (such as tail pipe hose exhaust). Place exhaust hoses so they exhaust outdoors, and not allow the emissions re-entre the workplace.

- **Modify the layout of the work area to separate the area where people must work and areas where exhaust is generated, such as isolate the generator in a separate, ventilated space, or isolate the worker in a sealed, air conditioned cabin (air filtered) where possible.**
- **Conduct airborne contaminant assessments for elemental carbon or key indicators of diesel exhaust such as carbon monoxide, nitrogen dioxide and particulate matter.**
- **Use administrative controls such as:**
 - **Education and training to workers about the exposure to diesel exhaust and proper use of control measures.**
 - **Turning off engines whenever possible and/or opening doors and windows where possible.**
 - **Regularly maintaining engines, ventilation systems, and filters.**
 - **Reduce the hours of work exposed to exhaust through job rotation and scheduling.**
- **Use of personal protective equipment, such as respirators.**

It should be noted that the implementation of any of the control measures listed above may not be enough to control the risk of exposure to diesel exhaust or key indicators. Once any additional control measures have been implemented, is recommended that the employer conduct an employee exposure assessment to verify they are adequate. Verification through air testing is the only means to confirm if emissions are controlled below the occupational exposure limit.

10. Workplace Health and Safety Regulations

1.10-1 Manufacturer's specifications and standards for equipment and components

Except as otherwise provided in these regulations, an employer must

- (a) ensure that any equipment, components of equipment or components of a system are erected, installed, assembled, used, handled, stored, adjusted, maintained, repaired, inspected, serviced, tested, cleaned and dismantled in accordance with the manufacturer's specifications for the equipment, components or system; and
- (b) comply with and ensure compliance with the applicable standards for the equipment, components or system as specified in these regulations.

The fixed gas detection unit must be erected, installed, assembled, used, handled, stored, adjusted, maintained, repaired, inspected, serviced, tested, cleaned and dismantled in accordance with the manufacturer's specifications.

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The employer must also ensure that the alarm limits are in alignment with the applicable TLVs.

This inspection report was provided to  by:

Officer Name: Alicia Doiron

Officer Signature: 

This report was produced by Alicia Doiron, Occupational Health and Safety Officer, who may be contacted at:

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Section 69 of the Occupational Health and Safety Act allows orders and some decisions to be appealed. You may appeal this order by filing notice with the Labour Board no later than 30 days after being served this notice. To get information and the required forms, please visit the Labour Board website at: <http://www.novascotia.ca/lae/labourboard/>.

Contraventions of the OHS Act and regulations can result in administrative penalties being issued. Compliance with orders issued by OHS officers is expected and required by law; it does not prevent a penalty from being issued.

TOOLBOX MEETINGS – November 2023

Department	Date of Tool Box	Topics
Engineering & Public Works	19-Oct-23 20-Oct-23 24-Oct-23 01-Nov-23 03-Nov-23 07-Nov-23 07-Nov-23 07-Nov-23 15-Nov-23 15-Nov-23 14-Nov-23	Road shoulder work within Traffic Controlled Area Work Gloves - Types Used Working within ROW of Traffic Handling Sharps SWP-COM-22 Cleaning Up After Rodents Review JP-LAN-02 Vertical Downstroke Baler Heavy Duty Pallet Truck SWP-LAN-11 Vertical Downstroke Baling SWP-COM-12 Extreme Cold SWP-COM-07 Defective Tools Onboarding new MRF staff and reorientation for returning staff member
Finance/Corporate Services/ Bvlaw Enforcement		
Hillsview Acres	26-Oct-23 27-Oct-23 27-Oct-23	Tripping Hazard - Flooring in Sitting Room OH&S Processes and Procedures at the Workplace Slips and Trip Hazards
Planning	18-Oct-23	Time Change
QPEC	30-Oct-23 03-Nov-23 20-Nov-23	Respectful Communication Winter Weather Frostbite & Hypothermia
Recreation & Economic Development	07-Nov-23	Winter Driving Preparedness

TRAINING – November 2023

Completed	All Staff	WHMIS Certifications In-person training completed for 45 people Web training completed for 28 people
	Engineering & Public Works	Forklift Training Certification 10 people
	Engineering & Public Works	Pool Operator Course 2 people
	Engineering & Public Works	Condition 15 Endorsement Class 5 license (Towing loads with combined weight between 4,500kg and 14,000kg)
Scheduled		

SAFETY OBSERVATIONS – November 2023

Reported (since last meeting):		
Safe Observations	Engineering & Public Works	Western Head Leaf and Yard Waste Site is well maintained and safe for residents to access.
	Engineering & Public Works	Staff were working on newly installed sidewalks and curbs on Waterloo Street. Appropriate PPE was worn such as face masks, safety glasses and safety vests as the sidewalk was being cut into sections with a concrete cutting saw.
Unsafe Observations	Hillsview	Staff noted an open bottle of chemical floor cleaner in the locked storage area. The bottle is used as a pouring agent into mops. Staff looked for new lid and put it on and returned to the location.
		Contractor noted a tripping hazard with new flooring. Contractor initiated putting a hazard sign out and noting to staff in the room. Sign will be kept out for duration until fixed.
	Engineering & Public Works	Cigarette butt box at EPW shop was full and on fire again. Staff extinguished and emptied butt box. It became extremely hot.