

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

**Council Chamber**

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

**REGRETS:** Garrett Chetwynd, Public Works  
Mallory Plummer, Finance  
Meaghan Roberts, QPEC  
Frank Oickle, Landfill/MRF  
Tim Clattenburg, Building Inspection

**1.0 CALL TO ORDER**

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

**2.0 APPROVAL OF MINUTES – October 26, 2023**

It was moved by Kevin Weagle and seconded by Adam Grant that the Minutes of the Joint Occupational Health and Safety Committee meeting held on October 26, 2023, be approved as circulated.

MOTION CARRIED unanimously.

**3.0 CHANGES / APPROVAL OF AGENDA**

It was moved by Kelley-Anne Hurley and seconded by Adam Grant that the agenda be approved with the following additions:

- 6.1 Parades
- 6.2 SDS Database Update

MOTION CARRIED unanimously.

## **4.0 OLD BUSINESS**

### **4.1 Accident Reports**

Employee was walking across a pile of gravel with a rake, lost balance and tried to catch themselves grabbing on to rake and tweaked shoulder. There was no time lost. Employee was reminded not to walk across materials.

### **4.2 Tool Box Meetings**

Departments held toolbox meetings with a great representation of topics. It was noted that Finance/Corporate Services/Bylaw Enforcement 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**

WHMIS training was held in person at Queens Place Emera Centre on November 1, 2023 for 45 employees. Links were sent out to staff with access to computers for the course to be completed, majority of staff have completed and follow-up continues with those who have yet to complete.

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

Condition 15 Endorsement Class 5 License (towing loads with combined weight between 4,500 kg and 14,000 kg) was completed with 22 employees, with 1 more employee to take place in December.

### **4.4 Annual Facility Inspections – Corrections of Deficiencies**

There are a few remaining outstanding deficiencies; a few minor electrical items and housekeeping items which are in progress.

## **5.0 NEW BUSINESS**

### **5.1 Safety Suggestions**

There was one safety suggestion received to remove an employee from municipal employment for a happier work environment. This is an inappropriate use of the safety suggestion box, and will be addressed in a toolbox meeting with staff at that location. Staff are encouraged to submit safety suggestions.

5.2 Safety Observation Program – November 2023

5 reported, 3 unsafe, 2 safe

Unsafe Observations Were:

- 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 a new lid and put it on and returned to the location.
- Contractor noted a tripping hazard with new flooring, a hazard sign was posted. The hazard has been fixed.
- Cigarette butt box was on fire, staff extinguished and emptied the butt box.

5.3 Department of Labour Workplace Inspection: MRF Update

One of the new balers is in use, with the other new baler still locked out. The conveyor line will be installed early next week.

5.4 JOHS Manual Update

Following the training held in October, the safety program requires significant updates, including membership ratios supervisor to employee, voluntary membership, accessibility of the manual for all employees at all sites, terms of reference for the JOHS Committee, non-municipal worksites, employee orientations, JOHS Boards, toolbox participation, mental/physiological component, removing appointments to the JOHS committee from job descriptions, the role of the Safety Officer, etc.

Adam Grant, Garrett Chetwynd, Scott LeBlanc and Dana Henley have developed an action item list to revitalize the Safety Program and welcome others to become involved, contact Dana Henley if you are interested.

**6.0 OTHER**

6.1 Parades

Scott Orme noted that at this week's Christmas Parade he was very concerned that roadblocks/barricades were missing on the parade route or were unmanned, or not manned by knowledgeable personnel able to enforce the roadblock. There was a dangerous traffic situation for those floats with walkers when traffic was permitted to enter the parade route. This issue needs to be communicated with the Parade organizers.

Unfortunately, this is an issue of enforcement. The Traffic Authority for the municipality requires permit applications be made, plans filed and proof of insurance for parades; however, the Traffic

Authority has no authority to enforce consequences of non-compliance.

The Parade organizer may not have been aware of this situation. It was suggested by the committee that a letter be sent to advise them that there were roadblocks/barricades missing and/or unmanned allowing the flow of traffic into the parade route while the parade was in process creating a very hazardous situation, as well as a lack of reflective clothing for those manning barricades to be seen by motorist.

#### 6.2 SDS Database Update

Scott LeBlanc advised that a full inventory of both the Landfill and MRF facilities has been completed, adding 60 new SDS Sheets to the database. Binders have been created for both of these facilities to have on site.

An inventory is also underway for both Queens Place Emera Centre and the Grounds Garage. Approximately 30 new SDS Sheets will be added to the database from these facilities.

Employees need to be reminded that when purchasing products that they need to ensure that the product is included in our SDS Database, and if it's not that an SDS Sheet needs to be secured and forwarded to Dana Henley for inclusion in the database. This would make a great toolbox topic for departments. It was also noted that when a product has been discontinued or no longer in use SDS Sheets can be removed from the SDS Database.

Another comprehensive inventory will be conducted in approximately six months, and then move to an annual inventory.

#### **7.0 NEXT MEETING**

The next meeting will be held on Thursday, December 21, 2023 at 1:30 p.m. in the Council Chamber.

**8.0 ADJOURNMENT**

There being no further business, the meeting adjourned at 2:00 p.m.

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Scott LeBlanc, Co-Chair

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Adam Grant, Co-Chair

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Dana Henley, Committee Secretary

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