

**Region of Queens Municipality
Joint Occupational Health & Safety Committee
Thursday, December 21, 2023
1:30 p.m.**

Agenda

1.0 Call to Order

2.0 Approval of Minutes – November 30, 2023

3.0 Changes/Approval of Agenda

4.0 Old Business

4.1 Accident Reports

4.2 Toolbox Meetings – December 2023

4.2.1 Toolbox Documentation

4.2.2 Toolbox Participation

4.2.3 Toolbox Topic Relativity to the
Workplace/Site/Participants

4.3 Training

4.4 Annual Facility Inspections – Corrections of Deficiencies

5.0 New Business

5.1 Safety Suggestions

5.2 Safety Observations Program – December 2023

5.3 Safety Discussion

5.4 Mental/Psychological Safety Discussion

5.5 Department of Labour Workplace Inspection Updates



6.0 Other

7.0 Next Meeting – Thursday, January 25, 2024

8.0 Adjournment

**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.

Scott LeBlanc, Co-Chair

Adam Grant, Co-Chair

Dana Henley, Committee Secretary

Date Approved: _____

Accident Reports – December 2023

4.1

Department	Date of Accident	Report
Engineering & Public Works		
Finance/Corporate Services/ Bvlaw Enforcement		
Hillsview Acres		
Planning		
QPEC		
Recreation & Economic Development		

TOOLBOX MEETINGS – December 2023

4.2

Department	Date of Tool Box	Topics
Engineering & Public Works	16-Nov-23 06-Dec-23	Safety Orientation Working in Street Right-of-Way, Asphalt Cutting, Excavation & Waterline Repair
Finance/Corporate Services/ Bvlaw Enforcement	28-Nov-23 13-Dec-23	Fatigue Winter Driving Safety
Hillsview Acres	17-Nov-23 24-Nov-23 04-Dec-23	Inclement Weather Review Emergency Plans Cold Weather Operations Snow Removal, Salting and Snow Safety
Planning		
QPEC	20-Nov-23 30-Nov-23 04-Dec-23	Frostbite & Hypothermia Employees Duties & Precautions OHS Act Winter Weather Safety
Recreation & Economic Development	06-Dec-23	Creating Healthy Habits

TRAINING – December 2023

4.3

Completed	WHMIS	December
Scheduled	First Aid	Winter Session

Annual Facility Inspections: Corrections of Deficiencies

4.4

FACILITY NAME	DEFICIENCY	STATUS
Admin Building	Emergency light at side door in Motor Vehicles	Good
	Light out in basement	Good
	Emergency light out over garage door in basement/loose also	Good
	Attic ladder has large crack in it on the side	Good
Dog Pound	No deficiencies	Good
Fort Point Lighthouse	East side loose and uneven bricks on walkway	Good
	Viewer mounts on ground are tripping hazard	Good
Hillsview Acres	Emergency Lights by room 14 showing capped wires	????
	Housekeeping in storage building-clean-up planned shortly	Good
Landfill	Messy work bench	Good
	Safety bulletin board outdated	Good
	Garage is messy with materials laying about	Good
	2 broken door knobs	Good
	Need lighting over work bench	Good
	Items blocking fire extinguishers	Good
	Bottom threshold missing on back door	Pending
	Pot lights out at scalehouse	Good
MRF	Smoke detector cover missing in lunch room	Good
	Need ladder to access upper level over lunch room storage	Good
	Light out over cardboard baler	Good
	Safety board outdated	Good
	Ventilation fan on back wall not working	Good
	Should have a fire extinguisher mounted on sorting line	Good
	2 lights out over entrance	Good
Materials need to be removed in electrical room	Good	
Milton Pool	Hole in boys washroom missing drain cover	Good
	Emergency light out in staff room	Good
Hank Snow Pump Station	No deficiencies	Good
Recreation Garage	Emergency light out on stairwell	Good
	Update safety bulletin board	Good
Town Well	Fire extinguisher needs to be mounted	Good
North Queens Pool	No deficiencies	Good
Old CobbFarm Road Pump Station	No deficiencies	Good
Poplar Street Pump Station	No deficiencies	Good
Sewage Lagoon Liverpool	Smoke detector covers missing work bench & test room	Good
	Emergency light out in UV room	Good
	Materials stacked in front of eye wash and shower	Good
	Room with electrical equipment blocked at one entry	Good
Sewer Treatment Plant Caledonia	Manhole cover not secured	Good
	Main gate has a wide separation-easy access for anyone	Good
	Poor lighting in UV building below	????
	High grass on site that hides potential trip hazards	Good
	Updated emergency contact list	Good

Water Treatment Plant	Emergency light out in electrical room	Good
	Fire extinguisher by lab needs to be mounted	Good
	Sand bags piled in front of fire extinguisher	Good
Works Garage	Electrical room used for storage of materials	Good
	Emergency light out by vehicle hoise at man door	Good
	Construction upstairs-fire ext., emerg. Lights and exits signs	Pending
Queens Place	Safety bulletin board outdated	Good
Septage Receiving Station	Hose reel at end of stairs bolted to floor-tripping hazard	Good
	Emergency eye wash out dated	Good
Lanes Pump Station	No deficiencies	Good
Tourist Bureau	Safety board not complete and needs updating	Good
Town Hall	Emergency light out by trophy cabinet	Good
	Emergency light out by art gallery	Good
Court House	Fire extinguisher needs to be mounted	Good
	Fire extinguisher by cells needs to be updated	Good
	Railings on accessible ramp very loose and has loose boards	Good
	Loose boards at front entrance	Good
Port Medway Lighthouse	No deficiencies	Good

Safety Suggestions – December 2023

5.1

Department	Date of Suggestion	Suggestion
Engineering & Public Works		
Finance/Corporate Services/ Bvlaw Enforcement		
Hillsview Acres		
Planning		
QPEC		
Recreation & Economic Development		

SAFETY OBSERVATIONS – December 2023

5.2

Reported (since last meeting):		
Observation	Date	Description
Safe Observations		
Unsafe Observations	27-Nov-23	Hillsview: Radio signal cord hanging from fire suppression system in resident's room.
	01-Dec-23	EPW: Cabinet in road on Highway 8, on sharp turn.
	01-Dec-23	Hillsview: Washroom with broken toilet seat.
	01-Dec-23	Hillsview: Icy conditions in back parking lot, along the car line.
	08-Dec-23	EPW: Broken glass disgarded loosly in garbage.

Safety Discussion – December 2023

5.3

Department	Subject	Topics
Engineering & Public Works		
Finance/Corporate Services/ Bvlaw Enforcement		
Hillsview Acres		
Planning		
QPEC		
Recreation & Economic Development		

Mental/Psychological Safety Discussion December 2023

5.4

Department	Subject	Topics
Engineering & Public Works		
Finance/Corporate Services/ Bylaw Enforcement		
Hillsview Acres		
Planning		
QPEC		
Recreation & Economic Development		