

**REGION OF QUEENS MUNICIPALITY  
JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE  
THURSDAY, DECEMBER 21, 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  
Steven Kennedy, Capital Works  
Scott Orme, Parks & Grounds  
Robin McKinnon, Hillsvie Acres  
Alex Comeau, QPEC  
Meaghan Roberts, QPEC (1:25 p.m.)  
Mike MacLeod, Planning  
Tim Clattenburg, Building Inspection  
Dana Henley, Public Works

**REGRETS:** Connor O'Brien, Public Works  
Mallory Plummer, Finance  
Frank Oickle, Landfill/MRF  
Kelley-Anne Hurley, Bylaw  
Audrey Wamboldt, Hillsvie Acres

**1.0 CALL TO ORDER**

The meeting was called to order by Scott LeBlanc at 1:26 p.m.

**2.0 APPROVAL OF MINUTES – November 30, 2023**

It was moved by Garrett Chetwynd and seconded by Robin McKinnon that the Minutes of the Joint Occupational Health and Safety Committee meeting held on November 30, 2023, be approved as circulated.

MOTION CARRIED unanimously.

**3.0 CHANGES / APPROVAL OF AGENDA**

It was moved by Kevin Weagle and seconded by Alex Comeau 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 good representation of topics. The Planning Department missed having one this month, but will ensure they have one in January.

#### 4.2.1 Toolbox Documentation

Reminder to all departments whether completing the online form or the paper hard copy form for Toolbox Meetings to include more content of the meeting, not just names of people present and the location, and topic. Include the details of what was discussed, any input from staff, any past incidents reviewed, a SWP that may apply, etc.

#### 4.2.2 Toolbox Participation

Starting in the new year we will begin tracking Toolbox Participation, to ensure that all employees are attending toolbox meetings regularly.

#### 4.2.3 Toolbox Topic Relativity to the Workplace/Site/Participants

Please ensure that your department's toolbox topics are relevant to your department's workplace/site/participants.

### 4.3 Training

WHMIS Training is now complete for all active employees. A First Aid Course will be held in the new year for approximately 15 employees.

### 4.4 Annual Facility Inspections – Corrections of Deficiencies

Follow-up is required on the following items:

- Hillsview: Emergency lighting near room 14, wires with marreted ends
- Solid Waste Facility: Back door is missing bottom threshold.
- Sewer Treatment Plant (Caledonia): Poor lighting in the UV building. It was noted that this facility has major upgrades coming up.
- Public Works Garage: Fire extinguishers, emergency lighting and exit signs need to be installed. It was noted that these items are on the list for items for completion of the renovation project.

## 5.0 NEW BUSINESS

### 5.1 Safety Suggestions

There were no safety suggestions to come before the Committee.

### 5.2 Safety Observations Program – December 2023

There were 5 unsafe observations made in December.

Hillsview: Radio signal cord was hanging from fire suppression system in residents room, the cord was removed and placed elsewhere.

Public Works: A cabinet was found in the lane of traffic on Highway 8 on a sharp turn, staff stopped collected the cabinet, secured it in their vehicle and transported to the Solid Waste Facility for disposal.

Hillsview: Washroom with broken toilet seat, seat was replaced.

Hillsview: Icy conditions in back parking area, Maintenance Staff applied de-icing materials.

It was noted that there were less observations reported this month, and the Committee was encouraged to engage with the safety observation program more in the new year.

### 5.3 Safety Discussion

At future meetings, we will conduct a safety discussion where each department will comment on what is currently happening at their site, and what is upcoming that may impact staff. An example of upcoming work at Queens Place was given. Queens Place will be replacing their arena condenser unit, there will be several contractors on site, and construction fencing will be on site, as well as Public Works staff. Part of these repairs will see fitness staff on the ice surface assisting staff, which is not one of their regular work duties. Just want to ensure that all staff at the site are aware of the work taking place and any hazards.

### 5.4 Mental/Psychological Safety Discussion

At future meetings, we will conduct a wellness check-up by Department, can discuss things like touching base with remote workers, and having department check-ins to specifically discuss mental and psychological safety.

### 5.5 Department of Labour Workplace Inspection Updates

One outstanding order at the MRF facility. The sorting line final steps for completion will be taking place before year end, and it should be ready to be up and running in the new year.

**6.0 OTHER**

There were no other items to discuss.

**7.0 NEXT MEETING**

The next meeting will be held on Thursday, January 25, 2024 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: \_\_\_\_\_