

**Region of Queens Municipality  
Joint Occupational Health & Safety Committee  
Thursday, January 25, 2024  
1:30 p.m.**

## **Agenda**

**1.0 Call to Order**

**2.0 Approval of Minutes – December 21, 2023**

**3.0 Changes/Approval of Agenda**

**4.0 Old Business**

- 4.1 Accident Reports
- 4.2 Toolbox Meetings – January 2024
- 4.3 Training
- 4.4 Safety Data Sheet Database Updates (57)

**5.0 New Business**

- 5.1 Safety Suggestions
- 5.2 Safety Observations Program – January 2024
- 5.3 Safety Discussion
- 5.4 Mental/Psychological Safety Discussion
- 5.5 Department of Labour Workplace Inspection Updates
- 5.6 Under Desk Treadmills
- 5.7 Municipal Services Building Asbestos
- 5.8 Monthly Inspections
- 5.9 DRAFT JOHS Committee Terms of Reference

**6.0 Other**

**7.0 Next Meeting – Thursday, February 22, 2024**

**8.0 Adjournment**

**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:

- Hillsvie: 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: \_\_\_\_\_

# Accident Reports – January 2024

4.1

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

# TOOLBOX MEETINGS – January 2024

4.2

Department	Date of Tool Box	Topics
<b>Engineering &amp; Public Works</b>	18-Dec-23 18-Dec-23 18-Dec-23 18-Dec-23 02-Jan-24 05-Jan-24	SWP-COM-14 Equipment Entering/Exiting Buildings SWP-COM-07 Defective Tools SWP-COM-08 Tag Out System SWP-COM 21 Clearing of Storm Drains SWP-COM-12 Extreme Cold SWP-COM-22 Cleaning Up After Rodents
<b>Finance/Corporate Services/ Bvlaw Enforcement Hillsview Acres</b>	12-Jan-24  21-Dec-23 21-Dec-23 21-Dec-23 21-Dec-23	Importance of Exercise in Sedentary Workplace  Holiday Stress Fatigue Dangers of Ice from Above 10 Ways to Have a Healthy Holiday Season
<b>Planning</b>		
<b>QPEC</b>	18-Dec-23 04-Jan-24	Slips, Trips & Falls News in Health: Healthy Habits
<b>Recreation &amp; Economic Development</b>	02-Jan-24	Holiday Hazards

# TRAINING – January 2024

4.3

<b>Completed</b>	2024-01-15	New Employee Orientations at MRF
<b>Scheduled</b>	Feb-24	First Aid Training



# Safety Suggestions – January 2024

5.1

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

# SAFETY OBSERVATIONS – January 2024

5.2

<b>Reported</b> (since last meeting):		
<b>Observation</b>	<b>Date</b>	<b>Description</b>
<b>Safe Observations</b>	04-Jan-24	Dead tree cut down safely using proper PPE.
	19-Jan-24	Shovelling and salting RMV walkway & stairs, proper body mechanics.
	19-Jan-24	Western Head Leaf and Yard Waste, chipping material in an area of safe distance away from public to prevent public and property damage from possible flying debris. Safe use of heavy equipment.
	19-Jan-24	Shovelling catch basins on Henry Hensey Drive, appropriate PPE
<b>Unsafe Observations</b>	02-Jan-24	Old large tree a Municipal Administration Building's NE Corner, has a large limb that has become rotten and is liable to fracture from the tree. Limb should be removed.
	05-Jan-24	Indiscriminate odour in the Hillsview Recreation Office, which seems to disapate once door is ajar for any amount of time.



Region of Queens Municipality  
Joint Occupational Health & Safety Committee  
Terms of Reference

The Committee shall be known as the Region of Queens Municipality Joint Occupational Health and Safety Committee. The purpose of the Committee is to work cooperatively with the employer in identifying and resolving health and safety issues in support of a planned occupational health and safety program and to prevent occupational injuries and diseases in the workplace.

### 1. **Committee Membership**

- (a) The Committee shall consist of at least 10 members, minimum of 1 member from each municipal department/site/building. Each member shall have a specified alternate.
- (b) The Committee must consist of employee representatives and employer representatives (management).
- (c) At least half of the members shall be employee representatives (non-management).
- (d) Employee representatives shall be selected by the employees, by the employees from each department/site/building who do not exercise managerial functions in the workplace.
- (e) Employer representatives (management) shall be selected by the employer from among persons who exercise managerial functions in the workplace from each department/site/building.
- (f) Ensure that all members have an alternate member to attend meetings in their place when they are unavailable to attend. Alternates should at minimum be from the same location. Non-management employees can alternate for any member, management employees can only alternate for other management employees.
- (g) Selection of two Co-chairs of the committee shall occur annually, one co-chair must be selected by the employee members to represent the employees, the other co-chair shall be selected by management employees to represent the employer.
- (h) Co-chairs of the committee must notify the employer when there is a lack of representation on the committee.



Co-Chair:

Co-Chair:

## **2. Terms of Appointment to the Committee**

(a) Committee members will sit on the Committee for a term of 3 years, for a maximum of two consecutive terms.

(b) If a member of the Committee chosen by the employees is unable to complete the term of office, the employees must choose another member for that department/site/building.

(c) If a member of the Committee chosen by the employer is unable to complete the term of office, the employer must appoint another member for that department/site/building.

(d) Co-chairs of the Committee shall hold their appointment as Co-chair for 1 year, for a maximum of two consecutive terms.

## **3. Co-Chair Duties**

(a) Facilitate the meetings.

(b) Review previous meeting reports and material prior to the meetings.

(c) Ensure that a meeting place is arranged.

(d) Ensure members are notified of meeting dates, times and locations.

(e) Ensure meeting agenda is prepared and distributed.

(f) Ensure meeting reports are prepared and distributed.

(g) Ensure that a copy of the meeting reports is forwarded to the employer for distribution.

(h) Prepare recommendation(s) and forward to the employer for a response.

(i) Prepare all correspondence on behalf of the committee.

## **4. Participation of Other Employers on this Committee**

If other employers request to participate on this Committee, the request must be forwarded to the employer for consideration.



## 5. Functions of the Committee

The functions of the Committee are those identified in Section 31 of the *Occupational Health and Safety Act*:

It is the function of the committee to involve employers and employees together in occupational health and safety in the workplace and, without restricting the generality of the foregoing, includes

- (a) The co-operative identification of hazards to health and safety and effective systems to responds to the hazards;
- (b) The co-operative auditing of compliance with health and safety requirements in the workplace;
- (c) Receipt, investigation and prompt disposition of matters and complaints with respect to workplace health and safety;
- (d) Participation in inspections, inquiries and investigations concerning the occupational health and safety of the employees and, in particular, participation in an inspection referred to in Section 50;
- (e) Advising on individual protective devices, equipment and clothing that, complying with this Act and the regulations, are best adapted to the needs of the employees;
- (f) Advising the employer regarding a policy or program required pursuant to this Act or the regulations and making recommendations to the employer, the employees and any person for the improvement of the health and safety of persons at the workplace;
- (g) Maintaining records and minutes of committee meetings in a form and manner approved by the Director and providing an officer with a copy of these records or minutes on request; and



- (h) Performing any other duties assigned to it
  - (i) by the Director,
  - (ii) by agreement between the employer and the employees or the union, or
  - (iii) as are established by the regulations. 1996,c.7, s. 31; 2010, c. 66, s.8.

## **6. Performing the Functions of the Committee**

### **Advising**

Generally means communicating for the purpose of seeking information and advice.

### **Decisions of the Committee**

The committee should attempt to reach consensus on each decision it makes. If the Committee cannot reach consensus then a vote may be taken. The Committee will go with the majority vote, when a vote is needed.

### **Assistance in Resolving Disagreements within Committee**

If the Joint Occupational Health and Safety Committee is unable to reach agreement on a matter relation to the health and safety of workers at the workplace, a co-chair of the committee may report this to the Chief Administrative Officer, who may investigate and attempt to resolve the matter. Unresolved issues should be referred to the Occupational Health and Safety Division of the Department of Labour, Skills and Immigration.

### **Employee Concerns**

Employees are required to report any hazards or contravention of the Act or regulations to a supervisor. If the matter is not resolved to the satisfaction of the employee, they then must report it to a member of the committee, either verbally or in writing. The committee member then must:

- (a) Determine the facts of the situation.



- (b) Encourage resolution of the matter by a supervisor, the Safety Officer, or another person with designated responsibility in the area involved.
- (c) Should the matter not be resolved at Step 1, the member shall raise the issue at the next committee meeting or consider calling an emergency meeting.
- (d) The committee member contacted by the concerned employee shall respond to the employee who initiated the concern, where possible, within one shift worked by the employee and advise them of how the concern is being addressed. The employee may choose to contact the Occupational Health and Safety Division if the concern is not being handled to their satisfaction.
- (e) If the matter involves an immediate source of danger and satisfactory action is not taken by the employer, the committee member should report the concern to the Occupational Health and Safety Division.

The Committee shall:

- (a) Investigate the concern and make a recommendation to management.
- (b) Notify the employee of any decision or recommendation made by the committee to management with respect to the employee's concern.
- (c) If the matter involves an immediate source of danger and satisfactory action is not taken by the employer the committee shall report the complaint to the Occupational Health and Safety Division.

Where an employee's concern is not dealt with to their satisfaction by the committee, the employee shall report the concern to the Occupational Health and Safety Division.

### **Work Refusal**

Any employee may refuse to do any work if the employee has reasonable grounds for believing the work is likely to endanger their health or safety or the health or safety of any other person. In the event a committee



member is contacted regarding an employee work refusal, the committee member shall:

- (a) Determine why the matter was not dealt with to the employee's satisfaction. (Questions to ask, may include: Was a supervisor notified? Did a supervisor investigate? If investigated by a supervisor what was their response? Why does the employee still believe the work is unsafe/unhealthy? Has the employee been reassigned to other work?)
- (b) Explain the work refusal provisions of the Act (Section 43) and how the process will work to the employee refusing work.
- (c) Report the work refusal to the committee to be reviewed.
- (d) Initiate an emergency meeting of the committee to deal with the work refusal.
- (e) Respond to the employee who initiated the complaint, where possible, within one shift worked by that employee.

The Committee shall:

- (a) Investigate the work refusal. The refusing employee should accompany the committee during a physical inspection related to the refusal.
- (b) If all Committee members find the work to be safe and healthy, the committee will advise the employee to return to work. The unanimous decision to advise the employee to return to work must be made by a quorum of the entire committee. If the committee advised the employee to return to work, the employee's right to pay during the work refusal ends, OR
- (c) If one or more committee members finds the work to be unsafe or unhealthy, make a recommendation to the employer to have the problem resolved. If the problem is resolved, advise the employee to return to work.

If the committee cannot reach a unanimous decision on a recommendation to return to work, or if the problem is not resolved to the employee's satisfaction, the employee should contact the





Occupational Health and Safety Division and indicate they have refused to work.

### **Inspections**

When the Department of Labour, Skills and Immigration Occupational Health and Safety Officer makes an inspection of a workplace the employer must give an employee committee member the opportunity to accompany the officer during their inspection or the workplace.

### **Recommendations to the Employer**

The committee must make all recommendations to the employer in writing with a written request for a response from the employer within 21 days. Both the management and non-management co-chairs must sign the recommendations before they are forwarded to the employer. All recommendations must be made separate from the minutes of the meeting.

The employer is required under the OHS Act, to respond to Committee recommendations within 21 days of receiving the written request. The employer must respond in writing by:

- Indicate acceptance of the recommendation; or
- Giving the employer's reasons for not accepting the recommendation.

If the employer is not reasonably able to provide a response before the end of the 21-day period, the employer will be asked by the committee to provide – within that time – a written explanation for the delay, together with an indication of when the response will be provided.

If the employer does not accept the committee's recommendation, a co-chair of the committee may report the matter to an officer; as appointed by the OHS Act.



## **7. Meetings**

- (a) The committee will meet a minimum 10 times per year, generally on the last Thursday of each month.
- (b) Regularly scheduled meetings will be held at 1:30 p.m. in the Region of Queens Municipal Council Chamber, 249 White Point Road, Liverpool, NS.
- (c) Special meetings, if required, will be held at the call of the co-chairs.
- (d) A quorum shall consist of a majority of members on the committee, with at least 50% of the majority of members present representing non-management employees.

## **8. Time from work for meetings and other committee functions**

Members of the committee are entitled to time off from work for:

- (a) The time required to attend meetings of the committee.
- (b) Other time that is reasonably necessary to prepare for meetings of the committee.
- (c) Other time that is reasonably necessary to fulfill the other duties and functions of the committee.

Time off for committee members to perform these duties and functions will be deemed to be time worked for the employer, and the employer will pay for that time at the applicable rate.

## **9. Agendas and Minutes of the Committee**

- (a) An agenda will be prepared by the co-chairs and distributed to members prior to the meeting.
- (b) Minutes of the meeting will be prepared as soon as possible after the meeting with a copy provided to the employer. Should a committee member dispute the accuracy of the minutes of a meeting, the matter should be raised at the next meeting and corrections noted in the minutes.
- (c) The employer will retain a copy of the minutes for at least 5 years from the date of the Committee meeting to which they relate.



(d) The employer is required to post minutes of the committee meeting, in a readily accessible area in the workplace for committee members, and all employees.

## **10. Posting Committee Information**

The employer must promptly post and keep posted at the workplace, in a place readily accessible to employees, the following:

- (a) Post and maintain the current names of the committee members and the means of contacting them.
- (b) Post promptly the minutes of the most recent committee meeting and ensure they remain posted until superseded by minutes of the next committee meeting.
- (c) A copy of the regulations that relate to the workplace.
- (d) Information and reports that an officer considers advisable to enable employees to become acquainted with their right and responsibilities pursuant to the OHS Act and regulations.
- (e) A copy of the OHS Act.
- (f) Any codes of practice required pursuant to the OHS Act or regulations.
- (g) A current telephone number for reporting occupational health and safety concerns to the Division.
- (h) A copy of the occupational health and safety policy.

## **11. Records**

The Committee must keep accurate records of all matters that come before it.

## **12. Educational Leave Entitlement**

Each Committee member is entitled to annual education leave totaling 8 hours for the purposes of attending occupational health and safety training courses. This leave is without loss of pay or other benefits. The cost of training and reasonable costs for attending the training will be paid for by the employer.



**13. Amendments**

These terms of reference may be amended by vote of the committee members.

Approved:

\_\_\_\_\_  
Signature of Co-Chair (management)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Co-Chair (non-management)

\_\_\_\_\_  
Date