

**Region of Queens Municipality
Joint Occupational Health & Safety Committee
Thursday, February 29, 2024
1:30 p.m.**

Agenda

1.0 Call to Order

2.0 Approval of Minutes – January 25, 2024

3.0 Changes/Approval of Agenda

4.0 Old Business

- 4.1 Accident Reports
- 4.2 Toolbox Meetings – February 2024
- 4.3 Training
- 4.4 Safety Data Sheet Database Updates

5.0 New Business

- 5.1 Safety Suggestions
- 5.2 Safety Observations Program – February 2024
- 5.3 Safety Discussion
- 5.4 Mental/Psychological Safety Discussion
- 5.5 Inspection Schedule
- 5.6 Committee Membership
- 5.7 How to Report Safety Issues

6.0 Other

- 6.1 Employee Assistance Program Webinar Brief
- 6.2 LIFT Fitness - TELUS Health
- 6.3 Action Items

7.0 Next Meeting – Thursday, March 28, 2024

8.0 Adjournment

**REGION OF QUEENS MUNICIPALITY
JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE
THURSDAY, JANUARY 25, 2024
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
Connor O'Brien, Public Works
Mallory Plummer, Finance
Meaghan Roberts, QPEC
Kelley-Anne Hurley, Bylaw
Cody Joudry, Chief Administrative Officer
Dana Henley, Public Works

REGRETS: Steven Parnell, Capital Works
Steven Kennedy, Capital Works
Scott Orme, Parks & Grounds
Frank Oickle, Landfill/MRF
Tim Clattenburg, Building Inspection
Audrey Wamboldt, Hillsview Acres (1:33 pm)
Robin McKinnon, Hillsview Acres
Alex Comeau, QPEC

1.0 CALL TO ORDER

The meeting was called to order by Scott LeBlanc at 1:29 p.m.

2.0 APPROVAL OF MINUTES – December 21, 2023

It was moved by Kevin Weagle and seconded by Kelley-Anne Hurley that the Minutes of the Joint Occupational Health and Safety Committee meeting held on December 21, 2023, be approved as circulated.

MOTION CARRIED unanimously.

3.0 CHANGES / APPROVAL OF AGENDA

It was moved by Adam Grant and seconded by Mallory Plummer that the agenda be approved with the following addition and removal, and re-numbering accordingly.

Addition: 6.1 Employee Assistance Program Webinar

Deletion: 5.6 Under Desk Treadmills
 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 Planning did not hold/submit a toolbox this month.

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

4.3 Training
 Two new employees received orientation training at the Materials Recycling Facility (MRF) in January, including Safety Orientation. It was noted both employees have WHMIS Training.

First Aid Training is tentatively scheduled for March 5th, just awaiting confirmation from the instructor. There are 15 slots available, please forward any employees names that require First Aid Training, to the Safety Officer.

4.4 Safety Data Sheet Database Updates (57)

The Municipal Safety Data Sheet Database on the RQM website have been updated with 57 additional products.

5.0 NEW BUSINESS

5.1 Safety Suggestions

There were no suggestions received this month.

5.2 Safety Observation Program – January 2024

6 reported, 2 unsafe, 4 safe

Observation	Date	Description
Safe Observations	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
Unsafe Observations	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 Hillsvie Recreation Office, which seems to disapate once

		door is ajar for any amount of time.
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It was noted that the tree noted in the unsafe observation has been limbed.

There wasn't representation from Hillview Acres at the meeting to speak to their unsafe observation.

5.3 Safety Discussion

A roundtable discussion was opened to the committee, no safety comments came forward from members.

5.4 Mental/Psychological Safety Discussion

A roundtable discussion was opened to the committee, no mental/psychological safety comments came forward from members.

It was noted that there were some concerns come forward from staff, seeing this item in the last JOHS minutes circulated that the Committee would be discussing specific staff that may be on leave, it was reiterated that this is not what this discussion item is for, but rather an opportunity for members to discuss any stressors that may be coming up or are current within their department, so that any potential concerns are of top of mind and can be discussed in an open forum at the Committee level and be taken forward to management if necessary.

5.5 Department of Labour Workplace Inspection Updates

Adam Grant and Garrett Chetwynd both met separately with Department of Labour officials earlier this week, and late last week, respectively. All orders at the Materials Recovery Facility (MRF) have been resolved and lifted. There are some outstanding items that are waiting on suppliers/contractor to complete, such as the gas detector and ongoing things to monitor.

Jennifer Bollivar, Occupational Health and Safety Officer with Nova Scotia Labour, Skills and Immigration left her information and card, and an offer to anyone who needs assistance/support. Her information will be forwarded to all staff via RQM Safety.

5.6 Municipal Services Building Asbestos

Following an external contractor attempting the repair of a leaking valve at the Municipal Services Building, an employee identified what appeared to be asbestos pipe wrap was disturbed. The room was locked and signs placed at the entrance to limit access to the room. An abatement contractor was engaged to conduct testing to confirm that the material was indeed asbestos, laboratory testing confirmed the pipe wrap to be asbestos. A quote was provided to remediate the room, and it was noted that the “new” pipe wrap on the pipes that covers the old wrap also contains asbestos.

The external contractor was contacted by staff to advise that the technician may have come into contact with asbestos at the site. The contractor said that the technician identified the possibility of asbestos before attempting the valve repair and had the appropriate personal protective equipment in place to carry out their work and followed all their safety procedures. Staff are investigating if the valve repair work can wait until a full remediation is completed or if a partial remediation needs to be completed first to have the valve fixed and then continue with the remainder of the remediation should that be the course of action decided by management.

5.7 Monthly Inspections

The Canadian Labour Code states that, the Occupational Health and Safety Committee Representative for each workplace shall inspect each month all or part of the work place, so that every part of the work place is inspected at least once each year.

The Occupational Health and Safety Committee needs to develop a schedule for inspections of equipment and facilities. Inspections don't need to be the same each month.

Hazard assessments will have some overlap with inspections.

5.8 DRAFT JOHS Committee Terms of Reference

A roundtable discussion was held regarding the draft terms of reference; point of note were:

- Committee training, a training schedule needs to be established
- Term of appointment for members should be off set so the whole committee doesn't finish their term all at once.

Challenges for the implementation were discussed.

Challenges to address in a timely manner were discussed, points of note were:

- Inspections
- JOHS Membership
- How to report safety issues
- Who needs to adopt the terms of reference

It was noted that the Department of Labour Officials suggested that perhaps one large JOHS Committee may not be the right fit for our organization, and that multiple committees may be more successful.

6.0 OTHER

6.1 Employee Assistance Program Webinar

Volunteer(s) were sought to provide a report to the Committee regarding the Employee Assistance Program Webinar being held on February 8, 2024, with a brief of how access and navigate the resources and online programs.

Mallory Plummer volunteered to provide a report for the next meeting.

7.0 NEXT MEETING

Action Items:

Person Responsible	Timeline	Action Item
Scott LeBlanc	February 29, 2024	Speak with Planning Department to hold a toolbox in February.
Committee Members	February 29, 2024	Provide Scott LeBlanc with staff that need to update their First Aid Certification.
Dana Henley	February 29, 2024	Provide all staff with contact information for Jennifer Bollivar, Occupational Health and Safety Officer, via RQM Safety.
Garrett Chetwynd	February 29, 2024	Municipal Services Building valve repair

		with minimal asbestos abatement or full room abatement.
Committee	Discussion at Next Meeting	Develop inspection schedule
Committee	Discussion at Next Meeting	JOHS Committee Membership
Committee	Discussion at Next Meeting	How to report safety issues
Cody Joudry		Adoption of Terms of Reference
Mallory Plummer	Next Meeting	Employee Assistance Program Webinar briefing.

The next meeting will be held on Thursday, February 29, 2024 at 1:30 p.m. in the Council Chamber.

8.0 ADJOURNMENT

There being no further business, the meeting adjourned at 2:33 p.m.

Scott LeBlanc, Co-Chair

Adam Grant, Co-Chair

Dana Henley, Committee Secretary

Date Approved: _____

Accident Reports – February 2024

4.1

Department	Date of Accident	Report
Engineering & Public Works	23-Jan-24	Employee backing personal vehicle into parking spot while another employee was salting the parking lot with salt truck. Salt truck drive blew horn before reversing, but employee in personal vehicle did not hear the horn and the vehicles collided.
	13-Feb-24	Battery on a piece of heavy equipment flipped up while in operation and was arcing, operator got out of machine to put the battery back in its holder properly, and when the operator stood back up on machine lost their balance and fell of the machine. Mechanics are going to make new bettary brackets to better hold them in place.
Finance/Corporate Services/ Bvlaw Enforcement		
Hillsview Acres		
Planning		
QPEC		
Recreation & Economic Development		

TOOLBOX MEETINGS – February 2024

4.2

Department	Date of Tool Box	Topics
Engineering & Public Works	24-Jan-24 15-Jan-24 07-Feb-24	SWP-WAT-02 Chemical Testing review Safety Orientation New MRF Employees SWP-COM-15 Vehicle Safety
Finance/Corporate Services/ Bvlaw Enforcement Hillsview Acres	16-Feb-24 15-Feb-24 15-Feb-24	Desk Yoga to Combat Sedentary Lifestyle/Work Snow Removal Boiler Precautions
Planning		
QPEC	23-Jan-24 22-Jan-24 09-Feb-24 09-Feb-24 09-Feb-24 15-Feb-24	Arena Glass Break Procedure General Safety: Mats under Hallway Benches, Eye Wash Station SDS, First Aid Kit, PMs Equipment, Open/Close Procedure, SDS Binder, RQM OHS Website SDS CSR Desk Binder Review Review of JOHS Agenda and Mintues Safety Manual Review Emergency Quick Reference Guide
Recreation & Economic Development		

TRAINING – February 2024

4.3

Completed		
Scheduled		

SAFETY OBSERVATIONS – February 2024

5.2

Reported (since last meeting):		
Observation	Date	Description
Safe Observations		
Unsafe Observations	14-Feb-24	Tea kettle lid not closing properly
	16-Feb-24	Un-sturdy chair

Region of Queens Municipality
Joint Occupational Health and Safety Policy

HAZARD ASSESSMENT INSPECTION SCHEDULE

All Workplaces will be inspected regularly on the following schedule:

Workplace Hazard Assessment

- All facilities
- **Annually** or more often if required

Worksite Hazard Assessment

- Undertaken where there is an indication of a serious hazard to the employees and/or the public.

Winter Operations Hazard Assessment

- To be completed prior to October 15, 1998
- Each month following the winter season

Region of Queens Municipality
Joint Occupational Health and Safety Policy

INSPECTION SCHEDULE

All Workplaces will be inspected regularly on the following schedule:

Workplace Hazard Assessment

- All facilities
- **Annually** or more often if required

Workplace Inspection

- A. All facilities (Informal)
Monthly - or more often if required

- B. All facilities (Formal)
Annually - or more often if required



TELUS Health EAP

Employee Orientation

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TELUS Health EAP

- The EAP is voluntary and confidential – available 24/7
- There is no cost to the employee for use of the EAP
- Services are offered in both official languages (French and English)
- Individuals eligible to use the TELUS Health EAP:
 - Employees
 - Spouse/common-law spouse partner
 - Dependents living within the same household as the employee
 - Children away from home attending post secondary education full time up to 25 years of age



2

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Confidentiality is key

- No one will know you have used the EAP unless YOU tell them
- With your permission, discreet, non-identifying email or voicemail
- Confidential records kept in Canada
- Online services and programs are secure and password protected
- 100% confidential, within the limits of the law

3

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What's on your mind?

- Feeling stressed
- Relationship issues
- Looking to improve the habits
- Personal issues – sadness, anxiety
- Looking to be more physically active
- Planning for retirement
- Dealing with crisis
- Childcare
- Have a legal question
- Money management questions
- Mindfulness and resiliency strategies
- Grief
- Becoming a parent
- Supporting older relatives
- Need to speak with a counsellor

4

TELUS Proprietary

How we can help

We offer confidential, professional assistance and support to help you manage all of life's complexities—be it issues with your Work, Health or Life.

Clinical Counselling

- Personal/emotional issues
- Family
- Couples/ relationships
- Work related
- Addiction related

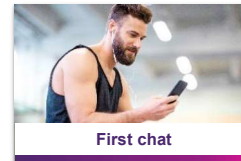


WorkLife Services

- Legal Consultations
- Financial Consultations
 - Career Services
- Nutrition Consultations
- Family Support Services
- TELUS Health Fitness

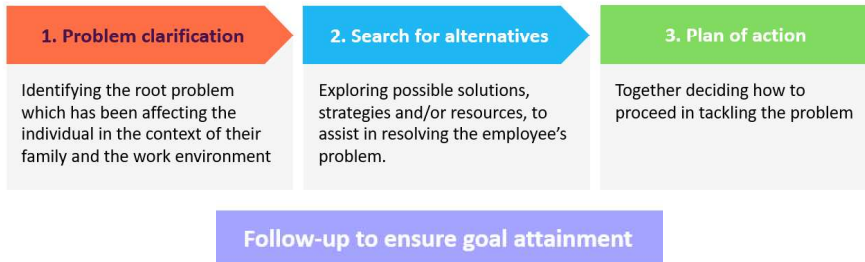
Counselling service modalities

When and how you want to.



Clinical counselling in more detail

Our clinical team is equipped to address a broad range of issues that may be impacting you or your family.



WorkLife Services

Service categories	For example...	
Legal Consultation (excl. workplace disputes)	<ul style="list-style-type: none"> • Separation/divorce • Child custody • Criminal law 	<ul style="list-style-type: none"> • Wills/estates • Civil litigation
Financial Consultation (excl. international tax)	<ul style="list-style-type: none"> • Debt/credit • Divorce • Investment planning 	<ul style="list-style-type: none"> • Taxes • Retirement • Insurance
Career Services	<ul style="list-style-type: none"> • Career planning • Starting Out program 	<ul style="list-style-type: none"> • Career resiliency coaching • Retirement planning





WorkLife Services

Work-Life Services	For example...	
Nutrition Consultation	<ul style="list-style-type: none"> General healthy eating Weight gain/loss 	<ul style="list-style-type: none"> Disease state management Accommodating shift work
Family Support Services	<ul style="list-style-type: none"> Planning a family Expectant/new parents Home support services 	<ul style="list-style-type: none"> Special needs Elder Care Residential care Community programs
TELUS Health Fitness	<ul style="list-style-type: none"> Powered by LIFT At home, no equipment 	<ul style="list-style-type: none"> 6 week customized program Choose your workout



Quality assurance

While Accessing Services:

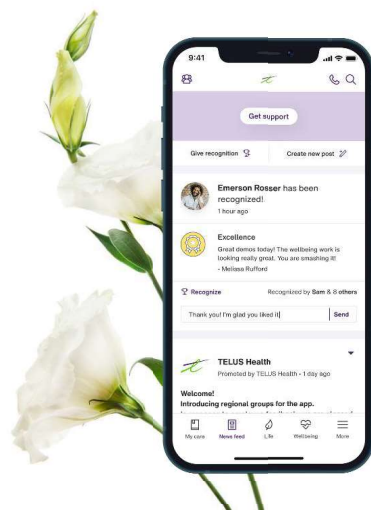
Finding the right match for counselling is as important to us as it is to you. If at any time you feel the connection isn't right between you and your counsellor, we encourage you to call back to our Care Access Center and request an appointment with a different counsellor. We're here to support you and ensure a positive experience.

After using the EAP, you'll receive a survey and possibly a follow-up call:

- Voluntary satisfaction survey
- Follow-up call from an EAP service representative

The EAP is designed to provide you with the support, resources and services you need.

The TELUS Health One mobile experience

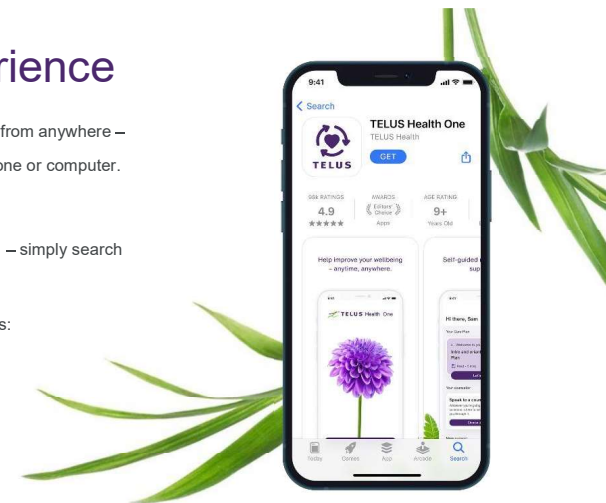


The Mobile Experience

Chat with an expert with just a tap – any time, from anywhere – or check wellbeing resources right on your phone or computer.






- Visit: one.telushealth.com or
- Download the free app on Android or iOS – simply search for “TELUS Health One”.
- Under Log-in use the following credentials:

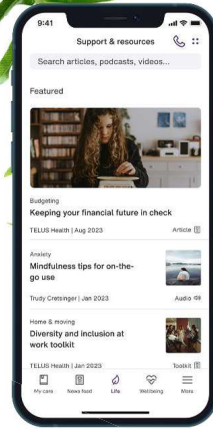
- Username: **Municipal**
- Password: **Wellness**



Support & resources

Thousands of clinically verified and trusted:

-  E-books
-  Articles
-  Podcast
-  Toolkit
-  Infographics



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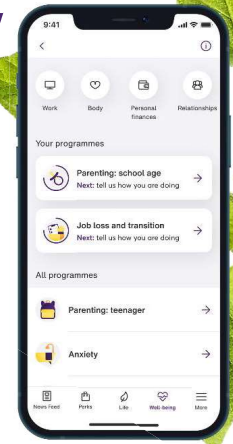


Digital Self-Help – Care Now

- Instant support anytime, anywhere, for many of life's daily challenges.
- Specialized self-help support to help you make positive changes with interactive digital content, assessments and exercises.

Range of modular based programs:

- Anxiety
- Stress
- Depression
- Substance Abuse
- Communications
- Separation/divorce
- Grief
- Coping
- Tobacco and Nicotine Cessation



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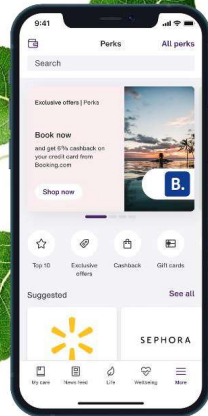


Perks & savings

Support for your financial wellbeing.

Do you like to save money? With TELUS Health, you can benefit from great deals and discounts, made available exclusively to you through the platform.

- Discounts on Key Life Events
- Top 10 and Exclusive Offers
- Cashback Rewards





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Connect with the TELUS Health One EAP Program

-  Call us 24/7/365 or log in using the information below:
 Toll-free telephone number
 English: 1-844-880-9142

-  Online:
 URL: one.telushealth.com or Download the App
 Under Log-In use the following credentials:
 Username: **Municipal**
 Password: **Wellness**

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Thank you



TELUS Health Fitness.

Achieve your fitness goals with unlimited fitness journeys and chat with fitness coaches.

Finding a workout that fits your lifestyle is one of the most important things you can do to get started and stay consistent. With TELUS Health Fitness through your Employee Assistance Program (EAP), you have access to unlimited fitness journeys that are customized for your goals and current fitness level.

Fitness anytime, anywhere with coach support.

TELUS Health Fitness programs are available on your mobile device, so you can stay active anytime, anywhere. Chat live online with fitness coaches who can help with fitness, nutrition, and recovery questions you have. Each session lasts 30 minutes, and the typical journey is three sessions per week for a total duration of six weeks. No equipment required.

How to get started.

- 1 Register for a personal account with TELUS Health Fitness through one.telushealth.com.
- 2 From the Support & Resources page, click on the TELUS Health Fitness feature.
- 3 This will direct you to a special external site at liftsession.com that will provide you a “Sign Up” link to register for the basic service **for free**.
- 4 Next, download the LIFT session app in Google Play or Apple App Store and sign in to complete your online fitness assessment and start the fitness journey right for you.

The support of live coaches and personalized fitness journeys will keep you engaged, excited, and on track to hit your goals. **Kick-start your fitness journey now.**

To reach your fitness goals, get started with TELUS Health Fitness today.

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Mallory Plummer	Next Meeting	Employee Assistance Program Webinar briefing.