

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

## **Agenda**

**1.0 Call to Order**

**2.0 Approval of Minutes – February 29, 2024**

**3.0 Changes/Approval of Agenda**

**4.0 Old Business**

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

**5.0 New Business**

- 5.1 Election of Co-Chairs
- 5.2 Safety Suggestions
- 5.3 Safety Observations Program – March & April 2024
- 5.4 Safety Discussion
- 5.5 Informal Monthly Facility Inspections
- 5.6 Mental/Psychological Safety Discussion
- 5.7 Department of Labour Order #18544029-002– Solid Waste Management Facility, April 4, 2024
- 5.8 Committee Membership
- 5.9 Adoption of Terms of Reference

**6.0 Other**

- 6.1 Action Items

**7.0 Next Meeting – Thursday, May 30, 2024**

**8.0 Adjournment**

**REGION OF QUEENS MUNICIPALITY  
JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE  
THURSDAY, FEBRUARY 29, 2024  
1:30 P.M.**

**Council Chamber**

**PRESENT:**

<b>JOHS Committee</b>		
Adam Grant	Committee Co-Chair	Engineering & Public Works
Tim Clattenburg	Committee Member, Alternate	Administration
Garrett Chetwynd	Committee Member	Engineering & Public Works
Lucas Harvey	Committee Member	Engineering & Public Works
Steven Kennedy	Committee Member	Engineering & Public Works
Scott Orme (1:37 pm)	Committee Member	Engineering & Public Works
Connor O'Brien (1:45-2 pm)	Committee Member	Engineering & Public Works
Steven Parnell	Committee Member	Engineering & Public Works
Robin McKinnon	Committee Member	Hillsview Acres
Audrey Wamboldt	Committee Member	Hillsview Acres
Alex Comeau	Committee Member	Queens Place Emera Centre
Meaghan Roberts	Committee Member	Queens Place Emera Centre
Dana Henley	Committee Secretary	Engineering & Public Works

**REGRETS:**

Mallory Plummer	Committee Member	Administration
Kelley-Anne Hurley	Committee Member	Administration
Scott LeBlanc	Committee Co-Chair	Engineering & Public Works
Frank Oickle	Committee Member	Solid Waste

**GALLERY PRESENT:**

Angela Green (1:45-2 pm)	Administration
Chris Plummer	Engineering & Public Works
Mary Apessos	Queens Place Emera Centre
Judith Mossman	Queens Place Emera Centre
Christina Whynot	Queens Place Emera Centre
Matthew Conrad	Solid Waste
Paul Cormier (1:45-2 pm)	CC Safety & Compliance Services Inc.

**1.0 CALL TO ORDER**

The meeting was called to order by Adam Grant at 1:30 pm.

## **2.0 APPROVAL OF MINUTES – January 25, 2024**

It was moved by Garrett Chetwynd and seconded by Steve Parnell that the Minutes of the Joint Occupational Health and Safety Committee meeting held on January 25, 2024, be approved as circulated.

MOTION CARRIED unanimously.

Everyone was welcomed and thanked for attending the meeting. Everyone was reminded that only Committee Members can vote at the meeting.

## **3.0 CHANGES / APPROVAL OF AGENDA**

It was moved by Adam Grant and seconded by Meaghan Roberts that the agenda be approved with the following additions and renumbered accordingly:

- 5.6 Terms of Reference Final Review
- 5.8 Co-Chair Election

MOTION CARRIED unanimously.

## **4.0 OLD BUSINESS**

### **4.1 Accident Reports**

There were two accident reports to review, from Engineering and Public Works:

January 23, 2024 - Employee backing personal vehicle into parking spot while another employee was salting the Public Works Garage parking lot with salt truck. Salt truck driver blew horn before reversing, but employee in personal vehicle did not hear the horn and the vehicles collided.

Unfortunately recurrence is likely, as the parking lot at Public Works is very busy. All staff were reminded to be aware of all traffic and not to make assumptions.

February 13, 2024 - Battery on the John Deere Rock Truck at the Landfill 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 off the machine, approximately 4 – 5 feet and broke their ankle. Mechanics are going to make new battery brackets to better hold them in place. The John Deere Rock Truck has been taken out of service until new brackets are installed. The CAT Rock Truck is meeting operational needs in the meantime.

#### 4.2 Tool Box Meetings

Departments held toolbox meetings with a great representation of topics. It was noted that Planning, Recreation/Economic Development did not hold/submit a toolbox this month. Departments are encouraged to hold a minimum of 2 toolboxes per month.

<b>Department</b>	<b>Date of Tool Box</b>	<b>Topics</b>
<b>Engineering &amp; Public Works</b>	24-Jan-24	SWP-WAT-02 Chemical Testing review
	15-Jan-24	Safety Orientation New MRF Employees
	07-Feb-24	SWP-COM-15 Vehicle Safety
<b>Finance/Corporate Services/ Bylaw Enforcement</b>	16-Feb-24	Desk Yoga to Combat Sedentary Lifestyle/Work
<b>Hillsview Acres</b>	15-Feb-24	Snow Removal
	15-Feb-24	Boiler Precautions
	18-Jan-24	Review of Jan. 2 Incident
	18-Jan-24	Personal Safety Around Residents
	18-Jan-24	Washroom Falls & Slips
<b>Planning</b>		
<b>QPEC</b>	23-Jan-24	Arena Glass Break Procedure General Safety: Mats under Hallway Benches, Eye Wash Station SDS, First Aid Kit, PMs Equipment,
	22-Jan-24	Open/Close Procedure, SDS Binder, RQM OHS Website
	09-Feb-24	SDS CSR Desk Binder Review
	09-Feb-24	Review of JOHS Agenda and Mintues
	09-Feb-24	Safety Manual Review
	15-Feb-24	Emergency Quick Reference Guide
<b>Recreation &amp; Economic Development</b>		

#### 4.3 Training

A first aid course was scheduled for March; however, that opportunity has lapsed. Department Heads and committee

members are asked to please advise if they have any staff that need first aid training so that a session can be arranged in April.

Two staff members in the Fitness Centre at QPEC took their annual first aid/ CPR update that is required to maintain their personal trainer certification.

4.4 Safety Data Sheet Database Updates

The Municipal Safety Data Sheet Database on the RQM website has been updated with several products from multiple departments since the last meeting.

Reminder to try to keep products consistent; if that is not possible remember to get the SDS from the manufacturer and forward it to [safety@regionofqueens.com](mailto:safety@regionofqueens.com) so that it can be uploaded to the database online so that it is available to all employees.

**5.0 NEW BUSINESS**

5.1 Safety Suggestions

There were no suggestions received this month.

5.2 Safety Observation Program – February 2024

2 reported, 2 unsafe, 0 safe

Observation	Date	Description
<b>Safe Observations</b>		
<b>Unsafe Observations</b>	14-Feb-24	Tea kettle lid not closing properly
	16-Feb-24	Un-sturdy chair

Both observations came from Hillsvie. The tea kettle was replaced, and the chair was disposed of.

Reminder to everyone to make observations and report them through the online tool for both safe and unsafe observations. These help to guide safety in the organization.

5.3 Safety Discussion

A roundtable discussion was opened to the committee.

Hillsvie currently is dealing with a comprised boiler. At the beginning of the heating season it was discovered that the boiler was having issues with corrosion and there were some difficulties

starting the boiler and as a result they have been monitoring for detection of carbon monoxide gas throughout the facility on all levels. Staff are checking readings on the monitors every four hours. A temporary repair has been made on the boiler and replacement of the boiler is being worked on.

QPEC is currently undertaking some “housekeeping” in their storage areas. A few weeks ago, there was an issue with some paint fumes migrating into an adjacent space. The fan system in that area is connected to both spaces, which was unknown to staff at the time of painting. Subsequently chemicals that were being stored in those areas have been relocated to a space dedicated ventilation that is not connected elsewhere in the facility.

Public Works is having Hercules come in to do a consultation on our chain falls and lifting devices, creating a program for annual inspections as well as a need assessment. Similar equipment was recently purged from the Landfill site, as it all was in need of replacement.

Reminder that equipment should not be repurposed for uses that it is not intended and designed for or scavenged from waste streams and reused.

The gas detectors at the MRF building are being installed within the next few weeks once the conduit is completed. The existing sensor in the facility hasn't been calibrated in quite some time. Currently there is only one sensor, which will be replaced by two sensors, one on the main floor and the second up on the raised sorting platform. The new system will also control the exhaust fans, and when the detector reaches a certain threshold, it will engage the exhaust fans to evacuate any fumes in the facility.

QPEC is embarking on a hazard assessment for the facility.

#### 5.4 Mental/Psychological Safety Discussion

A roundtable discussion was opened to the committee.

Public Works staff are very aware that it is budget time and the pressures that are created with added workload.

Hillsview staff are experiencing some pressures with staffing levels, with full-time and part-time positions vacant. Resident care needs are increasing as some residents are staying beyond the level of

care the facility normally provides because of the pressure on the long-term care system as a whole.

Public Works encountered some stress a few weeks ago with snow removal and the frequent weather systems moving through the area, resident complaints and expectation of service levels rising higher and higher.

QPEC staff work in the public eye for the duration of workdays, sometimes dealing with some very unkind comments and remarks.

It was noted that we do have outside resources available to staff to assist in supporting them with any employment or personal stresses they may be experiencing.

#### 5.5 Inspection Schedule

Attached in the agenda package are the Hazard Assessment Inspection Schedule and the Inspection Schedule, please ensure that you are familiar with them, and that they are being done. It was noted that all facilities are due monthly for an inspection. Any worksite that has one person working from that location at least once per month, that worksite must be inspected.

Paul Cormier was introduced to the Committee and attendees. Paul is with CC Safety & Compliance Services Inc., who have been engaged by the municipality to do a gap analysis and needs assessment and systems for sustainability with respect to safety.

#### 5.6 Terms of Reference Final Review

We reviewed the draft Terms of Reference last month at the meeting. We're looking now for any points of issue or changes the committee would like to see made. The Committee will be adopting the Terms of Reference at the next meeting.

One concern that has come forward was the day, time and location of Committee Meetings, if the meeting can be done virtually to enable more employees to participate or attending the meetings. Any suggestions are welcome to help ensure that we can have quorum at the meetings without question at least 10 times per year.

The Co-Chair positions, which we will talk about more later in the agenda, should not be held by management employees, both positions should be held by non-management employees selected by their peers.

Please provide Dana with any suggestions in advance of the next meeting, over the next week or so.

5.7 Committee Membership

In the Draft Terms of Reference it sites that the Committee consists of 10 members, with no more than 50% of the members being management employees.

Robin McKinnon, Christina Whynot, Alex Comeau, Mary Apossos, Chris Plummer, Lucas Harvey, Matthew Conrad, Tim Clattenburg and Dana Henley are all non-management employees that are willing to sit on the committee representing co-workers in their respective departments.

5.8 Election of Co-Chair

The Draft Terms of Reference Co-Chair duties were reviewed.

Engineering and Public Works being the largest department within the organization it was felt that one of the co-chairs should be from that department. The other co-chair should come from another department.

5.9 How to Report Safety Issues

Under the Occupational Health and Safety Act, Section 17, subsection 2, the Employees' precautions and duties are as follows:

"Where an employee believes that any condition, device, equipment, machine, material or thing or any aspect of the workplace is or may be dangerous to the employee's health or safety or that of any other person at the workplace, the employee shall

- (a) immediately report it to a supervisor
- (b) where the matter is not remedied to the employee's satisfaction, report it to the committee or the representative, if any; and
- (c) where the matter is not remedied to the employee's satisfaction after the employees reports in accordance with clauses (a) and (b), report it to the Division." (Department of Labour).

This is a legal duty of every employee.



This is a great piece to review as a toolbox topic.

## 6.0 OTHER

### 6.1 Employee Assistance Program Webinar Brief

On February 8, 2024 a webinar was held for employee orientation on the TELUS Health Employee Assistance Program. A copy of the recording is available at <https://youtu.be/FiOMtWmAMBY> for anyone who was unable to attend the webinar or would like to view again.

A copy of the presentation is attached to these minutes.

The NSFM Mental Health Toolkit and resources is also available at <https://mentalhealth.ca.gobenefits.net/nsfm/>.

The EAP program is a 24hr/day 7days/week program available at no cost to employees, spouses of employees and dependents living in the same household as an employee. It is 100% confidential and is short term care/assistance with specific targeted issues. There are tools for resources and support, such as e-books, articles, podcasts, toolkits, and infographics. There is also a digital self-help modular based program available.

### 6.2 LIFT Fitness – TELUS Health

LIFT Fitness is provided through TELUS Health and provides a full suite of FREE fitness offerings, including custom programs created by certified experts to help you reach your goals, and live chat with experienced fitness professionals to help you every step of the way. All from the comfort of your own home or office setting.

Information on how to get started is attached to these minutes.

### 6.3 Action Items Update

Person Responsible	Timeline	Action Item	Status
Scott LeBlanc	February 29, 2024	Speak with Planning Department to hold a toolbox in February.	
Committee	February 29, 2024	Provide Scott	

Members		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.	Complete. Information provided via email February 6, 2024.
Garrett Chetwynd	February 29, 2024	Municipal Services Building valve repair with minimal asbestos abatement or full room abatement.	This week contractor completed the asbestos abatement in the area that required system maintenance. Maintenance is scheduled to take place tomorrow. Asbestos does remain in other areas of that system, the contractor completing the work tomorrow is aware of its presence.
Committee	Discussion at Next Meeting	Develop inspection schedule	Monthly at worksites that have someone working from that location at least once per month.
Committee	Discussion at Next Meeting	JOHS Committee Membership	Complete.
Committee	Discussion at Next Meeting	How to report safety issues	Complete.
Cody Joudry		Adoption of Terms of Reference	March 28 <sup>th</sup> meeting.
Mallory Plummer	Next Meeting	Employee Assistance Program Webinar briefing.	Complete. Information attached to February 29, 2024 for all staff.

## 7.0 NEXT MEETING

### Action Items:

<b>Person Responsible</b>	<b>Timeline</b>	<b>Action Item</b>
Tim Clattenburg Kelley-Anne Hurley	March 28, 2024	Speak with Planning Department to hold a toolbox in March
Meaghan Roberts	March 28, 2024	Speak with Recreation/ Economic Development Department to hold a toolbox in February
Committee Members	March 15, 2024	Identify employees needing First Aid Training, send to Dana
RQM Safety	March 28, 2024	Safety Observation Program information to All Staff
Committee Members	March 28, 2024	Informal worksite inspections
Committee Members	March 8, 2024	Terms of Reference changes or suggestion
Committee Members	March 28, 2024	Canvas employees for interest in being a member of the Committee
EPW	March 28, 2024	Co-Chair nominee
Committee Members	March 28, 2024	Co-Chair nominees
RQM Safety	March 28, 2024	How to Report Safety Issues Email

The next meeting will be held on Thursday, March 28, 2024 at 1:30 p.m. in the Council Chamber.

## **8.0 ADJOURNMENT**

There being no further business, the meeting adjourned at 2:15 p.m.

\_\_\_\_\_  
Scott LeBlanc, Co-Chair

\_\_\_\_\_  
Adam Grant, Co-Chair

\_\_\_\_\_  
Dana Henley, Committee Secretary

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

# Accident Reports – April 2024

4.1

Department	Date of Accident	Report
Engineering & Public Works	28-Mar-24	While lifting a cover for the pump station at Cross Street, employee tweaked their back.
Finance/Corporate Services/ Bvlaw Enforcement		
Hillsview Acres		
Planning		
QPEC		
Recreation & Economic Development		

# TOOLBOX MEETINGS – April 2024

4.2

Department	Date of Tool Box	Topics
<b>Engineering &amp; Public Works</b>	06-Mar-24 11-Mar-24 04-Apr-24 05-Apr-24 08-Apr-24 11-Apr-24 15-Apr-24 16-Apr-24	Right to Refuse & PPE Workers Rights, Safety Consultant, SWP-COM-16 SWP-COM-07 Defective Tools Substance Abuse Prevention & Safety Culture PPE, HR Policy 4.06 JOSH, 5.05 Substance Abuse Safety Rules for Visitors SWP-COM-07 Defective Tools Operation of Off-Road Trucks
<b>Finance/Corporate Services/</b>	08-Mar-24	How to Report Safety Issues
<b>Bylaw Enforcement Hillsview Acres</b>	25-Mar-24	Distracted While on the Job
<b>Planning</b>	25-Mar-24	Office Safety - Computer Eye Strain
<b>QPEC</b>	27-Feb-24 13-Mar-24 14-Mar-24 14-Mar-24 04-Apr-24 10-Apr-24	Emergency Quick Reference Guide Working Alone Reporting Safety Issues, Incident Reporting Reporting Safety Issues Safety Awareness Review First Aid Training Book
<b>Recreation &amp; Economic Development</b>	18-Mar-24	Making Emergency Kit & Emergency Plan
	04-Apr-24	Solar Eclipse Safety

# TRAINING – April 2024

# 4.3

<b>Completed</b>	2024-04-04	Transportation of Dangerous Goods (1)
	2024-04-12	Internal Responsibility System (34)
<b>Scheduled</b>		

Report Date				Reporter			
18 April 2024				Connor O'Brien			
YTD				MTD			
	Observation	Observations	%	%	Observations	Observation	
	Safe	7	29%	29%	2	Safe	
	Unsafe	17	71%	71%	5	Unsafe	
	<b>Total</b>	<b>24</b>	<b>100%</b>	<b>100%</b>	<b>7</b>	<b>Total</b>	
YTD				MTD			
TOP	Observation Type	Observations	%	%	Observations	Observation Type	TOP
#1	Hazard Recognition	11	46%	29%	2	Hazard Recognition	#1
#2	Heavy Equipment/Vehicle Operation	4	17%	29%	2	Heavy Equipment/Vehicle Operation	#2
#3	Building/Facility Condition	3	13%	14%	1	Basic Personal Protective Equipment	#3
<b>Total</b>		<b>18</b>	<b>76%</b>	<b>72%</b>	<b>5</b>		<b>Total</b>
YTD				MTD			
TOP	Observation Subject	Observations	%	%	Observations	Observation Subject	TOP
#1	Condition	19	62%	43%	3	Condition	#1
#2	Staff	9	38%	57%	4	Staff	#2
<b>Total</b>		<b>28</b>	<b>100%</b>	<b>100%</b>	<b>7</b>		<b>Total</b>
YTD				MTD			
TOP	Related Department	Observations	%	%	Observations	Related Department	TOP
#1	Engineering and Public Works	12	50%	71%	5	Engineering and Public Works	#1
#2	Hillsview Acres	10	40%	29%	2	Hillsview Acres	#2
#3	Other	1	4%	0%	0		#3
<b>Total</b>		<b>23</b>	<b>94%</b>	<b>100%</b>	<b>7</b>		<b>Total</b>
YTD				MTD			
TOP	Observer	Observations	%	%	Observations	Observer	TOP
#1	RQM Staff	9	60%	71%	5	RQM Staff	#1
#2	Other	4	27%	29%	2	RQM Supervisor	#2
#3	RQM Supervisor	2	13%				#3
<b>Total</b>		<b>15</b>	<b>100%</b>	<b>100%</b>	<b>7</b>		<b>Total</b>
Noteworthy Trends, Patterns or Observations							
#1	*This would be the location for whoever is running this report to comment.						
#2	76% of YTD observations have been related to Hazard Recognition, Heavy Equipment/Vehicle Operation and Buildings and Facilities Condition. 72% of MTD observations have been related to Hazard Recognition, Heavy Equipment and Vehicle Operation and Basic PPE.						
#3	90% of YTD observations are from EPW and Hillsview. 100% of MTD observations are from EPW and Hillsview.						
#4	YTD there have been 24 observations. MTD there have been 7 observations.						
#5	73% of YTD observations have been from RQM Staff or RQM Supervisor. 100% of MTD observations have been staff. No Management, JOHS, or Union observations.						



Labour, Skills and Immigration  
Occupational Health and Safety

<http://novascotia.ca/lae/healthandsafety>

**Compliance Orders**  
Issued Under the Occupational Health and Safety Act

File Ref #: 5845503  
Inspection No. 18544029  
Inspection Date: April 4, 2024

**Inspectee:** REGION OF QUEENS MUNICIPALITY

**Operating As:** REGION OF QUEENS MUNICIPALITY

**Mailing Address:** PO BOX 1264  
LIVERPOOL, NS CANADA B0T 1K0

Related to the work being conducted at:

**Worksite Location:** Solid Waste Management Facility- 3750 NS Trunk 8

**TAKE NOTICE THAT YOU ARE TO COMPLY WITH THE FOLLOWING  
ORDER(S) ISSUED UNDER THE AUTHORITY OF THE OCCUPATIONAL  
HEALTH AND SAFETY ACT**

**Order** 18544029-002

**Date Order Issued:** April 4, 2024

Occupational Health and Safety Act

47 Powers of officers

For the purpose of ensuring compliance with this Act and the regulations and any order made thereunder, an officer may

- (a) at a reasonable hour of the day or night enter and inspect a workplace, conduct tests and make such examinations as the officer considers necessary or advisable;
- (b) require the production of records, drawings, specifications, books, plans or other documents in the possession of the employer that relate to the workplace or the health and safety of employees or other persons at the workplace and remove them temporarily for the purpose of making copies;
- (c) require the production of documents or records that may be relevant to the investigation of a complaint pursuant to subsection 46(1), and remove them temporarily for the purpose of making copies;
- (d) take photographs or recordings of the workplace and any activity taking place in the workplace;
- (e) make any examination, investigation or inquiry as the officer considers necessary to ascertain whether there is compliance with this Act and the regulations and any order made under them;
- (f) inspect, take samples and conduct tests of samples, including tests in which a



**Compliance Orders**  
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sample is destroyed, of any material, product, tool, equipment, machine or device being produced, used or found at the workplace for which the officer shall be responsible, except for a sample that has been destroyed, until the material, product, tool, equipment, machine or device is returned to the person being inspected;

**In order to be in compliance with this section, you must:**

**Due to a workplace health and safety concern at the Queens Solid Waste Management Facility located at 3750 NS Trunk 8 , the employer shall provide the following documentation to the Officer to be in compliance:**

- 1. Provide the officer listed below with a copy of the current Substance Abuse Prevention Policy in effect for the Solid Waste Management Facility location.**
- 2. If there is no Substance Abuse Prevention Policy in effect as described in #1, then a hazard assessment in relation to the use of substances that may cause impairment in the workplace at the Solid Waste Management Facility location, shall be conducted by the employer and provided to the officer listed below.**
- 3. Provide to the officer listed below, verification that the employer has implemented and communicated the requirements of the Substance Abuse and Prevention Policy to the employees at the Solid Waste Management Facility location.**

**This order must be complied with by April 18, 2024**

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**Compliance Orders**  
Issued Under the Occupational Health and Safety Act

File Ref #:5845503  
Inspection No. 18544029  
Inspection Date: April 4, 2024

**Important Notes:**

1. A person who has contravened a provision of the *Occupational Health and Safety Act* or regulations may be required to pay an administrative penalty.
2. Section 69 of the *Occupational Health and Safety Act* allows orders and some decisions to be appealed. You may appeal this order by filing notice with the Labour Board no later than 30 days after being served this notice. To get information and the required forms, please visit the Labour Board website at: <http://www.novascotia.ca/lae/labourboard/>
3. Compliance with an order issued by an OHS officer is expected and required by law. Where an order is issued you are required to submit a compliance notice to the officer named below identifying the action taken to comply with the order. Failure to submit your compliance notice(s) can result in prosecution.
4. Submitting a compliance notice does not prevent the issuance of an administrative penalty. Where a contravention of the OHS Act or regulations has been recorded in an order it will be considered for an administrative penalty.
5. If you are an employer and have been issued this order(s) you are required to post a copy of the order (s) in a prominent place. You are also required to give a copy of the order(s) to the joint occupational health and safety committee or health and safety representative, if they exist in your workplace.

The Compliance Order report was provided to BRAM GILBERT JENNA HALL by:

**Officer Name:** Jennifer Bollivar

**Officer Signature:** 

**Date:** April 5, 2024

**Inspectee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

This order(s) was issued by Jennifer Bollivar, Occupational Health and Safety Officer, who may be contacted at:

Occupational Health and Safety Division  
Department of Labour, Skills and Immigration  
197 Dufferin St. Suite 105  
Bridgewater, NS B4V 2G9

Phone: 1-800-952-2687 Fax: 902-679-5166

Within Nova Scotia, call: 1-800-952-2687

Outside Nova Scotia, call: 902-424-5400

Email: Jennifer.Bollivar@novascotia.ca

Fax: 902-541-5651

**Adoption of Terms of Reference**

**THAT** the Joint Occupational Health and Safety Committee of the Region of Queens Municipality adopt the Joint Occupational Health and Safety Committee Terms of Reference as attached to the minutes of the April 25, 2024 meeting of the Joint Occupational Health and Safety Committee.

**Action Items:**

<b>Person Responsible</b>	<b>Timeline</b>	<b>Action Item</b>
Tim Clattenburg Kelley-Anne Hurley	March 28, 2024	Speak with Planning Department to hold a toolbox in March
Meaghan Roberts	March 28, 2024	Speak with Recreation/ Economic Development Department to hold a toolbox in February
Committee Members	March 15, 2024	Identify employees needing First Aid Training, send to Dana
RQM Safety	March 28, 2024	Safety Observation Program information to All Staff
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Committee Members	March 28, 2024	Co-Chair nominees
RQM Safety	March 28, 2024	How to Report Safety Issues Email
Committee Members	Monthly	Facility Inspections to Dana.