

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

Agenda

1.0 Call to Order

2.0 Approval of Minutes – April 25, 2024

3.0 Changes/Approval of Agenda

4.0 Old Business

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

5.0 New Business

- 5.1 Safety Suggestions
- 5.2 Safety Observations Program
- 5.3 Safety Discussion
- 5.4 Informal Monthly Facility Inspections
- 5.5 Mental/Psychological Safety Discussion
- 5.6 Department of Labour Order #18617453-001– Solid Waste Management Facility Workplace Accident – February 13, 2024
- 5.7 Committee Membership
- 5.8 Adoption of Terms of Reference
- 5.9 Simulated Accident Exercise Topics

6.0 Other

7.0 Next Meeting – Thursday, June 27, 2024

8.0 Adjournment

**REGION OF QUEENS MUNICIPALITY
JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE
THURSDAY, APRIL 25, 2024
1:30 P.M.**

Council Chamber

PRESENT:

JOHS Committee		
Cody Joudry	Committee Co-Chair	Administration
Mary Apossos	Committee Co-Chair	Queens Place Emera Centre
Dana Henley	Committee Secretary	Engineering & Public Works
Myles Harlow	Committee Member	Administration
Matthew Conrad	Committee Member	Engineering & Public Works
Luke Denison	Committee Member	Engineering & Public Works
Scott Orme	Committee Member	Engineering & Public Works
Connor O'Brien	Committee Member	Engineering & Public Works
Steven Parnell	Committee Member	Engineering & Public Works
Chris Plummer	Committee Member	Engineering & Public Works
Cindy Conway	Committee Member	Hillsview Acres
Christina Whynot	Committee Member	Queens Place Emera Centre

REGRETS:

Tim Clattenburg	Committee Member	Administration
Lucas Harvey	Committee Member	Engineering & Public Works
Robin McKinnon	Committee Member	Hillsview Acres
Alex Comeau	Committee Member	Queens Place Emera Centre

GUEST:

Pat Bellemare	CC Safety & Compliance Services
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1.0 CALL TO ORDER

The meeting was called to order by Cody Joudrey at 1:30 pm.

Everyone was welcomed and thanked for coming to the meeting. A number of management members have resigned their Committee positions, as the Committee was very management heavy. As result the Committee needs to elect new Co-Chairs for the Committee.

A round table introduction was held.

5.1 Election of Co-Chairs

Call for nominations was made.

Steve Parnell nominated Connor O'Brien. Connor O'Brien declined the nomination.

Mary Apossos offered to hold the employee position of Co-Chair.
Christina Whynot offered to hold the employee position of Co-Chair.
Cody Joudry offered to hold the management position of Co-Chair for the interim.

Three calls were made for nominations.

Vote was held for the employee position of Co-Chair, for Mary Apossos was unanimously selected.

Cody Joudry was elected by acclamation to hold the management position of Co-Chair.

Cody Joudry assumed the position of chair for today's meeting.

2.0 Approval of Minutes – February 29, 2024

It was moved by Scott Orme and seconded by Steve Parnell that the Minutes of the Joint Occupational Health and Safety Committee meeting held on February 29, 2024, be approved as circulated.

MOTION CARRIED unanimously.

3.0 Changes/Approval of Agenda

It was moved by Steve Parnell and seconded by Myles Harlow that the agenda be approved as circulated.

MOTION CARRIED unanimously.

4.0 Old Business

4.1 Accident Reports

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.
	14-Apr-24	Etlí Milita'mk Universally-Designed Playpark, member of the Public cut their leg on underside of slide. Slide was removed and area secured. Slide is being replaced by manufacturer. Estimated timeline 3 - 5 weeks.
Finance/Corporate Services/ Bylaw Enforcement		
Hillsview Acres		
Planning		
QPEC		
Recreation & Economic Development		

Any accidents that are not employee related should have a copy of the report forwarded to the JOHS Committee Secretary to file documentation to be brought to the JOHS Committee for review and investigation if deemed necessary by the Committee.

Near miss reporting should also be done. An organization of the municipality's size could have 4 to 5 near miss reports a day. Near

miss reporting brings awareness to potential hazards, and if a safe work practice needs to be developed.

4.2 Toolbox Meetings – March & April 2024

Department	Date of Tool Box	Topics
Engineering & Public Works	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
Finance/Corporate Services/ Bylaw Enforcement	08-Mar-24	How to Report Safety Issues
Hillview Acres	25-Mar-24	Distracted While on the Job
Planning	25-Mar-24	Office Safety - Computer Eye Strain
QPEC	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
Recreation &	18-Mar-24	Making Emergency Kit & Emergency Plan

Economic Development	04-Apr-24	Solar Eclipse Safety
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It was the consensus of the Committee to hold exercises of simulated accidents, which can then inform Emergency Response Plans. Committee Members will collaborate with co-workers at their sites to brainstorm 1 scenario per site to be developed into a concept for an exercise to bring back to the Committee, as follows:

- Scott Orme – Engineering and Public Works
- Steve Whynacht – Finance Department
- Cindy Conway – Hillsvie Acres
- Myles Harlow – Planning/ByLaw
- Christina Whynot – Queens Place Emera Centre
- Stephanie Serada – Recreation/Economic Development

4.3 Training

Completed	2024-04-04	Transportation of Dangerous Goods (1)
	2024-04-12	Internal Responsibility System (34)
Scheduled		
Requests		Fire & Life Safety
		Infection Prevention
		Medication Awareness
		Crisis Intervention
		CPR-C
		Working Alone
		JOHS Training
		SuperHost
		Working with Difficult People/Defusing Situations
		Lift Certification – Man Lift/Scissor Lift
	Chainsaw	

Members were asked to bring back any training requests from their respective sites.

4.4 Safety Data Sheet Database Updates

Approximately 40-50 additional SDS updates have been made to the database hosted on the municipal website. Updates came from Engineering and Public Works, Landfill/MRF, Pools, Water Treatment and Grounds.

A request will be sent to management to investigate having technology available at the Solid Waste Management site to either download or access via internet so that the database is always available to staff.

A request will be made to management to have a slip included in the next pay stub to bring all employees awareness to where the SDS Database is hosted.

5.0 New Business

5.2 Safety Suggestions

No safety suggestions were received.

5.3 Safety Observations Program – March & April 2024

A discussion of the safety observation program was held, and a demonstration of the safety observations program was provided.

It was suggested by the Co Chair that the meeting be recessed at this point, and we come back on May 30th at the regularly scheduled time.

Committee Members were requested to put thought into a reporting system, what can be done if employees are not comfortable using an online tool, how employees can be encouraged to bring suggestions about safety more often, and a round table discussion on that next meeting.

5.7 Department of Labour Order #18544029-002– Solid Waste Management Facility, April 4, 2024

The Department of Labour Order was reviewed with the Committee. On Thursday, April 4 the Department of Labour was contacted regarding a workplace Health and Safety concern at the Solid Waste Management Facility. Officer Bollivar contacted Adam Grant to discuss the concern and requested a current copy of our Substance Abuse Prevention Policy, which was forwarded to her that day. An Order of Compliance was received by Adam

Grant and Dana Henley on April 8 from Officer Bollivar. The Order was required compliance of the following items:

1. Provide a copy of the Substance Abuse Prevention Policy
2. If no such policy is in effect, then a hazard assessment in relation to the use of substances that may cause impairment in the workplace.
3. Verification that the policy has been implemented and communicated the requirements of the Substance Abuse Prevention Policy to employees at the Solid Waste Management Facility.

The order was fully complied with and closed on April 8 by Officer Bollivar.

6.0 Next Meeting – Thursday, May 30, 2024

7.0 Adjournment

The meeting was recessed at 3:04 pm.

Cody Joudry, Co-Chair

Mary Apessoss, Co-Chair

Dana Henley, Committee Secretary

Date Approved: _____

Accident Reports – May 2024

4.1

Department	Date of Accident	Report
Engineering & Public Works	02-May-24	Rock truck was backing up in C&D Yard, thought there was enough clearance to get by CAT D5 Dozer, but hit corner of dozer with truck box and bent the cage and broke the glass on dozer
	07-May-24	Employee was guiding loader operator while pushing up blue bags, stepped backward and slipped and twisted knee.
Finance/Corporate Services/ Bvlaw Enforcement		
Hillsview Acres		
Planning		
QPEC		
Recreation & Economic Development		

TOOLBOX MEETINGS – May 2024

4.2

Department	Topics
Engineering & Public Works	2024-04-18: Office Safety
	2024-04-23: Load Securement in Pick-Up Bed
	2024-04-30: SWP-PW-32 Onsite Repairs
	2024-05-07: SWP-COM-02 Office Safety
	2024-05-07: SWP-COM-15 Vehicle Safety
	2024-05-07: SWP-COM-17 Safe Fueling
	2024-05-09: SWP-COM-16 General Housekeeping
	2024-05-21: SWP-COM-07 Defective Tools
	2024-05-21: SWP-COM-10 PPE Use
	2024-05-21: SWP-COM-15 Vehicle Safety
	2024-05-21: SWP-COM-21 Biohazardous Waste
	2024-05-21: JP-PW-01 Dump Truck Operation
	2024-05-21: JP-PW-03 Trench & Excavating
	2024-05-21: SWP-PW-04 Cut Off Saw
	2024-05-21: SWP-PW-05 TO 08 Heavy Equipment
	2024-05-21: SWP-PW-09 Utility Trailers
	2024-05-21: SWP-PW-10 Vibratory Roller
	2024-05-21: SWP-PW-19 Hydraulic Pipe Cutter
	2024-05-21: SWP-PW-22 Manhole Maintenance
	2024-05-21: SWP-PW-42 Temporary Traffic Control
2024-05-21: SWP-PW-43 Fall Protection	
2024-05-21: SWP-PW-15 Hoisting	
2024-05-21: SWP-PW-14 Trench & Excavating	
2024-05-21: General Safety Rules from Safety Manual	
Administration	2024-04-12: Office Safety
	2024-05-01: Lyme Disease
	2024-05-16: Office Housekeeping
Hillsview Acres	2024-04-18: Retail Bags in Laundry
	2024-04-18: Safe Storage
QPEC	2024-04-16: Safety Culture
	2024-05-07: Munter Station
	2024-05-07: Office Safety

Report Date				Reporter			
23 May 2024				Connor O'Brien			
YTD				MTD			
Observation	Observations	%	%	Observations	Observation		
Safe	8	31%	50%	1	Safe		
Unsafe	18	69%	50%	1	Unsafe		
Total	26	100%	100%	2	Total		
YTD				MTD			
TOP	Observation Type	Observations	%	%	Observations	Observation Type	TOP
#1	Hazard Recognition	11	42%	50%	1	Heavy Equipment/Vehicle Operation	#1
#2	Heavy Equipment/Vehicle Operation	4	15%	50%	1	Basic Personal Protective Equipment	#2
#3	Building/Facility Condition	4	15%				#3
Total		19	72%	100%	2		Total
YTD				MTD			
TOP	Observation Subject	Observations	%	%	Observations	Observation Subject	TOP
#1	Condition	16	62%	50%	1	Condition	#1
#2	Staff	9	35%	50%	1	Staff	#2
Total		25	97%	100%	2		Total
YTD				MTD			
TOP	Related Department	Observations	%	%	Observations	Related Department	TOP
#1	Engineering and Public Works	14	54%	100%	2	Engineering and Public Works	#1
#2	Hillsview Acres	10	38%	0%			#2
#3	Other	1	4%	0%	0		#3
Total		25	96%	100%	2		Total
YTD				MTD			
TOP	Observer	Observations	%	%	Observations	Observer	TOP
#1	RQM Staff	9	52%	100%	2	RQM Supervisor	#1
#2	Other	4	24%				#2
#3	RQM Supervisor	4	24%				#3
Total		17	100%	100%	2		Total
Noteworthy Trends, Patterns or Observations							
#1	*This would be the location for whoever is running this report to comment.						
#2							
#3							
#4							
#5							



Labour, Skills and Immigration
Occupational Health and Safety

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

File Ref #:5867210

Inspection No.18617453

Inspection Date: May 8, 2024

Report of Workplace Inspection

Inspectee: REGION OF QUEENS MUNICIPALITY
Operating As: REGION OF QUEENS MUNICIPALITY
Mailing Address: PO BOX 1264
LIVERPOOL, NS CANADA B0T 1K0

Worksite Location:

Non-Management Rep:

Occupation: Steve Parnell
Adam Grant - via phone

Management Rep: Supervisor
Director of Engineering & Public Works

Occupation:

Inspection Overview:

On Wednesday May 8,2024 Officer BOLLIVAR attended the above named location with Officer DOIRON for another matter. The Officers' met with the workplace Supervisor at the time of inspection.

This inspection was conducted in accordance with the Nova Scotia Occupational Health and Safety Act, Section 47 and pursuant Regulations.

Officer BOLLIVAR followed up with the Director of Engineering & Public Works on the phone following the visit. In response to the observations made at the time of the inspection it was noted that this Officer would follow up with a report of the findings.

Please note that this report only reflects the worksite conditions on the day of the inspection and that it is not comprehensive, it is still the responsibility of the employer to ensure the health and safety of those at or near the workplace.

Inspection Findings:

1. Occupational Health and Safety Act

Report of Workplace Inspection

Inspectee: REGION OF QUEENS MUNICIPALITY

Operating As: REGION OF QUEENS MUNICIPALITY

General Overview of Occupational Health and Safety Act

During casual conversation the Officers were informed that that a serious injury had occurred. It was stated that an employee was operating a Rock Truck and had fallen off the walking surface while repairing a battery, resulting in a broken ankle.

The Supervisor advised they had reported the injury to their Manager and completed an incident report and submitted it to the JOHSC. The Director of Engineering and Publics Works informed Officer BOLLIVAR that this serious injury was not reported to the Division. (Order)

When speaking with the Director of Engineering and Publics Works Officer BOLLIVAR verbally requested a copy of the incident report. A copy of the incident report was emailed to Officer BOLLIVAR.

Conclusion:

The report and orders were discussed with the employer, identifying the deficiencies so that remedial action could be taken to ensure compliance with the Occupational Health & Safety Act and associated regulations.

The employer shall ensure that the report and order are posted in a visible location at the workplace for a minimum of seven days. The employer shall notify the Joint Occupation Health and Safety Committee (JOHSC) / Health and Safety Representative (H&S Rep), if any, that an occupational health and safety inspection has been carried out and shall also provide a copy of the order to the JOHSC/ H&S Rep, if any, for review.

The employer was reminded that written confirmation of compliance with the requirements identified in the order are to be submitted to Officer BOLLIVAR by the date given on that order. The employer was informed about how to appeal an Order issued under the Act, as well as the section at the end of the Orders entitled Important Notice point 1, regarding the possible issue of administrative penalties for contraventions of the Act.

Report of Workplace Inspection

Inspectee: REGION OF QUEENS MUNICIPALITY

Operating As: REGION OF QUEENS MUNICIPALITY

This inspection report was provided to Dena Henley by:

Officer Name: Jennifer Bollivar

Officer Signature: 

This report was produced 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: 1-800-952-268 Fax: 902-679-5166 Email: Jennifer.Bollivar@novascotia.ca
Within Nova Scotia, call: 1-800-952-2687 Fax: 902-541-5651
Outside Nova Scotia, call: 902-424-5400

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/>.

Contraventions of the OHS Act and regulations can result in administrative penalties being issued. Compliance with orders issued by OHS officers is expected and required by law; it does not prevent a penalty from being issued.

Compliance Orders
Issued Under the Occupational Health and Safety Act

File Ref #:5867210
Inspection No. 18617453
Inspection Date: May 8, 2024

Inspectee: REGION OF QUEENS MUNICIPALITY

Operating As: REGION OF QUEENS MUNICIPALITY

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

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

Order 18617453-001

Date Order Issued: May 10, 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 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;

Compliance Orders
Issued Under the Occupational Health and Safety Act

File Ref #:5867210
Inspection No. 18617453
Inspection Date: May 8, 2024

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

Due to an injury which occurred in the Queens Solid Waster Management Facility on February 13, 2024, the employer shall provide the following documentation to the Officer to be in compliance:

- 1. The incident investigation report, witness statement(s) and corrective actions for the incident involving [REDACTED]**
- 2. Employment records for [REDACTED]**
- 3. Training records for [REDACTED]**
- 4. The position/job description for [REDACTED]**
- 5. Contact information for [REDACTED]**
- 6. JOHSC meeting minutes for the previous 12 months**
- 7. Maintenance records for the Rock Truck involved in the incident for the last 12 months**
- 8. Maintenance Program and or Policy for the Rock Truck involved in the incident**
- 9. Vehicle Inspection records for the Rock Truck involved in the incident for the last 12 months**
- 10. Inspection Program and or Policy for the Rock Truck involved in the incident**
- 11. Daily Pre-Use Inspections for the Rock Truck involved in the incident for the last 3 months**
- 12. Manufacturer's manual for the Rock Truck involved in this incident**
- 13. Description of tasks being performed by [REDACTED] at the time of the incident**
- 14. Safe Work Practices, Procedures and Policies specific to the Rock Truck and the operations within the Queens Solid Waste Management Facility specific to the tasks being performed at the time of the incident**
- 15. The Company's OHS Program**
- 16. Any disciplinary records for [REDACTED]**

Compliance Orders
Issued Under the Occupational Health and Safety Act

File Ref #:5867210
Inspection No. 18617453
Inspection Date: May 8, 2024

17. Copies of all emails and or notes from employer, employees and any one involved in this incident

18. Any photos or video footage taken of this incident
This order must be complied with by May 29, 2024

Order 18617453-002

Date Order Issued: May 10, 2024

Occupational Health and Safety Act

63(1) Notice of accident at the workplace

The employer shall notify the Director

(a) as soon as possible, but in no case later than twenty-four hours, after a fire, flood or accident at the workplace that causes

(i) unconsciousness,

(ii) a fracture of the skull, spine, pelvis, arm, leg, ankle, wrist or a major part of the hand or foot,

(iii) loss or amputation of a leg, arm, hand, foot, finger or toe,

(iv) a third degree burn to any part of the body,

(v) loss of sight in one or both eyes,

(vi) asphyxiation or poisoning,

(vii) any injury that requires the admission to hospital, or

(viii) any injury that endangers the life,

of an employee, unless the injury can be treated by immediate first aid or medical treatment and the person can return to work the following day;

(b) as soon as possible, but in no case later than twenty-four hours, after

(i) an accidental explosion,

(ii) a major structural failure or collapse of a building or other structure,

(iii) a major release of a hazardous substance, or

(iv) a fall from a work area in circumstances where fall protection is required by the regulations,

at the workplace, whether any person is injured or not; and

(c) immediately when a person is killed from any cause, or is injured from any cause in a manner likely to prove fatal, at the workplace.

You have contravened the above provisions as follows:

Failure to report a serious injury to the Division as per the requirements contained in the Occupational Health and Safety Act.

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

Compliance Orders
Issued Under the Occupational Health and Safety Act

File Ref #:5867210
Inspection No. 18617453
Inspection Date: May 8, 2024

The Region of Queens , Director of Engineering & Public Works has been provided with a hard copy of a bulletin issued by the Division titled 'Nova Scotia Occupational Health and Safety Bulletin: Occupational Health and Safety Act Amendments, Spring 2017 Update' by Officer Bollivar upon delivery of this report. To ensure compliance with this section the employer shall communicate this bulletin, particularly the section titled '1.Serious Injury Definition Updated' to every Manager, Supervisor, Lead Hand, Foreperson etc. of the Solid Waste Management Facility. Details of such communication are to be provided to the Officer listed below.

This order must be complied with by May 29, 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 Dana Henley by:

Officer Name: Jennifer Bollivar

Officer Signature: [Signature]

Date: May 14, 2024

Inspectee Signature: _____

Compliance Orders
Issued Under the Occupational Health and Safety Act

File Ref #:5867210
Inspection No. 18617453
Inspection Date: May 8, 2024

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 Email: Jennifer.Bollivar@novascotia.ca

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

Fax: 902-541-5651

Outside Nova Scotia, call: 902-424-5400

File Ref #: 5867210

Inspection No. 18617453

Inspection Date: May 8, 2024

Issuing Officer: Jennifer Bollivar

Compliance Notice

Inspectee: REGION OF QUEENS MUNICIPALITY

Operating As: REGION OF QUEENS MUNICIPALITY

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

Phone Number: 902-354-3455

Fax Number: 902-354-7473

Order 18617453-001

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 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,

Compliance Notice

tool, equipment, machine or device is returned to the person being inspected;

The ways in which the order has been complied with are as follows:

Order 18617453-002

Occupational Health and Safety Act

63(1) Notice of accident at the workplace

The employer shall notify the Director

(a) as soon as possible, but in no case later than twenty-four hours, after a fire, flood or accident at the workplace that causes

- (i) unconsciousness,
- (ii) a fracture of the skull, spine, pelvis, arm, leg, ankle, wrist or a major part of the hand or foot,
- (iii) loss or amputation of a leg, arm, hand, foot, finger or toe,
- (iv) a third degree burn to any part of the body,
- (v) loss of sight in one or both eyes,
- (vi) asphyxiation or poisoning,
- (vii) any injury that requires the admission to hospital, or
- (viii) any injury that endangers the life,

of an employee, unless the injury can be treated by immediate first aid or medical treatment and the person can return to work the following day;

(b) as soon as possible, but in no case later than twenty-four hours, after

- (i) an accidental explosion,
 - (ii) a major structural failure or collapse of a building or other structure,
 - (iii) a major release of a hazardous substance, or
 - (iv) a fall from a work area in circumstances where fall protection is required by the regulations,
- at the workplace, whether any person is injured or not; and

(c) immediately when a person is killed from any cause, or is injured from any cause in a manner likely to prove fatal, at the workplace.

The ways in which the order has been complied with are as follows:

Compliance Notice

This Compliance Notice was submitted by:

Print Name: _____

Signature: _____

Position: _____

Once completed, this form may be returned to:

Jennifer Bollivar, Occupational Health and Safety Officer

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 Email: Jennifer.Bollivar@novascotia.ca

Within Nova Scotia, call: 1-800-952-2687 Fax: 902-541-5651

Outside Nova Scotia, call: 902-424-5400

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. Once an administrative penalty is issued, it is too late to appeal the order that sets out the contravention. If you disagree with an order appeal it immediately.
 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/lac/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 and regulations has been recorded in an order it will be considered for an administrative penalty.
 5. If you are the 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.
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Nova Scotia Occupational Health and Safety Bulletin

Occupational Health and Safety Act Amendments, Spring 2017 Update

Worker safety should be everyone's top priority. However, there are some companies and individuals who repeatedly ignore or break safety laws, putting workers at risk of serious injury.

On June 12, 2017, amendments to the Nova Scotia Occupational Health and Safety (OHS) Act will come into effect to

- clarify the definition of an injury or serious incident and how to report it
- extend the authority of the OHS director to deal with repeat offenders who continue to put others at risk of serious injury
 - court injunction to prevent future work
 - order future worksite information
 - multiple worksite stop work orders

The following is a summary of the four amendments.

1. Serious Injury Definition Updated

We heard that people did not always report injuries or workplace incidents as they were unsure of what to report and how to report it. As a result, we've better defined what a serious injury or incident is and how it must be reported.

A serious injury or incident is now defined as one that endangers life or causes permanent injury.

You must report

- **Fatalities—immediately**
- **Serious injury—as soon as possible, within 24 hours**
 - Unconsciousness
 - Fracture of the skull, spine, pelvis, arm, leg, ankle, wrist or a major part of the hand or foot
 - Loss or amputation of a leg, arm, hand, foot, finger, or toe
 - Third-degree burn
 - Loss of sight in one or both eyes
 - Asphyxiation or poisoning
 - Any injury that requires admission to hospital
 - Any injury that endangers life
- **Serious incident—as soon as possible, within 24 hours**
 - An accidental explosion
 - A major structural failure or collapse of a building or other structure
 - A major release of a hazardous substance
 - A fall from a work area where fall protection is required by the regulations

Injuries and illnesses can be reported by email, phone, or mail.

Email: ohsdivision@novascotia.ca
Phone: 1-800-952-2687

Mail: OHS Division
103 Garland Ave, 3rd floor
Dartmouth, NS, B3B 0A6



2. Court Injunction Allowed

The OHS Director can apply to the Nova Scotia Supreme Court for an injunction to keep the worst repeat offenders from working in an industry. When the Director requests a court injunction, it is because an individual has

- a history of fatalities and/or serious injuries on their work sites
- repeat safety violations of a serious nature

The Director also takes into consideration whether the individual has a history of consistently successfully implementing safety measures in the workplace.

An injunction could be ordered to stop such an employer from working in a field or sector for a set period of time, with conditions set by the court. They can get back into the field if they show a commitment to work safely.

3. Order Future Worksite Information

Employers can be ordered to report all future work locations and activities. The OHS Director can issue a workplace information order that requires an employer to advise us of all their upcoming work locations so we can find the worksites to conduct inspections.

The director will do this if an employer has repeatedly been non-compliant with occurrences of serious injury or fatality.

The Director also takes into consideration whether the individual shows an interest and makes an effort towards becoming compliant.

The workplace information order is effective for a minimum of three months and includes direction on the frequency of reporting and the information that must be provided to the OHS Division.

4. Multisite Stop Work Orders Allowed

If the OHS Director has reasonable grounds to believe that the potential for serious injury or death exists on several of an employer's work sites, officers can seek permission to issue a stop work order that covers all those sites.

These orders will be issued to employers who repeatedly refuse to comply with OHS requirements.

The department will attempt to inspect the other sites before issuing this type of stop work order. If staff are not able to visit the other sites, a stop work order may still be issued to prevent risk of injury.

For more information, contact Nova Scotia Labour and Advanced Education's OHS Division:

1-800-9-LABOUR (1-800-952-2687) or
(902) 424-5400

ohsdivision@novascotia.ca

[View the act at nslegislature.ca](http://www.novascotia.ca/nslegislature)

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.