

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

# TELUS Health EAP

## Employee Orientation



TELUS Proprietary

# 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

TELUS Proprietary

## 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

TELUS Proprietary

## 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.



Telephonic counselling



Video counselling



In-person counselling



First chat



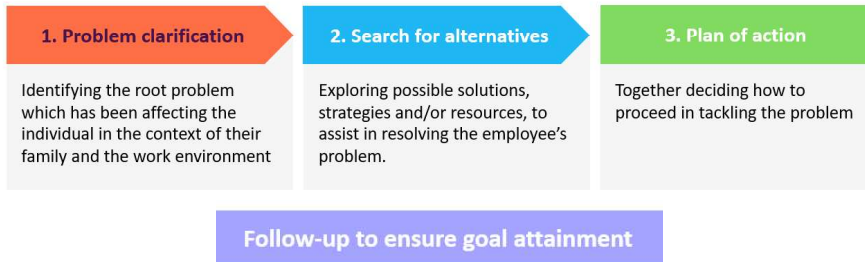
Online group counselling



Self-directed Resources

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





## WorkLife Services

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



## Quality assurance

### While Accessing Services:

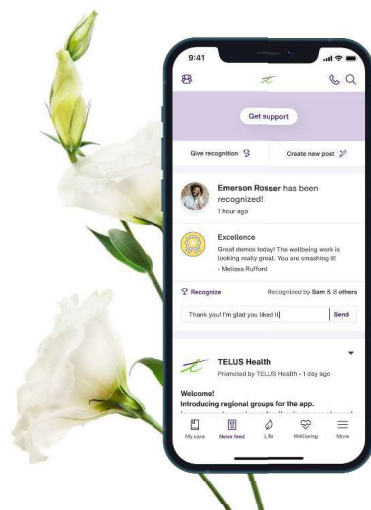
Finding the right match for counselling is as important to us as it is to you. If at any time you feel the connection isn't right between you and your counsellor, we encourage you to call back to our Care Access Center and request an appointment with a different counsellor. We're here to support you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

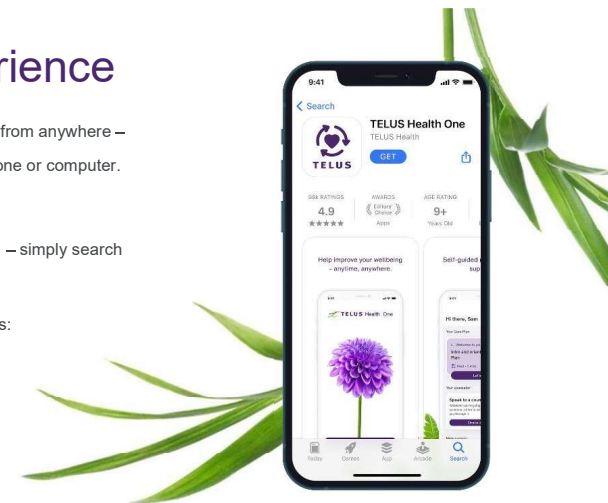


## The Mobile Experience

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






1. Visit: [one.telushealth.com](https://one.telushealth.com) or
2. Download the free app on Android or iOS – simply search for “TELUS Health One”.
3. Under Log-in use the following credentials:

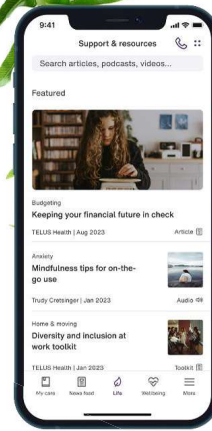
- Username: **Municipal**
- Password: **Wellness**



## Support & resources

Thousands of clinically verified and trusted:

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

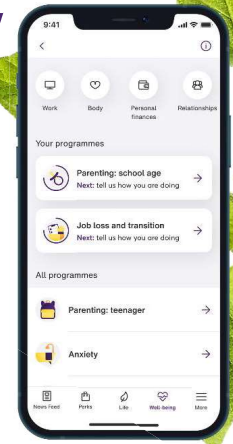


## Digital Self-Help – Care Now

- 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

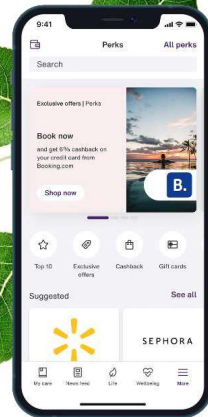


## Perks & savings


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



## 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](https://one.telushealth.com) or Download the App  
Under Log-In use the following credentials:  
Username: **Municipal**  
Password: **Wellness**

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](https://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](https://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.