

**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	Right to Refuse & PPE
	11-Mar-24	Workers Rights, Safety Consultant, SWP-COM-16
	04-Apr-24	SWP-COM-07 Defective Tools
	05-Apr-24	Substance Abuse Prevention & Safety Culture
	08-Apr-24	PPE, HR Policy 4.06 JOSH, 5.05 Substance Abuse
	11-Apr-24	Safety Rules for Visitors
	15-Apr-24	SWP-COM-07 Defective Tools
	16-Apr-24	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	Emergency Quick Reference Guide
	13-Mar-24	Working Alone
	14-Mar-24	Reporting Safety Issues, Incident Reporting
	14-Mar-24	Reporting Safety Issues
	04-Apr-24	Safety Awareness
	10-Apr-24	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 – Hillsview 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: _____