

**Region of Queens Municipality
Joint Occupational Health & Safety Committee
Thursday, June 27, 2024
1:30 p.m.**

Agenda

1.0 Call to Order

2.0 Approval of Minutes – May 30, 2024

3.0 Changes/Approval of Agenda

4.0 Old Business

- 4.1 Accident Reports
- 4.2 Toolbox Meetings – June 2024
- 4.3 Training
- 4.4 Safety Data Sheet Database Updates (3)

5.0 New Business

- 5.1 Safety Suggestions
- 5.2 Safety Observations Program
 - 5.2.1 Reporting System Discussion
 - 5.2.2 Encouraging reporting
- 5.3 Safety Discussion
- 5.4 Informal Monthly Facility Inspections: Development of Checklist
- 5.5 Mental/Psychological Safety Discussion
- 5.6 Committee Membership & Alternates
- 5.7 Review of Terms of Reference
- 5.8 Simulated Accident Exercise Topics
- 5.9 Development of Near Miss Form
- 5.10 Department of Labour Compliance Order # 18614201-001

6.0 Other

7.0 Next Meeting – Thursday, July 25, 2024

8.0 Adjournment

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

Council Chamber

PRESENT:

JOHS Committee		
Mary Apossos	Committee Co-Chair	Queens Place Emera Centre
Dana Henley	Committee Secretary	Engineering & Public Works
Alex Comeau	Committee Member	Queens Place Emera Centre
Matthew Conrad	Committee Member	Engineering & Public Works
Myles Harlow	Committee Member	Administration
Lucas Harvey	Committee Member	Engineering & Public Works
Robin McKinnon	Committee Member	Hillsview Acres
Luke Denison	Committee Member	Engineering & Public Works
Connor O'Brien	Committee Member	Engineering & Public Works
Steven Parnell	Committee Member	Engineering & Public Works
Ashleigh Sherman	Committee Member	Hillsview Acres
Christina Whynot	Committee Member	Queens Place Emera Centre

REGRETS:

Cody Joudry	Committee Co-Chair	Administration
Tim Clattenburg	Committee Member	Administration
Cindy Conway	Committee Member	Hillsview Acres
Scott Orme	Committee Member	Engineering & Public Works
Chris Plummer	Committee Member	Engineering & Public Works

GALLERY:

Angela Green	Administration
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1.0 CALL TO ORDER

The meeting was called to order by Mary Apossos at 1:30 pm.

2.0 Approval of Minutes – April 25, 2024

It was moved by Robin McKinnon and seconded by Ashleigh Sherman that the Minutes of the Joint Occupational Health and Safety Committee meeting held on April 25, 2024, be approved as circulated.

MOTION CARRIED unanimously.

3.0 Changes/Approval of Agenda

It was moved by Luke Dension and seconded by Alex Comeau that the agenda be approved as circulated.

MOTION CARRIED unanimously.

4.0 Old Business

4.1 Accident Reports

Department	Date of Accident	Report
Administration		
Engineering & Public Works	2024-05-24	Rock truck was backing up in C&D Yard, thought there was enough clearance to get by CAT D5 Dozer, while backing up the dust cloud came up through yard and visibility was low and hit the corner of dozer with truck box and bent the cage and broke the glass on dozer. A toolbox was held. Dust control efforts are underway at the Solid Waste Management Facility site.
	2024-05-02	Employee was guiding a loader operator while pushing up blue bags, stepped backwards and slipped on debris and twisted knee.
Hillsview Acres		
QPEC		

4.2 Toolbox Meetings – May 2024

Department	Topics
Administration	2024-04-12: Office Safety
	2024-05-01: Lyme Disease
	2024-05-16: Office Housekeeping
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	
Hillsview Acres	2024-04-18: Retail Bags in Laundry
	2024-04-18: Safe Storage
QPEC	2024-04-16: Safety Culture
	2024-05-07: Muster Station
	2024-05-07: Office Safety

4.3 Training

Completed	2024-05-21 & 22	Laboratory Procedures for Wastewater Operators (1)
	2024-05-28	Internal Responsibility System (14)
Scheduled		
Requests		Household Hazardous Waste
		Man Lift Certification

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, Water Treatment and QPEC.

5.0 New Business

5.1 Safety Suggestions

No safety suggestions were received.

5.2 Safety Observations Program – May 2024

Program is temporarily on hold, while committee reviews reporting system, whether its an online tool, paper based and how employees can be encouraged to bring suggestions forward.

Two safety observations were made. One safe, one unsafe. Safe observation regarding the tracking of training and reviewing staff certifications.

Unsafe observation regarding Beach Meadows Beach Showers water supply was connected in reverse. Water was shut off until issue was corrected.

5.3 Safety Discussion

There were no items brought forward for discussion.

5.4 Informal Monthly Facility Inspections

Consensus of the committee to develop a checklist for Informal Monthly Facility Inspections.

5.5 Mental/Psychological Safety Discussion

There were no items brought forward for discussion.

5.6 Department of Labour Order #18617453-001– Solid Waste Management Facility Workplace Accident – February 13, 2024

The Department of Labour Order was reviewed with the Committee. On Wednesday, May 8 the Department of Labour attended the Solid Waste Management Facility on another matter. During casual conversation the Officers were informed that a serious injury had occurred on the site, where an employee was operating a Rock Truck and had fallen off the walking surface while repairing a battery, resulting in a broken ankle.

An Order of Compliance was received by Dana Henley on Tuesday, May 14, 2024 from Officer Bollivar. The Order requested compliance on 18 items. A second order was also made at the same time to communicate the bulletin supplied entitled “Nova Scotia Occupational Health and Safety Bulletin: Occupational Health and Safety Act Amendments, Spring 2017 Update” particularly the section entitled “Serious Injury Definition Updated” to every Manager, Supervisor, Lead Hand, Foreperson, etc of the Solid Waste Management Facility.

The orders were complied with on May 27, 2024.

5.7 Committee Membership

Currently the number of employee member representatives greatly outnumber the management member representatives.

Committee Membership lists require updating on JOHS Boards. A list of members and alternates needs to be established.

It was the consensus of the committee to request from management additional management representation to sit on the JOHS Committee.

5.8 Adoption of Terms of Reference

The adoption of the Terms of Reference was postponed until it is reviewed by C&C Safety and reviewed with the new membership and reviewed by Legal as well.

5.9 Simulated Accident Exercise Topics

Scott Orme – Engineering & Public Works: Accident in Pine Grove involving an Employee

Steve Whynacht – Finance Department: N/A

Cindy Conway – Hillsvie Acres: N/A, Ashleigh Sherman will follow up.

Myles Harlow- Planning/ByLaw: Slips, Trips and Falls

Christina Whynot – QPEC: Member of Public Injured on Ice (with varying staff levels)

Stephanie Serada – Recreation/Economic Development: N/A

6.0 Other

There were no other items to discuss.

7.0 Next Meeting – Thursday, June 27, 2024

The next meeting will be held Thursday, June 27, 2024 at 1:30 pm at Queens Place Emera Centre.

8.0 Adjournment

The meeting was adjourned at 2:25 pm.

Mary Apeossos, Co-Chair

Dana Henley, Committee Secretary

Date Approved: _____

Accident Reports – June 2024

4.1

Department	Date of Accident	Report
Engineering & Public Works		
Finance/Corporate Services/ Bvlaw Enforcement		
Hillsview Acres		
Planning		
QPEC		
Recreation & Economic Development		

TOOLBOX MEETINGS – June 2024

4.2

Department	Topics
Engineering & Public Works	2024-05-27: Personal Protective Equipment
	2024-05-28: SWP-COM-13 Extreme Heat
	2024-05-29: Near Miss - Blue Bag Pile
	2024-06-03: Safety Gloves
	2024-06-10: Rodent Control
Administration	2024-06-10: SWP-COM-13 Extreme Heat
	2024-05-29: Potential Accidents
	2024-06-05: Heat Stress
Hillsview Acres	2024-06-13: Angry & Irate Customers
QPEC	2024-06-13: Storage in Egress Hallways/Exits
	2024-06-06: Gym Common Injuries
	2024-06-17: Gym Common Injuries

TRAINING – June 2024

4.3

Completed	2024-06-12	WHMIS - NQAC Staff
	2024-05-28	Building Maintenance Level 1 - QPEC
Scheduled	2024-07-08	CPR C - Grounds Crew & QPEC Staff
	2024-06-27	Pool Operators Course -EPW

Joint Occupational Health & Safety Committee Members

Name	Email	Phone
Regular Members		
Cody Joudry, Administration	cjoudry@regionofqueens.com	902-354-3453
Mary Apessos, QPEC	mapessos@queensplace.ca	902-354-4422
Dana Henley, EPW	dhenley@regionofqueens.com	902-354-7170
Tim Clattenburg, Administration	tclattenburg@regionofqueens.com	902-354-3455
Alex Comeau, QPEC	acomeau@queensplace.ca	902-354-4422
Matthew Conrad, EPW		902-350-1084
Cindy Conway, Hillsview Acres	cconway@regionofqueens.com	902-685-2966
Luke Denison, EPW		
Myles Harlow, Administration	mharlow@regionofqueens.com	902-354-3455
Lucas Harvey, EPW	watertreatment@regionofqueens.com	
Robin McKinnon, Hillsview Acres		902-685-2966
Connor O'Brien, EPW	cobrien@regionofqueens.com	902-354-7170
Scott Orme, EPW	sorme@regionofqueens.com	902-354-8292
Steven Parnell, EPW	sparnell@regionofqueens.com	902-354-7170
Chris Plummer, EPW	mechanic@regionofqueens.com	902-354-7170
Christina Whynot, QPEC	fitness@queensplace.ca	902-354-4422
Alternate Members		
Ashleigh Sherman, Hillsview	asheraman@regionofqueens.com	902-685-2966



Region of Queens Municipality
Joint Occupational Health & Safety Committee
Terms of Reference

The Committee shall be known as the Region of Queens Municipality Joint Occupational Health and Safety Committee. The purpose of the Committee is to work cooperatively with the employer in identifying and resolving health and safety issues in support of a planned occupational health and safety program and to prevent occupational injuries and diseases in the workplace.

1. Committee Membership

- (a) The Committee shall consist of at least 10 members, minimum of 1 member from each municipal department/site/building. Each member shall have a specified alternate.
- (b) The Committee must consist of employee representatives and employer representatives (management).
- (c) At least half of the members shall be employee representatives (non-management).
- (d) Employee representatives shall be selected by the employees, by the employees from each department/site/building who do not exercise managerial functions in the workplace.
- (e) Employer representatives (management) shall be selected by the employer from among persons who exercise managerial functions in the workplace from each department/site/building.
- (f) Ensure that all members have an alternate member to attend meetings in their place when they are unavailable to attend. Alternates should at minimum be from the same location. Non-management employees can alternate for any member, management employees can only alternate for other management employees.
- (g) Selection of two Co-chairs of the committee shall occur annually, one co-chair must be selected by the employee members to represent the employees, the other co-chair shall be selected by management employees to represent the employer.
- (h) Co-chairs of the committee must notify the employer when there is a lack of representation on the committee.



Co-Chair:

Co-Chair:

2. Terms of Appointment to the Committee

(a) Committee members will sit on the Committee for a term of 3 years, for a maximum of two consecutive terms.

(b) If a member of the Committee chosen by the employees is unable to complete the term of office, the employees must choose another member for that department/site/building.

(c) If a member of the Committee chosen by the employer is unable to complete the term of office, the employer must appoint another member for that department/site/building.

(d) Co-chairs of the Committee shall hold their appointment as Co-chair for 1 year, for a maximum of two consecutive terms.

3. Co-Chair Duties

(a) Facilitate the meetings.

(b) Review previous meeting reports and material prior to the meetings.

(c) Ensure that a meeting place is arranged.

(d) Ensure members are notified of meeting dates, times and locations.

(e) Ensure meeting agenda is prepared and distributed.

(f) Ensure meeting reports are prepared and distributed.

(g) Ensure that a copy of the meeting reports is forwarded to the employer for distribution.

(h) Prepare recommendation(s) and forward to the employer for a response.

(i) Prepare all correspondence on behalf of the committee.

4. Participation of Other Employers on this Committee

If other employers request to participate on this Committee, the request must be forwarded to the employer for consideration.



5. Functions of the Committee

The functions of the Committee are those identified in Section 31 of the *Occupational Health and Safety Act*:

It is the function of the committee to involve employers and employees together in occupational health and safety in the workplace and, without restricting the generality of the foregoing, includes

- (a) The co-operative identification of hazards to health and safety and effective systems to responds to the hazards;
- (b) The co-operative auditing of compliance with health and safety requirements in the workplace;
- (c) Receipt, investigation and prompt disposition of matters and complaints with respect to workplace health and safety;
- (d) Participation in inspections, inquiries and investigations concerning the occupational health and safety of the employees and, in particular, participation in an inspection referred to in Section 50;
- (e) Advising on individual protective devices, equipment and clothing that, complying with this Act and the regulations, are best adapted to the needs of the employees;
- (f) Advising the employer regarding a policy or program required pursuant to this Act or the regulations and making recommendations to the employer, the employees and any person for the improvement of the health and safety of persons at the workplace;
- (g) Maintaining records and minutes of committee meetings in a form and manner approved by the Director and providing an officer with a copy of these records or minutes on request; and



- (h) Performing any other duties assigned to it
 - (i) by the Director,
 - (ii) by agreement between the employer and the employees or the union, or
 - (iii) as are established by the regulations. 1996,c.7, s. 31; 2010, c. 66, s.8.

6. Performing the Functions of the Committee

Advising

Generally means communicating for the purpose of seeking information and advice.

Decisions of the Committee

The committee should attempt to reach consensus on each decision it makes. If the Committee cannot reach consensus then a vote may be taken. The Committee will go with the majority vote, when a vote is needed.

Assistance in Resolving Disagreements within Committee

If the Joint Occupational Health and Safety Committee is unable to reach agreement on a matter relation to the health and safety of workers at the workplace, a co-chair of the committee may report this to the Chief Administrative Officer, who may investigate and attempt to resolve the matter. Unresolved issues should be referred to the Occupational Health and Safety Division of the Department of Labour, Skills and Immigration.

Employee Concerns

Employees are required to report any hazards or contravention of the Act or regulations to a supervisor. If the matter is not resolved to the satisfaction of the employee, they then must report it to a member of the committee, either verbally or in writing. The committee member then must:

- (a) Determine the facts of the situation.



- (b) Encourage resolution of the matter by a supervisor, the Safety Officer, or another person with designated responsibility in the area involved.
- (c) Should the matter not be resolved at Step 1, the member shall raise the issue at the next committee meeting or consider calling an emergency meeting.
- (d) The committee member contacted by the concerned employee shall respond to the employee who initiated the concern, where possible, within one shift worked by the employee and advise them of how the concern is being addressed. The employee may choose to contact the Occupational Health and Safety Division if the concern is not being handled to their satisfaction.
- (e) If the matter involves an immediate source of danger and satisfactory action is not taken by the employer, the committee member should report the concern to the Occupational Health and Safety Division.

The Committee shall:

- (a) Investigate the concern and make a recommendation to management.
- (b) Notify the employee of any decision or recommendation made by the committee to management with respect to the employee's concern.
- (c) If the matter involves an immediate source of danger and satisfactory action is not taken by the employer the committee shall report the complaint to the Occupational Health and Safety Division.

Where an employee's concern is not dealt with to their satisfaction by the committee, the employee shall report the concern to the Occupational Health and Safety Division.

Work Refusal

Any employee may refuse to do any work if the employee has reasonable grounds for believing the work is likely to endanger their health or safety or the health or safety of any other person. In the event a committee



member is contacted regarding an employee work refusal, the committee member shall:

- (a) Determine why the matter was not dealt with to the employee's satisfaction. (Questions to ask, may include: Was a supervisor notified? Did a supervisor investigate? If investigated by a supervisor what was their response? Why does the employee still believe the work is unsafe/unhealthy? Has the employee been reassigned to other work?)
- (b) Explain the work refusal provisions of the Act (Section 43) and how the process will work to the employee refusing work.
- (c) Report the work refusal to the committee to be reviewed.
- (d) Initiate an emergency meeting of the committee to deal with the work refusal.
- (e) Respond to the employee who initiated the complaint, where possible, within one shift worked by that employee.

The Committee shall:

- (a) Investigate the work refusal. The refusing employee should accompany the committee during a physical inspection related to the refusal.
- (b) If all Committee members find the work to be safe and healthy, the committee will advise the employee to return to work. The unanimous decision to advise the employee to return to work must be made by a quorum of the entire committee. If the committee advised the employee to return to work, the employee's right to pay during the work refusal ends, OR
- (c) If one or more committee members finds the work to be unsafe or unhealthy, make a recommendation to the employer to have the problem resolved. If the problem is resolved, advise the employee to return to work.

If the committee cannot reach a unanimous decision on a recommendation to return to work, or if the problem is not resolved to the employee's satisfaction, the employee should contact the



Occupational Health and Safety Division and indicate they have refused to work.

Inspections

When the Department of Labour, Skills and Immigration Occupational Health and Safety Officer makes an inspection of a workplace the employer must give an employee committee member the opportunity to accompany the officer during their inspection or the workplace.

Recommendations to the Employer

The committee must make all recommendations to the employer in writing with a written request for a response from the employer within 21 days. Both the management and non-management co-chairs must sign the recommendations before they are forwarded to the employer. All recommendations must be made separate from the minutes of the meeting.

The employer is required under the OHS Act, to respond to Committee recommendations within 21 days of receiving the written request. The employer must respond in writing by:

- Indicate acceptance of the recommendation; or
- Giving the employer's reasons for not accepting the recommendation.

If the employer is not reasonably able to provide a response before the end of the 21-day period, the employer will be asked by the committee to provide – within that time – a written explanation for the delay, together with an indication of when the response will be provided.

If the employer does not accept the committee's recommendation, a co-chair of the committee may report the matter to an officer; as appointed by the OHS Act.



7. Meetings

- (a) The committee will meet a minimum 10 times per year.
- (b) Regularly scheduled meetings will be held the last Thursday of each month at 1:30 p.m. in the Region of Queens Municipal Council Chamber, 249 White Point Road, Liverpool, NS, or at the request of committee members and the discretion of the co-chairs the meeting time and location may be varied one meeting in advance but in no case will the frequency be reduced.
- (c) Special meetings, if required, will be held at the call of the co-chairs.
- (d) A quorum shall consist of a majority of members on the committee, with at least 50% of the majority of members present representing non-management employees.

8. Time from work for meetings and other committee functions

Members of the committee are entitled to time off from work for:

- (a) The time required to attend meetings of the committee.
- (b) Other time that is reasonably necessary to prepare for meetings of the committee.
- (c) Other time that is reasonably necessary to fulfill the other duties and functions of the committee.

Time off for committee members to perform these duties and functions will be deemed to be time worked for the employer, and the employer will pay for that time at the applicable rate.

9. Agendas and Minutes of the Committee

- (a) An agenda will be prepared by the co-chairs and distributed to members prior to the meeting.
- (b) Minutes of the meeting will be prepared as soon as possible after the meeting with a copy provided to the employer. Should a committee member dispute the accuracy of the minutes of a meeting, the matter should be raised at the next meeting and corrections noted in the minutes.



- (c) The employer will retain a copy of the minutes for at least 5 years from the date of the Committee meeting to which they relate.
- (d) The employer is required to post minutes of the committee meeting, in a readily accessible area in the workplace for committee members, and all employees.

10. Posting Committee Information

The employer must promptly post and keep posted at the workplace, in a place readily accessible to employees, the following:

- (a) Post and maintain the current names of the committee members and the means of contacting them.
- (b) Post promptly the minutes of the most recent committee meeting and ensure they remain posted until superseded by minutes of the next committee meeting.
- (c) A copy of the regulations that relate to the workplace.
- (d) Information and reports that an officer considers advisable to enable employees to become acquainted with their right and responsibilities pursuant to the OHS Act and regulations.
- (e) A copy of the OHS Act.
- (f) Any codes of practice required pursuant to the OHS Act or regulations.
- (g) A current telephone number for reporting occupational health and safety concerns to the Division.
- (h) A copy of the occupational health and safety policy.

11. Records

The Committee must keep accurate records of all matters that come before it.

12. Educational Leave Entitlement

Each Committee member is entitled to annual education leave totaling 8 hours for the purposes of attending occupational health and safety training courses. This leave is without loss of pay or other benefits. The



cost of training and reasonable costs for attending the training will be paid for by the employer.

13. Amendments

These terms of reference may be amended by vote of the committee members.

Approved:

Signature of Co-Chair (management)

Date

Signature of Co-Chair (non-management)

Date



Labour, Skills and Immigration
Occupational Health and Safety

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

File Ref #:5866191

Inspection No.18614201

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: QUEENS WASTE MANAGEMENT FACILITY
3750 NOVA SCOTIA TRUNK 8, CALEDONIA

Non-Management Rep: Paul Conrad
Matthew Conrad
Mike Peach
Chris Plummer

Occupation: Landfill Assistants

Management Rep: Steven Parnell
Garrett Chetwynd

Occupation: Public Works Supervisor
Assistant Director of Engineering & Public Works

Inspection Overview:

An inspection was carried out on May 3, 2024 by Occupational Hygienist Alicia Doiron and OHS Officer Jennifer Bollivar at The Region of Queens Waste Management Facility (Waste Management Facility/workplace/employer) located at the above noted worksite location. The purpose of the inspection was to followup on warnings issued following an inspection conducted by this officer on September 27, 2023 (Inspection No. 17336692). Several Landfill Assistants and the Public Works Supervisor accompanied the officers at the time of the inspection. All individuals were cooperative throughout the inspection.

The facility is a landfill and recycling facility. The focus of the inspection was on the material recovery facility (MRF) where blue bag recycling is received and sorted and the landfill mechanic building where maintenance occurs.

A summary of orders and warnings issued in Inspection No. 17336692 following the inspection in September 2023 are as follows:

- Orders
 - WHMIS training

Report of Workplace Inspection

Inspectee: REGION OF QUEENS MUNICIPALITY

Operating As: REGION OF QUEENS MUNICIPALITY

- o Availability of safety data sheets
- Warnings
 - o Hazard assessment
 - o Employee training
 - o Rodent cleanup procedure
 - o Training on Safe Work Practice on Safe Handling of Biohazardous Medical Waste
 - o Respiratory protection
 - o Welding fumes
 - o Heat stress
 - o Cold stress
 - o Diesel exhaust
 - o Manufacturer's specifications of fixed gas detector

Following the May 2024 inspection, on May 9, 2024, this officer sent a request for information to the Assistant Director of Engineering & Public Works:

- The health and safety hazard assessment for the MRF and landfill maintenance building
- Training required per the hazard assessment and copies of the training records for the employees
- The rodent cleanup procedure and documentation showing employees were trained on the procedure
- Documentation showing employees were trained on the Safe Work Practice on Safe Handling of Biohazardous Medical Waste
- For all those assigned to don a respirator, the following documentation:
 - o Respiratory hazard assessment
 - o Fit testing certificates
 - o Respiratory training certificates
 - o Clean shaven policy
 - o Cartridge/filter change-out schedule
 - o Storage requirements
- Welding fume control measures including records of any associated employee training
- Heat stress control measures including records of any associated employee training
- Cold stress control measures including records of any associated employee training
- Diesel exhaust control measures including records of any associated employee training
- Maintenance records and alarm limits for the fixed gas detection in the MRF

The Assistant Director of Engineering & Public Works did not provide any of the requested information. He indicated that the employer has contracted a third-party safety consulting firm to assist in a review of the health and safety programs, as well as in the implementation of improvements to these programs. He indicated the assessment will occur June 10-11, 2024 and the draft programs are expected to be completed by June 30, 2024.

Report of Workplace Inspection

Inspectee: REGION OF QUEENS MUNICIPALITY

Operating As: REGION OF QUEENS MUNICIPALITY

The following sections provide further context to observations made during the inspection and subsequent document review. Please note that this report only reflects the worksite conditions on the day of the inspection and that it is 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

General Overview of Occupational Health and Safety Act

HAZARD IDENTIFICATION SYSTEM

When twenty or more employees are regularly employed by an employer, the employer must have an Occupational Health and Safety Program. The program must include a hazard identification system that includes an evaluation of the workplace to identify potential hazards. A hazard assessment could not be provided upon request (order). A system must be in place for workplace occupational health and safety monitoring, prompt follow-up and control of identified hazards (order).

TRAINING

Employers are responsible to provide training relating to health and safety of the employees. Upon request the employer could not provide the employee training requirements and copies of training records for the employees (order).

RODENTS

It was reported to this officer during the September 2023 inspection that the facility deals with rodent issues. Given that rodents are attracted to food and heat sources and the bay doors of the buildings are typically kept open, the facility has rodents. The hazard likely cannot be eliminated in the facility and thus the employer needs to find ways to manage potential exposure to rodents.

Hantavirus Pulmonary Syndrome is a disease caused by inhalation of urine or droppings from Hantavirus infected rodents, touching objects or eating food contaminated with urine or droppings of infected rodents or being bitten by an infected rodent.

Symptoms of hantavirus pulmonary syndrome appear 1-6 weeks after being exposed to hantavirus and can include:

- tiredness

Report of Workplace Inspection

Inspectee: REGION OF QUEENS MUNICIPALITY

Operating As: REGION OF QUEENS MUNICIPALITY

- dizziness
- fever and chills
- muscle aches and headaches
- nausea and vomiting
- stomach pain
- coughing

More severe symptoms may include:

- shortness of breath
- severe difficulty breathing

In Canada most of the cases of Hantavirus Pulmonary Syndrome have occurred in the western provinces, although deer mice infected with hantavirus have been found all over the country. Between 1989 and 2015 there have been 109 confirmed cases and 27 deaths due to Hantavirus in Canada. Although cases are rare, Nova Scotia lists Hantavirus Pulmonary Syndrome as a reported disease under the Health Protection Act. It should also be noted that the mortality rate among those infected is approximately 30%. There are no vaccines available to prevent infection. The virus typically does not spread from human-to-human contact.

The employer reported that there is a rodent cleanup procedure. Upon request, the procedure was not provided (order).

2. Occupational Safety General Regulations

General Overview

TRAINING

Upon request the employer could not produce documentation showing employees are trained on:

1. the rodent cleanup procedure
2. the Safe Work Practice on Safe Handling of Biohazardous Medical Waste
3. the Safe Work Practice on Extreme Cold (which was observed on the door of the lunchroom in the MRF at the time of the inspection) (order).

RESPIRATORY HAZARD

Report of Workplace Inspection

Inspectee: REGION OF QUEENS MUNICIPALITY

Operating As: REGION OF QUEENS MUNICIPALITY

At the time of the inspection the officer observed both MSA and North half mask respirators and P100 filters in the lunchroom. It was reported at the time of the inspection that those working on the sorting machine line and those ripping bags are required to don a respirator. At the time of the inspection this officer observed those working on the sorting machine line and those ripping bags wearing half mask respirators. Upon request the employer could not provide a:

- respiratory hazard and risk assessment (order)
- fit testing certificates (order)
- proof of a clean shaven requirement and cartridges/filter changeout schedule (order)
- respiratory training certificates (order)

3. Workplace Health and Safety Regulations

General Overview

THRESHOLD LIMIT VALUES

In Nova Scotia, occupational exposure limits adopted refer to the Threshold Limit Values (TLVs) that are published by the American Conference of Governmental Industrial Hygienists (ACGIH). The TLVs are defined by eight-hour time weighted averages (TWA), 15-minute short term exposure limits (STEL), and Ceiling values (C).

WELDING FUMES

Welding fumes are a complex mixture of contaminants that are formed when the metal is heated above its boiling point and its vapour condense into fine particles.

At the time of the September 2023 inspection the officer spoke to an employee who conducts welding and he indicated that welding occurs infrequently but can occur for hours at a time. He indicated that the welding tasks typically occur inside the buildings. The facility does not have local exhaust ventilation. The employee indicated they do not use respirators when welding.

Upon follow up during the May 2024 inspection, this officer spoke to an employee who conducts welding tasks. He indicated that management had a discussion with those conducting welding tasks and indicated welding must be conducted outside. The employee indicated he has a half mask respirator with P100 filters but his fit testing is not up to date.

Report of Workplace Inspection

Inspectee: REGION OF QUEENS MUNICIPALITY

Operating As: REGION OF QUEENS MUNICIPALITY

Upon request, the employer did not provide information on welding fume control measures including records of any associated employee training (order).

HEAT STRESS

Heat stress occurs when the body's cooling mechanisms (e.g., sweating, etc.) are not capable of dissipating heat at a rate that prevents an individual's body temperature from rising above a safe level. Health effects that can result from uncontrolled heat stress range from minor effects, such as heat cramps or heat rash, to severe medical emergencies, such as heat exhaustion and heat stroke.

A TLV has been established for heat stress, which uses the following factors to assess the risk to workers:

- Environmental Conditions – measured as wet bulb globe temperature (WBGT), which factors air temperature, humidity, air movement, and radiant heat sources.
- Workload – energy expenditure required to perform a task.
- Clothing – adjustment factors are used to account for the effects of clothing and/or PPE worn.
- Acclimatization – unacclimatized workers are more susceptible to heat stress; acclimatization is acquired over a 1-week period and lost if not exposed for a 3-week period

Given that the doors remain open and there is not air conditioning in the facility, it likely that the TLV is exceeded at some points in the summer. The employer indicated that they have toolbox talks on heat stress and provide frequent water breaks when the temperatures are high. Upon request the employer did not provide any information about heat stress control measures including records of employee training (order).

DIESEL EXHAUST

Diesel exhaust is produced by the burning of diesel fuel. It is a complex mixture of gases, vapours, aerosols and particulate. The contents of diesel exhaust depending on many variables including type of engines, preventative maintenance, fuel, oil, speed and load of engine and emission control systems.

At the time of the inspection it was reported to the officer that diesel powered equipment is used at the workplace, this includes a front end loader, garbage trucks and a skid steer.

At the time of the inspection the officers observed a new fixed gas detection system in the MRF. The officers observed NO₂ and CO on the screen of the fixed detection. At

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the time of the inspection the Public Works Supervisor did not know the alarm limits of the fixed gas detection system.

Upon request the employer did not provide any information relating to diesel exhaust control measures including records of employee training and alarm limits for the fixed gas detectors (order).

MANUFACTURER'S SPECIFICATIONS AND STANDARDS FOR EQUIPMENT AND COMPONENTS

The Public Works Supervisor could not confirm the new fixed gas detection system in the MRF was erected, installed, assembled, used, handled, stored, adjusted, maintained, repaired, inspected, serviced, tested, cleaned and dismantled in accordance with the manufacturer's specifications (order).

This inspection report was provided to Garrett Chetwynd by:

Officer Name: Alicia Doiron

Officer Signature: 

This report was produced by Alicia Doiron, Occupational Health and Safety Officer, who may be contacted at:

Occupational Health and Safety Division
Department of Labour, Skills and Immigration
103 Garland - Floor 3
Dartmouth, NS B3B 0K5

Phone: 1-800-952-268 Fax: 902-424-5640 Email: Alicia.Doiron@novascotia.ca

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

Outside Nova Scotia, call: 902-424-5400

Report of Workplace Inspection

Inspectee: REGION OF QUEENS MUNICIPALITY

Operating As: REGION OF QUEENS MUNICIPALITY

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 #:5866191

Inspection No. 18614201

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

Related to the work being conducted at:

Worksite Location: QUEENS WASTE MANAGEMENT FACILITY
3750 NOVA SCOTIA TRUNK 8, CALEDONIA

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

Order 18614201-001

Date Order Issued: June 6, 2024

Occupational Health and Safety Act

28-2-e Requirement for program

The program shall include a hazard identification system that includes

- (i) evaluation of the workplace to identify potential hazards,
- (ii) procedures and schedules for regular inspections,
- (iii) procedures for ensuring the reporting of hazards and the accountability of persons responsible for the correction of hazards, and
- (iv) identification of the circumstances where hazards must be reported by the employer to the committee or representative, if any, and the procedures for doing so.

You have contravened the above provisions as follows:

The employer could not produce an evaluation of the workplace that identifies potential hazards.

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

Provide this officer an evaluation of the workplace that identifies potential hazards.

Compliance Orders
Issued Under the Occupational Health and Safety Act

File Ref #:5866191
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Inspection Date: May 8, 2024

This order must be complied with by July 4, 2024

Order 18614201-002

Date Order Issued: June 6, 2024

Occupational Health and Safety Act

28-2-f Requirement for program

The program shall include a system for workplace occupational health and safety monitoring, prompt follow-up and control of identified hazards.

You have contravened the above provisions as follows:

The employer could not provide proof that a system is in place for workplace occupational health and safety monitoring, prompt follow-up and control of identified hazards.

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

Provide this officer documentation this system is in place and that identified hazards are being promptly followed up on and controlled.

This order must be complied with by July 4, 2024

Order 18614201-003

Date Order Issued: June 6, 2024

Occupational Health and Safety Act

13-1-c Employers' precautions and duties

Every employer shall take every precaution that is reasonable in the circumstances to provide such information, instruction, training, supervision and facilities as are necessary to the health or safety of the employees.

You have contravened the above provisions as follows:

Based on the hazards in the workplace, the employer must determine what employee health and safety training is necessary and ensure the employees are trained accordingly.

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

Provide this officer the health and safety training records for all employees that work in the MRF and landfill mechanic building.

This order must be complied with by July 4, 2024

Order 18614201-004

Date Order Issued: June 6, 2024

Occupational Health and Safety Act
62000-30-2024\2025-68576

Compliance Orders
Issued Under the Occupational Health and Safety Act

File Ref #:5866191
Inspection No. 18614201
Inspection Date: May 8, 2024

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;

You have contravened the above provisions as follows:

The employer reported that there is a rodent cleanup procedure. Upon request, the procedure was not provided.

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

Provide this officer the rodent cleanup procedure.

This order must be complied with by June 13, 2024

Order 18614201-005

Date Order Issued: June 6, 2024

Occupational Safety General Regulations

7-2 Compliance with policies, procedures, plans and codes of practice

Each person required to perform a function under a written policy, procedure, plan or code of practice must be trained generally in respect of the policy, procedure, plan or code of practice, and trained in particular in the requirements relating to their functions.

You have contravened the above provisions as follows:

Ensure that employees required to perform a function under the rodent cleanup

Compliance Orders
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procedure, the Safe Handling of Biohazardous Waste Safe Work Practice and the Safe Work Practice on Extreme Cold are trained generally on the document and trained in particular in the requirement relating to their functions.

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

Provide this officer documentation that the above mentioned training was conducted.

This order must be complied with by July 4, 2024

Order 18614201-006

Date Order Issued: June 6, 2024

Occupational Safety General Regulations

13-3 Respiratory hazard

An employer shall ensure compliance with the latest version of CSA standard CSA Z94.4, 'Selection, Use, and Care of Respirators', in respect of

(a) the selection, use, maintenance and testing of a respirator; and

(b) the training of users of a respirator

Subsection 13(3) added: O.I.C. 2000-130, N.S. Reg. 52/2000; amended: O.I.C. 2013-65, N.S. Reg. 53/2013.

Subsection 13(4) added: O.I.C. 2000-130, N.S. Reg. 52/2000; repealed: O.I.C. 2013-65, N.S. Reg. 53/2013.

You have contravened the above provisions as follows:

A hazard and risk assessment shall be performed by a qualified person (or persons) to determine the respiratory hazards present and assist in the selection of an appropriate respirator where required.

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

Provide this officer a copy of the respiratory hazard and risk assessment.

This order must be complied with by July 4, 2024

Order 18614201-007

Date Order Issued: June 6, 2024

Occupational Safety General Regulations

13-3 Respiratory hazard

An employer shall ensure compliance with the latest version of CSA standard CSA Z94.4, 'Selection, Use, and Care of Respirators', in respect of

(a) the selection, use, maintenance and testing of a respirator; and

(b) the training of users of a respirator

Subsection 13(3) added: O.I.C. 2000-130, N.S. Reg. 52/2000; amended: O.I.C. 2013-

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65, N.S. Reg. 53/2013.
Subsection 13(4) added: O.I.C. 2000-130, N.S. Reg. 52/2000; repealed: O.I.C. 2013-65, N.S. Reg. 53/2013.

You have contravened the above provisions as follows:

No person shall use or be assigned to use a tight-fitting respirator until a satisfactory fit has been verified by a qualitative or quantitative fit test.

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

Provide this officer proof of fit testing for those assigned to don a respirator.

This order must be complied with by July 4, 2024

Order 18614201-008

Date Order Issued: June 6, 2024

Occupational Safety General Regulations

13-3 Respiratory hazard

An employer shall ensure compliance with the latest version of CSA standard CSA Z94.4, 'Selection, Use, and Care of Respirators', in respect of

- (a) the selection, use, maintenance and testing of a respirator; and
- (b) the training of users of a respirator

Subsection 13(3) added: O.I.C. 2000-130, N.S. Reg. 52/2000; amended: O.I.C. 2013-65, N.S. Reg. 53/2013.

Subsection 13(4) added: O.I.C. 2000-130, N.S. Reg. 52/2000; repealed: O.I.C. 2013-65, N.S. Reg. 53/2013.

You have contravened the above provisions as follows:

The employer could not provide proof of compliance with respect to use of respirators in accordance with the latest version of CSA standard CSA Z94.4, "Selection, Use, and Care of Respirators". This includes but may not be limited to:

- **The seal to the face or neck shall be effectively maintained in accordance with the requirements in Clause 9.2 throughout the period during which respirator use is required.**
- **A qualified person shall establish a changeout schedule for the replacement of air-purifying filters or cartridges of respiratory before their useful service life is ended.**

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

Provide this officer proof of compliance with respect to use of respirators in accordance with the latest version of CSA standard CSA Z94.4, "Selection, Use, and Care of Respirators".

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Inspection Date: May 8, 2024

This order must be complied with by July 4, 2024

Order 18614201-009

Date Order Issued: June 6, 2024

Occupational Safety General Regulations

13-3 Respiratory hazard

An employer shall ensure compliance with the latest version of CSA standard CSA Z94.4, 'Selection, Use, and Care of Respirators', in respect of

(a) the selection, use, maintenance and testing of a respirator; and

(b) the training of users of a respirator

Subsection 13(3) added: O.I.C. 2000-130, N.S. Reg. 52/2000; amended: O.I.C. 2013-65, N.S. Reg. 53/2013.

Subsection 13(4) added: O.I.C. 2000-130, N.S. Reg. 52/2000; repealed: O.I.C. 2013-65, N.S. Reg. 53/2013.

You have contravened the above provisions as follows:

Respiratory training must be conducted in accordance with section 8 of the latest version of CSA standard CSA Z94.4, "Selection, Use, and Care of Respirators" for those assigned to don a respirator.

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

Provide this officer proof of training for those assigned to don a respirator.

This order must be complied with by July 4, 2024

Order 18614201-010

Date Order Issued: June 6, 2024

Workplace Health and Safety Regulations

2.3 Threshold limit values

An employer must comply with, and ensure compliance with, the threshold limit values for exposure to all of the following, as listed in the TLVs and BEIs:

(a) gases;

(b) vapours;

(c) mists;

(d) fumes;

(e) smoke;

(f) dust;

(g) chemical substances;

(h) physical agents.

You have contravened the above provisions as follows:

Compliance Orders

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The employer could not produce documentation showing control measures are in place to reduce the risk of overexposure to welding fumes. Control measures may include:

- Use local exhaust ventilation systems to capture and remove welding fumes at the source.
- Conduct the welding outdoors, away from air intakes and entrances to the buildings.
- Ensure other workers are not present in surrounding area when welding occurs unless necessary.
- Conduct airborne welding fume monitoring to determine exposure levels relative to the threshold limit values.
- Have welder and those in the surrounding area don a respirator with appropriate cartridge/filter.

It should be noted verification through air testing is the only means to confirm if welding emissions are controlled below the threshold limit values.

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

Provide this officer documentation that control measures are in place to prevent overexposure to welding fumes.

This order must be complied with by July 4, 2024

Order 18614201-011

Date Order Issued: June 6, 2024

Workplace Health and Safety Regulations

2.3 Threshold limit values

An employer must comply with, and ensure compliance with, the threshold limit values for exposure to all of the following, as listed in the TLVs and BEIs:

- (a) gases;
- (b) vapours;
- (c) mists;
- (d) fumes;
- (e) smoke;
- (f) dust;
- (g) chemical substances;
- (h) physical agents.

You have contravened the above provisions as follows:

The employer could not produce documentation showing control measures are in place to reduce the risk of overexposure to heat.

Compliance Orders
Issued Under the Occupational Health and Safety Act

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

Provide this officer documentation that control measures are in place to prevent heat stress exposure in exceedance of the TLVs.

This order must be complied with by July 4, 2024

Order 18614201-012

Date Order Issued: June 6, 2024

Workplace Health and Safety Regulations

2.3 Threshold limit values

An employer must comply with, and ensure compliance with, the threshold limit values for exposure to all of the following, as listed in the TLVs and BEIs:

- (a) gases;
- (b) vapours;
- (c) mists;
- (d) fumes;
- (e) smoke;
- (f) dust;
- (g) chemical substances;
- (h) physical agents.

You have contravened the above provisions as follows:

The employer could not produce documentation showing control measures are in place to reduce the risk of overexposure to diesel exhaust. Control measures may include:

- **Eliminate by replacing diesel powered engines with electric or other types of power sources (remember to manage any risks introduced by alternative power sources).**
- **Use alternate fuels or cleaner sources of energy (such as propane, natural gas, low sulfur diesel, etc.) where possible.**
- **Use low-emission engines or fuel additives that will reduce emissions.**
- **Use exhaust treatment systems such as filters, catalysts and/or converters, and a corresponding maintenance program.**
- **Run engines outdoors (instead of indoors).**
- **Maintain the body of the vehicle to make sure that exhaust is not leaking into the cab or passenger area. Replace cabin air filters as required.**
- **Ventilate appropriately, such as providing positive pressure ventilation, exhaust extraction devices, inlet and exhaust general (dilution) ventilation, and/or local exhaust (such as tail pipe hose exhaust). Place exhaust hoses so they exhaust outdoors, and not allow the emissions re-entre the workplace.**
- **Modify the layout of the work area to separate the area where people must work and areas where exhaust is generated, such as isolate the generator in a separate,**

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- ventilated space, or isolate the worker in a sealed, air conditioned cabin (air filtered) where possible.
- Conduct airborne contaminant assessments for elemental carbon or monitor key indicators of diesel exhaust such as carbon monoxide, nitrogen dioxide and particulate matter.
 - Use administrative controls such as:
 - o Education and training to workers about the exposure to diesel exhaust and proper use of control measures.
 - o Turning off engines whenever possible and/or opening doors and windows where possible.
 - o Regularly maintaining engines, ventilation systems, and filters.
 - o Reduce the hours of work exposed to exhaust through job rotation and scheduling.
 - Use of personal protective equipment, such as respirators.

It should be noted verification through air testing is the only means to confirm if emissions are controlled below the occupational exposure limit.

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

Provide this officer documentation that control measures are in place to prevent overexposure to diesel exhaust.

This order must be complied with by July 4, 2024

Order 18614201-013

Date Order Issued: June 6, 2024

Workplace Health and Safety Regulations

1.10-1 Manufacturer's specifications and standards for equipment and components

Except as otherwise provided in these regulations, an employer must

(a) ensure that any equipment, components of equipment or components of a system are erected, installed, assembled, used, handled, stored, adjusted, maintained, repaired, inspected, serviced, tested, cleaned and dismantled in accordance with the manufacturer's specifications for the equipment, components or system; and

(b) comply with and ensure compliance with the applicable standards for the equipment, components or system as specified in these regulations.

You have contravened the above provisions as follows:

The employer could not provide documentation confirming that fixed gas detection unit is erected, installed, assembled, used, handled, stored, adjusted, maintained, repaired, inspected, serviced, tested, cleaned and dismantled in accordance with the manufacturer's specifications.

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

Provide documentation the fixed gas detection system is erected, installed, assembled, used, handled, stored, adjusted, maintained, repaired, inspected, serviced, tested, cleaned and dismantled in accordance with the manufacturer's specifications.

This order must be complied with by July 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 Garrett Chatwynd by:

Officer Name: Alicia Doiron

Officer Signature: 

Date: June 6 2024

Inspectee Signature: Sent via email and registered

Date: mail tracking # 8279 5107 3590 0604

Compliance Orders
Issued Under the Occupational Health and Safety Act

File Ref #:5866191
Inspection No. 18614201
Inspection Date: May 8, 2024

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

Occupational Health and Safety Division
Department of Labour, Skills and Immigration
103 Garland - Floor 3
Dartmouth, NS B3B 0K5

Phone: 1-800-952-2687 Fax: 902-424-5640 Email: Alicia.Doiron@novascotia.ca

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

Fax: 902-541-5651

Outside Nova Scotia, call: 902-424-5400

File Ref #: 5866191
Inspection No. 18614201
Inspection Date: May 8, 2024
Issuing Officer: Alicia Doiron

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 18614201-001

Occupational Health and Safety Act

28-2-e Requirement for program

The program shall include a hazard identification system that includes

- (i) evaluation of the workplace to identify potential hazards,
- (ii) procedures and schedules for regular inspections,
- (iii) procedures for ensuring the reporting of hazards and the accountability of persons responsible for the correction of hazards, and
- (iv) identification of the circumstances where hazards must be reported by the employer to the committee or representative, if any, and the procedures for doing so.

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

Order 18614201-002

Occupational Health and Safety Act

28-2-f Requirement for program

The program shall include a system for workplace occupational health and safety monitoring, prompt follow-up and control of identified hazards.

Compliance Notice

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

Order 18614201-003

Occupational Health and Safety Act

13-1-c Employers' precautions and duties

Every employer shall take every precaution that is reasonable in the circumstances to provide such information, instruction, training, supervision and facilities as are necessary to the health or safety of the employees.

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

Order 18614201-004

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 18614201-005

Occupational Safety General Regulations

7-2 Compliance with policies, procedures, plans and codes of practice

Each person required to perform a function under a written policy, procedure, plan or code of practice must be trained generally in respect of the policy, procedure, plan or code of practice, and trained in particular in the requirements relating to their functions.

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

Order 18614201-006

Occupational Safety General Regulations

13-3 Respiratory hazard

An employer shall ensure compliance with the latest version of CSA standard CSA Z94.4, 'Selection, Use, and Care of Respirators', in respect of

(a) the selection, use, maintenance and testing of a respirator; and

(b) the training of users of a respirator

Subsection 13(3) added: O.I.C. 2000-130, N.S. Reg. 52/2000; amended: O.I.C. 2013-65, N.S. Reg. 53/2013.

Subsection 13(4) added: O.I.C. 2000-130, N.S. Reg. 52/2000; repealed: O.I.C. 2013-65, N.S. Reg. 53/2013.

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

Order 18614201-007

Occupational Safety General Regulations

Compliance Notice

13-3 Respiratory hazard

An employer shall ensure compliance with the latest version of CSA standard CSA Z94.4, 'Selection, Use, and Care of Respirators', in respect of

- (a) the selection, use, maintenance and testing of a respirator; and
- (b) the training of users of a respirator

Subsection 13(3) added: O.I.C. 2000-130, N.S. Reg. 52/2000; amended: O.I.C. 2013-65, N.S. Reg. 53/2013.

Subsection 13(4) added: O.I.C. 2000-130, N.S. Reg. 52/2000; repealed: O.I.C. 2013-65, N.S. Reg. 53/2013.

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

Order 18614201-008

Occupational Safety General Regulations

13-3 Respiratory hazard

An employer shall ensure compliance with the latest version of CSA standard CSA Z94.4, 'Selection, Use, and Care of Respirators', in respect of

- (a) the selection, use, maintenance and testing of a respirator; and
- (b) the training of users of a respirator

Subsection 13(3) added: O.I.C. 2000-130, N.S. Reg. 52/2000; amended: O.I.C. 2013-65, N.S. Reg. 53/2013.

Subsection 13(4) added: O.I.C. 2000-130, N.S. Reg. 52/2000; repealed: O.I.C. 2013-65, N.S. Reg. 53/2013.

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

Order 18614201-009

Occupational Safety General Regulations

13-3 Respiratory hazard

An employer shall ensure compliance with the latest version of CSA standard CSA Z94.4, 'Selection, Use, and Care of Respirators', in respect of

- (a) the selection, use, maintenance and testing of a respirator; and
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Subsection 13(3) added: O.I.C. 2000-130, N.S. Reg. 52/2000; amended: O.I.C. 2013-

Compliance Notice

65, N.S. Reg. 53/2013.

Subsection 13(4) added; O.I.C. 2000-130, N.S. Reg. 52/2000; repealed: O.I.C. 2013-65, N.S. Reg. 53/2013.

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

Order 18614201-010

Workplace Health and Safety Regulations

2.3 Threshold limit values

An employer must comply with, and ensure compliance with, the threshold limit values for exposure to all of the following, as listed in the TLVs and BEIs:

- (a) gases;
- (b) vapours;
- (c) mists;
- (d) fumes;
- (e) smoke;
- (f) dust;
- (g) chemical substances;
- (h) physical agents.

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

Order 18614201-011

Workplace Health and Safety Regulations

2.3 Threshold limit values

An employer must comply with, and ensure compliance with, the threshold limit values for exposure to all of the following, as listed in the TLVs and BEIs:

- (a) gases;
- (b) vapours;
- (c) mists;
- (d) fumes;
- (e) smoke;

Compliance Notice

- (f) dust;
- (g) chemical substances;
- (h) physical agents.

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

Order 18614201-012

Workplace Health and Safety Regulations

2.3 Threshold limit values

An employer must comply with, and ensure compliance with, the threshold limit values for exposure to all of the following, as listed in the TLVs and BEIs:

- (a) gases;
- (b) vapours;
- (c) mists;
- (d) fumes;
- (e) smoke;
- (f) dust;
- (g) chemical substances;
- (h) physical agents.

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

Order 18614201-013

Workplace Health and Safety Regulations

1.10-1 Manufacturer's specifications and standards for equipment and components

Except as otherwise provided in these regulations, an employer must

- (a) ensure that any equipment, components of equipment or components of a system are erected, installed, assembled, used, handled, stored, adjusted, maintained, repaired, inspected, serviced, tested, cleaned and dismantled in accordance with the manufacturer's specifications for the equipment, components or system; and
- (b) comply with and ensure compliance with the applicable standards for the equipment, components or system as specified in these regulations.

File Ref #: 5866191

Inspection No. 18614201

Inspection Date: May 8, 2024

Issuing Officer: Alicia Doiron

Compliance Notice

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

This Compliance Notice was submitted by:

Print Name: _____

Signature: _____

Position: _____

Once completed, this form may be returned to:

Alicia Doiron, Occupational Health and Safety Officer

Occupational Health and Safety Division

Department of Labour, Skills and Immigration

103 Garland - Floor 3

Dartmouth, NS B3B 0K5

Phone: 1-800-952-2687 Fax: 902-424-5640

Email: Alicia.Doiron@novascotia.ca

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

Fax: 902-541-5651

Outside Nova Scotia, call: 902-424-5400

Compliance Notice

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/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 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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