

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

Council Chamber

PRESENT:

JOHS Committee		
Mary Apessos	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
--------------	----------------

1.0 CALL TO ORDER

The meeting was called to order by Mary Apessos 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.

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 – Hillview 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 Apessos, Co-Chair

Dana Henley, Committee Secretary

Date Approved: _____