

**Region of Queens Municipality
Joint Occupational Health & Safety Committee
Thursday, August 29, 2024
1:30 p.m.**

Agenda

1.0 Call to Order

2.0 Approval of Minutes – June 27, 2024

3.0 Changes/Approval of Agenda

4.0 Old Business

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

5.0 New Business

- 5.1 Safety Suggestions
- 5.2 Safety Observations Program
- 5.3 Safety Discussion
- 5.4 Informal Monthly Facility Inspections: Development of Checklist
- 5.5 Mental/Psychological Safety Discussion
- 5.6 Review of Terms of Reference Update
- 5.7 Review of JP-HILL-17
- 5.8 Review of SWP-HILL-06

6.0 Other

7.0 Next Meeting – Thursday, September 26, 2024

8.0 Adjournment

**REGION OF QUEENS MUNICIPALITY
JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE
Thursday, June 27, 2024
1:30 P.M.**

Queens Place Emera Centre

PRESENT: Mary Aspossos, Co-Chair, QPEC
Cody Joudry, Co-Chair, Administration
Alex Comeau, QPEC
Myles Harlow, Administration
Robin McKinnon, HillsvieW
Cindy Conway, HillsvieW
Steven Parnell, EPW
Scott Orme, EPW
Angela Green, Administration

REGRETS: Lucas Harvey, EPW
Luke Denison, EPW
Ash-Leigh Sherman, EPW
Tim Clattenburg, Administration
Matthew Conrad, EPW
Chris Plummer, EPW
Dana Henley, EPW

1.0 CALL TO ORDER

The meeting was called to order at 1:37 p.m.

2.0 APPROVAL OF MINUTES – June 29, 2024

It was moved by Alex Comeau and seconded by Christina Whynot that the Minutes of the Joint Occupational Health and Safety Committee meeting held on May 30, 2024, be approved as circulated.

MOTION CARRIED unanimously.

3.0 CHANGES / APPROVAL OF AGENDA

Item 5.11 – Department of Labour Compliance Order #18706438-001 was added to the agenda.

4.0 OLD BUSINESS

4.1 Accident Reports

There were no accidents to report in July.

4.2 Tool Box Meetings – June 2024

The list of Tool Box meeting topics for the month of June 2024 showed that most departments held toolbox meetings with a great representation of topics.


4.3 Training

- WHIMS
- Rink Operator
- Pool Operator
- CPR "C" and AED

5.0 NEW BUSINESS

5.1 Safety Suggestions

- Wall @ Queens Place - is a facade issue, no danger.
- Safety Dashboard – Should all committee members be able to access it? Cody moved; Christina seconded. Motion Passed.
- Crosswalk @ QPEC – No walking to end. Motion to ask Management to investigate the crosswalk and bushes/safety in the parking lot and to identify things that can be done to improve pedestrian safety. Mary motioned; Steven seconded. Motion Passed.

- 
- Smoking by back door at QPEC, within 9 meters of the walking trail. This is not allowed as per our smoking bylaw but will no longer be an issue as the new pool is going to be built where the current smoking area is.
 - If members of the public are injured, QPEC staff will fill out a Customer Incident Report, and a redacted copy will be provided to the JOHS Committee and Senior Management Team.

5.2 Safety Observations Review

No observations reported.

5.3 Safety Discussion

No Discussion.

5.4 Informal Monthly Facility Inspections: Development of Checklist

Ongoing. Some departments already do an informal inspection of their facilities or work areas.


This will be part of the new Safety Management Program, and the JOHS Committee will conduct their inspections with the assistance of departmental employees.

5.5 Mental/Psychological Safety Discussion

As of September 1, 2024, WCB has expanded coverage to include Progressive Psychological Trauma. This covers progressive and persistent bullying and violence in the workplace, that is improperly addressed by management.

5.6 Committee Membership & Alternates

Connor O'Brien has resigned from the JOHS Committee.
Frank Oickle was accepted as a member of the JOHS Committee.
Paul Baker was added as Matthew Conrad's alternate.



New members will need to submit a letter to the committee agreeing to the appointments.

An updated list of members and alternates will be distributed to the committee and posted on the bulletin boards.

The committee needs to be more balanced with management and staff members. There will be more management staff available once hiring is done later this summer.

5.7 Review of Terms of Reference

CC Safety will vet the TOR, and we will determine who needs to adopt the TOR.

5.8 Simulated Accident Exercise Topics

Some departments have had discussions of simulated accident topics; however each group should be simulating the hazard they are practicing.

5.9 Development of a Near Miss Form

A near miss section/box needs to be added to the Accident Report Form.

5.10 Department of Labour Compliance Order #18614201-001

Inspection – May 3rd

Already discussed at last meeting.

5.11 Department of Labour Compliance Order #18706438-001

Accident – Landfill

An employee was injured at the landfill while working on heavy equipment, he fell while changing a battery.

This was mistakenly not reported to the Department of Labour due to the Safety Officer being off on leave.

6.0 OTHER

OHS Training for Staff:

-Internal Responsibility Training

7.0 NEXT MEETING

The next meeting will be held on Thursday, July 25, 2024, at 1:30 p.m. in the Council Chambers.

8.0 ADJOURNMENT

There being no further business, the meeting adjourned at 2:49 p.m.

Mary Apessos, Chair

Angela Green, Recording Secretary

Date Approved: _____

Accident Reports – July & August 2024

4.1

Department	Date of Accident	Report
Engineering & Public Works	2024-07-23	Tripped over curb and landed on hand.
	2024-07-04	Lower Back Strain - Improper lifting, bucket heavier than expected.
	2024-06-19	Improper Movement - Tweaked thumb while preparing signboard to be moved with one-ton truck.
Finance/Corporate Services/ Bylaw Enforcement		
Hillsview Acres	2024-07-08	Musculoskeletal Injury Lower Back - Reaching in oven to clean, twisted
	2024-07-23	Finger laceration - Pushing waste into receptacle with hand, cut on edge of can
Planning		
QPEC	2024-07-06	Member of Public: Lost balance in lobby, fell, hit head
	2024-07-09	Near Miss - Member of Public: Crossing from parking lot to building, nearly got hit by vehicle
	2024-07-17	Near Miss - Crossing from parking lot to building, nearly got hit by vehicle
Recreation & Economic Development		

TOOLBOX MEETINGS – July & August 2024

Department	Topics
Engineering & Public Works	2024-06-24: General Housekeeping
	2024-06-24: Substance Abuse Prevention
	2024-06-24: Driving Speeds
	2024-06-26: Pool Chemical Training
	2024-06-27: Dealing with Difficult, Aggressive Individuals
	2024-06-27: Chemical Training (Pools)
	2024-07-11: Welding
	2024-07-12: MRF Fire
	2024-08-01: SWP-030 Extreme Heat
	2024-08-08: SWP-COM-16 GENERAL HOUSE KEEPING
	2024-08-08: SWP-COM-17 SAFE FUELING
	2024-08-08: SWP-COM-18 PRESSURE WASHER
	2024-08-08: SWP-COM-19 EXHAUST FUMES IN BUILDINGS
	2024-08-08: SWP-COM-20 CLEAN GERMFREE WORKPLACE
	2024-08-08: SWP-COM-21 SAFE HANDLING BIOHAZARDOUS MEDICAL WASTE
	2024-08-08: SWP-COM-22 CLEANING UP AFTER RODENTS
	2024-08-08: SWP-COM-16 ELECTRICAL TOOLS
	2024-08-08: SWP-COM-07 DEFECTIVE TOOLS
	2024-08-08: SWP-COM-08 TAGOUT SYSTEM
	2024-08-08: SWP-COM-09 FIRE AND USE OF FIRE EXT
	2024-08-08: SWP-COM-10 USE OF PPE
	2024-08-08: SWP-COM-11 WORKING ALONE
	2024-08-08: SWP-COM-04 USE OF PORTABLE LADDERS
	2024-08-08: SWP-COM-01 REPETITIVE STRAIN INJURY
	2024-08-08: JP-LAN-06 HAZARDOUS MATERIAL MRF
	2024-08-08: SWP-LAN-07 SORTING CONVEYOR
	2024-08-08: SWP-LAN-09 MRF HOUSEKEEPING
	2024-08-08: SWP-LAN-10 TIPPING FLOOR MRF
	2024-08-08: SWP-LAN-15 LITTER PICKUP
	2024-08-08: INDUSTRIAL HYGIENE, RESPIRATORY ASSESSMENT
	2024-08-08: SWP-030 EXTREME HEAT MRF
	2024-08-08: RQM GENERAL SAFETY RULES
	2024-08-08: RQM JOSH POLICY
2024-08-08: PPE POLICY	
2024-08-08: MAINTENANCE POLICY	
2024-08-19: Review Hazard Assessment for Waterloo Street Project	
Administration	2024-06-18: WHMIS Online (Pools)
	2024-06-25: First Aid Kit Review, SDS Sheet Review, Emergency Procedures, Safety Rules, Disciplinary Action, PPE Review (Pools)
	2024-06-25: WHMIS Online (Pools)
	2024-06-27: Chemical Training (Pools)
	2024-06-27: AED Review
	2024-06-28: Heart Attack Signs
	2024-06-28: Spinal Injury Rescues
	2024-07-01: Stroke Identification
	2024-07-03: Office Ergonomics
	2024-07-05: Time Management
	2024-07-05: Head Injuries & Diabetic Emergencies
	2024-07-19: Pool Removals & Bleeding
	2024-08-07: Heat Related Illnesses
	2024-08-09: Defenses approaching Victim, Spinals & Slings (Pools)
Hillsview Acres	2024-06-29: Bear Safety
	2024-07-24: Reporting Workplace Injuries
	2024-07-24: Disposing of Waste Safely
	2024-07-24: Good Body Mechanics
QPEC	2024-07-08: CPR, BLSS, AED
	2024-08-08: Fire Extinguisher Locations & Dislocations

TRAINING – July & August 2024

4.3

Completed	2024-06-25	WHMIS - NQAC Staff (2)
	2024-06-28	Certified Pool Operator
	2024-07-03	Hoisting & Rigging Awareness (21)
	2024-07-25	Fall Protection (23)
	2024-07-24	Confined Space Training & Non-Entry Rescue (9)
	2024-08-12	Transportation of Dangerous Goods (1)
	2024-08-21	Lock Out/Tag Out
Scheduled		



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

SAFE JOB PROCEDURE

DISPOSING OF SHARP OBJECTS AND BROKEN GLASS

EQUIPMENT REQUIRED: Gloves, broom and dustpan, small disposable container (milk carton, small cardboard box), packing tape, marker

PROCEDURE:

1. When disposing of sharp edges, objects, or broken glass use gloves to prevent injury.
2. Secure sharp edges (can lids) by placing inside can and pinching can closed. This will prevent lid from coming out of can and exposing sharp edge.
3. Sweep up any broken glass with broom and dustpan. Ensure all pieces are cleaned up. Dispose of broken glass in a milk carton or small box. Close box and tape securely with packing tape.
4. Label box with **BROKEN GLASS**.
5. Dispose sharp edges and broken glass in the appropriate receptacle.

SAFE WORK PRACTICES

KITCHEN

GENERAL:

There are many hazards present in a kitchen working environment. It is important for any kitchen worker to be aware of how to safely use and to properly store and maintain kitchen equipment to decrease their risk for personal injury.

PRACTICE:

- Never try to repair a piece of equipment. Tell your supervisor if you see something wrong.
- Electricity can give you a shock. Disconnect equipment by pulling on the plug, not the cord. Report torn cords to your supervisor. Hands and feet should be dry when working around electricity.
- Many machines with sharp blades or moving parts have guards to protect your fingers. Always use them and never put your hands into a mixer or slicer that is running. Always unplug equipment when finished using.
- Dispose of garbage and recycling safely and securely. Always look in receptacles before disposing garbage and recycling. Do not push garbage down into receptacles. Empty receptacles when $\frac{3}{4}$ full. Before disposing of materials with sharp edges, cover and secure sharp edges or enclose in a container and seal to prevent injury.
- Many pieces of equipment (kettles, stoves, dish machines, ovens, and steamers) give off heat and steam which could seriously burn you. Be careful when opening dishwashers or removing lids from hot pots. Always use heavy gloves. Do not use wet towels to remove food from an oven. Always lift pot lids away from your body.
- When using equipment, know how to use it before you turn it on.
- When performing spring cleaning or hanging decorations around the home always use a step ladder, not a chair, to reach the high areas. Follow the Safe Work Practice for the use of a step ladder.