

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

Queens Place Emera Centre

PRESENT: Mary Aspeccos, 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
Christina Whynot, QPEC
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.

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- 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: _____