

**Region of Queens Municipality  
Joint Occupational Health & Safety Committee  
Thursday, October 24, 2024  
1:00 p.m.**

## **Agenda**

**1.0 Call to Order**

**2.0 Approval of Minutes – September 26, 2024**

**3.0 Changes/Approval of Agenda**

**4.0 Old Business**

- 4.1 Accident Reports
- 4.2 Toolbox Meetings – September - October 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
- 5.5 Mental/Psychological Safety Discussion
- 5.6 Review Terms of Reference
- 5.7 Safe Work Practice Discussion – Disposal of Sharp Objects
- 5.8 Request for Information #001, Dated 2024-09-27 Update

**6.0 Other**

**7.0 Next Meeting – Thursday, November 28, 2024**

**8.0 Adjournment**

**REGION OF QUEENS MUNICIPALITY  
JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE  
THURSDAY, SEPTEMBER 26, 2024  
1:30 P.M.**

**Council Chamber**

**PRESENT:**

| <b>JOHS Committee</b> |                     |                           |
|-----------------------|---------------------|---------------------------|
| Mary Apossos          | Committee Co-Chair  | Queens Place Emera Centre |
| Dana Henley           | Committee Secretary | Infrastructure            |
| Alex Comeau           | Committee Member    | Queens Place Emera Centre |
| Cindy Conway          | Committee Member    | Hillsview Acres           |
| Luke Denison          | Committee Member    | Infrastructure            |
| Myles Harlow          | Committee Member    | Administration            |
| Lucas Harvey          | Committee Member    | Infrastructure            |
| Scott Orme            | Committee Member    | Infrastructure            |
| Steven Parnell        | Committee Member    | Infrastructure            |
| Chris Plummer         | Committee Member    | Infrastructure            |
| Christina Whynot      | Committee Member    | Queens Place Emera Centre |

**REGRETS:**

|                   |                    |                 |
|-------------------|--------------------|-----------------|
| Cody Joudry       | Committee Co-Chair | Administration  |
| Tim Clattenburg   | Committee Member   | Administration  |
| Matthew Conrad    | Committee Member   | Infrastructure  |
| Robin McKinnon    | Committee Member   | Hillsview Acres |
| Frank Oickle      | Committee Member   | Infrastructure  |
| Ash-Leigh Sherman | Committee Member   | Hillsview Acres |

**GALLERY:**

|                |                |
|----------------|----------------|
| Elise Johnston | Infrastructure |
|----------------|----------------|

**1.0 CALL TO ORDER**

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

**2.0 Approval of Minutes – June 27, 2024**

It was moved by Luke Denison and seconded by Alex Comeau that the Minutes of the Joint Occupational Health and Safety Committee meeting held on June 27, 2024, be approved with the following addition:

**PRESENT:** Christina Whynot, QPEC

MOTION CARRIED unanimously.

**3.0 Changes/Approval of Agenda**

It was moved by Chris Plummer and seconded by Luke Denison that the agenda be approved as circulated.

MOTION CARRIED unanimously.

**4.0 Old Business**

**4.1 Accident Reports**

| <b>Department</b>       | <b>Date of Accident</b> | <b>Report</b>   |
|-------------------------|-------------------------|---|
| <b>Infrastructure</b>   | 24-08-19                | Tripped over curb and landed on hand.   |
|                         | 24-07-04                | Lower Back Strain - Improper lifting, bucket heavier than expected.   |
|                         | 24-06-19                | Improper Movement - Tweaked thumb while preparing signboard to be moved with one-ton truck.                         |
| <b>Finance</b>          |                         |   |
| <b>Hillsview Acres</b>  | 24-07-08                | Musculoskeletal Injury Lower Back - Reaching in oven to clean, twisted  |
|                         | 24-07-23                | Finger laceration - Pushing waste into receptacle with hand, cut on edge of can                                     |
|                         | 24-09-12                | Pinched/bruised thumb: Channel-lock pliers slipped while replacing septic cover that wasn't replaced after service. |
| <b>Land Use</b>         |                         |   |
| <b>QPEC</b>             | 24-07-06                | Member of Public: Lost balance in lobby, fell, hit head   |
|                         | 24-07-09                | Near Miss - Member of Public: Crossing from parking lot to building, nearly got hit by vehicle                      |
|                         | 24-07-17                | Near Miss - Crossing from parking lot to building, nearly got hit by vehicle  |
| <b>Recreation &amp;</b> |                         |   |

|                             |  |  |
|-----------------------------|--|--|
| <b>Economic Development</b> |  |  |
|-----------------------------|--|--|

## 4.2 Toolbox Meetings – July - September 2024

| <b>Department</b>                                      | <b>Topics</b>   |
|--|---|
| <b>Infrastructure</b>                                  | 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  |
|                        | 2024-08-16: Review Hazard Assessment for Waterloo Street Project  |
|                        | 2024-09-11: Back Injury Prevention  |
|                        | 2024-09-12: SWP-COM 14 Equipment Entering/Exiting Buildings   |
| <b>Administration</b>  | 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)   |
| <b>Hillsview Acres</b> | 2024-06-29: Bear Safety   |
|                        | 2024-07-24: Reporting Workplace Injuries  |
|                        | 2024-07-24: Disposing of Waste Safely   |
|                        | 2024-07-24: Good Body Mechanics   |
|                        | 2024-09-06: Severe Weather  |
| <b>QPEC</b>            | 2024-07-08: CPR, BLSS, AED  |
|                        | 2024-08-08: Fire Extinguisher Locations & Dislocations  |
|                        | 2024-08-22: Harassment & Violence Free Workplace, Inclusive & Respectful Workplace, Employee Complaints Process                 |
|                        | 2024-09-19: Accident Prevention in the Workplace  |

Committee requested that submission receipts for toolbox submissions be sent to submitters email.

### 4.3 Training

|                  |          |  |
|------------------|----------|--|
| <b>Completed</b> | 24-06-25 | WHMIS - NQAC Staff (2)                         |
|                  | 24-06-28 | Certified Pool Operator                        |
|                  | 24-07-03 | Hoisting & Rigging Awareness (21)              |
|                  | 24-07-08 | CPR - C  |
|                  | 24-07-22 | 2nd Class Refrigeration                        |
|                  | 24-07-24 | Confined Space Training & Non-Entry Rescue (9) |
|                  | 24-07-25 | Fall Protection (23)                           |
|                  | 24-08-12 | Transportation of Dangerous Goods (1)          |
|                  | 24-08-21 | Lock Out/Tag Out                               |
| <b>Scheduled</b> | 24-10-15 | CPR – C  |
|                  | 24-10-15 | Standard First Aid                             |
|                  |          | VECOVA<br>Food Handlers                        |

### 4.4 Safety Data Sheet Database Updates

Multiple Safety Data Sheets were added to the database since the last meeting.

## 5.0 New Business

### 5.1 Safety Suggestions

No safety suggestions were received.

### 5.2 Safety Observations Program

Program is temporarily on hold.

### 5.3 Safety Discussion

Hillsview Aces have had several contractors on site, performing work and remediation. During their management meetings they have been reviewing and discussing their Emergency Procedures.

Queens Place has implemented a safety calendar to discuss safety scenarios.

### 5.4 Informal Monthly Facility Inspections

There is currently a checklist in the JOHS Manual that can be used in the interim until the new Safety Management Program is deployed.

**5.5 Mental/Psychological Safety Discussion**

There were no items brought forward for discussion.

**5.6 Review of Terms of Reference Update**

An update from C & C Safety is not yet available.

**5.7 Review of JP-HILL-17**

It was moved by Christina Whynot and seconded by Mary Aspossos to adopt JP-HILL-17 as submitted with the following amendment to Procedure item number 2:

2. Secure sharp edges (i.e. can lids, by placing inside can and pinching can closed).

Motion carried unanimously.

**5.8 Review of SWP-HILL-06**

It was moved by Steve Parnell and seconded by Luke Denison to adopt the revision of SWP-HILL-06 as presented with the following amendment:

SWP-HILL-01

Motion carried unanimously.

**5.9 Response Request #001, Dated 2024-08-20**

It was the consensus of the Committee to respond to the Response by Management regarding Request #001 as follows:

To trial 1 speed hump at the Queens Place Drive entrance to the parking lot area where the high curb transitions to the extended curb cut.

**6.0 Other**

An updated Region of Queens Municipality Management Contact Information list was provided to all Committee Members, as well as an updated Joint Occupational Health & Safety Committee list. Members were asked to ensure these updated lists are posted on the JOHS boards.

**7.0 Next Meeting – Thursday, October 31, 2024**

It was the consensus of the Committee to change the next meeting to Thursday, October 24<sup>th</sup>, 2024 at 1 pm in the Council Chamber.

**8.0 Adjournment**

The meeting was adjourned at 3:07 pm.

---

Mary Apessos, Co-Chair

---

Dana Henley, Committee Secretary

Date Approved: \_\_\_\_\_



# Accident Reports – Sept. - Oct. 2024

4.1

| Department      | Date of Accident | Report  |
|-----------------|------------------|---|
| Administration  |                  |   |
| Hillsview Acres |                  |   |
| Infrastructure  | 24-09-24         | Twisted ankle after exiting dump truck, stepping on to uneven ground. |
| QPEC            |                  |   |

# TOOLBOX MEETINGS – Sept. - Oct. 2024

4.2

| Department             | Topics   |
|------------------------|--|
| <b>Administration</b>  | 2024-09-24: "Fall Back" Time Change & the Affects on Workers |
|                        | 2024-10-03: Risks of Sitting Too long with sedentarty job.   |
| <b>Hillsview Acres</b> | 2024-09-20: Safe Work Practices for Manhole Coverings        |
|                        | 2024-09-20: Pay Attention                                    |
|                        | 2024-09-20: (Do Not) Disturb - Distractions in the Workplace |
| <b>Infrastructure</b>  | 2024-09-26: Safety and Communiication in the Office          |
|                        | 2024-10-02: Equipment Entering/Exiting Buildings             |
|                        | 2024-10-03: Review of Safety Board Contents                  |
|                        | 2024-10-08: Pre-trip Inspections Vehicles and Machines       |
|                        | 2024-10-10: Cell Phones while Operating Vehicles & Machines  |
|                        | 2024-10-15: Communication on Worksites                       |
| <b>QPEC</b>            | 2024-09-24: Accident Prevention, General Safety Rules        |
|                        | 2024-10-07: First Aid Practice - Infact Choking, Back Safety |

# TRAINING – Sept. - Oct. 2024

4.3

|                  |          |             |
|------------------|----------|-------------|
| <b>Completed</b> | 24-10-09 | Fall Arrest |
|                  |          |             |
| <b>Scheduled</b> |          |             |
|                  |          |             |



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

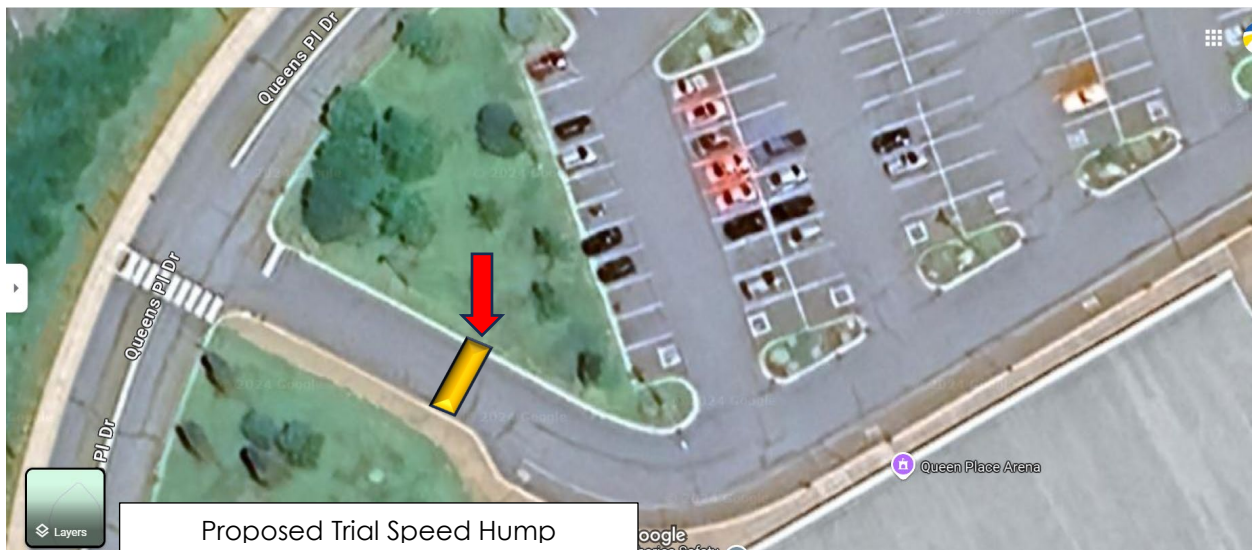
September 27, 2024

Adam Grant, P. Eng., Director of Infrastructure

RE: Request Number: 001 August 20, 2024

Dear Adam,

The JOHS Committee confirmed the main location of concern being the main entrance to the first row of parking. The consensus of the committee was to trial 1 speed hump at the Queens Place Drive entrance where the high curb transitions to the extended curb cut.



Regards,  
Mary Apepos, JOHS Committee Co-Chair