

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

Council Chamber

PRESENT:

JOHS Committee		
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
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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 – 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

Department	Date of Accident	Report
Infrastructure	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.
Finance		
Hillsview Acres	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.
Land Use		
QPEC	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
Recreation &		

Economic Development		
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4.2 Toolbox Meetings – July - September 2024

Department	Topics
Infrastructure	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
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
	2024-09-06: Severe Weather
QPEC	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

Completed	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
Scheduled	24-10-15	CPR – C
	24-10-15	Standard First Aid
		VECOVA 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 24, 2024

It was the consensus of the Committee to change the next meeting to Thursday, October 24th, 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: _____