

**Region of Queens Municipality
Joint Occupational Health & Safety Committee
Thursday, November 21, 2024
1:00 p.m.**

Agenda

1.0 Call to Order

2.0 Approval of Minutes – October 24, 2024

3.0 Changes/Approval of Agenda

4.0 Old Business

4.1 Accident Reports

4.2 Toolbox Meetings – October – November 2024

4.3 Training

4.3.1 JOHS Committee Training – November 26 & 27, 2024

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 Membership and Attendance Discussion

5.7 Safe Work Practice Discussion – Disposal of Sharp Objects

5.8 Request for Information #002, Dated 2024-10-25 Response

6.0 Other

7.0 Next Meeting

8.0 Adjournment

**REGION OF QUEENS MUNICIPALITY
JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE
THURSDAY, OCTOBER 24, 2024
1:00 P.M.**

Council Chamber

PRESENT:

| JOHS Committee | | |
|-----------------------|---------------------|---------------------------|
| Mary Apessos | Committee Co-Chair | Queens Place Emera Centre |
| Elise Johnston | Committee Co-Chair | Infrastructure |
| Dana Henley | Committee Secretary | Infrastructure |
| Paul Baker | Committee Member | Infrastructure |
| Alex Comeau | Committee Member | Queens Place Emera Centre |
| Luke Denison | Committee Member | Infrastructure |
| Myles Harlow | Committee Member | Administration |
| Scott Orme | Committee Member | Infrastructure |
| Steven Parnell | Committee Member | Infrastructure |
| Ash-Leigh Sherman | Committee Member | Hillsview Acres |
| Christina Whynot | Committee Member | Queens Place Emera Centre |

REGRETS:

| | | |
|-----------------|------------------|-----------------|
| Tim Clattenburg | Committee Member | Administration |
| Matthew Conrad | Committee Member | Infrastructure |
| Cindy Conway | Committee Member | Hillsview Acres |
| Lucas Harvey | Committee Member | Infrastructure |
| Chris Plummer | Committee Member | Infrastructure |
| Robin McKinnon | Committee Member | Hillsview Acres |
| Frank Oickle | Committee Member | Infrastructure |

1.0 CALL TO ORDER

The meeting was called to order by Elise Johnston at 1:01 pm.

2.0 Approval of Minutes – September 26, 2024

It was moved by Myles Harlow and seconded by Alex Comeau that the Minutes of the Joint Occupational Health and Safety Committee meeting held on September 26, 2024, be approved with the following amendment:

7.0 Next Meeting – Thursday, October 24, 2024

MOTION CARRIED unanimously.

3.0 Changes/Approval of Agenda

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

MOTION CARRIED unanimously.

4.0 Old Business

4.1 Accident Reports

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

*Uneven ground was undermined ground which appeared to be level.

4.2 Toolbox Meetings – September – October 2024

| Department | Topics |
|------------------------|--|
| Administration | 2024-09-24: "Fall Back" Time Change & the Affects on Workers |
| | 2024-10-03: Risks of Sitting Too long with sedentary job. |
| Hillsview Acres | 2024-09-20: Safe Work Practices for Manhole Coverings |
| | 2024-09-20: Pay Attention |
| | 2024-09-20: (Do Not) Disturb - Distractions in the Workplace |
| Infrastructure | 2024-09-26: Safety and Communication 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 |
| QPEC | 2024-10-15: Communication on Worksites |
| | 2024-09-24: Accident Prevention, General Safety Rules |
| | 2024-10-07: First Aid Practice - Infant Choking, Back Safety |

4.3 Training

| | | |
|------------------|-------------|-------------------------|
| Completed | 24-10-09 | Fall Arrest |
| Scheduled | 24-11-26&27 | JOHS Committee Training |

Consensus of Committee to request from management that the JOHS Committee be fully staffed with management, staff and alternates before JOHS Committee Training is completed.

4.4 Safety Data Sheet Database Updates

Two new SDS Sheets were added to the database.

5.0 New Business

5.1 Safety Suggestions

Infrastructure: Tommy gate, wheel kit for small plate tamper to mitigate potential back strain.

Consensus of committee to refer this suggestion back to Department of Infrastructure management for consideration, while not seeing the safety benefits of this suggestion.

5.2 Safety Observations Program

Consensus of the committee to request an update from management on the safety observation program and whether any recording of positive practices continue in another manner

5.3 Safety Discussion

QPEC has been re-organizing items with safe storage in mind, with respect to reaching, twisting, weight and size of item stored.

5.4 Informal Monthly Facility Inspections

QPEC noted that the facility does not have any safe sharp containers. Parks & Grounds has a spare safe sharp container that can be provided to the facility and more containers will be acquired for placement in the washrooms at the facility.

It was suggested that a different site employee be selected each month to conducted to do the informal monthly facility inspection with the site JOHS member and report and discuss at a toolbox meeting.

It was suggested that the minutes of the JOHS Committee meeting be discussed at toolbox meetings as well.

5.5 Mental/Psychological Safety Discussion

Employee Assistance Program information will be distributed to Committee Members to post on their respective site's JOHS boards. This information is also suggested to be discussed at upcoming toolbox meetings.

5.6 Review of Terms of Reference Update

Amend section 7 (b) time of meetings to 1:00 pm.

Consensus of Committee to request an update from management on how to move forward with the Draft Terms of Reference, noting that amendments may be desired in the committee membership. It was also noted that non-members should be encouraged to come once in a while to ensure more staff awareness.

Elise Johnston passed the chair to Mary Apessos.

Elise Johnston left the meeting at 2:05 pm.

5.7 Safe Work Practice Discussion – Disposal of Sharp Objects

This item was deferred to the next JOHS Committee Meeting.

5.8 Request for Information #001, Dated 2024-09-27 Update

Speed humps have been installed at QPEC.

Christina Whynot left the meeting at 2:16 pm.

6.0 Other

An updated committee list was distributed for posting on the JOHS Boards.

7.0 Next Meeting – Thursday, November 21st, 2024

The next meeting of the JOHS Committee is set for Thursday, November 21st, 2024 at 1 pm in the Council Chamber.

8.0 Adjournment

The meeting was adjourned at 2:18 pm.

Elise Johnston, Co-Chair

Dana Henley, Committee Secretary

Date Approved: _____

Accident Reports – Oct - Nov 2024

4.1

| Department | Date of Accident | Report |
|-----------------|------------------|--|
| Administration | | |
| Hillsview Acres | | |
| Infrastructure | 24-10-11 | Strain to hand formed over a period of time, likely from repetitive movement, causing a lump to form. |
| QPEC | 24-10-17 | Projector screen being removed from high storage shelf (shoulder height) caused strain to upper left back. |

TOOLBOX MEETINGS – Oct - Nov 2024

4.2

| Department | Topics |
|-----------------|--|
| Administration | 2024-11-06: Human Performance/Mental Health |
| Hillsview Acres | 2024-10-17: Inclement Weather Preparations |
| | 2024-10-17: Fire Safety Month |
| | 2024-11-14: Construction Safety |
| | 2024-11-14: EAP Program - Lifeworks |
| Infrastructure | 2024-10-15: Fall Protection, Hazardous Gas Monitoring, Biohazard Exposure |
| | 2024-10-15: DAF Mixer Access, Working from Platform, Lockout/Tagout, Fall Arrest, Rescue Procedure |
| | 2024-10-16: Fall Arrest, Lock Out, Working from Platform |
| | 2024-10-17: Toner Safety, General Photocopier Safety |
| | 2024-10-22: Waterloo Street Project Hazards |
| | 2024-11-07: 3 points of contact enter/exiting heavy equipment |
| | 2024-11-12: General Housekeeping SWP-COM-16 |
| QPEC | 2024-10-21: SWP-QP-01- Skate Sharpening |
| | 2024-10-25: Facility Fire Drill |

TRAINING – Oct - Nov 2024

4.3

| | | |
|------------------|-----------------|-------------------------|
| Completed | | |
| | | |
| Scheduled | Nov 26-27, 2024 | JOHS Committee Training |
| | | |

Tuesday November 26, 2024 9:00 – 4:00 @ Queens Place Emera Centre

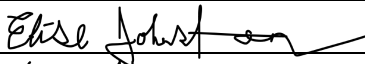

Day 1: This program will provide the participant with training and knowledge, and a basic awareness of how to read and apply the Occupational Health and Safety laws in the Province of Nova Scotia. This means being aware of OSH law history in Canada and its importance within all workplaces. This program will also provide the participant with the knowledge needed to ensure your committee is effective, proactive and efficient. This includes leadership essentials, legal requirements including committee terms of reference, and a review of interactive tools available to assist committee members in being successful advisor in the workplace. Participants will be actively participating in numerous activities to help ensure they have the skills necessary to excel in their work as a committee member.

Wednesday November 27, 2024 9:00 – 4:00 @ RQM Council Chambers

Day 2: This program will provide the participants with a thorough understating of how to manage the workplace hazards in relation to the new Region of Queens Health and Safety Management System. This will include understanding controls like workplace inspections, job safety assessments, task analysis, PPE, training requirements and more. Participants will also learn the importance of reporting incidents, conducting investigations and making recommendations to help prevent any reoccurrence.

JOHSC Request for Information

Pursuant to Section 35 of the OHS Act, a written response to this Request for Information is requested within 21 days.

| | |
|--|---|
| Request Number: 002 | Date Submitted: 25 October, 2024 |
| Re: JOHS Training, Safety Observation Program, Draft Terms of Reference | |
| Request: | |
| <ol style="list-style-type: none"> 1. It is the request of the JOHS Committee that the Committee be fully staffed with management/employee ratio, and alternates before training is done for JOHS Committee. 2. It is the request of the JOHS Committee to receive an update on the Safety Observation Program that was placed on hold May 30, 2024. 3. It is the request of the JOHS Committee to receive an update on how the Draft Terms of Reference moves forward. | |
| Reason(s) for Request: | |
| <ol style="list-style-type: none"> 1. Committee is not presently fully staffed with appropriate management/employee ratio and alternates. All JOHS Committee members will require this training. 2. Safety Observation Program was placed on hold at the May 30, 2024, while the reporting system was being reviewed. 3. The JOHS Committee Draft Terms of Reference were first presented to the Committee at the January 2024 meeting, at the February 2024 the TOR were an action item for CAO Joudry to confirm how/who adopts/approves the TOR, at the May 2024 meeting the TOR were postponed until reviewed by C & C Safety, new committee membership and legal. Meanwhile, some edits are being proposed by the committee. | |
| Signed: Employee Co-Chair:  | Date: 25 Oct 2024 |
| Signed: Employer Co-Chair:  | Date: 25 Oct 2024 |

Response by Management

| | | |
|-----------------------------|---------------|----------------|
| Response attached: | YES <u> </u> | NO <u> </u> ✓ |
| If NO, state reason: | | |
| | | |

| | |
|--|--------------------|
| Response by Management | |
| <p>(1) From a legislative perspective the requirement is to have a minimum of 50% of the JOHS committee composed of employees. I understand that we currently meet that minimum threshold. If what was meant was a desire to have more members of management, that maybe a discussion during the upcoming training in terms of how "management" is defined.</p> <p>(2) I will be forwarding along a draft implementation plan for the organization's new safety system. I would note the timelines may be changing slightly as a result of some staffing challenges, but generally we expect to be able to implement the plan as outlined.</p> <p>(3) Our safety consults have review and made some suggested changes to the final TOR. After speaking with them today (Oct 29) I believe reviewing the draft with the JOHS members during training will be valuable. Following that JOHS will be in a position to be able to approve the TOR at their next meeting.</p> | |
| Response prepared by | Cody Joudry |
| Signature | <i>Cody Joudry</i> |
| Date | 2024-10-29 |