

**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 be 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

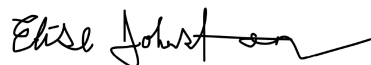
An updated committee list was distributed for posting on the JOHS Boards.

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: November 21, 2024