

**REGION OF QUEENS MUNICIPALITY
 JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE
 THURSDAY, NOVEMBER 21, 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
Alex Comeau	Committee Member	Queens Place Emera Centre
Cindy Conway	Committee Member	Hillsview Acres
Luke Denison	Committee Member	Infrastructure
Myles Harlow	Committee Member	Administration
Steven Parnell	Committee Member	Infrastructure
Christina Whynot	Committee Member	Queens Place Emera Centre

REGRETS:

Matthew Conrad	Committee Member	Infrastructure
Lucas Harvey	Committee Member	Infrastructure
Scott Orme	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 Mary Apessos at 1:03 pm.

2.0 Approval of Minutes – October 24, 2024

It was moved by Elise Johnston and seconded by Christina Whynot that the Minutes of the Joint Occupational Health and Safety Committee meeting held on October 24, 2024, be approved as circulated.

MOTION CARRIED unanimously.

3.0 Changes/Approval of Agenda

It was moved by Alex Comeau and seconded by Cindy Conway 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	2024-10-11	Strain to hand formed over a period of time, likely from repetitive movement, causing a lump to form.
QPEC	2024-10-17	Projector screen being removed from high storage shelf (shoulder height) caused strain to upper left back. Time was lost due to this incident, WCB was notified, and storage area was re-configured to lower heavier items.

4.2 Toolbox Meetings – October-November 2024

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

Suggested that different people lead toolbox meetings, rather than the same individual every time.

Myles Harlow was asked to remind departments in the Administration Building to hold their toolbox meetings.

4.3 Training

Completed		
Scheduled	24-11-26&27	JOHS Committee Training

4.3.1 JOHS Committee Training – November 26 & 27, 2024

Reminder that the JOHS Committee has training on Tuesday, November 26 from 9 – 4 pm at Queens Place Emera Centre, and on Wednesday, November 27 from 9 – 4 pm at Council Chamber.

4.4 Safety Data Sheet Database Updates

Product Description	Date Uploaded
Squeegee Off	2024-11-20

5.0 New Business

5.1 Safety Suggestions

Infrastructure: Power screed for sidewalk concrete work.

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

QPEC: Installation of additional speed humps near Old Cobbs Barn Road.

Consensus of committee for more detailed information to be gathered, for suggestion of location of installation of additional humps.

It was noted that the installation of the current speed hump at the entrance of the park lot off Queens Place Drive, has noticeably changed the flow of traffic in the park lot area, reducing traffic in front of the main lobby entrance, and increased traffic flow on the

Old Cobbs Barn Road end of the park lot, causing issues at that end.

5.2 Safety Observations Program

This item will be discussed under item 5.8 Request for Information #002, Dated 2024-10-25 Response.

5.3 Safety Discussion

Sharp containers that are used in other Municipal locations were deemed unsuitable by QPEC staff, due to their mobility and not being affixed to a surface. Fixed units have been ordered.

5.4 Informal Monthly Facility Inspections

Staff should take turns doing inspections, having “fresh” eyes doing inspections may catch different hazards.

Mary Apessos will send out the facility inspection form to all members.

5.5 Mental/Psychological Safety Discussion

Hillsview Acres reviewed the Employee Assistance Program (EAP) at their last staff meeting.

5.6 Membership and Attendance Discussion

Committee membership was reviewed.

It was suggested that Tylor Wood replace Steve Parnell as a regular member, and that Steve Parnell become Tylor Wood's alternate. Request the Director of Infrastructure name a replacement member for Chris Plummer. Request that Scott Orme name a custodial staff member to the Committee and he become their alternate. It was noted that Tim Clattenburg is Myles Harlow's alternate.

5.7 Safe Work Practice Discussion – Disposal of Sharp Objects

Elise Johnston, Mary Apessos and Dana Henley will draft a Common Safe Work Practice for the Disposal of Sharp Objects for all departments for review at the January meeting with the exception of Hillsview Acres, as they have a SWP specific to their operations.

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

The response to Request for Information #002 was reviewed.

It was consensus of the Committee to pause on further questions until after the JOHS Committee training sessions, as the sessions may bring clarity to the response received.

6.0 Other

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

Hillsview Acres had two staff members training in CPR on October 15th, one staff member will be doing a food handlers course November 27th. Upgrades to the elevator are complete, and a facility audit was completed as well.

Department of Labour conducted a site visit at the Pool site November 20th.

7.0 Next Meeting

The next meeting of the JOHS Committee is set for Thursday, December 19th, 2024 at 1 pm in the Council Chamber.

8.0 Adjournment

The meeting was adjourned at 2:09 pm.

Mary Apessos, Co-Chair

Dana Henley, Committee Secretary

Date Approved: _____