

**REGION OF QUEENS MUNICIPALITY  
JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE  
THURSDAY, DECEMBER 19, 2024  
1:00 P.M.**

**Council Chamber**

**PRESENT:**

<b>JOHS Committee</b>		
Elise Johnston	Committee Co-Chair	Infrastructure
Mary Apessos	Committee Co-Chair	Queens Place Emera Centre
Dana Henley	Committee Secretary	Infrastructure
Luke Denison	Committee Member	Infrastructure
Myles Harlow	Committee Member	Administration
Steven Parnell	Committee Member	Infrastructure
Chris Plummer	Committee Member	Infrastructure
Ash-Leigh Sherman	Committee Member	Hillsview Acres
Christina Whynot	Committee Member	Queens Place Emera Centre
Paul Cormier	Guest	C&C Safety

**REGRETS:**

Alex Comeau	Committee Member	Queens Place Emera Centre
Matthew Conrad	Committee Member	Infrastructure
Lucas Harvey	Committee Member	Infrastructure
Robin McKinnon	Committee Member	Hillsview Acres
Frank Oickle	Committee Member	Infrastructure
Howard Pearson	Committee Member	Infrastructure

**1.0 CALL TO ORDER**

The meeting was called to order by Elise Johnston at 1:09 pm.

**2.0 Approval of Minutes – NOVEMBER 21, 2024**

It was moved by Luke Denison and seconded by Mary Apessos that the Minutes of the Joint Occupational Health and Safety Committee meeting held on November 21, 2024, be approved as circulated.

MOTION CARRIED unanimously.

**3.0 Changes/Approval of Agenda**

It was moved by Ash-Leigh Sherman and seconded by Myles Harlow that the agenda be approved as circulated.

MOTION CARRIED unanimously.

**4.0 Regular and Unfinished Business**

**4.1 Accident Reports**

<b>Department</b>	<b>Date of Accident</b>	<b>Report</b>
<b>Administration</b>		
<b>Hillsview Acres</b>		
<b>Infrastructure</b>	2024-11-27	Pulled muscle in back of leg, while getting a run on to climb out of skate park bowl, after cleaning up broken glass and debris.
<b>QPEC</b>	2024-11-25	* Member of the Public: Falling on the ice surface, as a result of forgetting to remove skate guards before entering the ice surface.

**4.2 Toolbox Meetings – October-November 2024**

<b>Department</b>	<b>Topics</b>
<b>Administration</b>	2024-12-3: Lyme Disease
<b>Hillsview Acres</b>	2024-11-20: Emergency Shut Off Valve for Propane
<b>Infrastructure</b>	2024-12-05: Setting Up a Ladder
	2024-12-05: SWP-COM-09 Fire and Use of Fire Extinguishers
	2024-12-05: Respiratory Protection Program
	2024-12-12: SWP-COM-09 Fire and Use of Fire Extinguishers
<b>QPEC</b>	2024-11-15: Safe Lifting Techniques
	2024-11-15: Review of Accident Report 2024-10-17
	2024-11-15: Choking
	2024-12-09: Emergency & Power Outage Toolkits
	2024-12-09: QPEC Quick Reference Emergency Guide Review

Early in the new year it is anticipated that toolboxes will be transitioned to the Site Docs platform.

### 4.3 Training

<b>Completed</b>	2024-10-15	Standard First Aid & CPR C (2 - Hillsview)
	2024-11-27	Food Handlers (1- Hillsview)
	2024-11-26 & 27	JOHS Committee Training
<b>Scheduled</b>	2025-01-07	Site Docs Training - Directors
	2025-01-09	Site Docs Training – Supervisor, plus few other users

### 4.4 Safety Data Sheet Database Updates

<b>Product Description</b>	<b>Date Uploaded</b>
Total Terrain	2024-11-22
Lead Gasket Jamestown North America	2024-11-22
Loctite LB 8014 Food Grade Anti Seize	2024-12-11

Early in the new year it is anticipated that the SDS Database will be transitioned to the Site Docs platform.

### 4.5 Safety Suggestions

Department of Infrastructure will follow-up with checking their safety suggestion box.

QPEC reported issues of black ice in parking lot area and driveway. It was noted that arterial roads within the former Town of Liverpool are top priority for snow clearing and de-icing material, then opportunity allows (all winter events are unique) collector roads, etc. and then parking lots.

Solid Waste Management facility, a staff member had asked in passing where first aid kits are located. This will be passed on to the Supervisor level.

Reminder was noted that safety suggestions should first flow through the supervisor level for potential resolution before coming to the safety committee.

#### **4.6 Informal Monthly Facility Inspections**

Municipal Service Building conducted a facility inspection and deficiencies were corrected immediately.

Inspection forms and tracking will be transitioning to the Site Docs platform in the new year.

#### **4.7 Membership Update**

Post updated membership list on respective JOHS boards.

Additional membership business will be discussed under item 5.3 Draft Terms of Reference.

#### **4.8 Request for Information #002, Dated 2024-10-25 Response Follow-Up**

It was the consensus of the Committee that all the items in the request for information will be resolved with the new Terms of Reference and Site Docs platform.

### **5.0 New Business**

#### **5.1 Request to Management Discussion: Safe Work Practice – Disposal of Sharp Objects**

Consensus of the Committee to request Management Team to draft a Safe Work Practice for the Disposal of Sharp Objects.

#### **5.2 Department of Labour Order # 19658306-01 – Queens Place Emera Centre – Pool Pavilion Project**

The Order was reviewed. The Order was responded to, and that report will be included in the next agenda package for the Committee's review.

Order should be posted on all JOHS Boards across the organization.

#### **5.3 Draft Terms of Reference**

The Draft Terms of Reference was briefly reviewed and discussed. The Committee members were requested to review in depth and bring back notes and discussion items to the next meeting.

Pat Bellemare, C & C Safety will be invited to attend the next meeting.

#### **5.4 JOHS Boards**

##### **5.4.1 OHS Act & Regulations Revision – September 2024**

Committee members were requested to ensure the current OHS Act (September 2024 Revision) is posted on their respective JOHS Boards.

**5.4.2 OHS Division Contact**

Committee members were requested to ensure the OHS Division Contact is posted on their respective JOHS Boards.

**5.5 Safety Policy Statement Review & Request to Management for signature and posting**

Committee members were requested to review the Safety Policy Statement and be prepared to discuss at the next meeting.

**6.0 Other**

There was no other business to discuss.

**7.0 Next Meeting**

The next meeting of the JOHS Committee is set for Thursday, January 30<sup>th</sup>, 2025 at 1 pm in the Council Chamber.

**8.0 Adjournment**

The meeting was adjourned at 2:24 pm.

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Elise Johnston, Co-Chair

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Dana Henley, Committee Secretary

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