

**Region of Queens Municipality
Joint Occupational Health & Safety Committee
Thursday, January 30, 2025
1:00 p.m.**

Agenda

1.0 Call to Order

2.0 Approval of Minutes – December 19, 2024

3.0 Changes/Approval of Agenda

4.0 Regular and Unfinished Business

- 4.1 Accident Reports
- 4.2 Toolbox Meetings – December 2024 – January 2025
- 4.3 Training
- 4.4 Safety Data Sheet Database Updates
- 4.5 Safety Suggestions
- 4.6 Informal Monthly Facility Inspections
- 4.7 Request for Information #003: SWP – Disposal of Sharp Objects
- 4.8 Department of Labour Order #19658306-01 – Queens Place Emera Centre – Pool Pavilion Project
- 4.9 Draft Terms of Reference Review
- 4.10 Safety Policy Statement Review & Request to Management for signature and posting

5.0 New Business

- 5.1 Review of SWP-COM-21: Safe Handling of Biohazardous Medical Waste

6.0 Other

7.0 Next Meeting

8.0 Adjournment

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

Council Chamber

PRESENT:

JOHS Committee		
Elise Johnston	Committee Co-Chair	Infrastructure
Mary Apossos	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 Apossos 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

Department	Date of Accident	Report
Administration		
Hillsview Acres		
Infrastructure	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.
QPEC	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

Department	Topics
Administration	2024-12-3: Lyme Disease
Hillsview Acres	2024-11-20: Emergency Shut Off Valve for Propane
Infrastructure	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
QPEC	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

Completed	2024-10-15	Standard First Aid & CPR C (2 - Hillsview)
	2024-11-27	Food Handlers (1- Hillsview)
	2024-11-26 & 27	JOHS Committee Training
Scheduled	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

Product Description	Date Uploaded
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 30th, 2025 at 1 pm in the Council Chamber.

8.0 Adjournment

The meeting was adjourned at 2:24 pm.

Elise Johnston, Co-Chair

Dana Henley, Committee Secretary

Date Approved: _____

Accident Reports – Dec 2024 -Jan 2025 4.1

Department	Date of Accident	Report
Administration		
Hillsview Acres		
Infrastructure		
QPEC	24-12-08	Employee slipped on ice on the exterior of the building outside the Zamboni Door.
	25-01-04	* Member of the Public fell off balance going down the stairs in the stands.

TOOLBOX MEETINGS – Dec 2024 - Jan 2025

4.2

Department	Topics
Administration	2024-12-16: Winter Driving
	2025-01-10: Work-Life Balance Review
	2025-01-20: Fire Extinguishers
Hillsview Acres	2024-12-18: WHMIS Annual Review
	2024-12-18: Laundry Bags
	2024-12-18: Ice and Salting Everyone's Responsibility
Infrastructure	2024-12-04: Setting Up A Ladder
	2024-12-05: CWP-COM-09 Fire and Use of Fire Extinguishers
	2024-12-05: Respiratory Protection Program Review
	2024-12-12: SWP-COM-09 Fire and Use of Fire Extinguishers
	2024-12-17: SWP-LAN-13 Leachate Hauling
	2024-12-19: Working Alone
QPEC	2024-12-09: Emergency & Power Outage
	2024-12-09: QPEC Quick Reference Emergency Guide Review
	2024-12-12: Toolbox Tutorial of First Aid Kits
	2025-01-14: Safe Disposal of Sharps

TRAINING – Dec 2024- Jan 2025

4.3

Completed	25-01-07	Site Docs: Directors
Scheduled		

SDS Updates – Dec 2024 - Jan 2025 4.4

Product Description	Date Uploaded

JOHSC Request for Information

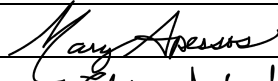
Pursuant to Section 35 of the OHS Act, a written response to this Request for Information is requested within 21 days.

Request Number: 003	Date Submitted: 18 January 2025
<p>Re: At the December 2024 JOHS meeting, it was the consensus of the Committee to make the following request:</p> <p>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.</p>	
<p>Request: Draft SWP for Disposal of Sharp Objects for all departments of the RQM for review at the next JOHSC meeting using the JP-HILL-17 and addition of section from SWP-Hill-01.</p> <p>1) <i>JP-HILL-17:</i> SAFE JOB PROCEDURE DISPOSING OF SHARP OBJECTS AND BROKEN GLASS <i>EQUIPMENT REQUIRED: Gloves, broom and dustpan, small disposable container (milk carton, small cardboard box), packing tape, marker</i> PROCEDURE:</p> <ol style="list-style-type: none"> 1. <i>When disposing of sharp edges, objects, or broken glass use gloves to prevent injury.</i> 2. <i>Secure sharp edges (i.e. can lids, by placing inside can and pinching can closed).</i> 3. <i>Sweep up any broken glass with broom and dustpan. Ensure all pieces are cleaned up. Dispose of broken glass in a milk carton or small box. Close box and tape securely with packing tape.</i> 4. <i>Label box with BROKEN GLASS.</i> 5. <i>Dispose sharp edges and broken glass in the appropriate receptacle.</i> <p>2) <i>Section from SWP-Hill-01 on Disposal:</i> <i>Dispose of garbage and recycling safely and securely. Always look in receptacles before disposing garbage and recycling. Do not push garbage down into receptacles. Empty receptacles when ¾ full. Before disposing of materials with sharp edges, cover and secure sharp edges or enclose in a container and seal to prevent injury.</i></p>	

Reason(s) for Request:

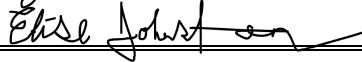
It was the consensus of the committee that sharp object disposal is something that each department may be exposed to and need to know how to properly dispose of. This would not be the same as sharps or needles as this requires a separate JP & SWP.

Signed: Employee Co-Chair:



Date: 18 January 2025

Signed: Employer Co-Chair:



Date: 19 Jan 2025

Response by Management

Response attached:

YES__

NO__

If NO, state reason:

Response by Management

Response prepared by	
Signature	
Date	

Jennifer Bollivar, P.GSC
OHS Officer, Inspector Specialist III
Occupational Health & Safety Division
Jennifer.Bollivar@novascotia.ca
Mobile: 902-521-6438
Re: Inspection No. 19658306

Dear Jennifer Bollivar

Please except this response to the Compliance Orders issued on November 20, 2024, for the inspection that you conducted at the Queens Place Emera Center-Pool Pavilion Project.

Order 19658306-001

An employer must ensure that any equipment used is inspected by the user, before each use. Ensure employees are documenting their daily pre use inspection of the mobile equipment. Provide details of the corrective actions to the officer listed below.

The Region of Queens Municipality (RQM) currently has a process that requires all employees to complete daily pre-use inspections of mobile equipment prior to use. Employees at that this workplace failed to complete this process. All employees will be reminded of this process through a tool box talk conducted on November 27, 2024. Below are pictures of the Pre-use Inspections completed for November 27, 2024.

45 Komatsu



Region of Queens Municipality Powered Mobile Equipment Pre-Use Inspection	Reference: RQM-OHS-FOR-026	Rev: D1
	Original Issue Date: April 8, 2024 Revised Date:	

What to Inspect and Look for	☑	☒	---	Repair Required
Backup lights and alarm	✓			
Blade / Boom / Ripper condition	✓			
Brake condition (dynamic service, park, etc.)				
Brake fluid				
Cab, mirrors, seat belt and glass	✓			
Cooling system fluid	✓			
Coupling devices and connectors	✓			
Engine oil	✓			
Exhaust system	✓			
Fall protection (lanyards / harnesses)				
Fire extinguisher condition	✓			
Frame, ladder(s) and walkway	✓			
Guardrails / Outriggers/Brakes				
Ground engaging attachments				
Hand grabs and steps	✓			
Horn and gauges	✓			
Hose condition	✓			
Hydraulic oil	✓			
Lights	✓			
Oil leak/lube	✓			
OTHER				
Personal Protective Equipment				
Power cable and /or hoist cable (s)				
ROPS				
Safety Decals	✓			
Seatbelts	✓			
Steering (standard and emergency)				
Tires or tracks	✓			
Transmission fluid				
Turn signals				
Wheels / Tires				
Windshield wipers and fluid	✓			

General comments and observations:

Signature: D. L. Sun

Date: Nov 27/24

cat roller

Region of Queens Municipality	Reference: RQM-OHS-FOR-026	Rev: D1
Powered Mobile Equipment Pre-Use Inspection	Original Issue Date: April 8, 2024 Revised Date:	

What to Inspect and Look for:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Repair Required
Backup lights and alarm	✓		
Blade / Boom / Ripper condition	✓		
Brake condition (dynamic service, park, etc.)	✓		
Brake fluid	✓		
Cab, mirrors, seat belt and glass	X		<i>cracked</i>
Cooling system fluid	✓		
Coupling devices and connectors	✓		
Engine oil	✓		
Exhaust system	X		<i>cracked or broken</i>
Fall protection (lanyards / harnesses)	NA		
Fire extinguisher condition	X		<i>missing</i>
Frame, ladder(s) and walkway	✓		
Guardrails / Outriggers/Brakes	NA		
Ground engaging attachments	NA		
Hand grabs and steps	✓		
Horn and gauges	✓		
Hose condition	✓		
Hydraulic oil	✓		
Lights	✓		
Oil leak/lube	NA		
OTHER			
Personal Protective Equipment	NA		
Power cable and /or hoist cable (s)	NA		
ROPS	✓		
Safety Decals	✓		
Seatbelts	✓		
Steering (standard and emergency)	✓		
Tires or tracks	✓		
Transmission fluid	NA		
Turn signals	NA		
Wheels / Tires	✓		
Windshield wipers and fluid	✓		

General comments and observations:

Signature: *Diana Breda*

Date: *Nov 27 2024*

Region of Queens Municipality	Reference: RQM-OHS-FOR-026	Rev: D1
Powered Mobile Equipment Pre-Use Inspection	Original Issue Date: April 8, 2024 Revised Date:	

What to Inspect and Look for:	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Repair Required
Backup lights and alarm	✓	
Blade / Boom / Ripper condition	✓	
Brake condition (dynamic service, park, etc.)	N/A	
Brake fluid	N/A	
Cab, mirrors, seat belt and glass	✓	
Cooling system fluid	✓	
Coupling devices and connectors	✓	
Engine oil	✓	
Exhaust system	✓	
Fall protection (lanyards / harnesses)	N/A	
Fire extinguisher condition	✓	
Frame, ladder(s) and walkway	✓	
Guardrails / Outriggers/Brakes	✓	
Ground engaging attachments	N/A	
Hand grabs and steps	✓	
Horn and gauges	✓	
Hose condition	✓	
Hydraulic oil	✓	
Lights	X	light out on cab
Oil leak/lube	✓	
OTHER		
Personal Protective Equipment	✓	
Power cable and /or hoist cable (s)	N/A	
ROPS	✓	
Safety Decals	✓	
Seatbelts	✓	
Steering (standard and emergency)	✓	
Tires or tracks	✓	
Transmission fluid	N/A	
Turn signals	N/A	
Wheels / Tires	N/A	
Windshield wipers and fluid	✓	

General comments and observations:

Signature: Trent Lewis Date: Nov 27/24

KOMATSU 238 LC

325 cat



Region of Queens Municipality	Reference: RQM-OHS-FOR-026	Rev: D1
	Original Issue Date: April 8, 2024 Revised Date:	
Powered Mobile Equipment Pre-Use Inspection		

What to Inspect and Look for	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Repair Required
Backup lights and alarm	X		Alarm not working
Blade / Boom / Ripper condition	✓		
Brake condition (dynamic service, park, etc.)			
Brake fluid			
Cab, mirrors, seat belt and glass	✓		
Cooling system fluid	✓		
Coupling devices and connectors	✓		
Engine oil	✓		
Exhaust system	✓		
Fall protection (lanyards / harnesses)			
Fire extinguisher condition	✓		
Frame, ladder(s) and walkway	✓		
Guardrails / Outriggers/Brakes	✓		
Ground engaging attachments			
Hand grabs and steps	✓		
Horn and gauges	✓		
Hose condition	✓		
Hydraulic oil	✓		
Lights	X		needs light fixed
Oil leak/lube	✓		
OTHER			
Personal Protective Equipment	✓		
Power cable and /or hoist cable (s)			
ROPS			
Safety Decals			
Seatbelts	✓		
Steering (standard and emergency)			
Tires or tracks	✓		
Transmission fluid			
Turn signals			
Wheels / Tires	✓		
Windshield wipers and fluid	✓		

General comments and observations:

Signature: *[Handwritten Signature]*

Date: *Nov 27/24*

Order 19658306-002

The employer shall ensure that powered mobile equipment and lift trucks that have an internal combustion engine are provided with fire protection equipment adequate for the hazards of the equipment or vehicles. Provide details of corrective action to the Officer below.

RQM conducted a review of all mobile equipment to ensure that inspected fire extinguishers were present at this site. Below are pictures of the fire extinguishers that were installed.









Order 19658306-003

The employer must ensure that all fire extinguishers are inspected annually. Provide details of corrective actions made to the Officer listed below.


See order # 002 above.

Order 19658306-004

The employer shall ensure that a written hazard assessment is completed of the workplace and duties and ensure that any hazards identified are communicated within the workplace. The employer is to ensure a copy of the Site Safety Plan and Hazard Assessment are available on site. Provide details of the corrective action to the officer below.

On November 27, 2024, at 830 am a Tool Box talk was held with all RQM employees, RQM Project Manager and Superintendent from Axiom Construction at this workplace to review the requirements for the completion of daily hazard assessments. Going forward Axiom Construction will take the lead on completing daily hazard assessments with all employees onsite and will be maintaining these assessments in their work container for all to review.

Sincerely

A handwritten signature in black ink that reads "Elise Johnston".

Elise Johnston
Manager of Capital Projects
Region of Queens Municipality

<p>Region of Queens Municipality</p>	<p>Reference: RQM-OHS-PRO-017</p>	<p>Rev: D1</p>
<p>JOHSC Program Terms of Reference</p>	<p>Original Issue Date: September 9, 2024 Revised Date:</p>	

1. Purpose

- 1.1. To describe the mandate and composition of the Region of Queens Municipality (RQM) Joint Occupational Health and Safety Committee (JOHSC) and to provide direction to employees who act as members of the JOHSC.

2. Scope

- 2.1. This program and terms of reference apply to the JOHSC established for RQM.

3. Roles and Responsibilities

3.1. Management

- 3.1.1. The creation and effective operation of the JOHSC.
- 3.1.2. Appointment of persons exercising managerial functions to the JOHSC, ensuring that each line of service of the organization is represented.
- 3.1.3. Appointment of an Administrator for the RQM JOHSC.
- 3.1.4. Ensure that members have sufficient time and resources to deal with health and safety issues.
- 3.1.5. Respond to issues brought forth by the JOHSC in accordance with this program and applicable legislation.

3.2. Joint Occupational Health and Safety Committee

- 3.2.1. Assist in providing protection for all employees against workplace injury, illness, and deaths.
- 3.2.2. Post names of JOHSC member contact information and JOHSC minutes in a prominent place at the workplace.
- 3.2.3. Consider and expeditiously dispose of health and safety concerns brought forward by employees.
- 3.2.4. Participate in the development, implementation and monitoring of programs to prevent workplace hazards, including ergonomic related hazards.
- 3.2.5. Participate in all inquiries, investigations, studies, and inspections pertaining to the health and safety of employees.
- 3.2.6. Participate in the implementation and monitoring of a program for the provision of personal protective equipment, clothing, devices, or materials, and participate in the development of the program.
- 3.2.7. Ensure adequate records are maintained of accidents, injuries, health hazards, health and safety concerns and regularly monitor this data.
- 3.2.8. Cooperate with health and safety officers from the Department of Labour, Skills and Immigration.
- 3.2.9. Participate in the implementation of changes that may affect occupational health and safety, including work processes and procedures, and participate in the planning of the implementation of those changes.
- 3.2.10. Assist in investigating and assessing the exposure of employees to hazardous substances.



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- 3.2.11. Inspect each month all or part of the workplace, so that every part of the workplace is inspected at least once a year.
- 3.2.12. Participate in the development, implementation and monitoring of a workplace violence prevention policy.
- 3.2.13. Where the committee cannot agree on a resolution to a health and safety issue, the committee shall look for assistance internally, externally and, as a last resort, call a health and safety officer from the Department of Labour, Skills and Immigration to resolve the problem.
- 3.2.14. **Note:** The committee may request any information necessary to identify existing or potential hazards. It has full access to all government and RQM reports, studies and tests relating to the health and safety of employees except for access to the medical records of any individual unless they have the person's written consent.

3.3. Co-Chairs

- 3.3.1. Facilitate the meetings.
- 3.3.2. Review previous meeting reports and material prior to the meetings.
- 3.3.3. Ensure that a meeting place is arranged.
- 3.3.4. Ensure members are notified of meeting dates, times and locations.
- 3.3.5. Ensure the meeting agenda is prepared and distributed.
- 3.3.6. Ensure meeting reports are prepared and distributed.
- 3.3.7. Ensure that a copy of the meeting reports is forwarded to the employer for distribution.
- 3.3.8. Prepare recommendation(s) and forward to the employer for a response.
- 3.3.9. Prepare all correspondence on behalf of the committee.

3.4. Members

- 3.4.1. Act as Safety Ambassadors and actively promote safety awareness while encouraging fellow employees to work safely.
- 3.4.2. Contribute ideas aimed at continuously improving health and safety in the workplace.
- 3.4.3. Identify health and safety concerns and when necessary, bring them to the JOHSC for consideration and recommendation, provided that an initial attempt was made to resolve the concerns with the supervisor.
- 3.4.4. Contact their alternate when they are unable to attend a meeting.
- 3.4.5. Members cannot be discriminated against by management for completing functions of the committee.
- 3.4.6. While conducting JOHSC business, confidential company and personal information may become known to committee members. They are required to keep such information confidential.

3.5. Administrator

- 3.5.1. Produce the committee minutes in the approved format.
- 3.5.2. Shade completed items in grey and leave them on the minutes for one month.



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- 3.5.3. Keep minutes on file for future reference at a location accessible to all.
- 3.5.4. Update the JOHSC members' names and contact information as required and provide the list for posting on the Safety Bulletin Boards.
- 3.5.5. Ensure that a meeting room is booked and that all necessary equipment for presentations is available.
- 3.5.6. Perform other duties as required to support the JOHSC as requested by the co-chairs.
- 3.5.7. Maintain a distribution list for minutes or other communications.
- 3.5.8. Ensure that copies of the minutes are provided for distribution and posting, as per the distribution list, within one week after the meeting to:
 - 3.5.8.1. All JOHSC members.
 - 3.5.8.2. Members of the management team.
 - 3.5.8.3. All employees, by posting minutes on the Safety Bulletin Boards.

3.6. Employees

- 3.6.1. Be aware of the safety committee members.
- 3.6.2. Provide input to the ongoing development of the safety managements system, documents or processes through a supervisor or a committee member.
- 3.6.3. Review the safety committee minutes.

4. Definitions

- 4.1. **JOHSC** - Joint Occupational Health and Safety Committee.

5. Training

- 5.1. An understanding of roles with respect to the JOHSC.
- 5.2. An understanding of health and safety requirements under the Occupational Health and Safety Act.
- 5.3. Methods of hazard assessment.
- 5.4. Workplace Inspections.
- 5.5. Workplace Incident Investigations

6. Policy and Procedures

6.1. General

- 6.1.1. A JOHSC provides a means to communicate and discuss health and safety concerns between management and employees. A JOHSC is composed of employee and management representatives, who are committed to improving health, safety, and well-being in the workplace.
- 6.1.2. The JOHSC is an advisory body that helps to raise awareness of health and safety issues in the workplace, recognizes and identifies workplace risks, and develops recommendations for consideration in addressing these risks.



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- 6.1.3. To achieve its goal, the JOHSC shall hold regularly scheduled meetings and conduct regular workplace inspections.
- 6.1.4. JOHSC's will identify potential health and safety issues and bring them to management for resolution, and the committee will be kept informed of health and safety developments in the workplace by RQM.
- 6.1.5. The JOHSC shall respond to health and safety concerns brought to it by employees, assist in finding solutions, and may be requested to assist with investigations and corrective actions.
- 6.1.6. Most importantly, JOHSC members will promote health and safety awareness throughout the workforce.
- 6.1.7. JOHSC members are an integral part of RQM's mandate to reduce injuries, incidents, and property damage.

6.2. JOHSC Membership

- 6.2.1. The JOHSC shall consist of at least 10 members, minimum of 1 member from each municipal department/site/building.
- 6.2.2. Each member shall have a specified alternate that will attend meetings in their place when they are unavailable to attend.
- 6.2.3. The JOHSC must consist of employee representatives and employer representatives (management).
- 6.2.4. At least half of the members shall be employee representatives (non-management).
- 6.2.5. Employee representatives shall be selected by the employees from each department/site/building who do not exercise managerial functions in the workplace.
- 6.2.6. Employer representatives (management) shall be selected by the employer from among people who exercise managerial functions in the workplace from each department/site/building.
- 6.2.7. Selection of two Co-chairs of the JOHSC shall occur annually, one co-chair must be selected by the employee members to represent the employees, the other co-chair shall be selected by management employees to represent the employer.
- 6.2.8. Co-chairs of the JOHSC must notify the employer when there is a lack of representation on the committee.
- 6.2.9. Members will be paid for time to attend and prepare for JOHSC meetings and perform other functions as a committee.

6.3. Terms of Appointment to the JOHSC

- 6.3.1. Members will sit on the JOHSC for a term of 3 years, for a maximum of two consecutive terms.
- 6.3.2. If a member of the JOHSC chosen by the employees is unable to complete the term of office, the employees must choose another member for that department/site/building.
- 6.3.3. If a member of the JOHSC chosen by the employer is unable to complete the term of office, the employer must appoint another member for that department/site/building.



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6.3.4. Co-chairs of the JOHSC shall hold their appointment as Co-chair for 1 year, for a maximum of two consecutive terms.

6.4. Functions of the JOHSC

6.4.1. The functions of the JOHSC are those identified in Section 31 of the *Occupational Health and Safety Act*.

6.4.2. It is the function of the JOHSC to involve employers and employees together in occupational health and safety in the workplace and, without restricting the generality of the foregoing, includes:

6.4.2.1. The co-operative identification of hazards to health and safety and effective systems to responds to the hazards.

6.4.2.2. The co-operative auditing of compliance with health and safety requirements in the workplace.

6.4.2.3. Receipt, investigation and prompt disposition of matters and complaints with respect to workplace health and safety.

6.4.2.4. Participation in inspections, inquiries and investigations concerning the occupational health and safety of the employees and, in particular, participation in an inspection referred to in Section 50.

6.4.2.5. Advising on individual protective devices, equipment and clothing that, complying with this Act and the regulations, are best adapted to the needs of the employees.

6.4.2.6. Advising the employer regarding a policy or program required pursuant to this Act or the regulations and making recommendations to the employer, the employees and any person for the improvement of the health and safety of persons at the workplace.

6.4.2.7. Maintaining records and minutes of JOHSC meetings in a form and manner approved by the Director and providing an officer with a copy of these records or minutes on request.

6.4.2.8. Performing any other duties assigned to it by the Director, by agreement between the employer and the employees or the union, or as are established by the regulations.

6.4.2.9. The JOHSC must keep accurate records of all matters that come before it.

6.4.2.10. Each JOHSC member is entitled to annual education leave totaling 8 hours for the purposes of attending occupational health and safety training courses. This leave is without loss of pay or other benefits. The cost of training and reasonable costs for attending the training will be paid for by the employer.

6.5. JOHSC Meetings

6.5.1. The JOHSC will meet a minimum of 10 times per year.

6.5.2. Regularly scheduled meetings will be held the last Thursday of each month at 1:30 p.m. in the Region of Queens Municipal Council Chamber, 249 White Point Road, Liverpool, NS, or at the request of JOHSC members and the discretion of the co-chairs the meeting time and location may be varied one meeting in advance but in no case will the frequency be reduced.

6.5.3. Special meetings, if required, will be held at the call of the co-chairs.



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- 6.5.4. A quorum shall consist of a majority of members on the JOHSC, with at least 50% of the majority of members present representing non-management employees.
- 6.5.5. Members of the JOHSC are entitled to time off from work for:
 - 6.5.5.1. The time required to attend meetings of the JOHSC.
 - 6.5.5.2. Other time that is reasonably necessary to prepare for meetings of the JOHSC.
 - 6.5.5.3. Other times that is reasonably necessary to fulfill the other duties and functions of the JOHSC.
- 6.5.6. Time off for JOHSC members to perform these duties and functions will be deemed to be time worked for the employer, and the employer will pay for that time at the applicable rate.

6.6. Decisions of the JOHSC

- 6.6.1. The JOHSC should attempt to reach consensus on each decision it makes.
- 6.6.2. If the JOHSC cannot reach consensus, then a vote may be taken. The JOHSC will go with the majority vote, when a vote is needed.
- 6.6.3. A quorum is required to hold a vote.
- 6.6.4. A majority vote by regular JOHSC members present will decide the outcome.
- 6.6.5. In the event of a tie vote, the issue will be sent to the management team for consideration and response.
- 6.6.6. If the JOHSC is unable to reach agreement on a matter relation to the health and safety of workers at the workplace, a co-chair of the committee may report this to the Chief Administrative Officer, who may investigate and attempt to resolve the matter.
- 6.6.7. Unresolved issues should be referred to the Occupational Health and Safety Division of the Department of Labour, Skills and Immigration.

6.7. JOHSC Agenda

- 6.7.1. An agenda will be prepared by the co-chairs and distributed to members prior to the meeting.
- 6.7.2. Minutes of the meeting will be prepared as soon as possible after the meeting with a copy provided to the employer. Should a JOHSC member dispute the accuracy of the minutes of a meeting, the matter should be raised at the next meeting and corrections noted in the minutes.
- 6.7.3. The employer will retain a copy of the minutes for at least 5 years from the date of the JOHSC meeting to which they relate.
- 6.7.4. The employer is required to post minutes of the JOHSC meeting in a readily accessible area in the workplace for committee members, and all employees.

6.8. Posting JOHSC Information

- 6.8.1. The employer must promptly post and keep posted at the workplace, in a place readily accessible to employees, the following:
 - 6.8.1.1. Post and maintain the current names of the JOHSC members and the means of contacting them.



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- 6.8.1.2. Post promptly the minutes of the most recent JOHSC meeting and ensure they remain posted until superseded by minutes of the next committee meeting.
- 6.8.1.3. A copy of the regulations that relate to the workplace.
- 6.8.1.4. Information and reports that an officer considers advisable to enable employees to become acquainted with their rights and responsibilities pursuant to the OHS Act and regulations.
- 6.8.1.5. A copy of the OHS Act.
- 6.8.1.6. Any codes of practice required pursuant to the OHS Act or regulations.
- 6.8.1.7. A current telephone number for reporting occupational health and safety concerns to the Division.
- 6.8.1.8. A copy of the occupational health and safety policy.

6.9. Employee Concerns

- 6.9.1. Employees are required to report any hazards or contravention of the Act or regulations to a supervisor.
- 6.9.2. If the matter is not resolved to the satisfaction of the employee, they then must report it to a member of the JOHSC, either verbally or in writing.
- 6.9.3. The JOHSC member then must:
 - 6.9.3.1. Determine the facts of the situation.
 - 6.9.3.2. Encourage resolution of the matter by a supervisor, the RQM Safety Officer, or another person with designated responsibility in the area involved.
 - 6.9.3.3. Should the matter not be resolved, the members shall raise the issue at the next JOHSC meeting or consider calling an emergency meeting.
 - 6.9.3.4. The JOHSC member contacted by the concerned employee shall respond to the employee who initiated the concern, where possible, within one shift worked by the employee and advise them of how the concern is being addressed.
 - 6.9.3.5. Once the JOHSC has been notified of the employee's concern, they shall investigate the concern and make a recommendation to management.
 - 6.9.3.6. The JOHSC will notify the employee of any decision or recommendation made by the committee to management with respect to the employee's concern.
 - 6.9.3.7. The employee may choose to contact the Occupational Health and Safety Division if the concern is not being handled to their satisfaction.
 - 6.9.3.8. If the matter involves an immediate source of danger and satisfactory action is not taken by the employer, the JOHSC members should report their concern to the Occupational Health and Safety Division.
 - 6.9.3.9. Where an employee's concern is not dealt with to their satisfaction by the JOHSC, the employee shall report the concern to the Occupational Health and Safety Division.



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6.10. Work Refusal

6.10.1. Any employee may refuse to do any work if the employee has reasonable grounds for believing the work is likely to endanger their health or safety or the health or safety of any other person.

6.10.2. In the event a JOHSC member is contacted regarding an employee work refusal, the committee member shall:

6.10.2.1. Determine why the matter was not dealt with to the employee's satisfaction. (Questions to ask, may include: Was a supervisor notified? Did a supervisor investigate? If investigated by a supervisor what was their response? Why does the employee still believe the work is unsafe/unhealthy? Has the employee been reassigned to other work?)

6.10.2.2. Explain the work refusal provisions of the Act (Section 43) and how the process will work to the employee refusing work.

6.10.2.3. Report the work refusal to the JOHSC to be reviewed.

6.10.2.4. Initiate an emergency meeting of the committee to deal with the work refusal.

6.10.2.5. Respond to the employee who initiated the complaint, where possible, within one shift worked by that employee.

6.10.3. The JOHSC shall:

6.10.3.1. Investigate the work refusal. The refusing employee should accompany the JOHSC during a physical inspection related to the refusal.

6.10.3.2. If all JOHSC members find the work to be safe and healthy, the JOHSC will advise the employee to return to work.

6.10.3.3. The unanimous decision to advise the employee to return to work must be made by a quorum of the entire JOHSC.

6.10.3.4. If the JOHSC advises the employee to return to work, the employee's right to pay during the work refusal ends.

6.10.3.5. If one or more JOHSC members finds the work to be unsafe or unhealthy, the JOHSC must make a recommendation to the employer to have the problem resolved.

6.10.3.6. If the problem is resolved, the employee must return to work.

6.10.3.7. If the JOHSC cannot reach a unanimous decision on a recommendation to return to work, or if the problem is not resolved to the employee's satisfaction, the employee should contact the Occupational Health and Safety Division and indicate they have refused to work.

6.11. Inspections

6.11.1. When the Department of Labour, Skills and Immigration Occupational Health and Safety Officer makes an inspection of a workplace the employer must give a JOHSC member the opportunity to accompany the officer during their inspection of the workplace.

6.12. Recommendations to the Employer



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- 6.12.1. The JOHSC must make all recommendations to the employer in writing with a written request for a response from the employer within 21 days.
- 6.12.2. Both the management and non-management co-chairs must sign the recommendations before they are forwarded to the employer.
- 6.12.3. All recommendations must be made separate from the minutes of the meeting.
- 6.12.4. The employer is required under the OHS Act to respond to the JOHSC recommendations within 21 days of receiving the written request.
- 6.12.5. The employer must respond in writing by indicating acceptance of the recommendation; or by giving the employer's reasons for not accepting the recommendation.
- 6.12.6. If the employer is not reasonably able to provide a response before the end of the 21-day period, the employer will be asked by the JOHSC to provide – within that time – a written explanation for the delay, together with an indication of when the response will be provided.
- 6.12.7. If the employer does not accept the JOHSC's recommendation, a co-chair of the committee may report the matter to a Department of Labour, Skills and Immigration Occupational Health and Safety Officer.

6.13. Amendments

- 6.13.1. These terms of reference may be amended by vote of the committee members.

7. Related Documents

- 7.1. JOHSC Safety Meeting Minutes

8. References

- 8.1. NS Occupational Health and Safety Act

9. Record of Revisions

Summary of Revisions	Authorized By	Date of Authorization
D1 - Initial implementation		



Region of Queens Municipality	Reference: RQM-OHS-SMS-001	Rev: D1
Legal and Other Requirements	Original Issue Date: 8 April 2024 Revised Date:	

1. Purpose

- 1.1. To manage the process that the Region of Queens Municipality (RQM) will use to identify and access legal and other requirements needed to ensure RQM remains in compliance and provides a healthy and safe work environment for all.

2. Scope

- 2.1. This applies to all RQM's identified hazards and controls with respect to applicable federal, provincial, and municipal legislation as well as other requirements including voluntary agreements, guidelines, codes of practice, etc., which RQM has chosen to follow.

3. Roles and Responsibilities

3.1. Management

- 3.1.1. Identify legal and other requirements pertaining to RQM's operations and document them in the Comprehensive Hazard Registry (RQM-OHS-FOR-001).
- 3.1.2. Maintain copies of, or links to relevant legal and other requirements pertaining to RQM's operations.
- 3.1.3. Communicate changes in the legal and other requirements to employees as RQM becomes aware of them.
- 3.1.4. Post a copy of the Occupational Health and Safety Act and any other documents in the workplace as may be set out in legislation.
- 3.1.5. Provide a copy, link, or show employees, copies of applicable legal and other requirements within a reasonable time if requested.

3.2. Employees

- 3.2.1. Employees are required to comply with legal and other requirements identified by RQM.
- 3.2.2. Employees may request, and will be shown, a copy of legal and other requirements identified by RQM as necessary to the company's operations at any time.

4. Definitions

- 4.1. Legislation - law which has been enacted by a legislature or other governing body.

5. Training

N/A

6. Policy and Procedures

- 6.1. RQM will document legal requirements that are applicable to the associated health and safety activities and hazards in the Comprehensive Hazard Registry (RQM-OHS-FOR-001).
- 6.2. RQM will identify and document other requirements that they intended to follow, that are applicable to these activities.
- 6.3. RQM will maintain a current list of legal and other requirements.



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- 6.4. RQM will post a copy of the Nova Scotia Occupational Health and Safety Act and other documents in the workplace as required.
- 6.5. RQM will ensure copies of relevant regulations are accessible as a reference for employees and management.
- 6.6. RQM will ensure standards, codes of practice and other documents required to ensure the health and safety of employees are obtained or referenced where circumstances require.
- 6.7. RQM will seek professional assistance and/or legal counsel where circumstances require.

7. Related Documents

- 7.1. RQM-OHS-FOR-001 - Comprehensive Hazard Registry

8. References

- 8.1. NS Occupational Health and Safety Act and Applicable Regulations

9. Record of Revisions

Summary of Revisions	Authorized By	Date of Authorization
D1 - Initial implementation		



Region of Queens Municipality	Reference: RQM-OHS-POL-001	Rev: D1
Safety Policy Statement	Original Issue Date: December 5, 2024 Revised Date:	

Policy Statement

The Region of Queens Municipality is committed to providing a safe and healthy work environment for its employees and is dedicated to the objective of eliminating the possibility of injury and illness. To express this commitment, we issue the following policy.

The Region of Queens Municipality, through all levels of management, will co-operate with the Joint Occupational Health and Safety Committee (JOHSC), the health and safety representatives, and employees to create a safe and healthy work environment. The same co-operation will be extended to others such as contractors, owners, officers, etc.

Managers and supervisors will be trained and held responsible for ensuring that the employees, under their supervision, follow this policy, use safe work practices, and receive training to protect their health and safety. Managers and supervisors also have a general responsibility for ensuring the safety of equipment and facilities.

The employees of the Region of Queens Municipality will be required to support this organization's health and safety initiatives and to co-operate with the JOHSC, health and safety representatives, and with others exercising authority under the applicable laws. The Region of Queens Municipality commits to working in a spirit of consultation and co-operation with the employees in achieving the company's health and safety initiatives.

It is the responsibility of all personnel employed by the Region of Queens Municipality to report to their supervisor, manager, safety representative or member of the JOHSC as soon as possible, any hazardous conditions, injury, accident, or illness related to the workplace. Also, employees must protect their health and safety by complying with applicable Acts and Regulations and to follow policies, procedures, rules, and instructions as prescribed by the Region of Queens Municipality.

The Region of Queens Municipality will, where possible, eliminate hazards and, thus, the need for personal protective equipment. If that is not possible, and where there is a requirement, employees will be required to use safety equipment, clothing, devices, and materials for personal protection.

The Region of Queens Municipality recognizes the employees' duty to identify hazards and supports and encourages employees to play an active role in identifying hazards and to offer suggestions or ideas to improve the Safety Management System.

Signed: _____ Date: _____



Region of Queens Municipality	Reference: RQM-OHS-POL-001	Rev: D1
Safety Policy Statement	Original Issue Date: December 5, 2024 Revised Date:	

1. Record of Revisions:

Summary of Revisions	Authorized By	Date of Authorization
D1 - Initial implementation		

SAFE WORK PRACTICES

SAFE HANDLING OF BIOHAZARDOUS MEDICAL WASTE

GENERAL:

Sharps such as needles, lancets, auto injectors and medical waste such as soiled bandages, disposable gloves, non-medical facemasks and tubing pose a hazard to all Region of Queens employees in all workplaces. These items can be contaminated with blood, body fluids and potentially infectious materials. Diseases such as HIV, Hepatitis B, Hepatitis C and other blood borne illnesses can result due to the improper handling of these types of waste. Attention shall be given to the following:

PRACTICE:

- Always wear proper PPE such as safety gloves and safety glasses when performing work tasks that can pose a risk to employees being exposed to biohazardous medical waste.
- All employees must exercise caution when emptying waste receptacles, picking up litter, sorting blue bag recyclables, cleaning equipment, inspecting waste at curbside & landfill or investigating illegal dumpsites. Always look before you touch. Your eyes are your best defense.
- It is always important to wash your hands with soap and water or use hand sanitizer after performing these tasks.
- All employees are to use a "hands off" approach when they encounter biohazardous medical waste while performing job tasks in the workplace.
- The only instances where these materials need to be removed is when identifiers are found or if leaving the material poses a hazard to others.
- When biohazardous medical waste is found while carrying out job tasks, report it to your supervisor immediately.
- All incidents resulting in an injury must also be reported to your supervisor immediately, an accident investigation form filled out and medical attention must be obtained.

Emptying Waste Receptacles:

- When emptying public and workplace waste receptacles, never sort through the materials.
- If waste receptacles are overflowing, never use your hands to push the materials down to make more room. Replace the bag or push the materials down with a stick or similar device.
- When full, tie the bag securely, remove, safely transport and dispose of the bag in a dumpster.

SAFE WORK PRACTICES

SAFE HANDLING OF BIOHAZARDOUS MEDICAL WASTE

Litter Pick-Up:

- Region of Queens Employees undertake litter pick-up on a regular basis. Litter and other loose debris must always be cleaned up with litter pickers, rakes and shovels and placed into bags for proper disposal.
- Never use your hands to pick up litter, as biohazardous medical waste could be present.
- If any hazardous materials are found loose on the ground, pick up the materials with tongs or a litter picker. Never use your hands. Place the material in a plastic pail with a cover. See the procedure for '**Safe Removal of Biohazardous Medical Waste**' below.

Sorting Recyclable Materials at the MRF:

- At the MRF, recyclable materials are moved along on a conveyor line. These materials can be unevenly distributed and can hide these hazardous materials from plain site.
- Employees at the MRF must exercise caution while sorting the various recyclable materials into the appropriate sorting chutes.
- When these hazardous materials are observed, the line must be stopped immediately, your co-workers on the line must be notified and the line re-started only when it is safe to do so.
- While the line is stopped, look for identifiers. If some are found, see the procedure for '**Safe Removal of Biohazardous Medical Waste**' below.
- Restart the line when all is clear and the remaining hazardous material will move to the end of the conveyor line where it will fall into the dump cage to be disposed of safely.

Cleaning Equipment at the Solid Waste Management Facility:

- When cleaning landfill equipment that has been in contact with solid waste, all employees must exercise caution.
- Never use your hands to remove them. Only use a shovel to clean out tracks, wheels and the under carriage as sharps can become stuck to the equipment in these places.

Curbside/Landfill Inspections and Illegal Dumpsite Investigations:

- Employees must exercise caution while conducting curbside inspections and illegal dumpsite investigations. Open bags carefully and observe the contents before continuing.

SAFE WORK PRACTICES

SAFE HANDLING OF BIOHAZARDOUS MEDICAL WASTE

- If biohazardous medical waste is found while inspecting curbside materials, stop what you are doing and securely tie the bag up. Place a Rejection sticker on the bag to ensure it does not get collected and report this to your supervisor along with the civic address for investigation and education purposes.
- Ensure that the reason for rejecting the waste is noted on the sticker to inform the resident.
- If biohazardous medical waste is found at the Landfill during an inspection, inform the waste generator that it will not be accepted, as it needs to be disposed of properly according to the NS Safe Sharps Program.
- If biohazardous medical waste is found during an illegal dumpsite investigation; it is important to remove this hazard from the site either in the bag it is found or if loose; in a plastic pail with a cover. See the procedure for '**Safe Removal of Biohazardous Medical Waste**' below.

Safe Removal of Biohazardous Medical Waste:

- In workplaces where identification is found along with these hazardous materials or where they need to be removed because of the risk to others; use the following procedure:
 1. If the materials are loose and on the ground, pick up the materials with tongs or a litter picker. Never use your hands.
 2. Place items and if found; any identifiers in a plastic pail with a cover.
 3. Place a completed 'Biohazardous Medical Waste' label on the cover and secure the cover with tamper proof tape in two places; one on each side. Report to your supervisor immediately.
 4. If the materials are already in a bag, ensure it is tied with a completed 'Biohazardous Medical Waste' label attached. Place in a secure place thereby removing the risk of injury to others.
 5. The secured pails/bags shall be taken to the By-Law Officer and the Solid Waste Clerk/Safety Officer to conduct an investigation.
 6. If an injury occurs because of biohazardous medical waste; wash the affected area with soap and water, report to your supervisor and seek medical attention immediately.