

**Region of Queens Municipality
Joint Occupational Health & Safety Committee
Thursday, March 6, 2025
1:00 p.m.**

Agenda

- 1.0 Call to Order**
- 2.0 Approval of Minutes – January 30, 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 Draft Terms of Reference Review: RQM-OHS-PRO-017
 - 4.8 Safety Policy Statement: RQM-OHS-POL-001
- 5.0 New Business**
- 6.0 Other**
- 7.0 Next Meeting**

Thursday, March 27th, 2025, 1 pm.
- 8.0 Adjournment**

**REGION OF QUEENS MUNICIPALITY
JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE
THURSDAY, JANUARY 30, 2025
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
Cindy Conway	Committee Member	Hillsview Acres
Luke Denison	Committee Member	Infrastructure
Myles Harlow	Committee Member	Administration
Steven Parnell	Committee Member	Infrastructure
Howard Pearson	Committee Member	Infrastructure
Chris Plummer	Committee Member	Infrastructure
Christina Whynot	Committee Member	Queens Place Emera Centre
Pat Bellemare	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

1.0 CALL TO ORDER

The meeting was called to order by Mary Apossos at 1:07 pm.

2.0 Approval of Minutes – DECEMBER 19, 2024

It was moved by Elise Johnston and seconded by Howard Pearson that the Minutes of the Joint Occupational Health and Safety Committee meeting held on December 19, 2024, be approved as circulated.

MOTION CARRIED unanimously.

3.0 Changes/Approval of Agenda

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

MOTION CARRIED unanimously.

4.0 Regular and Unfinished Business

4.1 Accident Reports

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.

Elise Johnston will follow up with markings for accessible seating at Queens Place Emera Centre.

4.2 Toolbox Meetings – December 2024 - January 2025

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

4.3 Training

TRAINING – Dec 2024- Jan 2025

4.3

Completed	25-01-07	Site Docs: Directors
Scheduled	2025-02-04	Tractor Training

Training to be scheduled:

Organization wide: Site Docs, WHMIS refresher
Hillsview Acres: Food Handlers, Vecova

4.4 Safety Data Sheet Database Updates

No updates to report.

4.5 Safety Suggestions

No safety suggestions were reported.

4.6 Informal Monthly Facility Inspections

Hillsview Acres conducted a facility inspection and noted some deficiencies.

4.7 Request for Information #003: SWP – Disposal of Sharp Objects

This request was sent to Management January 18, 2025.

4.8 Department of Labour Order #19685306-01 – Queens Place Emera Centre – Pool Pavilion Project

The employers response to Order #19685306 was distributed to members for posting on their respective JOHS boards.

4.9 Draft Terms of Reference Review

See attachment for deletions, additions, and amendments to the Draft Terms of Reference.

4.10 Safety Policy Statement Review & Request to Management for Signature and Posting

Consensus of the Committee to forward the Safety Policy Statement to the Chief Administrative Officer for review, signature and posting.

5.0 New Business

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

Consensus of the Committee that no changes are needed to SWP-COM-21: Safe Handling of Biohazardous Medical Waste.

Consensus of the Committee to request a Job Procedure be developed by Management for the safe handling disposal of sharps and biohazardous medical waste.

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, February 27th, 2025 at 1 pm in the Council Chamber.

8.0 Adjournment

The meeting was adjourned at 2:35 pm.

Mary Apessos, Co-Chair

Dana Henley, Committee Secretary

Date Approved: _____



Region of Queens Municipality	Reference: RQM-OHS-PRO-017	Rev: D1
JOHSC Program Terms of Reference	Original Issue Date: January 30, 2025 Revised Date:	

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.
- 3.2.15. **Committee shall ensure that each line of service of the organization is represented.**

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 **committee members for posting on respective Joint Occupational Health and Safety boards.** ~~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



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- 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.~~
- 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:
 - 3.5.8.3.1. Capital Projects Job Trailer (project based)
 - 3.5.8.3.2. Hillsvieview Acres Home for Special Care
 - 3.5.8.3.3. Materials Recovery Facility
 - 3.5.8.3.4. Municipal Administration Building
 - 3.5.8.3.5. Municipal Services Building
 - 3.5.8.3.6. North Queens Aquatic Centre (seasonal)
 - 3.5.8.3.7. Public Works Garage
 - 3.5.8.3.8. Queens Place Emera Centre
 - 3.5.8.3.9. Solid Waste Management Facility Maintenance Garage
 - 3.5.8.3.10. Visitor Information Centre (seasonal)
 - 3.5.8.3.11. Water Treatment Plant

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.



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- 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.
- 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.



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- 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 an initial term of 3 years, for up to a maximum of two consecutive terms (six years). The terms of members shall be staggered such that the terms of no more than one-third of members end at the same time or in the same fiscal year. When a member's term is complete that member will become the alternate for the new member that represents their worksite.
- 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.
- 6.3.4. Co-chairs of the JOHSC shall hold their appointment as Co-chair for one year, for a maximum of two consecutive terms (two years). The terms of the Co-Chairs shall be staggered such that the terms of the Co-chairs are offset by six months.

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 of the *Occupational Health and Safety Act*.
 - 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.



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- 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.
- 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, plus mileage at the approved rate from the regular place of work to the location of JOHSC business and return to the regular place of work.

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.



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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~~ Administrator 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.
 - 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.



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- 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.

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.



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- 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

- 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
- 7.2. Site Docs: Employee Safety Concern



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7.3. Site Docs: Work Refusal

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		

Accident Reports – Jan - Feb 2025 4.1

Department	Date of Accident	Report
Administration		
Hillsview Acres		
Infrastructure		
QPEC	25-01-22	Member of the Public: Athletic Coach knocked over by athlete training
	25-02-08	Member of the Public: Fell on ice after exiting vehicle

TOOLBOX MEETINGS – Jan-Feb 2025

4.2

Department	Topics
Administration	2025-02-05: Fire Extinguishers
	2025-02-19: Eye Strain
Hillsview Acres	
Infrastructure	2025-02-05: SDS Access, Changing Chlorine Cylinders
	2025-02-18: SWP-COM-11 Working Alone
QPEC	2025-02-12: Review JOHS Minutes, First Aid, Head Injuries
	2025-02-18: Fire Extinguishers

TRAINING – Jan - Feb 2025

4.3

Completed	25-02-03	Tractor Training
Scheduled		

SDS Updates – Jan - Feb 2025 4.4

Product Description	Date Uploaded



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4.7

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.
- 3.2.15. **Committee shall ensure that each line of service of the organization is represented.**

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 **committee members for posting on respective Joint Occupational Health and Safety boards.** ~~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



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- 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.~~
- 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:
 - 3.5.8.3.1. Capital Projects Job Trailer (project based)
 - 3.5.8.3.2. Hillsvieview Acres Home for Special Care
 - 3.5.8.3.3. Materials Recovery Facility
 - 3.5.8.3.4. Municipal Administration Building
 - 3.5.8.3.5. Municipal Services Building
 - 3.5.8.3.6. North Queens Aquatic Centre (seasonal)
 - 3.5.8.3.7. Public Works Garage
 - 3.5.8.3.8. Queens Place Emera Centre
 - 3.5.8.3.9. Solid Waste Management Facility Maintenance Garage
 - 3.5.8.3.10. Visitor Information Centre (seasonal)
 - 3.5.8.3.11. Water Treatment Plant

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.



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- 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.
- 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.



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- 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 an initial term of 3 years, for up to a maximum of two consecutive terms (six years). The terms of members shall be staggered such that the terms of no more than one-third of members end at the same time or in the same fiscal year. When a member's term is complete that member will become the alternate for the new member that represents their worksite.
- 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.
- 6.3.4. Co-chairs of the JOHSC shall hold their appointment as Co-chair for one year, for a maximum of two consecutive terms (two years). The terms of the Co-Chairs shall be staggered such that the terms of the Co-chairs are offset by six months.

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 of the *Occupational Health and Safety Act*.
 - 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.



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- 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.
- 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, plus mileage at the approved rate from the regular place of work to the location of JOHSC business and return to the regular place of work.

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.



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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~~ Administrator 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.
 - 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.



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- 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.

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.



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- 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

- 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
- 7.2. Site Docs: Employee Safety Concern



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7.3. Site Docs: Work Refusal

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-POL-001	Rev: D1
Safety Policy Statement	Original Issue Date: December 5, 2024 Revised Date:	

4.8

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.

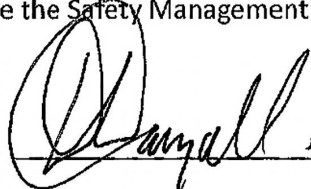
Managers and supervisors will be trained and held responsible for ensuring that the employees, under their supervision, follow this policy, use safe work practices, and receive training to protect their health and safety. Managers and supervisors also have a general responsibility for ensuring the safety 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: Feb. 7, 2025



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		