

JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE MEETING MINUTES

THURSDAY, FEBRUARY 28, 2019 AT 11:00 A.M.

LUNENBURG TOWN HALL, 119 CUMBERLAND STREET

PRESENT: Paul Bracken, Facilities Superintendent, Public Works
Kelly Cunningham, Recreation Director, Recreation Department
Lee Fougere, Town Engineer
Laura Langille, Construction Safety NS, OH&S Advisor
Heather McCallum, Assistant Municipal Clerk
Cali Beck, Finance Officer, Corporate Services
Donnie Parks, Fire Hall Superintendent, Fire Department
Bea Renton, CAO/Clerk, Chair
Taylor Rombaut, Water Resource Operator, Public Works
Malcolm Smith, Facilities Attendant, Recreation Department

ABSENT: Trevor Lohnes, Operator, Public Works

1. Welcome and Introduction – Laura Langille, OH&S Advisor, Construction Safety Nova Scotia and Lee Fougere, Town Engineer

Ms. Langille and Mr. Fougere were welcomed to their first Committee meeting.

Ms. Langille is assisting the Town obtain it's "COR" Certificate of Recognition designation with CSNS which is funded through the NS Workers Compensation Board safety program. Most training is free to the Town such as the WHMIS session recently held and additional courses, including the Joint Occupational Health and Safety Committee refresher course March 4 (to be rescheduled due to weather) and Safety Leadership courses Mr. Bracken has volunteered to take to facilitate the COR designation. She is also updating the Town's Safety Program binder to provide current safety policies and procedures all at no cost to the Town. It is her intention to continue attending Committee meetings to assist with this project work.

Mr. Fougere joined the Town staff on February 20. He is a civil engineer and has worked with Jacques Whitford, Stantec and other consulting engineering firms with specialization in geotechnical services.

2. Agenda

The agenda was approved by agreement.

3. December 13, 2018 Joint Occupational Health and Safety Committee meeting minutes

The minutes were approved by agreement.

4. Unfinished Business

a. Suggestions for workplace safety improvements

The Committee reviewed the status of items as listed on the December 13 Minutes, with some additions as follows.

<p><u>Public Works - General</u></p> <p>Rigging course and additional equipment.</p> <p>Refresher electrical safety awareness course is offered by NSPI.</p> <p>A meeting is being arranged by the Facilities Superintendent and Ms. Langille to encourage their COR designation as well to advance workplace safety.</p> <p>The FS has tool talks with Public Works staff before jobs he is involved with.</p>	<p><u>Action Plan</u></p> <p>PW staff have taken training and a manhole lifting device was purchased. CSNS offers rigging training if other Department managers want their staff to take it – TBA.</p> <p>Awaiting training date from NSPI</p>
<p><u>Water and Wastewater Treatment</u></p> <p>Confined space procedures review – the Town has a Confined Space Procedure Policy 46(F).</p> <p>Should treatment plant defibrillator/AED be budgeted for?</p>	<p>Staff have reviewed the Policy for future reference. Managers reminded to follow-up and have job hazard assessments done before work starts.</p> <p>PW managers will discuss this for future budget. Ms. Langille advised not required and more in use in public areas.</p>

<p>WWTP staff have sourced UV protection safety goggles and are awaiting a price.</p> <p>No smoke detectors or fire alarms in the two plants.</p> <p>Mr. Rombaut spoke of Federal guidelines for plant staffing levels he will share with managers. He indicated that two are suggested for each plant. They ensure there are two people working together for such jobs as choline bottle changes. The plants are designed for single operator systems.</p>	<p>PW managers will consider the quote once received.</p> <p>The Facilities Superintendent advised that he inquired of the Fire Inspector and they are not required for this class of building. There are CO2 detectors and other gas monitoring devices. He will determine if the Chubb security panels in the buildings can accommodate fire/smoke warning systems.</p> <p>Mr. Rombaut will share this information with PW managers for follow-up discussion.</p>
<p><u>Recreation</u></p> <p>The Facilities Superintendent advised that the new Building Code compliant step for skaters to access the ice during public skates is in use. It is not otherwise used. He advised that the entrance without the step is still safety acceptable.</p> <p>An emergency light in the Auditorium requires new batteries.</p> <p>Evacuation procedure in case of power outages in the Auditorium was discussed with the Fire Inspector.</p>	<p>Recreation staff and Facilities Superintendent will reconfirm the current arrangements are suitable.</p> <p>This will be done by Recreation staff which the Facilities Superintendent will help coordinate.</p> <p>Fire Inspector has advised that it depends on duration and time of day of an outage. Emergency lighting will operate for 45 minutes and if inadequate light and a prolonged outage, the Auditorium should be vacated. In the case of the Arena, it is vacated during power outages.</p>

During Auditorium roof renovations, the side door is being used at the Community Centre. It requires a handrail.	PW has fabricated the hand rail and is asked to install it as soon as possible.
--	---

b. Department First Aid Supplies and Facility Safety Checklists

First Aid supplies have been replenished. The Facilities Superintendent reminded people to try and use the surplus supply first aid boxes for basic use items such as band aids and anti-inflammatories, and use the complete kits when needed for serious situations so their supplies are always complete.

Emergency lights are being checked and batteries replaced as required by the Facilities Superintendent and other staff. The batteries tend to last for three years.

c. Annual Department Safety inspection checks results

Annual inspections have been completed by the Facilities Superintendent and other staff members. The results have been shared with the relevant managers for follow-up. He has created a Safety document e-folder on the Shared (S) drive inside the Facilities Superintendent folder.

The Facilities Superintendent and Ms. Mills will prepare together an annual facilities inspection results spread sheet for tracking the follow-up of outstanding items.

Bruce Parks is reviewing all the building fire exit and AED plans in his capacity as Fire Inspector.

Paul is arranging Town building fire drills – Town Hall and the Recreation Department are currently outstanding.

5. New Business

a. Annual review of Policy #46 Occupational Health and Safety

This item was deferred to the next meeting (Schedule "A").

b. Review of any Workplace Safety Incident Reports

- *Corporate Services battery back-up fell on staff member's finger*
- *Public Works equipment damage to old police station building during plowing operations*

The incidents were reviewed for information.

c. Safety and Wellness Training schedule

The training calendar (Schedule "B") was reviewed noting the following sessions:

- Mental Health January 25 ✓
- WHMIS February 15 ✓
- Joint Occupational Health and Safety Committee Member Orientation – ~~March 4, 2019~~ *to be rescheduled due to weather*, 8:30 a.m. – 3:30 p.m.
- Chlorine Spill Kit course for Water and Wastewater Treatment staff – March 26
- NSPI Electrical Safety Awareness training – TBA
- Workplace health series – pain management strategies for wellness – April 17, 2019, 12:00 p.m. lunch and learn
- Lunenburg and District Fire Department - ongoing training for + 50 volunteer Firefighters
- Additional topics - Traffic Control and Flagging for Town Engineer, Arena operations for Recreation Director, and Customer Service for all staff.

d. Next Committee meeting dates - Thursday, April 25 at 11:00 a.m., Town Hall

The Committee agreed to increase meeting frequency from quarterly to bi-monthly while the Safety Program update is taking place.

Committee members are encouraged to have full attendance for meetings to be productive. If a member cannot attend, they are asked to please make arrangements with their manager for a substitute.

6. Adjournment

Motion: moved and seconded to adjourn the meeting. Motion carried.

The meeting was adjourned at approximately 12:15 p.m.

Bea Renton, CAO and Heather
McCallum, Assistant Municipal Clerk

46. TOWN OF LUNENBURG: OCCUPATIONAL HEALTH AND SAFETY POLICY

1. The Town of Lunenburg Council ("Town" or "Council") is committed to providing a healthy and safe work environment for its employees and integrating that commitment into its everyday activities. To realize that commitment, Council hereby implements the following Occupational Health and Safety Policy ("Policy"). In addition, the Town will establish and maintain a related Safety Program, including safe work practices, training, etc. to ensure safety in the workplace.
2. This Policy applies to all Town employees at all work sites for which the Town is responsible.
3. The Town is responsible for the health and safety of its employees while they are at work and will make every effort to provide a healthy and safe work environment.
4. (1) Town **managers/supervisors** will be trained as required and responsible for ensuring:
 - (a) Town employees under their supervision follow this Policy.
 - (b) Town employees and contractors not directly under their supervision, but whom they believe have violated this Policy, are promptly reported to their appropriate supervisor for follow up action or stopped if circumstances warrant until such time as the relevant supervisor is notified.
 - (c) Town employees use safe work practices and receive adequate training to protect their health and safety.
 - (d) the safety of Town equipment and facilities are reasonably maintained.
- (2) All levels of Town management including Town Council, will cooperate with the Joint Occupational Health and Safety Committee ("Committee"), Town Department Health and Safety representatives and employees to create a healthy and safe work environment. Co-operation will also be extended to others such as contractors, owners, inspectors, etc.
5. (1) Town **employees** will be required to support this Policy and to co-operate with the Committee, Town Health and Safety representatives and with others exercising authority under applicable laws.

- (2) It is the duty of each employee to report to their manager/supervisor as soon as possible any hazardous conditions, injury, incident or illness related to the workplace. Employees must protect their own health and safety by complying with applicable laws and by following Town policies, procedures, rules By-laws, and instructions and relevant Federal and Provincial laws.
- (3) Working safely is required of all employees in all situations. When possible, hazards will be eliminated. Where hazards do exist as a function of the nature of the work, employees are required to use appropriate personal protective equipment, clothing, devices, materials, training and follow safe work practices.

6. The **Town** recognizes:

- (1) its employees' duty to identify and report workplace safety hazards;
- (2) its duty to support and encourage employees to play an active role in identifying hazards and to offer suggestions to improve workplace health and safety;

7. To ensure this Policy continues to meet the Town's, manager/supervisors' and non-management employee needs it will be reviewed by the Committee, Town Department Health and Safety representatives, and employees as required, but at least annually, to make necessary amendments.

Town Clerk's Annotation For Official Policy Book

Date of Notice to Council Members

of Intent to Consider [7 days minimum]: February 23, 2010

Date of Passage of Current Policy: March 2, 2010

I certify that this Policy was adopted by Council as indicated above.

Town Clerk

March 9, 2010
Date

JOHSC annual review and approval: January 10, 2012

TOWN OF LUNENBURG – STAFF TRAINING

2019

Jan 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Feb 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

Mar 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Apr 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Jun 2019						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Jul 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Aug 18						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Sep 2019						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Oct 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Nov 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Dec 2019						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Date	Training	Staff	Date	Training	Staff
Jan 25	Lunch & Learn: A New Attitude – The Truth about Mental Illness	All Staff	Apr TBA	Lunch & Learn: Healthy Heart for Life	All Staff
Feb 7	Digital Accessibility (half day)	BR, HM	Jul TBA	Lunch & Learn: Healthy Weight for Life	All Staff
Feb 15	WHMIS 2015 (half day 9am/1pm)	All Staff	Oct TBA	Lunch & Learn: TBD	All Staff
Feb 28	Enhance Your Brain Power at Work (12pm lunch;12:30-4:30pm session)	Town Mgmt	TBA	Municipal Leadership (Jack Novack)	Town Mgmt
Mar 4	Occupational Health & Safety Committee Member Orientation (full day)	JOHSC Members & Managers	TBA	Electrical Safety Hazard Awareness	Fire, Public Works, Rec
Mar 27	Municipal Government (half day 1pm)	New Staff *Optional for long term Staff	TBA	Diversity Training	All Staff

Please note: Holidays are blacked out. Training dates are subject to change. MORE TO COME.