

JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE MEETING MINUTES

THURSDAY, SEPTEMBER 5, 2019 AT 11:00 A.M.

(LUNENBURG TOWN HALL)

PRESENT: Cali Beck, Finance Officer, Corporate Services
 Paul Bracken, Facilities Superintendent, Public Works (Chair)
 Bobby Cleveland, Facilities Attendant, Recreation Department
 Trevor Lohnes, Operator, Public Works Department
 Heather McCallum, Assistant Municipal Clerk, Corporate Services
 Gary Mossman, Fire Hall Superintendent, Fire Department
 Taylor Rombaut, Water Resource Operator, Public Works

The Chair called the meeting to order at 11:08 a.m.

1. Agenda

The previously circulated agenda was approved by consensus.

2. June 27, 2019 Joint Occupational Health and Safety Committee meeting minutes

The June 27, 2019 meeting minutes were approved by consensus.

3. Unfinished Business

a. Outstanding items chart from August 22, 2019 meeting minutes

Outstanding Items Aug 22 Meeting	Sep 5 Update
<u>Public Works</u> ➤ Safety inspection of hoists, fall arrest gear, pallet jacks, ladders, fire extinguishers, etc.	Paul has followed up with replacements for failed items. Some items (hoist cable WTP, lift, chain hoist WWTP) still need replacement. Lee is following up with the Dept. of Labour regarding the PW chain hoists.
<u>Water and Wastewater Treatment</u> ➤ Confined space procedures review.	The fresh air machine is awaiting repairs. Peter/Paul will follow up on this.

<ul style="list-style-type: none"> ➤ Trespassing issue around plants. Recent W&WW plant tours have shown most are fenced. ➤ Laura visited the Water and Wastewater plants to assist in evaluating which tasks are advisable for two people, and make informal recommendations. <ul style="list-style-type: none"> ○ Cross-contamination between plants ➤ NEW: H2S – In a power surge or outage that knocks out the Biofilter/fans, H2S levels rise very quickly and the WWTP becomes uninhabitable. 	<p>Impractical to close road gates with frequent PW traffic. Will be an ongoing issue in lieu of a fence.</p> <p>See Laura’s “Site Visit Notes” email of June 27. (Schedule “A”) Peter/Paul to follow up on how these are being evaluated.</p> <p>Two sets of safety gear and boots that stay in each respective plant have been purchased for Taylor.</p> <p>Repairs coming shortly for fans to restart automatically in the case of a surge; no procedure for outages. Ideas discussed: remote for garage door, single-use SCBAs around plant to allow for safe evacuation, generator for fans. Paul will look at developing a procedure using information supplied by CBCL; Taylor was asked to source H2S training.</p>
<p><u>Recreation</u></p> <ul style="list-style-type: none"> ➤ Bea asked Kelly and Paul if an inset ramp in the Arena onto the ice might be feasible, rather than the step. Ice is re-installed in mid-September. ➤ Bobby flagged a concern with dismantled surplus bleachers stored outside. 	<p>The brine leak emergency repairs have shown where pipes are; a ramp does not appear to be feasible. If there is a need for a smaller step to the ice an alternate door will have to be used. Paul to follow up with Kelly whether step can continue to be used.</p> <p>Kelly is sourcing community groups that may want to take the bleachers.</p>

<p><u>General</u></p> <ul style="list-style-type: none"> ➤ Fire evacuation plans/Drills ➤ “Dangerous Goods” placards need to be attached to trucks when transporting dangerous goods (Public Works, Water /Wastewater). Placards are available. 	<p>Paul has obtained quotes ranging \$1200-5000 for development of an evacuation plan for Lunenburg Academy – currently meets requirements re: signs, lights, maps. No formal manual or muster point; Paul will assign one and notify tenants. He will schedule drills 2x/yr.</p> <p>PW has placards and mounting hardware. Trevor/Taylor to follow up on getting them attached to trucks.</p>
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b. Construction Safety Nova Scotia “Safety Culture” staff survey

John L, John M, and Taylor have not completed the survey; Paul will re-send the online link.

4. New Business

a. Department bi-monthly safety inspections

Paul received from all departments.

b. Safety Items and Concerns spreadsheet for August 2019

Safety Data Sheets need to be updated in Public Works. Paul will update the spreadsheet online as items are completed (Schedule “B”).

c. Administrative Policy #7 Employee Safety Recognition

Paul outlined the policy (Schedule “C”) and encouraged Committee reps to share with their departments. Cali suggested some hard copies be placed in common areas like lunch rooms.

d. Safety and Wellness Training schedule:

- IT Security Awareness – October 2, 2019 at 9:30 a.m. & 12:30 p.m.
- Hazard ID and Control – October 8, 2019
- Leadership for Safety Excellence – October 23-24, 2019
- Traffic Control & Signage – November (repeat 2-3 yrs)
- Training Survey – Bea/Heather to send around electronically.

Training suggestion: Confined space rescue.

- e. Next Committee meeting date - *Thursday, November 7, 2019 at 11:00 a.m. at Lunenburg Town Hall.*

5. Adjournment

The meeting was adjourned at 11:50 p.m.

Heather McCallum
Assistant Municipal Clerk

From: [wwtp](#)
To: [Heather McCallum](#); [Heather McCallum-Comm](#)
Subject: FW: Site Visit Notes
Date: June 27, 2019 12:24:13 PM

Hi Heather,

Please see below for Laura's notes with regards to safety issues at the WWTP and WTP to be included in the JOHSC minutes.

Thanks,
Taylor

From: Lee Fougere
Sent: June-21-19 8:36 AM
To: John Lohnes; wwtp; John Mader
Subject: FW: Site Visit Notes

Good morning John M, John L and Taylor,

Thanks for your cooperation showing Laura daily tasks at both plants. Please see Laura's email below. We can discuss a game plan moving forward in the coming weeks.

Regards,
Lee

From: Laura Langille [mailto:llangille@constructionsafetyns.ca]
Sent: Friday, June 21, 2019 8:06 AM
To: Lee Fougere <LFougere@explorelunenburg.ca>
Cc: Paul Bracken <PBracken@explorelunenburg.ca>
Subject: Site Visit Notes

Lee

Based on our site visits on Wednesday I wanted to provide you with the following notes, as discussed.

Wastewater Facility

I have done a little bit of research regarding waste water and exposure to H₂S. I would recommend that

- all employees working at this facility receive a tetanus and hepatitis vaccination, if they don't already have them.
- Recommend implementing a check in procedure for employees when working alone. The employees would check in at regular intervals to either their supervisor, or a representative from corporate services.
- Recommend having two way radios available throughout the plant for emergency

planning. It was stated that cell phone service is minimal and therefore not an option.

- Recommend installing cameras in the large room with vats and in the room where the initial samples are collected. This would allow the area to be monitored in the event that the employee is injured or in need of emergency assistance.
- Recommend installing smoke detectors in the plant at various locations as part of your emergency plan.
- Post an evacuation map.
- PPE including a full face shield (due to potential splashing), CSA approved rubber boots, water resistant gloves and an apron should be worn when collecting samples and working near the product at different stages such as when the cleaning and general maintenance is being performed on the equipment.
- Obtain Safety Data Sheet for the Polymer. Review and implement any necessary changes to procedures.
- Implement a procedure/policy that would set a limit for the workers to be exposed to H₂S. This may include taking frequent breaks and dividing longer tasks over the course of two or more days. Training on H₂S should also be considered.
- It is recommended that the work bench in the main area be moved to another location to limit the workers exposure to H₂S gas in that room. A separate shed or building was discussed.
- A fence should be installed around the area in the yard (not sure of correct term) to protect damaging the pile. Signs should also be installed to discourage the public from entering the area and to ensure that they are aware.
- There should also be consideration and a documented plan in place to support the plants worst case scenario. Two areas of concern were a loss of power throughout the Town resulting in flooding and potentially destroying the plant and an explosion. Workers should be involved in creating the plan and knowing the procedures.
- It is recommended that any employee working at the plant change their work clothes and footwear prior to leaving the building to avoid contamination.

Water Treatment plant

The main concern at this plant is ensuring that employees are not performing tasks alone. There are many tasks that must only be performed when two people are present in the plant.

It was also discussed that repairs of the plant should be completed by qualified trades. Areas included changing the light bulbs in the large ceiling lights in the chemical room and repairing the pipes throughout the building.

Public Works site

Reviewed the hazard assessment with the backhoe operator and made some minor suggestions for improvement. Overall the assessment is well thought out.

I am in the process of obtaining some written procedures for your plants and worksites. I have found a few that seem to have a lot of good information. I will continue to compile them and then forward them to you for your review.

If I missed something, or if you have any questions or concerns please contact me.

Regards,

Laura Langille
OHS Advisor



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SCHEDULE "B"

Status	Building	Room/Area	Item Category	Date Found	Details	Follow-up Responsibility	Item Repaired
Pending	Waste Water Treatment Plant		Exit Lights		2 out in headworks, Gas proof?	Town Engineer	
Pending	Waste Water Treatment Plant		Emergency Lighting		Light out above press / HW	Town Engineer	
Outstanding	Fire Hall		SDS Sheets	June 5th 2019	SDS Sheets need updating	Fire Hall Attendant	
Outstanding	Blue Building		Exit Lights	July 19th 2019	Lens Broken	Facilities Superintendent	
Outstanding	Blue Storage Building		Fire Extinguishers	July 19th 2019	Electrical Room out of date	Facilities Superintendent	
Outstanding	Lunenburg Academy including new	3rd Floor	Emergency Lighting	July 24th 2019	1 blub out on E-light	Facilities Superintendent	
Outstanding	Public Works Armories	1st Floor	Machine Guards	Sept. 5th 2019	Missing a guard on bench grinder	PW Superintendent	
Outstanding	Town Hall	Basement	Fire Exits	Sept. 9th 2019	Basement door lock broken	Facilities Superintendent	
Outstanding	Town Hall	4th Floor	Emergency Lighting	Sept. 9th 2019	2 lights out on 4th floor	Facilities Superintendent	

#7 TOWN OF LUNENBURG ADMINISTRATIVE POLICY EMPLOYEE SAFETY RECOGNITION

TITLE

1. The policy is entitled the "Employee Safety Recognition" Policy.

PURPOSE

2. The policy provides for recognition of the procedures for Town of Lunenburg ("Town") employees to make workplace safety suggestions to the Town on improvements to safety procedures for Town Departments.

PROCEDURE

1.
 - (a) Employees are encouraged to consider safer ways of carrying out the Town's work. When new procedures or modifications of procedures are thought of, employees are asked to complete the attached "Employee Safety Suggestion Form" and pass it on to their Department Head.
 - (b) Department Heads are encouraged to assist employees where necessary to ensure that the form is completed properly.
 - (c) Department Heads will review the form with employees to ensure it's complete and clear.
 - (d) Department Heads will be responsible for determining whether the suggestions have merit and are able to be implemented. This will be noted on the "Employee Safety Suggestion Form".
 - (e) The forms will be passed on to the Chair of the Safety Committee for discussion at the next meeting at which time the Committee will choose the best safety idea for the month.
 - (f) A tee shirt with the Town logo on it will be given to the employee whose safety idea was chosen the best.

TOWN OF LUNENBURG WORKPLACE

SAFETY SUGGESTION FORM

Date: _____

Employee(s) Name: _____

Department: _____

Describe the present workplace situation, conditions, method or procedure for improvement. Please be specific (attach pages if needed):

What is your workplace safety suggestion? Be specific - describe the improvement and tell how it can be made (attach pages if needed):

Approval of Department Head/Supervisor: _____

Department Head/Supervisor's Comments and Action Taken:

Safety Award Section

Form Submitted to: _____
_____(Safety Committee Chair)

Date Form Received: _____

Date Form Considered by Safety Committee: _____

Decision of Safety Committee: _____

Safety T-Shirt Award