

**MINUTES**  
**HEALTH & SAFETY COMMITTEE MEETING**  
**HELD IN THE NORTH HURON COUNCIL CHAMBERS**  
**Thursday, September 28, 2017 at 10:00 a.m.**

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**MEMBERS PRESENT:** Kathy Adams, Barb Black, Sonya Gibson, Pat Fraser,  
Larry Meyer, Dwayne Evans, Ryan Ladner, Nicole Graf,  
Stu Moffat

**MEMBERS ABSENT:** Richard Al, Jeff Howson, Denise Lockie, Scott Schiestel,  
Scott Price, Pat Newson,

**Call to Order:** Co-Chair Larry Meyer called the meeting to order at 10:00 a. m.

**Minutes of Previous Meeting:**

**JHSC09/17: MOVED:** Pat Fraser                      **SECONDED:** Kathy Adams  
*That the Health & Safety Committee hereby adopts the Minutes of the Meeting held  
June 29, 2017 as printed and circulated.*      **DISPOSITION:** Motion Carried.

**Deputations/Invited Guests:**

None in attendance.

**Business Arising from Previous Meeting (not otherwise on the agenda):**

**New Business:**

1.     a)     **Inspection Schedule:**  
September Inspections will be completed on October 2, 2017 by Ryan and Mandy  
October Inspections – Ryan/Kathy/Dwayne  
November Inspections – Ryan/Public Works  
December Inspections – Ryan/Recreation
- b)     **Review of Inspections:**
  - The Inspection reporting sheets were reviewed. Inspection observations including emergency lighting, checking of fire extinguishers and missing OH&S Act green books, were noted.
  - Stu advised that the OH&S Act green books have been purchased and placed in Public Works locations that did not have them.
2.     **Occurrence Reports / Near Misses (reported to the JH&SC):**
  - There were 2 reports submitted involving staff with no loss time;
  - There was 1 report submitted involving staff that has been submitted to Workers Compensation. Status is unknown at this time.
  - 7 occurrences were reported involving the Public, all minor and all during Summer Day Camp.

Reminder: Occurrence and Insurance Forms may be accessed on the Intranet. These forms are to be placed in Township vehicles.

3.     **Employee Trainings:**
  - i)     The following trainings have been booked by the Public Works Department: Working at Heights; Aerial Lift; and Chain Saw. Information regarding these trainings will be shared with the Recreation Department and Fire Department.
  - ii)    Nicole, Mandy and Barb took part in the MSDSonline Webinar September 14. The data entry process was reviewed.

4. Revised Health and Safety Policy:

Denise and Ryan continue to work on the Risk Assessments for each department position. A progress update will be presented at the next meeting.

Committee Members had a discussion on Mental Health concerns and creating a Policy to be incorporated into the North Huron Health and Safety Policy. Kathy, Dwayne and Ryan have attended different trainings surrounding the topic of mental health. Dwayne will ask that the Huron County Clerks and Treasurers place this topic on their next agenda for discussion and input from other municipalities regarding policies in place. Other resources – Huron County Health Unit; Canadian Mental Health Association.

6. Promoting Health & Safety:

Employees will be recognized for completing a 12 month period, September 1, 2016 to September 30, 2017 in which no employees lost time due to a work related injury. Each employee will be receiving a \$10.00 Tim Hortons card in their October pay envelope.

Prior to the “Solar Eclipse” on August 21<sup>st</sup>, 2017, a notice was sent out by email to all Staff reminding of safe practices during the Solar Eclipse.

7. WHMIS Training:

Committee members did a WHMIS review.

**Correspondence:**

- PSHSA July 2017 Newsletter
- PSHSA August 2017 Upcoming Workplace Health & Safety Training Sessions
- HRInsider – August 4, 2017 Compliance Alert: Ready or Not, Here Comes the WHMIS Inspectors
- Gowan Consulting – Mental Illness: How to provide support and return to work strategies
- Gowan Consulting – Occupational Therapy: What Can OT Do to Help Employees Stay Productive?
- PSHSA August 2017 Newsletter
- Gowan Consulting – National Suicide Prevention Day is September 10
- Gowan Consulting – Sitting all day? Use Ergonomics to Stay Productive
- SafteyNow – Safety Tip of the Week...Size Matters When it Comes to PPE
- PSHSA – September 2017 Newsletter

**Other Business/Member Reports:**

On behalf of the Day Care Staff, Sonya inquired if it was possible to have first aid kits in all the rooms at the Day Care. Eight first aid kits would be required. Dwayne advised that County funding may still be available and suggested that the Day Care Supervisor apply to cover the costs of the first aid kits.

Stu advised that Public Works replaced all the first aid kits in their department. There are some old kits available if anyone can utilize them.

Larry encouraged attendance at the next meeting, as the committee appointments will be set and Worker Members will appoint a Worker Representative as Co-chair. If a Member is unable to attend a meeting, a replacement from their department should be appointed to attend in their absence.

**Next Meeting:**

The next meeting is scheduled for Thursday, November 30, 2017 @ 10:00 a.m. in North Huron Council Chambers.

**Adjournment:**

**JHSC10/17: MOVED:** Kathy Adams

*That there being no further business before the Health & Safety Committee, the meeting  
be hereby adjourned @ 10:55 a.m.*

**SECONDED:** Sonya Gibson

**DISPOSITION:** Motion Carried.

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Co-Chair Larry Meyer

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Secretary – Barb Black