MINUTES HEALTH & SAFETY COMMITTEE MEETING HELD IN THE NORTH HURON COUNCIL CHAMBERS Thursday, November 30, 2017 at 10:00 a.m.

MEMBERS PRESENT:	Richard Al, Barb Black, Denise Lockie, Sonya Gibson, Pat Fraser, Larry Meyer, Dwayne Evans, Nicole Graf, Pat Newson, Jordan Murray, Jeff Groves
MEMBERS ABSENT:	Jeff Howson
Call to Order:	Co-Chair Larry Meyer called the meeting to order at 10:00 a.m.

Minutes of Previous Meeting:

JHSC11/17: MOVED: Nicole GrafSECONDED: Pat FraserThat the Health & Safety Committee hereby adopts the Minutes of the Meeting held
September 28, 2017 as printed and circulated.DISPOSITION: Motion Carried.

Deputations/Invited Guests:

Tyra Muscheid-Sitler was introduced by Pat Fraser. Tyra is a Grade Eleven Student from FE Madill Secondary School doing a Co-op placement with the North Huron Police Department.

Larry Meyer welcomed Jordan Murray and Jeff Groves, Worker Representative from the Public Works Department.

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

New Business:

1. Review of Committee Structure:

Richard reviewed the Committee Structure noting that the Policy states there should be six Worker Representatives and four Management Representatives.

Worker Members held an election to appoint a Worker Representative to the position of Co-Chair.

Denise Lockie nominated Sonya Gibson. Seconded by Nicole Graf. - Sonya declined. Jordan Murray nominated Denise Lockie. Seconded by Jeff Groves. – Denise accepted.

Worker Members appointed Worker Representative to position of Co-Chair.

JHSC11/17: MOVED: Jordan MurraySECONDED: Jeff GrovesThat the Worker Members of the JH&SC appoint Worker Representative Denise Lockie,
as Co-Chair of the Health & Safety Committee, effective November 30, 2017 for a one
year term.year term.CARRIED

Management Members appointed Management Representative to position of Co-Chair.

JHSC12/17: MOVED: Pat NewsonSECONDED: Dwayne EvansThat the Management Members of the JH&SC appoint Management RepresentativeRichard Al, as Co-Chair of the Health & Safety Committee, effective November 30, 2017for a one year term.CARRIED

2. Committee Meeting Schedule attached:

JHSC13/17: MOVED: Pat Fraser SECONDED: Sonya Gibson That the JH&SC approve the Committee Meeting Schedule for 2018 as presented. CARRIED

November 30, 2017 JH&SC Meeting

- 3. a) Inspection Schedule: January Administration February – Recreation Department March – Public Works Department
 - b) Review of Inspections: It was noted that the JH&SC Occupational Health and Safety Act with Regulations for Ontario "The Green Book" need to be updated. Locations will be checked to see how many books are required.
- 4. Occurrence Reports / Near Misses (reported to the JH&SC):
 - 4 reports submitted involving staff.
 - 11 occurrences reported involving the Public.
 - 2 incidents of Mischief were reported to the Police (one at Wingham Landfill and the other at Cruickshank Park)
- 5. Employee Trainings: Public Works Employees attended the following trainings: Chainsaw, Airlift, First Aid, Working at Heights/Fall Arrest Nicole has the master list of trainings for the Public Works Department. A discussion was held on training data and work plans moving forward.
- 6. Revised Health and Safety Policy Update:

Richard gave a brief review of the status of the Health and Safety Policy. The review needs to proceed. PSHSA has reviewed the draft policy. With a good score as a starting point, the Committee would like to work on increasing this score.

The JH&SC would like to continue with Policy Meetings in addition to the regular Health and Safety Meetings. "Policy Meetings" will be at the call of the Co-Chairs throughout the year.

MSDS – On Line have been updated. Binders are being updated by Mandy in the Administration Office, soon to be distributed. It was noted that printed binders are required as not everyone has access to computers for on line service. Departments must insure to notify of new products. On line will do up dates. Consumer versions of product must be labeled if put into smaller containers.

Risk Assessment is to continue as 2018 Project.

- Mandy is to be asked to assist with Job Analysis
- All old Assessments have been reviewed
- Job position specific risks
- 80% complete
- Fire Plans each building updates.
- 7. Promoting Health & Safety:

A question was asked regarding the policy for clothing allowance and PPE. Clothing allowance falls under Human Resource polices, while PPE is a Health and Safety policy.

Employees were 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 received a \$10.00 Tim Hortons card in their October pay envelope.

The Human Resources Department and the Senior Management Team is reviewing the policy recognizing employees for "no lost time". Further discussion will be held at the next Health and Safety meeting.

8. Video viewing: "Eye Safety" Prevention of Eye Injury

Correspondence:

- Safety Tip of the Week: Know the Risks of Asbestos Exposure.
- > Upcoming Workplace Health & Safety Training Sessions November-December 2017

Other Business/Member Reports:

Asbestos Management Plans are on file at each worksite. The plans are updated every two years and are on the schedule for a 2018 update.

Face mask fittings comments:

- Fire Department Personnel are all Fit Tested.
- Key people in the Township should be fitted CBO's
- Should this be part of the Emergency Plan
- Consult with David Clarke, CEMC, Emergency Manager

Next Meeting:

The next meeting is scheduled for Thursday, January 25, 2018 @ 10:00 a.m. in North Huron Council Chambers.

Adjournment:

JHSC14/17: MOVED: Pat FraserSECONDED: Denise LockieThat there being no further business before the Health & Safety Committee, the meeting
be hereby adjourned @ 11:40 a.m.DISPOSITION: Motion Carried.

Co-Chair Larry Meyer

Secretary – Barb Black