

**MINUTES  
HEALTH & SAFETY COMMITTEE MEETING  
HELD IN THE NORTH HURON COUNCIL CHAMBERS  
Thursday, March 29, 2018 at 10:00 a.m.**

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**MEMBERS PRESENT:** Denise Lockie, Larry Meyer, Jeff Howson  
Barb Black, Jeff Groves, Lori Vader  
Pat Newson joined the meeting at 10:40 am  
Dwayne Evans joined the meeting from 11-11:30 am

**MEMBERS ABSENT:** Richard Al, Pat Fraser, Dwayne Evans, Jordan Murray

**Call to Order:** Co Chair Denise Lockie called the meeting to order at 10:08 a.m.

**Minutes of Previous Meeting:**

**JHSC03/18:** MOVED: Jeff Groves                      SECONDED: Barb Black  
*That the Health & Safety Committee hereby adopts the Minutes of the Meeting held*  
*January 25, 2018 as printed and circulated.*                      DISPOSITION: Motion Carried.

**Deputations/Invited Guests:**

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

**New Business:**

1. Inspection Schedule was setup as follows: April and May – Recreation & Facilities;  
June – Public Works
  
2. Occurrence Reports / Near Misses (reported to the JH&SC):
  - 1 reports submitted involving staff.
  - 26 occurrences reported involving the Public.(includes Christmas & spring break programs)

Envelopes are being prepared to put in each of the Township vehicles, which include Occurrence Report forms and Guidelines to follow should an incident occur.

3. Employee Trainings:

4 spots have been reserved for Part 1 through the IHSA membership April 24, 25 & 26, 2018 at the Best Western, Stratford.
  
4. Revised Health and Safety Policy:
  - a) Clothing, Grooming and Personal Hygiene Policy:

At the March 19, 2018 Regular Council Meeting, Council approved amendments to the clothing allowance policy. A copy of the policy is attached and takes effect retro-active to January 1, 2018. Two key changes are the elimination of the \$130 clothing allowance for full-time employees and an increase in the safety foot wear allowance from \$100 to \$125. Subject to proof of purchase, full-time staff may be rebated up to \$125 for safety foot wear on annual basis. Part-time staff may be rebated up to \$125 on a biennial basis (every other year).

A short discussion regarding wearing “orange protective clothing” took place. Pat Newson advised that the decision would be by department. The Facilities Department has decided to have Rec Operators in orange for the summer.

The fire department requires safety shoes for trainings. There have been questions as to whether safety foot wear is covered for the Volunteer Firefighters.

It was suggested that this may be covered by policy within the fire department and a conversation with the Fire Chief, Captains and Training Officer may be in order.

It was suggested that a 'safety foot wear' policy should be put in place for those doing Health and Safety inspections (closed toe shoes).

It was noted that the compressor room at the North Huron Westcast Community Complex is posted 'NO ADMITTANCE'. No one is allowed in the compressor room without a Facilities Staff member in attendance.

b) Policy Review:

Denise advised that there are 24 policies in the draft revised Health and Safety Policy manual that need to be reviewed and approved. In order to accomplish the review on the manual, it was decided that Denise will send out 4 or 5 policies that are to be reviewed by members of the committee before the next (June) meeting. A discussion will take place at that meeting and policies will be approved.

5. Health & Safety Incentive Program: Safety Awareness Program  
Ideas for a new program were discussed.

- Public Works - hold a truck rodeo
  - invite all departments
  - purchase safety gear
  - Christmas Party – put money towards food
- Fire Department - \$5 Tim's Card worked for them
- Department Specific – accountability – committee
- Immediate Award – positive behavior
- All Staff – should have equal opportunity; point system

Denise volunteered to check other municipalities to see what programs they use. The Committee will discuss at the next meeting.

6. Promoting Health & Safety:

Wednesday, February 28<sup>th</sup> was "MSD - Ergonomics Day". Barb reached out to see if MicroAge Basics would have someone that would share their knowledge in ergonomics and willing to come to our office/offices to speak to staff and check to see if our work stations are ergonomically correct. March 7<sup>th</sup>, Sheri Peat, from MicroAge Basics visited and was only able to check out two work stations. She will be returning at a later date to visit the remaining work stations. Sheri answered questions and provided useful information and suggestions to help alleviate any MSD concerns.

**Correspondence:**

- Ministry of Labour: Employment Standards in Ontario
- Safety Weekly – January 24, 2018
- Gowan Consulting – Violence and Harassment Workshop
- Safe Supervisor – Cold Stress Special Report
- Cowan consulting – Free Whitepaper on Employee Mental Health and Productivity
- Safety Tip of the Week – Fall Through Openings
- Safety Tip of the Week – How to Avoid Slips, Trips and Falls
- Three Ways to Encourage Safe Attitudes
- HR Insider – Seven Statistics: Harassment in the Workplace
- HR Tip of the Week – Building an Inclusive Workplace
- Safety Tip of the Week – Better the Devil You Know Than the Devil You Don't (Hearing Loss)
- Tip of the Week – What is Mental Illness
- Safety Tip of the Week – Fundamentals of First Aid – Shock
- Workplace Safety - Stretching 101
- Musculoskeletal Disorders – What is MSDs?

- Safety Weekly – By the Numbers: First Aid
- Safe Supervisor – Fundamentals of First Aid – CPR
- Gowan Consulting – RSI Awareness Day February 28, 2018
- Safety Weekly – Contract’s Termination ... Poor Housekeeping by the Numbers ... Flagging Safety
- HR Insider – Sleep Apnea ...
- Gowan Consulting – Return to Work ... supporting Employees in mental health and productivity goals
- Safety Tip of the Week – A Messy Workplace is Never Safe
- Gowan Consulting – Managing Depression in the Workplace
- Public Services Health & Safety Association – Upcoming Workplace Health & Safety Training Sessions March – April 2018
- Safety Weekly – Good Housekeeping Reduces Accidents
- Safety Tip of the Week – The PASS-word to Fire Extinguisher Use

**Other Business/Member Reports:**

- Municipal Health & Safety Committee 2018 Meeting Schedule
- Denise did a Webinar regarding Risk Management; Groups renting and special events insurance; Parades, insurance and liability.
- Jeff Howson advised that Fire Department events were covered under the Fire Association insurance.

**Next Meeting:**

The next meeting is scheduled for Thursday, June 28, 2018 @ 10:00 a.m. in North Huron Council Chambers.

**Adjournment:**

**JHSC04/18:** MOVED: Pat Newson

*That there being no further business before the Health & Safety Committee, the meeting be hereby adjourned @ 11:40 a.m.*

SECONDED: Jeff Groves

DISPOSITION: Motion Carried.

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Co-Chair Denise Lockie

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Secretary Barb Black