

MINUTES
HEALTH & SAFETY COMMITTEE MEETING
HELD IN THE NORTH HURON COUNCIL CHAMBERS
Thursday, March 31, 2016 at 10:00 a.m.

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MEMBERS PRESENT:

Richard Al, Barb Black, Sonya Gibson, Pat Newson, Pat Fraser,
Scott Price, Bruce Bromley, Kelly Church, Larry Meyer,
Sharon Chambers, Kathy Adams

MEMBERS ABSENT:

Rob Kolkman, Denise Lockie, Scott Schiestel

Call to Order:

Co Chair Kelly Church called the meeting to order at 10:17 a.m.

Minutes of Previous Meeting:

JHSC03/16: MOVED: Larry Meyer

SECONDED: Scott Price

That the Health & Safety Committee hereby adopts the Minutes of the Meeting held January 28, 2015 as printed and circulated.

DISPOSITION: Motion Carried.

Deputations/Invited Guests:

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

Kelly, Scott and Larry gave an update on eye wash station and bulk buying of first aid kits.

New Business:

1. Inspection Schedule:

Facilities will do the April Inspections. Public Works will assist with May inspections and Recreation with the June inspections.

2. Occurrence Reports / Near Misses (reported to the JH&SC):
- 4 reports submitted involving staff noting;
 - 8 occurrences reported involving the Public.

Pat Newson reviewed the occurrence reports from the Recreation and Facilities.

The Committee had a discussion regarding "Slips & Falls":

- It was noted that there is a bag of salt at each Township building. Staff are encouraged to use this salt when needed and document date, time and sidewalk conditions.
- Areas of concern should be monitored.
- Concerns were expressed with businesses sweeping the salt off the sidewalks to avoid tracking into their buildings. It was suggested that communication with the BIA regarding sidewalk salting in front of businesses would benefit with relaying safety concerns.

Emergency Contact lists need to be updated. A reminder to Employees to contact their Supervisors before attending an emergency situation, whether during working hours or after hours.

- ### 3. Employee Trainings:

- i) First Aid & CPR training ongoing:
 - 4 Town Hall Staff and 1 Public Works completed in February 2016.
 - 10 Day Care Staff currently taking First Aid & CPR training.

Managing Risk of Trails: Larry Meyer and David Cook registered to attend.

- ii) Pat Newson and Barb Black completed:

JHSC Basic Certification January 29, 30 & 31, 2016;

Workplace-Specific Hazard Training February 23 & 24, 2016.

4. Partners in Prevention 2016 Trade Show April 26-27, 2016, Mississauga.
Anyone interested in attending, please advise Barb or Richard.
5. Promoting Health & Safety:
 - i) Articles:
 - Ministry of Labour: Safety of Load Haul Dump Equipment Operators
 - 28 ways to create a safety buzz in your workplace
 - ii) Employees were recognized for completing a 6 month period, September 1, 2015 to March 31, 2016, in which no employees lost time due to a work related injury. Each employee will receive a \$5.00 Tim Hortons card in their April 7th pay envelope.
6. Exercise: The Committee completed an “Identifying Hazards” exercise.

Correspondence: None noted

Other Business/Memember Reports:

Risk Assessment and Hazard Identification Procedures have been posted on the Internal Intranet. Richard requested that these documents be reviewed and that comments be directed to him as soon as possible.

Sharon provided insight on the shared services with the Municipality of Morris-Turnberry. Richard was asked to contact the Ministry for possible solutions and direction for a shared JH&SC between the two municipalities.

Next Meeting:

The next meeting is scheduled for Thursday, June 30, 2016 @ 10:00 a.m. in North Huron Council Chambers.

Adjournment:

JHSC04/16: MOVED: Pat Newson

SECONDED: Sonya Gibson

That there being no further business before the Health & Safety Committee, the meeting be hereby adjourned @ 11:00 a.m.

DISPOSITION: Motion Carried.

Co-Chair Kelly Church

Secretary Barb Black