

**MEMBERS PRESENT:** Richard Al, Barb Black, Denise Lockie, Kelly Church,  
Kathy Adams, Pat Newson, Larry Meyer

**MEMBERS ABSENT:** Scott Schiestel, Lori Vader, Pat Fraser, Scott Price,  
Sharon Chambers, Rob Kolkman

**Call to Order:** Co Chair Kelly Church called the meeting to order at 9:50 a.m.

**JHSC07/16:** MOVED: Kathy Adams                      SECONDED: Richard Al  
*That the Health & Safety Committee hereby adopts the Minutes of the Meeting held*  
*June 30, 2015 as printed and circulated.*                  DISPOSITION: Motion Carried.

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

1. Inspection Schedule:  
October - Larry Meyer and Max Delapena, Facilities Department  
November – Barb Black, Administration  
December – Kelly Church, Public Works  
  
It was noted that the Blyth Memorial Hall is temporarily off the inspection schedule as it is under construction. Once the project is completed the Blyth Memorial Hall will be under lease and during the length of the lease, will be off the Inspection Schedule.
2. Occurrence Reports / Near Misses (reported to the JH&SC):
  - A number of occurrences (25-30) were reported involving children in the Summer Day Camp Program;
  - Bees were a huge concern this year;
  - It was suggested that a form be designed to consolidate and record all minor incidents, ie band aide scraps;
  - Denise volunteered to design a “Consolidated Incident Report for Minor Public Incidents”
3. Employee Trainings:
  - i)
    - Spring and Summer Students in Public Works and Recreation received their Health & Safety Training – Orientation and WHMIS;
    - 14 Students received WHMIS training from James Marshall, Fire Prevention Officer;
    - 10 Aquatic Staff received Orientation and WHMIS
    - 20 Fire Fighters received Workplace Violence /Harassment Sept 26<sup>th</sup>
    - 20 Fire Fighters will receive Workplace Violence/Harassment Sept 29<sup>th</sup>
    - Public Works are scheduled to receive WHMIS and Fire Extinguisher Training
  - ii) Trainings to be setup for Day Care Staff – WHMIS and updates.
4. Richard provided an update on the Policy Harmonization with the Municipality of Morris-Turnberry. He also reviewed the new Health and Safety Policy completed to date that will be standardized between the Township of North Huron and the Municipality of Morris-Turnberry.

- Shared Services – North Huron and Morris-Turnberry Employees must work under the same Policy. Using the Morris-Turnberry template, Richard has been updating the Policy for North Huron.
  - All 911 numbers have been posted on Township of North Huron properties. Staff are looking at extending the numbering at the parks and doing an inventory of the locations and numbers.
  - Every North Huron Employee should read the Policy and sign off that they have read the Policy.
  - “NHeat” (North Huron Education and Training Module) is being developed to provide on line training and courses for staff.
  - Once “NHeat” is up and running, Managers will be able to setup each new employee with specific training and courses that are applicable to their position on their dashboard.
  - A discussion also took place on Volunteers, their roles, waivers and Bill 168 training.
5. Update on Bill 132 – New workplace harassment requirements.
6. New Working at Heights Training requirements state that training must be from a Ministry of Labour (MOL) Certified Provider, and renewed every three years.
- Nicole has organized a course to be held October 20<sup>th</sup> for the Public Works and Recreation Staff. Anyone else that uses a ladder should attend as well.
7. Promoting Health & Safety:
- Employees will be recognized for completing a 6 month period, April 1, 2016 to September 1, 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 October 13<sup>th</sup>, 2016 pay envelope.
8. Action Items:
- Setup a Joint Health and Safety meeting with the Municipality of Morris-Turnberry Health and Safety Committee – tentative November 25, 2016;
  - Draft Health and Safety Policy is to be sent out to all Health and Safety Committee Members for their review, with comments back to Richard by November 10<sup>th</sup>;
  - Review of the Draft Health and Safety Policy at November meeting;
  - Review the Terms of Reference at November meeting.

**Correspondence:** None noted

**Other Business/Member Reports:**

The following news articles were reviewed by the Committee.

- Ministry of Labour Proposes to Mandate Construction Hazard Awareness Training. (Richard noted the changes affecting the Public Works Department and construction)
- Veolia – Workplace Inspection Hazard Recording Forms
- Ferric Chloride MSDS Sheet
- Aluminum Sulphate MSDS Sheet

**Next Meeting:**

The next meeting is scheduled for Thursday, November 24, 2016 @ 10:00 a.m. in North Huron Council Chambers. This meeting date may change to accommodate a joint meeting with the Municipality of Morris-Turnberry Health and Safety Committee.

**Adjournment:**

**JHSC08/16:** MOVED: Pat Newson

*That there being no further business before the Health & Safety Committee, the meeting  
be hereby adjourned @ 11:20 a.m.*

SECONDED: Denise Lockie

DISPOSITION: Motion Carried.

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Co-Chair Kelly Church

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Secretary Barb Black