



Village of New Minas
Occupational Health & Safety Committee
Thursday December 17, 2020 @ 2:00 PM
Louis Millett Community Complex
Room #117

Members Present:

- Mark Jamieson, Employee Representative, Chair
- Rod Dawe, Employee Representative
- Gerard Hamilton, Employer Representative
- Shelly Palmer, Employer Representative
- Steve Vernie, Employee Representative

Members Absent:

- John Ansara, Employer Representative

Call to Order:

Chair Mark Jamieson called the meeting to order at 2:04 pm, welcoming those in attendance. Ian Morrison was directed to act as Recording Secretary.

Approval of the Agenda:

THAT the Agenda for the December 17 meeting of the Occupational Health & Safety Committee be approved as presented.

M/Gerard Hamilton

S/Shelly Palmer

Motion Carried

Approval of the Minutes:

THAT the Minutes from November 19 meeting of the Occupational Health & Safety Committee be approved as presented.

M/Shelly Palmer

S/Gerard Hamilton

Motion Carried

Business Arising from Minutes:

None

Reports:

Confined Space Entries:

No Confined Space Entries to report since last meeting.

Hazard Assessments:

All Hazard Assessments have been completed and submitted. Staff are in compliance with the directive that a Hazard Assessment be conducted for every job site and a report forwarded to Gerard Hamilton for assessment. The Committee discussed the reporting of Hazard Assessments and determined that the number and nature of these assessments occurring since the previous meeting will be reported at each of its meetings.

Incidents:

Since the last meeting of the Committee, one Incident Report was received:

- December 3 – Slip and fall on wet steps (inside) at the LMCC
- December 11 – Hold & Secure due to a prospective unwanted visitor to Highbury School location in LMCC. The building was placed in partial closure for a period of about one hour.

Inspections:

The AED unit, located in the LMCC, was inspected on December 2. An inspection on the egress doors, generator, fire extinguishers, range hood was conducted on December 2.

Water & Sewer Digs:

No Water or Sewer Digs since last meeting. Transportation & Infrastructure Renewal did conduct a dig to replace storm drainage on Bonavista Avenue. A staff member from Public Works was on site to monitor and safeguard the infrastructure of the Village. All safety protocols were followed.

THAT the reports for Confined Space Entries, Hazard Assessments, Incidents, Inspections, and Water & Sewer Digs be accepted as presented.

M/Rod Dawe

S/Gerard Hamilton

Motion Carried

New Business:

Training Module

Deferred until next meeting. A new deadline of January 14 was established for managers and department heads to provide their feedback on the training module. Shelly will contact managers and department heads to remind them of this deadline on approximately January 7.

Violence Prevention Statement & Plan

The Violence Prevention Statement that was ratified by Village Commission on March 9, 2020 as part of the Staff Policy Manual was presented. As a supplement to the policy statement, the Violence Prevention Plan needs to be reviewed, updated, and enacted. A draft of the most

recent plan was circulated. The Committee elected to strike a subcommittee to review the draft and report back with recommendations. Rod Dawe and Steve Vernie volunteered to participate in the subcommittee. The Chair was directed to ask John Ansara to participate as a third member.

Next Meeting Date:

The next meeting is scheduled for Thursday January 21 @ 2:00 pm in Room #117.

Adjournment:

Meeting adjourned at 2:30 pm.