



Village of New Minas
Occupational Health & Safety Committee
Thursday July 22, 2021 @ 2:00 PM
Spencer Room, LMCC

Members Present:

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

Members Absent:

- N/A

Others Present:

- Ian Morrison, Recording Secretary

Call to Order:

The Chair called the meeting to order at 2:00 pm, welcoming those in attendance. Ian Morrison was directed to act as Recording Secretary.

Approval of the Agenda:

THAT the Agenda for the July 22 meeting of the Occupational Health & Safety Committee be approved, as presented.

M/John Ansara

S/Rod Dawe

Motion Carried

Approval of the Minutes:

THAT the Minutes from June 17 meeting of the Occupational Health & Safety Committee be approved as presented.

M/Steve Vernie

S/John Ansara

Motion Carried

Business Arising from Minutes:

Gerard enquired about the twinrix vaccine and if the vaccine costs, including administration fees, are covered either by the insurer or the Village. Gerard will provide the identification number for the vaccine to the Clerk Treasurer/CAO for further research.

Reports:

Confined Space Entries:

No confined space entries occurred since the last meeting.

Hazard Assessments:

All Hazard Assessments have been completed and submitted.

Incidents:

One incidents to report since the last meeting:

- June 24 – Water Dig on Prospect Road. Part of the cut caved in. No major injuries were sustained. The cut should have been set further back.

Inspections:

LMCC Building Inspection

- A Building Inspection was conducted on July 8; 14 work orders, mainly consisting of custodial and routine maintenance were generated
- The AED unit, located in the LMCC, was inspected on July 5
- The batteries and pads needed to be replaced in May 2021 and have been requisitioned, however the products are on backorder
- The fire extinguishers and lights were checked on July 11
- The generator was checked on July 21

Water & Sewer Digs:

- Two Water Digs since the last meeting:
 - June 24 - Prospect Road
 - July 8 - Russet Street
- No Sewer Digs since last meeting

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

M/Shelly Palmer

S/Steve Vernie

Motion Carried

New Business:

Training Module

The comments received from the Department Heads need to be finalized and incorporated into the draft document. A revised draft will be presented at the next meeting.

Violence Prevention Statement & Plan

The subcommittee met on June 22. The plan was reviewed and a mock assessment to observe the deficiencies in planning was recommended. Such an assessment is planned for the Recreation Department. The Committee recommended reviewing the plans from other municipal units in order to develop a more streamlined document. The subcommittee plans further work prior to issuing a report at the next meeting of the Committee.

Next Meeting Date:

The next meeting is scheduled for Thursday August 19 @ 2:00 pm.

Adjournment:

Meeting adjourned at 2:16 pm.