



Village of New Minas
Occupational Health & Safety Committee
Thursday August 19, 2021 @ 2:00 PM
Room #124, 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 2:04 pm, welcoming those in attendance. Ian Morrison was directed to act as Recording Secretary.

Approval of the Agenda:

THAT the Agenda for the August 19 meeting of the Occupational Health & Safety Committee be approved, as presented.

M/John Ansara

S/Steve Vernie

Motion Carried

Approval of the Minutes:

THAT the Minutes from the July 22 meeting of the Occupational Health & Safety Committee be approved as presented.

M/John Ansara

S/Rod Dawe

Motion Carried

Business Arising from Minutes:

None.

Reports:

Confined Space Entries:

No confined space entries occurred since the last meeting.

Hazard Assessments:

All Hazard Assessments have been completed and submitted.

Incidents:

Four incidents to report since the last meeting:

- August 6 – John Deere mower unit was hung up on a sign post on the roundabout adjacent to the Value Village.
- August 10 – A push mower was being transported in a two-ton vehicle and the tailgate was left open during transport; the matter was rectified without incident.
- August 10 – Soccer nets were picked up using the forks on the John Deere tractor; the net slipped and damaged the beacon light.
- July 23 - Recreation staff member collided with a camp attendee while playing tag in the gym. Attendee suffered no injury. Staff member suffered a concussion and time was lost from work.
- July 23 – Recreation staff member slipped in grass, hit the pavement, damaged knee and ankle. No serious injury.

Inspections:

LMCC Building Inspection

- No Building Inspection was conducted this period
- The AED unit, located in the LMCC, was inspected on August 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 August 5
- The generator was checked on July 21

Water & Sewer Digs:

- One Water Digs since the last meeting:
 - August 5 – Bishop Avenue
- 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/Steve Vernie

S/John Ansara

Motion Carried

New Business:

Training Module

Shelly presented the updated Training Module, which will now be divided into three distinct parts: Administration, Recreation, and Public Works. Managers will be responsible for communicating updates to the Training Module. The Committee supported the proposed changes to the Training Module.

THAT the Training Module be accepted as presented.

M/John Ansara

S/Rod Dawe

Motion Carried

Terms of Reference

The Committee reviewed the Section 3 of the Terms of Reference. Specifically, the rotation of Committee members and the rotation of Chair was discussed. Employee representative are appointed for a one-year term each April. Employer representatives are appointed for a two year term every second April. Representatives can be reappointed. The Chair rotates between Employee and Employer each April.

The rotation process was scheduled to occur in April 2021, however, it did not occur. Therefore, the Committee determined and accepted the following course of action:

- The role of Chair would rotate to the Employer until April 2022, with John assuming this role, effective at the conclusion of the current meeting
- The current Committee members would stay in their roles until April 2022
- A recruitment process for the one-year appointment term of employees would be planned for February and March 2022

Violence Prevention Statement & Plan

John presented the updated Violence Prevention Plan which follows a recent meeting involving the subcommittee. In addition, an assessment was conducted for the Summer Camp program within the Recreation Department. Under the Plan, Department Heads would be responsible for conducting assessments with their staff. The Committee supported the proposed changes to the Violence Prevention Plan.

THAT the Violence Prevention Plan be accepted as presented, with the document being updated for necessary grammatical and format changes.

M/Shelly Palmer

S/Gerard Hamilton

Motion Carried

Next Meeting Date:

The next meeting is scheduled for Thursday September 16 @ 2:00 pm.

Adjournment:

Meeting adjourned at 2:32 pm.