



Village of New Minas
Occupational Health & Safety Committee
Wednesday August 20, 2020 @ 2:00 PM
Louis Millett Community Complex
Spencer Room

Members Present:

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

Members Absent:

- Steve Vernie, Employee Representative

Call to Order:

Chair Mark Jamieson called the meeting to order at 2:02 pm, welcoming those in attendance. The Chair noted that, at present and until appointments are ratified, the only voting members of the Committee are John Ansara, Gerard Hamilton, and Mark Jamieson. Ian Morrison was directed to act as Recording Secretary.

Appointment of New Members:

THAT the following members be appointed to the Occupational Health & Safety Committee effective immediately, term ending at the annual meeting in April, 2021:

- Rod Dawe, Employee Representative
- Mark Jamieson, Employee Representative
- Steve Vernie, Employer Representative

M/John Ansara

S/Gerard Hamilton

Motion Carried

THAT the following members be appointed to the Occupational Health & Safety Committee effective immediately, term ending at the annual meeting in April, 2022:

- John Ansara - Employer Representative
- Gerard Hamilton - Employer Representative
- Shelly Palmer - Employer Representative

M/Gerard Hamilton

S/John Ansara

Motion Carried

THAT Mark Jamieson be appointed Chair of the Occupational Health & Safety Committee effective immediately, term ending at the annual meeting in April, 2021:

M/Gerard Hamilton

S/John Ansara

Motion Carried

Approval of the Agenda:

THAT the Agenda for the August 20 meeting of the Occupational Health & Safety Committee be approved as presented.

M/Gerard Hamilton

S/John Ansara

Motion Carried

Approval of the Minutes:

THAT The Minutes from February 28 meeting of the Occupational Health & Safety Committee be approved as presented.

M/John Ansara

S/Gerard Hamilton

Motion Carried

Business Arising from Minutes:

Incident Reports:

Since the last meeting of the Committee, three Incident Reports were received:

- February 28 – trip and fall outside LMCC
- August 13 – Motor vehicle accident, minor vehicular damage, no injuries
- August 14 – Camp attendee sent home due to illness

Confined Space Entries:

Since the last meeting of the Committee, there was one confined space entry. In June 2020, a valve replacement was required at the White Rock Station, which required such an entry.

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.

Water & Sewer Digs:

Since the last meeting of the Committee there have been no sewer digs to report. There have been three water digs:

- 111 Aalders Avenue (July)
- Dow Road (August 18)

- Aalders Avenue (August 18)

Miscellaneous:

- No LMCC Building Inspection to report at this meeting
- One portable radio at Public Works does not charge properly
- Public Works “Crew Talk” is planned to discuss the proper use of safety meters
- The Drivers Safety Course has been placed on hold due to COVID-19

New Business:

Training Module

The Training Module was re-presented in its draft form. The Committee elected to form a subcommittee to review the module and report back to the Committee.

THAT John Ansara, Mark Jamieson, and Shelly Palmer be appointed to a subcommittee, with the mandate of assessing the Training Module and its training components, reviewing the training requirements for each staff member, and reporting back to the Committee.

M/Shelly Palmer

S/John Ansara

Motion Carried

Next Meeting Date:

The next meeting is scheduled for Thursday September 24th @ 2:00 pm in the Spencer Room, LMCC.

Adjournment:

Meeting adjourned at 2:25 pm.