



Village of New Minas
Occupational Health & Safety Committee
Thursday January 21, 2021 @ 2:00 PM
Louis Millett Community Complex
Room #117

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

Call to Order:

Chair Mark Jamieson called the meeting to order at 2:12 pm, welcoming those in attendance. Ian Morrison was directed to act as Recording Secretary.

Approval of the Agenda:

THAT the Agenda for the January 21 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 December 17 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:

Two confined space entries occurred since last meeting:

- January 12 – Preventive maintenance Prospect & Perrier Drive
- January 13 – Preventive maintenance Prospect & Perrier Drive

Hazard Assessments:

All Hazard Assessments have been completed and submitted.

Incidents:

No incidents to report since last meeting.

Inspections:

The AED unit, located in the LMCC, was inspected on January 4. A building inspection of the LMCC was conducted on January 6, in which 21 work orders were generated. It was noted that, at present, four emergency lights are not working:

- Kitchen
- Main Office
- Men's Washroom (Main)
- Women's Washroom (Main)

The backup lights are powered by a generator, which kicks in less than three seconds after a power failure. The Village has enquired about the necessity of these lights and has been advised that no emergency lights are required if the emergency power has no delay and can provide power for at least 30 minutes. This information was provided by Dylan Dauphinee, Fire Official with the Municipality of Kings. The generator is serviced twice a year through a maintenance agreement with CAT. In addition, the generator provides the power to the LMCC for one hour per month between the hours of 10 pm and 11 pm on the first Monday of every month, to test its effectiveness. Therefore, the emergency lights will not be replaced.

An inspection on the egress doors and fire extinguishers was conducted on January 3.

Water & Sewer Digs:

No Sewer Digs since last meeting. One Water Dig since last meeting in which all safety protocols were observed:

- January 4 – Aalders Avenue

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

M/Gerard Hamilton

S/Shelly Palmer

Motion Carried

New Business:

Training Module

Shelly Palmer is in receipt of training submissions from department heads and is in the process of organizing this information for presentation to the subcommittee.

Violence Prevention Statement & Plan

John Ansara has agreed to participate on the subcommittee. The Chair was directed to identify a replacement for Steve Vernie, who will be away on leave for the next two meetings.

THAT John Ansara and Rod Dawe be appointed to the Violence Prevention Plan Subcommittee and the Chair be tasked with identifying a third member for the subcommittee.

M/John Ansara

S/Rod Dawe

Motion Carried

Signage

John Ansara suggested that "Use At Your Own Risk" signage be placed in the LMCC park, since the trails within the park are not maintained at this time of the year, and there are people making use of some park amenities, particularly the Disc Golf Course. He agreed to generate the signage and provide it to Public Work staff for placement.

Next Meeting Date:

The next meeting is scheduled for Thursday February 18 @ 2:00 pm in Room #117.

Adjournment:

Meeting adjourned at 2:32 pm.