



Village of New Minas
Occupational Health & Safety Committee
Thursday May 20, 2021 @ 2:00 PM
Online Video Teleconference

Members Present:

- Gerard Hamilton, Employer Representative
- John Ansara, Employer Representative
- Rod Dawe, Employee Representative
- Steve Vernie, Employee Representative

Members Absent:

- Mark Jamieson, Employee Representative, Chair
- Shelly Palmer, Employer Representative

Call to Order:

Steve Vernie was delegated by the Committee to call the meeting to order at 2:07 pm, welcoming those in attendance. Ian Morrison was directed to act as Recording Secretary.

THAT Steve Vernie be appointed as the Chair of this meeting, to act in the absence of Mark Jamieson for this meeting, in accordance with Section #3 (2) of the Terms of Reference of the Occupational Health & Safety Committee.

M/Gerard Hamilton

S/John Ansara

Motion Carried

Approval of the Agenda:

THAT the Agenda for the May 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 April 29 meeting of the Occupational Health & Safety Committee be approved as presented.

M/John Ansara

S/Gerard Hamilton

Motion Carried

Business Arising from Minutes:

None

Reports:

Confined Space Entries:

No space entries occurred since the April 29 meeting.

Hazard Assessments:

All Hazard Assessments have been completed and submitted.

Incidents:

One incident to report since the April 29 meeting:

- May 5 – minor damage to Village truck as a result of non-vehicular collision

Inspections:

LMCC Building Inspection

- Conducted on May 18
- 25 custodial and maintenance work orders generated
- The AED unit, located in the LMCC, was inspected on May 5
- The batteries and pads need to be replaced in May 2021 and have been requisitioned
- The fire extinguishers, lights, and generator were checked on May 5

Water & Sewer Digs:

- No Water Digs since the April 29 meeting
- No Sewer Digs since the April 29 meeting

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

M/John Ansara

S/Gerard Hamilton

Motion Carried

New Business:

Training Module

The draft Training Module was circulated for the review of the Committee. This draft is ready for input and commentary from the Department Heads. The Committee would like to receive this feedback on or before June 10.

THAT the Department Heads be asked to submit their comments on the draft Training Module to the Chair of the Committee on or before June 10.

M/John Ansara

S/Gerard Hamilton

Motion Carried

Violence Prevention Statement & Plan

The subcommittee has not met yet. The subcommittee consists of John, Rod, and Steve. The preference of the subcommittee is to meet in person to discuss this item. Therefore, a meeting will be held once COVID-19 meeting restrictions have been eased.

Next Meeting Date:

The next meeting is scheduled for Thursday June 17 @ 2:00 pm. At this point the meeting will be planned for online video conferencing.

Adjournment:

Meeting adjourned at 2:19 pm.