



Village of New Minas
Occupational Health & Safety Committee
Thursday November 19, 2020 @ 2:00 PM
Louis Millett Community Complex
Room #117

Members Present:

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

Members Absent:

- John Ansara, Employer Representative

Call to Order:

Chair Mark Jamieson called the meeting to order at 1:57 pm, welcoming those in attendance. Ian Morrison was directed to act as Recording Secretary.

Approval of the Agenda:

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

M/Shelly Palmer

S/Steve Vernie

Motion Carried

Approval of the Minutes:

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

M/Steve Vernie

S/Gerard Hamilton

Motion Carried

Business Arising from Minutes:

None

Reports:

Confined Space Entries:

Gerard Hamilton reported that his certification for Confined Space Entries is now current. Two staff members require training: Jory Russell and Mike Sampson. These two staff members require a two-day course, which will be arranged.

Since the last meeting of the Committee, one Confined Space Entry occurred:

- October 23, 26, & 28 - Flow meter was installed at Cornwallis #3 & #4

Steve Vernie reported that the gas meter requires recalibration.

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.

Incidents:

Since the last meeting of the Committee, one Incident Report was received:

- November 5 – Injured hand when staff member accidentally touched the muffler of the plate tamper when placing it on a vehicle. This incident will precipitate the need for a work procedure
- No incidents were reported at the LMCC

Inspections:

A building inspection was conducted for the LMCC on November 16. 43 work orders, mostly of a custodial and maintenance nature, were identified. The AED unit, located in the LMCC, was inspected on November 2.

Water & Sewer Digs:

Since the last meeting of the Committee, one dig occurred:

- November 5 – water dig at 43 Redden Avenue to replace broken rod

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

M/Gerard Hamilton

S/Steve Vernie

Motion Carried

New Business:

Training Module

The subcommittee met on Tuesday October 7 and presented a draft of 25 proposed training modules for staff. The modules were reviewed and commentary provided. In general, there was agreement on what was proposed, with the addition of Smart Serve for bartending staff and Customer Service training being a requirement for all staff. Formatting suggestions on the module layout were also provided to the members of the subcommittee.

THAT Department Heads provide their feedback on what modules are applicable to their staff and staff units on or before November 30 and the subcommittee continue its work on the Training Module.

M/Rod Dawe

S/Steve Vernie

Motion Carried

Next Meeting Date:

The next meeting is scheduled for Thursday December 17th @ 2:00 pm in Room #117.

Adjournment:

Meeting adjourned at 2:30 pm.