



## **Joint Health and Safety Committee**

### **Minutes**

**JHSC-2022-02**

**March 31, 2022**

**10:00 am**

Members Present	Scott McLeod Katrina Eke Corey Mannerow Mark Faust Len Phillippi Steve Tiernan Richard Pepper
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Members Absent	Chris Stephen
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Others Present	Julie Reid
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#### **1. Call to Order**

Co-Chair Corey Mannerow called the meeting to order at 10:05am.

#### **2. Adoption of Previous Minutes**

The Committee passed the following resolution:

**JHSC-03-2022**

**Moved By** Scott McLeod

**Seconded By** Katrina Eke

Be It Resolved that the Joint Health and Safety Committee hereby approves the minutes of the meeting dated February 3, 2022.

**Carried**

#### **3. Business Arising from the Minutes**

##### **3.1 Approval of P3 Sweeper SOP**

The committee advised of a few minor changes. Julie will make these changes and assign the appropriate procedure number.

Subsequent to further discussion, the Committee passed the following resolution:

**JHSC-4-2022**

**Moved By** Richard Pepper

**Seconded By** Katrina Eke

Be It Resolved that the Joint Health and Safety Committee hereby approves the SOP for the P3 Sweeper truck.

**Carried**

### **3.2 Approval of Sharps SOP**

Katrina volunteered to organize the kits and will coordinate the training with Fire Chief, Steve Tiernan for those who require it.

Julie will assign the appropriate procedure number to the policy. It will be included with the general policies.

The Committee passed the following resolution:

**JHSC-5-2022**

**Moved By** Katrina Eke

**Seconded By** Richard Pepper

Be It Resolved that the Joint Health and Safety Committee hereby approves the Sharps Handling SOP as presented.

**Carried**

### **3.3 Review of Policy Changes and Updates**

The committee reviewed the changes and suggestions.

Julie will finalize the changes and renumber the procedures accordingly. A final draft of the updated manual will be provided to members of the committee by April 22nd for the committee to review before the May 12th meeting with a goal of finalizing the revised manual at that meeting for approval by Council a subsequent Council meeting. Once approved, new binders will

be created and circulated to all location and the old manuals will be collected to ensure the most up to date policies are in each location. Scott will look after exchanging the Works Department binders, Katrina will look after the Recreation Department and Steve will look after the Fire Department.

Scott added that SV Law had reviewed some policies and made adjustments and created a few new policies as well. Julie will circulate these separately with the policy amendment tracker document for review by the committee. These will be incorporated into the policy manual as well.

#### **4. New Business**

##### **4.1 Accident & Incident Reports**

It was noted that in the future, the names should be redacted on incident accident reports. This will be completed before posting. Scott gave an overview of the incidents and recommendations noted in response to the incident.

The Committee had no further comments.

##### **4.2 Confined Space Entry Program Changes - Mark O'Leary**

Mark provide an overview of the work he has done when reviewing the Confined Space Entry (CSE) Program. He explained the changes that were made during the review and the reasoning.

On the CSE Program, the date was updated and the most recent O Reg 632/05 was included.

Changes to the CSE Rescue Plan included additional information on the Entrant, Attendant, and Rescuer and now includes their roles. The previous plan required the rescuer to have confined space training which has been changed to the rescuer only needing first aid and CPR. This has not been confirmed with the Green Book and Scott will investigate further. It is planned to include the Traffic Protection SOP for easy reference as well as the Air Relief Valve SOP.

Additional information such as gas limits and what type of gases can be worked with.

Some other minor edits were completed the reference to facilities that no longer house gas systems were removed. Confined space policies regarding water towers are under consideration and may be forthcoming at a future meeting.

In addition, mark noted that two new saddle blocks have been purchased and potentially two more harnesses may be purchase.

Once the amended CSE Policies have been implemented, a tailgate training session will be provided in each location for those who enter confined spaces and rescuers.

Julie will note on the Confined Space SOP that the completed program is available as and appendix at the back of the Health and Safety Policy manual.

The final changes will be approved by Council with the complete Health and Safety Policy manual update.

#### **4.3 Humidex Response Awareness Document**

This item will be referred to the next meeting so that Chris may speak to the subject.

### **5. Other Business**

#### **5.1 Council approval of Health and Safety Policy Statement**

Council approved the updated Health and Safety Policy that now includes a reference to public safety as well and updates the CAO to Sylvia. Julie will circulate it for all health and safety boards.

#### **5.2 2022 Training**

Julie is waiting on course options and pricing for group JHSC Certification. An update will be provided once the details are confirmed.

2022 First Aid Training will now be in a spring and Fall session, May 3rd and September 20th.

Mark has reached out to Total Rentals who has agreed to open the classroom size up to 12 people but will require 2nd instructor and a second lift to use. The training will be held on April 20th. This will provide room for five more people. Scott will look into renting a second lift and filling the remaining spaces.

**6. Next Meeting Date**

Special Meeting to review recommendations provided by Liz at PSHSA  
- April - TBD

May 12, 2022 10:00am

September 15, 2022 10am

November 24, 2022

**7. Adjournment**

The meeting was adjourned at 11:06 am.

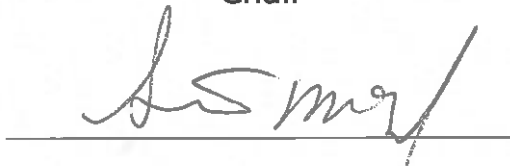
**JHSC-6-2022**

**Moved By** Katrina Eke

**Seconded By** Richard Pepper

Be It Resolved that the Joint Health and Safety Committee meeting is adjourned at 11:06 am.

**Carried**

  
Chair  
Co-Chair

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Recording Secretary