



## Joint Health and Safety Committee

### Minutes

**March 21, 2024**

**10:00 am**

Members Present	Scott McLeod Julie Hamilton Katrina Eke Corey Mannerow Mark Faust Len Phillippi Steve Tiernan
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Members Absent	Richard Pepper Ben Overeem
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#### **1. Call to Order**

Co-Chair Steve Tiernan called the meeting to order at 10:05 a.m.

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

##### **2.1 JHSC Minutes - September 14, 2023**

**JHSC-2024-03-21-01**

**Moved by** Katrina Eke

**Seconded by** Mark Faust

Be It Resolved that the Joint Health and Safety Committee hereby approves the minutes of the meeting dated September 14, 2023.

**Carried**

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

##### **3.1 Health and Safety Policy Manual Update**

The policy manual is being reviewed by SV Law and revised drafts will be provided to the JHSC for their review prior to Council approval.

**3.2 Facility Inspections by Intact and PSHSA**

Intact Insurance has visited our facilities and made a list of deficiencies that need to be corrected. The finalized list was communicated to the proper channels for remediation.

In 2024, Liz from PSHSA will be invited to revisit our facilities and assess them again following the implementation of all the recommendations.

**3.3 Training**

Refrigerant Removal - 5-year certification

Pesticide's License - 5-year certification

Book 7 - Some completed this past fall; the rest will be in Spring 2024 - 3-year refresher

First Aid - 3-year certification

Fall Arrest - 3-year refresher

Propane Handling Certificate - 3-year certification

Chainsaw Training - 2-3-year refresher for occasional users

**Bruce County Potential Joint Training Opportunities**

Working at Heights - Refresher
Aerial Work Platform
First Aid & CPR
JHSC Certification
OTM Book 7
Chainsaw

Chipper
Surface Miner - Common Core
Forklift
H&S Supervisors

**4. New Business**

**4.1 PSD Citywide Facility Inspection progress update - Carly**

Carly provided the committee with an overview of the PSD Citywide based inspection program that is being developed.

The committee provided feedback for Carly to take back to the developers.

It was suggested to keep the process as simple as possible and in keeping with current practices as much as possible.

The Facility Inspections Health and Safety Policy will need to be updated to reflect the new process.

**4.2 2024 Facility Inspections - Katrina**

Katrina provided the 2024 inspection tracking sheets to the members that were present.

She explained the system she uses to track the inspections and when action items are identified and addressed.

For the benefit of the committee, she explained how to properly complete the inspections and how to confirm that action items have been completed. She noted that providing details about the hazard and how to specifically address the hazard is important. Inspections should be done monthly and follow up provided as needed.

**5. Incident Reports**

**5.1 Accident/Incident Investigation Report - February 17 2024**

The committee reviewed the incident report and had no additional recommendations.

**5.2 Accident/Incident Investigation Report - November 28, 2023**

The committee reviewed the incident report and had no additional recommendations.

**6. Next Meeting Date**

The committee set the 2024 meetings dates as follows:

June 13, 2024

September 19, 2024

November 14, 2024

**7. Adjournment**

**JHSC-2024-03-21-02**

**Moved by** Mark Faust

**Seconded by** Scott McLeod

Be It Resolved that the Joint Health and Safety Committee meeting is adjourned at 11:16 p.m.

**Carried**



Steve Tiernan

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Co - Chair



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Recording Secretary