



Joint Health and Safety Committee

Minutes

November 14, 2024

10:00 am

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

Co-Chair Eke called the meeting to order at 10:00 am.

2. Adoption of Previous Minutes

2.1 JHSC Minutes - September 19, 2024

JHSC-2024-11-14-01

Moved By Len Phillippi

Seconded By Mark Faust

Be It Resolved that the Joint Health and Safety Committee hereby approves the minutes of the meeting dated September 19, 2024.

Carried

3. Business Arising from the Minutes

3.1 FINAL DRAFT - W - 9 Working Around Overhead Wires

The committee reviewed the DRAFT Safe Operating Procedure for working around overhead wires. The only addition noted was to add a date line to the emergency plan document.

JHSC-2024-11-14-02

Moved By Scott McLeod

Seconded By Mark Faust

Be It Resolved that the Joint Health and Safety Committee hereby approves the amended Safe Operating Procedure W-9 Working Around Overhead Wires for inclusion in the Health & Safety Policy Manual.

Carried

3.2 H&S Policy Manual Update

CAO Dance has given approval for the policy manual to be taken to Council for adoption. A report will be taken to Council on December 9th and the Health and Safety Policy Statement will also be updated at that time to be endorsed by the new CAO.

Once the new manual is approved by Council, new binders will be made, and a Staff rollout process will begin.

Going forward, the committee will continue to review the manual on an as needed basis. A new HR program is being implemented which has several templates and training modules which may be helpful.

SOPs are still needed for the new sweeper, snow plow operation and the elevator.

4. New Business

SALT RISK MANAGEMENT

Scott provided the JHSC with the Salt Risk Management requirements. Some areas in the Source Water Protection Areas have been identified as critical and we are required to implement policies to manage our salt output to ensure that contamination of our water sources is limited as much as possible.

The Chesley Arena and Water Shop are in the most critical area. Staff will confirm the content of the ice melt materials by reviewing the SDS sheet and determine if practices need to be adjusted.

TRAINING UPDATE

First Aid, Working at Heights and Book 7 Training was all completed this fall for those who needed refreshing or full certification. Other training opportunities will be forthcoming in the new year.

4.1 Online Inspection Forms including Fire Cognito Forms - Katrina

Carly provided an update on the online facility inspections through Citywide. The recreation department has began using the system for facility inspections and it is going well. They are still working through the process following the inspection and following up on issues. If there is a minor deficiency but the inspection passed, there is no notification.

The water and works departments are still using the paper inspections but expressed an interest in moving to the online system. The paper inspections will continue until everyone is set up and things are running smooth.

The system is built to tie into asset management and assist with monitoring life cycles, building conditions and other aspects associated with asset management.

Steve was not present to speak about the Fire Cognito forms that the fire departments use.

4.2 New WHIMIS Requirements

Changes to the Federal Hazardous Products Regulation (HPR) require suppliers of hazardous products to provide health and safety information as a condition of sale, including SDSs and product labels. Suppliers must ensure their SDSs, and labels comply with the HPR amendments by December 2025.

Currently, not all suppliers are transitioned to this requirement. The committee decided that this was a good opportunity to go through chemicals that are not used and dispose of the

appropriately. Once suppliers comply with the new regulations, we will fully transition to the new system as well. Training will be provided to all staff regarding the new WHIMIS system in advance of the 2025 deadline.

4.3 Intact Risk Assessment Report

Our insurance provider completed a risk assessment of the buildings in Chesley and provided a report of the deficiencies found. These have been distributed to the appropriate department for remediation.

The completed tasks should be returned to the committee so that it can be made aware that all deficiencies have been remediated appropriately.

5. Incident Reports

The committee reviewed the three incident reports and concurred with the recommendations made by those involved.

5.1 #1

5.2 #2

5.3 #3

6. Next Meeting Date

December 12, 2024 at 11 am. Members should bring old policy manuals for exchange and roll out of the newly adopted manuals.

7. Adjournment

JHSC-2024-11-14-03

Moved By Corey Mannerow

Be It Resolved that the Joint Health and Safety Committee meeting is adjourned at 11:00 a.m.

Carried