

CORPORATION OF THE TOWNSHIP OF McNAB/BRAESIDE
Joint Health and Safety Committee Meeting
April 13, 2016

1. CALL TO ORDER AND ROLL CALL

The Township of McNab/Braeside Joint Health and Safety Committee meeting was called to order at 9:32 a.m.

Present: Lindsey Parkes, CAO/Clerk (meeting chair)
Dave Hartwick, Fire Chief
Kevin Nicholson, Fire Department
Kevin Murray, Public Works Department
Ryan Frew, Director of Public Works
Mandy Cannon, Clerk's Department (recording secretary)

Absent: Nil.

2. DISCLOSURES OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

No disclosures of pecuniary interest were declared at this time.

3. ADOPTION OF AGENDA

Moved by Dave Hartwick, seconded by Ryan Frew, **THAT** the agenda dated April 13, 2016, be adopted as submitted and circulated.

CARRIED.

4. ADOPTION OF PREVIOUS MINUTES

Nil.

5. DELEGATIONS AND PRESENTATIONS

Nil.

6. MATTERS ARISING OUT OF THE DELEGATIONS HEARD

Nil.

7. ITEMS OF BUSINESS

- Introduction to the Joint Health and Safety Committee

Lindsey Parkes was appointed as meeting chair of the Joint Health and Safety Committee meetings, and Mandy Cannon will be the recording secretary. The Committee has agreed to meet on the 2nd Wednesday of each month at 8:00 a.m.

- Review Occupational Health and Safety Policy & Employee Incident/Accident Reporting Policy

The Committee reviewed the Township's Occupational Health and Safety & Employee Incident/Accident Reporting policies. There were no questions or comments at this time.

- Building Inspections

The Joint Health and Safety Committee inspected the Municipal Office Building, the Public Works Garage and Fire Station #1. The safety concerns that were identified are listed below.

The Committee is going to create an inspection schedule to ensure that inspections are completed monthly.

The Committee agreed that tape should be used on all first aid kits so it is easy to identify once the seal has been broken that a kit needs to be restocked.

The approved meeting minutes will be posted on the Township Website as well as stored in a binder with the completed inspection reports.

Municipal Building Hazards/Concerns:

- Lack of space is an issue, which causes excessive clutter, overloaded shelves/cabinets and tripping hazards
- Power bars are used regularly, not just as a temporary source
- Some Emergency Exit signs require light bulbs to be replaced
- Fire exit in the Council Chambers needs to be cleared out and not blocked
- Fire routes should be posted
- There are missing and sagging ceiling tiles throughout the building
- There are no emergency lights in the washrooms
- The carpet is loose and worn and the subfloor has holes – tripping hazard
- Shelving units should be secured to the wall
- Some lights are missing covers

- Power outlet in CAO/Clerk office is detached from wall
- A bulletin board/designated space is required for health and safety information
- Heaters should not be plugged into extension cords
- There should be a cover over the sump pump hole
- Remove the Heater that is in the hole in the wall in electrical room
- Floor incline in basement to be marked
- Some doorways are partially blocked
- MSDS information required for all chemicals stored inside the building

Public Works Garage Hazards/Concerns

- Signage should be posted stating Personal Protective Equipment is required prior to entering the building (Hard Hat, Safety Boots, Ear plugs etc.)
- Clutter is an issue, causing trip hazards and overloaded shelves
- Eye Washing station is required
- Distance in front of electrical box should be marked to restrict storage within specific distance from box
- Fire extinguishers and fire exits should be clearly marked
- Some light bulbs are burnt out/not working
- All chemicals/fuel should be properly stored and MSDS sheets are required
- The drill press should be replaced/repared as currently held up by makeshift stand
- A guard is required for the grinder
- Proper signage should be posted for the oil reservoir
- Pressure washer should be exhausted outside
- There should be an exhaust monitor system

Fire Station #1 Hazards/Concerns

- Some shelves are overloaded
- Signage is required (hearing protections required) in compressor room and ear plugs to be available
- Proper storage for air compressor required
- Need updated Occupation Health and Safety book
- Bathroom light fixtures need covers
- Chemicals to be properly stored in cabinet – MSDS information required
- The prevention room is cluttered
- Baseboard heater in Prevention Room to be repaired
- The electrical room requires a fire separator
- Chairs and backboards should be tied down
- Materials should not be directly under the heater

- Distance from electrical box should be marked to restrict storage within specific distance of the box
- Emergency evacuation plan should be posted at each entrance
- Wire hanging from ceiling near electrical box should be removed

Now that the above hazards have been identified, the Health and Safety Committee will discuss the required action for each hazard at the next meeting.

8. **NEXT MEETING**

The Next Joint Health and Safety Committee Meeting will be on May 18, 2016 at 8:00 a.m.

9. **ADJOURNMENT**

This Joint Health and Safety Committee meeting adjourned at 11:40 a.m.

Meeting Chair