

CORPORATION OF THE TOWNSHIP OF McNAB/BRAESIDE  
Joint Health and Safety Committee Meeting  
August 18, 2020 – 8:30 a.m.

**1. CALL TO ORDER AND ROLL CALL**

The Township of McNab/Braeside Joint Health and Safety Committee meeting was called to order at 8:49 a.m.

Present: Lindsey Lee, CAO/Clerk  
Christina Mulcahey, Cashier Receptionist  
Kevin Murray, Public Works Supervisor  
Dave Hartwick, Fire Chief  
Helen Siroski, Administrative Assistant/Committee of Adjustment Secretary  
Mandy Cannon, Executive Assistant (Chair & 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 Kevin Murray, **THAT** the agenda dated August 18, 2020 be adopted as submitted and circulated.

**CARRIED.**

**4. ADOPTION OF PREVIOUS MINUTES**

Moved by Kevin Murray, seconded by Lindsey Lee, **THAT** the minutes of the March 11, 2020 Joint Health and Safety Committee meeting be adopted as submitted and circulated.

**CARRIED.**

**5. DELEGATIONS AND PRESENTATIONS**

Nil.

**6. MATTERS ARISING OUT OF THE DELEGATIONS HEARD**

Nil.

## 7. ITEMS OF BUSINESS

- Welcome New Member – Helen Siroski

The Committee welcomed their new member, Helen Siroski, who took the place of Karla Blemkie, who is no longer with the company.

- Inspection Reports

The Committee reviewed the inspections that were completed in April 2020. The Committee was reminded that inspections needed to be completed once a month. Dave Hartwick will be inspecting all Public Works buildings, Christina Mulcahey will be inspecting the office building, Helen Siroski will be inspecting the Fire Stations, Kevin Murray will be inspecting the Recreation facilities, Lindsey Lee and Mandy Cannon will inspect all building semi-annually. Inspections should be completed and sent to Mandy Cannon by the 25<sup>th</sup> of each month. A reminder will be set up and the template sent out.

- Renfrew County Legal Clinic – Workplace Sexual Harassment Seminar

The Committee reviewed the correspondence from the Renfrew County Legal Clinic and discussed the potential of signing up for a virtual course as offered. Lindsey Lee will contact the Legal Clinic for information on upcoming programs.

- Public Works Committee Member

The option of having a non-manager Public Works employee join the committee was discussed. Kevin Murray will see if there is interest from his staff.

- Cold and Flu Season

The Committee discussed the upcoming Cold and Flu season and the concerns of how it could resemble the same symptoms as COVID-19. A self-screening form is being brought forward to Council and staff will be required to wear masks when not in their own space, as a pre-caution. Staff exhibiting Cold & Flu or COVID-19 symptoms will be asked to stay home and self-isolate for 14 days. Lindsey Lee will obtain more information from the Renfrew County and District Health Unit on how they recommend we handle these potential situations. Mandy Cannon will prepare a memo to send to staff with the new policies, if adopted by Council.

- Photocopier & Washrooms

Staff will be asked to use a Lysol wipe on each surface they have touched in the washroom after every use. A protective cover will be placed over the photocopier screen so staff can also disinfect it after every use. Signage will be posted for both.

- **Health & Safety Information Board**

Kevin Murray will install a new Health & Safety board at the office for information. Proper Health & Safety Signage will be displayed. Kevin Murray will ensure his Public Works staff have access to the meeting minutes.

**8. NEXT MEETING**

The next Joint Health and Safety Committee Meeting will be on September 15, 2020 at 8:30 a.m.

**9. ADJOURNMENT**

This Joint Health and Safety Committee meeting adjourned at 9:28 a.m.