

Minutes of a Meeting of
The Joint Health and Safety Advisory Committee for
The Corporation of the Town of Tecumseh

A meeting of the Joint Health and Safety Advisory Committee (JHSAC) for the Town of Tecumseh was held on Tuesday, December 18, 2018 in the Tecumseh Meeting Room at Town Hall, 917 Lesperance Rd., Tecumseh at 2:00 pm.

1. Call to Order

2. Roll Call

Present:

Manager Water & Wastewater	Denis Berthiaume
Manager Parks & Horticulture	Casey Colthurst
Human Resources Officer	Melissa Doetzel
Manager Facilities	Ray Hammond
Landscape Technician/Groundskeeper	Denis Laforet
Water Employee	Shaun LaPorte
Deputy Fire Chief	Chad Mactier
Drainage Superintendent/Engineering Technologist	Sam Paglia
Facility Attendant	Scott Willoughby

Also Present:

Administrative Assistant to the Director Corporate Services & Clerk	Sue White
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3. Disclosure of Pecuniary Interest

There was no disclosure of pecuniary interest.

4. Communications

a. Minutes - September 25, 2018

Motion: JHSAC - 19/18

Moved By	Casey Colthurst
Seconded By	Scott Willoughby

That the September 25, 2018 minutes of the Joint Health and Safety Advisory Committee, as were duplicated and delivered to the Members of the Committee, are accepted.

Carried

b. Communications - For Information

There were no Communications - For Information for consideration.

c. Communications - Requiring Action

There were no Communications - Requiring Action for consideration.

d. Workplace Inspections

The Committee considered the following workplace inspections:

1. Arena, 12021 McNorton
 - September 26, 2018
 - October 24, 2018
 - November 24, 2018
2. Community Centre, 13731 St. Gregory
 - September 26, 2018
 - October 24, 2018
 - November 28, 2018
3. Maintenance, 2391 St Alphonse
 - September 28, 2018
 - October 31, 2018
 - November 30, 2018
4. Parks, 300 Manning
 - September 14, 2018
 - October 15, 2018
 - November 14, 2018
5. Town Hall, 917 Lesperance
 - September 27, 2018
 - September 27, 2018 (Completed)
 - October 30, 2018
 - October 30, 2018 (Completed)
 - November 28, 2018
6. Public Works, 1189 Lacasse
 - September 28, 2018
 - October 30, 2018
 - November 30, 2018
7. Public Works, 2495 McCord
 - September 28, 2018
 - October 31, 2018
 - November 30, 2018
8. Water, 1189 Lacasse
 - September 28, 2018
 - October 30, 2018
 - November 30, 2018
9. Fire & Rescue Services, Fire Station #1, 985 Lesperance Road
 - September 4, 2018
 - October 2, 2018
 - November 6, 2018
10. Fire & Rescue Services, Fire Station #2, 5520 Walker Road
 - September 4, 2018
 - October 2, 2018
 - November 6, 2018

The Committee was urged to use the new forms available for conducting inspections. Ms. Doetzel advised that she would place the new form on the Dunk & Associates website for ease of retrieval. She also advised that the Directors/Managers do inspections twice per year and the CAO does one inspection per year

Motion: JHSAC - 20/18

Moved By Denis Berthiaume
Seconded By Denis Laforet

That the Workplace Inspections as listed on the December 18, 2018 Joint Health and Safety Committee Agenda be received.

Carried

e. Monthly Maintenance Packages

1. October 2018
2. November 2018
3. December 2018

Motion: JHSAC - 21/18

Moved By Casey Colthurst
Seconded By Shaun LaPorte

That Monthly Maintenance Packages 1 through 3 on the December 18, 2018 Agenda, be received.

Carried

5. Reports

a. Incident Reports

1. 2018-22
2. 2018-25
3. 2018-26
4. 2018-27
5. 2018-28
6. 2018-29

With regard to Incident Report 2018-22, Scott Willoughby noted that there had been a tornado warning on this day and some staff were not sure what they should be doing in terms of procedure. They warned people coming into the arena that there was a tornado warning and told the people who were already in the arena to go in the dressing room.

It was also noted that there was a Council meeting that night and no incident report had been prepared nor were people evacuated. Ms. Doetzel noted that there was a procedure in the Health and Safety manual and an alert that would be received by staff would trigger the procedures in the manual. It was agreed that the policy will have to be reviewed. Ms. Doetzel advised that she would research the issue further and put together an educational piece on this issue and in addition, will speak to Dunk & Associates and will have an answer for the next meeting.

With regard to Incident Report 2018-28, Committee members were advised that staff followed health and safety procedures following the incident.

Ms. Doetzel advised the Committee members that she would provide a yearly breakdown of all incidents for the Committee's review for the next meeting. The breakdown will provide the Committee with an idea of any trends in the accidents/incidents and will also provide them with an opportunity to review to determine if there are any educational opportunities.

Motion: JHSAC - 22/18

Moved By Ray Hammond
Seconded By Sam Paglia

That Reports 1) through 6) as listed on the December 18, 2018 Joint Health and Safety Committee Agenda be received.

Carried

6. Unfinished Business

7. New Business

Committee members were advised that the minutes of the November 20, 2018 Health and Safety Meeting which dealt with discussion on Policy No. 68 - Violence and Harassment in the Workplace would be provided to them for their review at the next meeting of the Committee.

Mr. Hammond advised that a non-staff member fell on the ice during a hockey game with a suspected heart attack. Sean Girard, a Facility Attendant, provided the hockey player with CPR and used the defibrillator machine. The hockey player was then transported to the hospital where he was later released. Mr. Girard will be receiving an award for his actions.

Mr. Paglia advised that a committee member had provided information from a Canadian business with regards to the purpose statement of Policy No. 68 - Violence and Harassment in the Workplace. He stated that he would like to discuss this part of the Policy at the next meeting of the Committee and would like to work with the Committee to develop a new or revised purpose statement. He will provide this information in advance of the next meeting.

8. Next Meeting

The next Joint Health and Safety Committee meeting will be held at 2:00 pm on Tuesday, January 29, 2019.

9. Adjournment

Motion: JHSAC - 23/18

Moved By Shaun LaPorte
Seconded By Scott Willoughby

That there being no further business, the December 18, 2018 meeting of the Joint Health and Safety Committee now adjourn at 3:12 pm.

Carried

Sam Paglia, Co-Chair

Melissa Doetzel, Human Resources Officer