

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, February 19, 2019 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 - November 20, 2018 and December 18, 2018

Motion: JHSAC - 1/19

Moved By	Denis Berthiaume
Seconded By	Casey Colthurst

That the November 20, 2018 and December 18, 2018 minutes of the Joint Health and Safety Advisory Committee, as were duplicated and delivered to the Members of Committee, are accepted.

Carried

b. Communications

1. Ministry of Labour - Employment Standards of Ontario Poster
2. Email from Sam Paglia Re Policy 68

Motion: JHSAC - 2/19

Moved By Denis Laforet
Seconded By Shaun LaPorte

That Communications - For Information 1) and 2) as listed on the February 19, 2019 Joint Health and Safety Committee Agenda are received.

Carried

The Committee reviewed the email from Sam Paglia regarding Policy No. 68 - Violence and Harassment in the Workplace. It was noted that at the December 18, 2018 Joint Health and Safety Advisory Committee meeting regarding Policy No. 68, the following wording was suggested to replace the wording under Appendix A, item No. 3, entitled "Purpose":

"The Corporation of the Town of Tecumseh is committed to providing and maintaining a working environment that is based on respect for the dignity and rights of everyone in the Town. It is the Corporation's goal to provide a healthy and safe work environment and the Corporation is committed to fostering an environment that is free from any of the forms of discrimination, harassment and/or violence which are prohibited under the Ontario Human Rights Code. Discrimination, harassment and/or violence are unacceptable within the Town organization in any form and at any level."

The Committee agreed that the policy would be reviewed over the course of the year and ongoing recommendations would be provided for the purpose of reflecting the Town's commitment to Health and Safety as well as to strengthen the internal reporting system (IRS) with the JHSC.

It was suggested that instead of the heading "Purpose" the heading be changed to "Statement of Policy".

It was agreed Senior Management would be given the opportunity to review the suggested changes to Policy No. 68 noted above and the committee would review any input and put forth a motion at the next committee meeting for further consideration by Senior Management. Mr. Paglia also asked the Committee to present any other changes they wish to see for discussion at the next meeting.

Motion: JHSAC - 3/19

Moved By Denis Berthiaume
Seconded By Ray Hammond

That Senior Management be given the opportunity to read and comment on the suggested revised wording to Policy No. 68 - Violence and Harassment in the Workplace" and it be reviewed by the Committee and considered at the next meeting of the Committee before it is forwarded to Senior Management for their review and consideration.

Carried.

d. Workplace Inspections**1. Arena, 12021 McNorton**

- December 19, 2018

2. Community Centre, 13731 St. Gregory
 - December 19, 2018
3. Maintenance, 2391 St Alphonse
 - December 20, 2018
4. Town Hall, 917 Lesperance
 - January 2, 2019
5. Fire & Rescue Services, Fire Station #1, 985 Lesperance Road
 - December 4, 2018

Moved By Casey Colthurst
Seconded By Denis Laforet

That the Workplace Inspections as listed on the February 19, 2019 Joint Health and Safety Advisory Committee Agenda be received.

Carried

e. Monthly Maintenance Packages

1. January Instructions Read First
2. Policy Review Sign Off
3. New Year Kick Start Checklist
4. Training Needs Review Checklist
5. Do you Know Safety Talk
6. Safety Talk Sign Off Sheet
7. Engagement Activity Workplace Scavenger Hunt
8. Reporting Workplace Injuries Poster

Moved By Denis Laforet
Seconded By Shaun LaPorte

That the Workplace Inspections as listed on the February 19, 2019 Joint Health and Safety Committee Agenda be received.

Carried

5. Reports

a. Incident Reports

1. 2018-31
2. 2019-01
3. 2019-02

4. 2018 Claims Summary

It was noted that the 2018 Claims Summary listed 20 incidents. Ms. Doetzel advised that she would provide a further breakdown over the last 6 years on these claims under the headings first aid, medical, lost time, etc.

Moved By Casey Colthurst
Seconded By Denis Berthiaume

That Reports 1) through 4) as listed on the February 19, 2019 Joint Health and Safety Committee Agenda be received.

Carried

6. Unfinished Business

a. Tornado Warning - Council - Update to be provided

Mrs. Doetzel reported on the tornado incident that occurred in 2018. She noted that Council was unaware of the tornado since they turn their phones off during the meeting. She did advise that people were to go to the vault in the event of a tornado or other extreme weather. Mrs. Doetzel also advised that the Fire Safety Plan is supposed to be updated every year and this matter will be considered during the next update. She also advised that Bob Hamilton, the Fire Prevention Officer, will be presenting at the next meeting to discuss what to do in the event of a tornado, earthquakes, etc. In addition, the Standard Operating Procedures (SOPs) and fire safety plans will be reviewed. Mr. Hamilton would have the final review of the plans.

Mrs. Doetzel stated that the vault would not hold very many people and suggested that perhaps the corridor by the washrooms near the Tecumseh Room would be an alternate location to go in the event of extreme weather to which the Committee Members agreed. She noted that Fire Chief Doug Pitre, Mr. Hamilton, Paul Anthony and Melissa Doetzel have met regarding alternate location.

Moved By Sam Paglia
Seconded By Scott Willoughby

That the Joint Health and Safety Advisory Committee suggest that the corridor by the washrooms near the Tecumseh Room be used temporarily as a safe location during inclement weather.

b. Policy Review

Moved By Sam Paglia
Seconded By Casey Colthurst

That the change suggested to Policy 68 - Violence and Harassment in the Workplace as mentioned in item 4 b) 2) in the minutes be considered and reviewed by the Committee.

7. New Business

a. Survey

Mr. Paglia advised that staff at the Lacasse yard stated that they did not know anything about the wellness survey that was circulated. Mrs. Doetzel advised that

all staff had been sent a link to the survey. In addition, the link to the survey was sent to the volunteer firefighters' personal email account. In addition, Directors and Managers were asked to ensure that the information was shared with those employees who do not have regular access to email, and that a computer be made available in their work area for completion of the survey. The Committee also requested to know the number of surveys completed. Once completed, the survey responses are submitted through the website link directly to a database hosted by WMA Wellness. The aggregate responses from all completed surveys will be summarized into a final report which will provide valuable information about promoting positive workplace practices in the Town's employment setting. Mrs. Doetzel noted that the results from the survey should be available within the next two weeks and will be presented to the Committee.

8. Next Meeting

The next Joint Health and Safety Committee meeting will be held at 2:00 pm on Tuesday, April 23, 2019.

9. Adjournment

Moved By Casey Colthurst
Seconded By Shaun LaPorte

That there being no further business, the February 19, 2019 meeting of the Joint Health and Safety Committee now adjourn at 2:52 pm.

Carried

Sam Paglia, Co-Chair

Melissa Doetzel, Human Resources Officer