

# **SAFETY MINUTES**

## **December 3<sup>rd</sup>, 2008**

**PRESENT**

Charlene Brown, Frank MacFarlane, Kevin Bennett, Greg Kehoe, Jim Haynes, Mark Phillips, Angie McWaid, Lindsay Young.

**CALL TO ORDER AND ROLL CALL**

Chairperson Charlene Brown called the meeting to order and reported that all members were present with the exception of Tim Margeson and Richard Boyd.

**APPROVAL OF THE AGENDA**

Chairperson Charlene Brown asked for approval of the agenda. It was suggested by the committee to add items (c) Eyewash solution upgrades (d) Regular updates, and (e) Skilven Publications, under new business.

Therefore, it was moved by Frank Macfarlane and seconded by Mark Phillips

**that the agenda be approved with the above additions under new business**

**MOTION CARRIED**

**APPROVAL OF THE MINUTES**

**(a) November 5<sup>th</sup>, 2008**

It was moved by Mark Phillips and seconded by Frank MacFarlane

**that the Minutes of November 5<sup>th</sup>, 2008 be approved as circulated**

**MOTION CARRIED**

**BUSINESS ARISING FROM THE MINUTES**

**(a) Asbestos Testing**

Mark Phillips reported that Kim Strong from Maritime Testing will be inspecting Town Hall looking for asbestos. The inspection will cover the whole building, although it is anticipated that most of the testing will be concentrated in the basement.

**NEW BUSINESS**

**(a) Respectful workplace policy**

Nothing to report at this time. Mark Phillips will report further at the January Safety Committee Meeting.

**(b) Safety assessment action item review**

Director Mark Phillips reviewed for the committee the safety assessment action plan, and highlighted individual items and the assigned owners. Director Phillips reported that the action plan has been saved in the company file, and should be reviewed and updated by the committee every 2<sup>nd</sup> meeting. Progress on items should be recorded. Chairperson Charlene Brown will go through the plan with Mike.

**(c) Eyewash solution upgrades**

Committee member Jim Haynes reported that the eyewash stations in Town hall will be upgraded. It has been recommended to the committee that a new product for eye washing will be much more efficient and have a 4 year shelf life. The new product is an aerosol spray and will be obtained through Foster's Fire and Safety.

**(d) Regular Updates**

Director Mark Phillips suggested that Toolbox Meeting Updates be added to the agenda as a permanent item to be discussed at all regular meetings of the Safety Committee. The committee agreed and Toolbox Meeting Updates will be added to all future agendas.

**(e) Skilven Publications**

Chairperson Charlene Brown reviewed safety publications distributed by Skilven Publications. The committee discussed possible benefits of using these publications to create employee awareness around safety issues. Chairperson Brown will confirm that the publications are relevant at a provincial level and if so will subscribe and distribute internally.

**ACCIDENTS**

A parks employee sustained injury while lifting a trash can.

Greg Kehoe reported some accidents have occurred in the Public Works Department and will report on those further next meeting.

**TRAINING**

Chairperson Charlene Brown reported that Fall protection will be held in January.

Angie McWaid reported that she will be attending

both a bias-free workplace workshop and a train the trainer session on preventing identity fraud.

**NEXT MEETING**

January 7<sup>th</sup>, 2009.

**MEETING ADJOURNED**

10:05 AM