

OSHWB MINUTES

February 3, 2010

PRESENT

Director Mark Phillips, Kevin Bennett, Director Greg Kehoe, Jim Haynes, Lindsay Young, Frank MacFarlane, Nichole Lutz, Tim Margeson.

CALL TO ORDER AND ROLL CALL

Vice Chairperson Mark Phillips called the meeting to order and reported that all members were present with the exception of Chairperson Charlene Brown, Angie McWaid, Richard Boyd and Travis Hancock who all sent regrets.

APPROVAL OF THE AGENDA

It was moved by Tim Margeson and seconded by Frank MacFarlane

That the agenda for February 3, 2010 be approved with the additions of b) Chairperson Resignation, c) Elections, and d) NSHS Admin Penalties under New Business

MOTION CARRIED

APPROVAL OF THE MINUTES

(a) January 6, 2010

It was moved by Kevin Bennett and seconded by Frank MacFarlane

That the Minutes of January 6, 2010 be approved as circulated after changes to the attendance list are made to reflect the absence of Tim Margeson at the meeting of January 6, 2010

MOTION CARRIED

BUSINESS ARISING

(a) AED Electrode Pads

Director Phillips reported that replacement Defibtech Electrode Pads have been ordered. 12 Adult sets and 3 infant sets will arrive in the next few days.

REPORTS**(a) Accidents**

No accidents to report.

(b) Toolbox Meetings

Director Kehoe reported a toolbox meeting for Public Works employees took place on January 15th. Safety on ploughing routes was the issue discussed. Everyone completed driver abstracts and were determined safe.

Kevin Bennett reported a toolbox meeting with arena staff was held to discuss potential capital projects, the arena schedule and employee morale and motivation.

(c) Training

Online Training options for WHMIS and First Aid certifications were discussed by the committee.

Tim Margeson reported that the Police Service is due at the end of March for First Aid and AED training. Tim is looking for other companies that may supply the literature as Saint John's Ambulance has changed protocol making the program less practical and more expensive. Tim will report on this further next meeting.

Tim Margeson also reported that the annual Safety Conference is taking place in Halifax at the Westin at the end of March.

POLICY UPDATES**(a) New HR Policy**

Director Phillips reported that the HR policy review committee continues to make progress and the next meeting is scheduled for February 10th, 2010.

WELLNESS AND PHYSICAL ACTIVITY**(a) Lunch N Learns**

Lindsay Young reported that the last Lunch N Learn was a successful snowshoeing excursion. The Session for February has not yet been set.

(b) Wellness / Physical Activity

Mark Phillips reported that the wellness rebate program will be set up to coincide with the fiscal year, April 1st to March 31st. The program will allow rebates for amounts up to 150.00 per year on products, equipment, registration fees etc. Smoking cessation products will be covered, but once only per employee. All requests for

reimbursement will be subject to the approval of the Department Head.

Nichole Lutz reported that the Physical Activity Challenge between Town Hall Staff and the Police Service is going well. A family skate day is being organized for Town Staff and Police as a social activity. Nicole Lutz also reported that snowshoes are now available from the Recreation Department for those who may wish to borrow them.

ENVIRONMENTAL ISSUES

(a) Solar Panels

Director Phillips reported that solar panels are being placed on the roof of the arena and may be in place by April.

(b) ICSP Update

Director Phillips reported that results from the latest and final survey are in, and will be presented to CAC on Monday February 8th.

(c) Water Cooler Update

Director Phillips reported that the water cooler in Council Chambers has been installed and is working as expected. People are not forced to use the cooler over water bottles, but are encouraged to give it a try.

EQUIPMENT / TECHNOLOGY

(a) New Ice Resurfacing Machine

Director Phillips will be making a recommendation to Council that the Department purchase a new ice resurfacing machine. The model identified as most desirable is a Zamboni 525.

(b) Utility Vehicle

Director Phillips reported that the Parks and Recreation Department recently purchased a utility vehicle to be used for the park, trails and the DU site for maintenance. The machine is a Gator, that will have snow tracks for winter grooming of trails and ploughing of outdoor ice surfaces.

NEW BUSINESS

(a) MSDS Sheets

Lindsay Young reported that the MSDS binders for the Library, Police Building and Town Hall have all been updated with sheets for new products. Binders will be completely updated in August. Discussion about

subscribing to an MSDS database was discussed by the committee.

It was moved by Tim Margeson and seconded by Frank MacFarlane

That a subscription to a MSDS database be purchased to aid in the maintenance of Town MSDS records

MOTION CARRIED

(b) Resignation of Chairperson Charlene Brown

Director Phillips reported that an email was received from Chairperson Charlene Brown notifying the Committee of her resignation. The Committee recognized Charlene for her many years of service to the committee. Discussion about continuity of record keeping, inventory, training records and roles and responsibilities will take place at the next meeting.

(c) Elections

Vice Chairman Mark Phillips called for nominations to fill the position of Chairperson, Vice Chairperson and Recording Secretary.

It was moved by Frank MacFarlane and seconded by Director Greg Kehoe

That Mark Phillips be appointed Chairman of the OHSWB Committee.

MOTION CARRIED

It was moved by Director Phillips and seconded by Tim Margeson

That Frank MacFarlane be appointed Vice-Chairman of the OHSWB Committee.

MOTION CARRIED

It was moved by Kevin Bennett and seconded by Greg Kehoe

That Lindsay Young remain the appointed Recording Secretary for the OHSWB

Committee.

MOTION CARRIED

(d) Admin Penalties (NSHS)

Director Phillips reported that new legislation placing more onus on employees has recently been put into place. Fines may now be handed to employees who, being provided the opportunity to use safety equipment, do not follow proper safety protocol on job sites. Director Phillips will research this further and report at the next meeting.

MEETING ADJOURNED

Meeting adjourned at 10:15 am. Next Meeting March 3, 2010 @ 9:00am.

DRAFT