

THE CORPORATION OF THE TOWNSHIP OF HORTON

**Safety Coordinator's Meeting
with Safety Committee Members**

January 27, 2012

There was a meeting called by the Safety Coordinator, Councillor Robert Kingsbury to meet with the Safety Committee Members and various managers held in the Municipal Council Chambers on Friday, January 27, 2012. Present were Chair Robert Kingsbury, Mayor Don Eady, Councillor Glen Campbell. Staff present were Kathleen Rogers, Recreation Program Manager, Steve Osipenko, Fire Fighter CEMC representing the Fire Department, Rod Eady, Public Works Superintendent, Jeff Schruder, Municipal Infrastructure Manager and Barry Dodd, Public Works Operator who is the Public Works Safety Representative and Mackie McLaren CAO/Clerk.

1. Call to Order

Chair Kingsbury called the meeting to order at 1:02 P.M.

2. Declaration of Pecuniary Interest

There was no declaration of Pecuniary Interest by the members of the group present.

3. Health & Safety Policy Manual document produced in 2008

Prior to reviewing this document Chair Kingsbury informed the committee that Mayor Eady has invited Councillor Kingsbury to be the Health and Safety Coordinator to ensure that all matters of safety are being dealt with.

He noted that the Township did pass a Health and Safety Policy in 2008 which does meet our needs although some items have now require a follow. He informed the committee that he sent a list of questions to the CAO /Clerk and Infrastructure Manager concerning safety. He has received some answers and he reviewed the rest of the questions which were answered by Infrastructure Manager Jeff Schruder.

Jeff Schruder noted that he has a binder which lists all training completed. Chair Kingsbury reminded him that minutes must be kept of all safety meetings. Chair Kingsbury asked Steve Osipenko if the Fire Department had regular training sessions. Mr. Osipenko said they do but not monthly.

Chair Kingsbury asked if there are any WHMIS training records. Municipal Infrastructure Manager Jeff Schruder discussed the DVD training video that he and the Fire Department, jointly purchased last year and some training has been done from that and more will follow. WHMIS training is included in the DVD.

Chair Kingsbury asked if there was any record of employee accidents and Rod Eady said yes.

Chair Kingsbury asked if we had a record of safety concerns and corrections. Jeff Schruder reviewed the information from the former safety reps that have retired or resigned from the position. Steve Osipenko noted that he has brought up issues and that that have been corrected in the fire hall. He will make sure there is a record.

Chair Kingsbury asked if there was any safety audit of equipment. Steve Osipenko said that the Fire Department has a monthly check off system that they go through. Rod Eady said there are circle checks with the Public Works trucks before start up every day and they do have maintenance inspection records that they follow. Councillor Campbell noted that ladders and Fall Arrest harnesses also have to be tested. Mr. Osipenko agreed.

Chair Kingsbury asked if we had any lifting equipment that requires checking. Jeff Schruder says we have one mechanical lift hoist in the garage which is tested annually.

Review and update 2008 Policy Manual

Chair Kingsbury then reviewed the policy discussing points that he had marked out:

- **Contractor Insurance - Minimum Two Million**
The CAO/Clerk noted we have 5,000,000 on construction contracts and 1,000,000 on any other contract.
- Chair Kingsbury asked if Council wished to review the policy page by page to bring it up to date.
- Councillor Campbell suggested that forms be made up and have available for the monthly safety meeting.
- Chair Kingsbury said the policy binder includes a safety check list. This policy must be posted as well as any safety record.
- Steve Osipenko who had a copy of the policy referred to page 27, **familiarization check list**, noting everyone needs this training. This should be done first.
- Jeff Schruder is to check to see if all the training that is set out in this check list is on the DVD.
- Jeff Schruder discussed First Aid, noting CPR is a base for a number of employees and recommended that all Public Works employees have this.
- Steve Osipenko noted that Ray Caillier, a Fire Fighter for Horton, is qualified to train in First Aid and CPR. The First Aid certificate is valid for 3 years and CPR is annually.
- Kathleen Rogers noted that the County does offer free CPR training. Steve Osipenko agreed to check with Mr. Caillier on CPR and First Aid Training and details and costs.
- Chair Kingsbury noted that this check list requires updating annually; Mayor Eady suggested that all departments would be involved in the annual policy review.

4. Requirement for Regular Safety Meetings with Minutes Kept

Chair Kingsbury had previously discussed the need for regular committee meetings with minutes.

5. Date for Next Staff Safety Committee Meeting For Policy Review.

After discussion the group tentatively agreed to meet February 24, 2012 at 1:00 P.M. for all members.

6. Date for Next Staff Safety Training Session Meeting

After discussion Jeff Schruder and Steve Osipenko agreed that they would start in February a date to be determined. Barry Dodd noted that in addition to the full monthly meeting there needs to be one weekly meeting classified as lunch box training and it has to be documented.

7. Date for Next Safety Coordinator's Meeting

The committee agreed that the same date February 24, 2012 at 1:00 P.M. at which time they will review the policy as set out in #5 above.

Chair Kingsbury said that he would like a safety audit carried out at the Fire Hall and the Community Centre with as many members of the Committee as present. After discussion they agreed to do this following the February 24th meeting.

8. Other Business

Steve Osipenko said they will gear their training that starts in February to the check list that's in the Policy.

Kathleen Rogers noted that the Recreation Committee Members would like training on the defibrillator at the community hall, CPR and First Aid. She received a price from Dean Dimonte at Respond Solutions of \$ 650.00 for 12 people for four hours length. Steve Osipenko suggested that Ray Caillier did this cheaper last year and would be asked for a price.

Kathleen Rogers informed the Committee that she has applied for a second defibrillator for the Rink under a new Provincial Grant Program. Chair Kingsbury suggested that we wait to contact Ray Caillier to see if we get a second machine and if it includes a grant for training.

Steve Osipenko noted that first we need to figure out where all employees are with their training.

9. Confirming Resolution

Moved By Glen Campbell

Seconded by Kathleen Rogers

That the Committee pass this confirming resolution to cover any actions or decisions given during the open portion of this committee Meeting which are minor in nature and which were not set out in By-law or resolution.

Carried

10. Adjournment

Moved by Jeff Schruder

Seconded by Steve Osipenko

That this Recreation Committee Meeting be adjourned at 1:36 P.M.

Carried

Chair

CAO/Clerk