

**THE CORPORATION OF THE TOWNSHIP OF HORTON**  
**Safety Coordinator's Meeting**  
**with Safety Committee Members**  
**February 24, 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, February 24, 2012. Present were Chair Robert Kingsbury, Staff present were Kathleen Rogers, Recreation Program Manager, Steve Osipenko, Fire Fighter CEMC representing the Fire Department, Rod Eady, Public Works Superintendant, Jeff Schruder, Municipal Infrastructure Manager and Barry Dodd, Public Works Operator who is the Public Works Safety Representative. Absent were Mayor Don Eady and Councillor Glen Campbell.

**1. Call to Order**

Chair Kingsbury called the meeting to order at 1:05 P.M.

**2. Declaration of Pecuniary Interest**

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

**3. Minutes of January 27, 2012 Meeting**

Chair Kingsbury and the committee reviewed the minutes of January 27, 2012 Safety Meeting.

**4. Business Arising:**

- **Is all training we require on the DVD disk?**

Chair Kingsbury asked if all the required training was available on the Training DVD that was jointly purchased by Public Works and the Fire Dept. Municipal Infrastructure Manager Jeff Schruder said no.

Propane Safety and Fuel Handling are not on the DVD and we would have to seek training from an outside agency. Rod Eady, Public Works Superintendant reported that Propane Safety Training is good for 3 years and all of the Public Works Staff were trained in 2010 and will need to retrain in 2013. Fuel handling was done in 2009.

Steve Osipenko will check to see if there is any training to be updated for the Fire Fighters.

Jeff Schruder noted that Jim Miller of Meqa Safety Training does safety training and might offer the Propane Handling Course; Rod Eady noted that Murray Gahan also does safety training.

Kathleen Rogers reported that Councillor Glen Campbell noted that his employees will soon be updating training and if anybody on staff requires the same training they could join his session and split the cost.

**5. Monthly Safety Meeting Report**

Chair Kingsbury asked how often Public Works holds their meetings. Barry Dodd, Public Works Safety Representative noted that they have weekly training and they keep a log book.

Steve Osipenko, Fire Fighter CEMC says that the Fire Department has weekly meetings and they are documented. Chair Kingsbury noted that they are only required to meet monthly.

Steve Osipenko recommended that that the Safety Committee be certified as such and should hold the proper credentials. Jeff Schruder noted that has the Basic Joint Health and Safety Certification from 2008. Chair Kingsbury noted that even if we are not certified we still need to do an inspection and document it. It was noted that Fire Chief Randy Corbin is fully certified.

Jeff Schruder noted that only two committee members have to be certified and Barry Dodd, Jeff Schruder and Rod Eady are all certified. Chair Kingsbury asked Jeff Schruder to see if they are all certified to the right level. Jeff will check.

**6. Health & Safety Policy - Review and update**

Chair Robert Kingsbury reported that he was asked by Mayor Don Eady to be the Safety Coordinator and he agreed. His roll will be to hold meetings and to collect monthly safety reports from all the entire departments. He feels that the committee should meet every 3 months. Each committee member will report back to the Safety Committee about their department. Jeff Schruder noted that each department is required to do a monthly Health and Safety Inspection. Rod Eady, Public Works Superintendant, requested that the committee meet once per year, to review all the municipal buildings as a group.

**Joint Health & Safety Committee Definition: *The Committee Shall Analyze Inspection to Identify Hazards.***

Chair Kingsbury asked each member to review the Health and Safety Policies in the manual that pertain to their departments. Pick out and identify what or if anything can be condensed. Please highlight any issues in the policy manual. Jeff Schruder, Infrastructure Manager was asked to review the policy pertaining to Infrastructure. Barry Dodd will review for Public Works. Steve Osipenko will review for the Fire Department and Kathleen Rogers will review for Recreation and the Community Centre. Kathleen is to make a copy of The Health & Safety Policy Manual for herself.

Chair Kingsbury noted that Volunteer Fire Fighters are employees of the Township as they do get paid and they are required to fill out an application to apply for their position.

Volunteers get paid to attend meetings but they volunteer their time.

Steve Osipenko requested information on the process to be conducted should a Fire Fighter be injured during a fire call. It was noted that an incident report should be filled out no matter whether the incident is major or not.

It was agreed that once the audit and review is complete the committee will meet every 3 months. A copy of the Horton checklist for the audit can be found on page 45 of the manual.

**7. First Aid Course Requirements**

Steve Osipenko will check on the cost of First Aid /CPR Training through Ray Caillier. He also noted that CPR is to be renewed yearly and 1<sup>st</sup> Aid is every 3 years.

Kathleen Rogers will check with the volunteers and staff to see who would like to have CPR, First Aid Training. Kathleen noted that she needs retraining in CPR and First Aid and AED.

Kathleen noted that the County of Renfrew is offering Free CPR and AED Training at Miramichi Lodge in Pembroke on Thursday April 5<sup>th</sup> from 1pm to 4 pm.

**8. Safety Audit**

- **Fire Hall & Community Centre**

The Safety Audit was postponed till the next meeting due to a snow storm.

**9. Other Business**

Barry Dodd, Public Works Safety Representative requested that a new bathroom be installed at the Landfill site as the present bathroom is unfit. It is a necessity. Kathleen Rogers noted that she had just received quotes from George Thompson to rent an outhouse for the boat launch and it would cost \$90.00 per month plus and additional \$90.00 every time he empties it. It would be more cost effective to build a new out house.

It was agreed that a new out house is a necessity and Rod Eady and Barry Dodd will build a new out house for the landfill site. Chair Kingsbury requested that they ensure that they put a spot for hand sanitizer as there will not be any running water.

**10. Next Safety Coordinators Meeting**

The next Safety Coordinators' Meeting is scheduled for Wednesday, March 28 at 1:00 P.M.

**11. Confirming Resolution**

Moved By Rod Eady

Seconded by Barry Dodd

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**

**12. Adjournment**

Moved by Jeff Schruder

Seconded by Steve Osipenko

That this Recreation Committee Meeting be adjourned at 1:50 P.M.

**Carried**