

THE CORPORATION OF THE TOWNSHIP OF HORTON
Safety Coordinator's Meeting
with Safety Committee Members
March 28, 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 Wednesday, March 28, 2012. Present were Chair Robert Kingsbury, Mayor Don Eady. Staff present were Mackie McLaren CAO/Clerk, Kathleen Rogers, Recreation Program Manager, Steve Osipenko, Fire Fighter CEMC representing the Fire Department, Jeff Schruder, Municipal Infrastructure Manager, Rod Eady, Public Works Superintendant and Barry Dodd, Public Works Operator who is the Public Works Safety Representative. Absent was Councillor Glen Campbell.

1. Call to Order

Chair Kingsbury called the meeting to order at 1:00 P.M.

2. Declaration of Pecuniary Interest

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

3. Minutes of February 24, 2012 Meeting

Chair Kingsbury and the committee reviewed the minutes of February 24, 2012 Safety Meeting previously passed by Council.

4. Business Arising:

- **Health & Safety Policy - Department Review**

Chair Kingsbury asked each member to report on their review of the Health and Safety Policy Manual. Rod Eady, Public Works Superintendant reported that he was satisfied with the content. Kathleen Rogers, Recreation Program Manager reported that she was also satisfied with the content.

Steve Osipenko, CEMC representing the Fire Department reported that the policy manual pertains mostly to office and Public Works and that the Fire Department follows a totally different standard. The manual was well written and very similar to the County; his only request was that we include an Employee Incident / Accident report.

CAO/Clerk Mackie McLaren noted that there is such a form in our H.R. Policy and Procedure Manual. Kathleen Rogers will make a copy of the forms and insert into the Health and Safety Manuals and each department will be given copies to have on hand should an incident arise.

Jeff Schruder, Infrastructure Manager noted that rules have changed in regards to the requirements for forming a safety committee. We do not have to follow the committee structure as we have less than 22 employees in a department. Each department is considered separate and requires a representative but we do not require a formal committee. The Fire Department needs their own trained representative, as does Recreation, the Office and Public Works. We can have Committee Safety Training done by Vince Burnett, Health and Safety / WSIB Specialist of Priority Health And Safety Inc. at for \$125.00 per person. Vince will be in the area on the second week of April. Mr. Burnett drafted our Health and Safety Policy in 2008.

Chair Kingsbury asked how many people need to be trained. Four people need to be trained, Kathleen, Steve, Barry and Jeff at a total cost of \$500.00.

Moved by Rod Eady

Seconded by Barry Dodd

The Safety Committee recommends to Council that they approve Safety Committee Training be done at a cost of \$500.00.

Carried

Jeff Schruder, Infrastructure Manager informed the committee that the Contractor Information has changed and there are new standard forms and wording. Jeff will make sure that the new forms and wording are changed in the Health & Safety Policy and Procedure Manuals.

Mayor Eady asked about the WSIB Clearance Certificate for contractors. He is concerned that they may get clearance at the time tender is bid but things may change from the time tender is accepted to the time carried out. Jeff Schruder said that we have WSIB Clearance wording in the tender packages. Jeff will make sure that the wording on The Contractors Checklist on page 8 in the Policy & Procedure Manual for WSIB Clearance Certificate is change from 60 days to 7 days.

Chair Kingsbury asked Mayor Eady to authorize the manual once the changes have been made and authorize that the manual has been reviewed and updated as of March 2012. Mayor Eady agreed that he will do this.

- First Aid

Steve Osipenko reported that all of the Fire Fighters updated their Fall Arrest training and WHMIS this week using the DVD training disk.

Steve Osipenko reported that First Aid /CPR and AED Training is available through Ray Caillier, a Horton Fire Fighter and will cost \$110.00 per person; it's a 16 hour course that can be split into two days training. Ray is not available weekdays unless he arranges to take time off work. Ten is the maximum number of people he can train at one time. It was recommended that we train 6 people right now and arrange to train another group of employees next year.

Kathleen reported that she and Christina from the office would like CPR training but that she does not have a number from volunteers or the Recreation Committee as the Rec. Committee has not met since the last Safety meeting was held.

Rod Eady, Public Works Superintendant said that he, Barry Dodd, Dave Radke and Peter Storie would all like to be trained.

Moved by Rod Eady

Seconded by Steve Osipenko

The Safety Committee recommends to Council that they approve that CPR/FIRST AID/AED Training for 6 people, be taught by Instructor Ray Caillier at a cost of \$660.00.

Carried

- Landfill Site Out House

Rod Eady and Barry Dodd will start on building a new out house for the Landfill Site as soon as possible.

5. Monthly Safety Meeting Report

Monthly Health & Safety Check sheets are to be filled out for each department monthly and a copy is to be submitted to Chair Robert Kingsbury. Steve Osipenko will do one for the Fire Hall, Kathleen Rogers will do one for the Community Centre and one for the office, Barry Dodd will do one for the Public Works Garage and the Landfill Site.

Chair Kingsbury requested that Public Works make their incident reports more detailed.

6. Other Business

- **Comfort Zone Magazine Subscription**

Mackie McLaren CAO/Clerk distributed copies of an online magazine subscription called Comfort Zone to all present and requested feedback on whether the committee would like to receive this publication at a yearly subscription fee of \$209.00.

Rod Eady, Public Works Superintendant recommended another health & safety magazine that he used to get that was very informative, he will see if he has an old copy. It was recommended that we hold off on purchasing this magazine until the committee can review it and other subscriptions.

- Safety Committee

Mayor Eady thanked all of the safety committee members for stepping up and taking the initiative to form a health and safety committee and for reviewing the policy and procedure manual to see if any changes or updates were required.

7. Next Safety Coordinators Meeting

The committee agreed to meet every three months and if there are any concerns to be dealt with in that time period then a meeting will be called.

The next Safety Coordinators' Meeting is scheduled for June ? At 1:00 P.M. An exact date will be determined before June.

8. Confirming Resolution

Moved By Rod Eady

Seconded by Jeff Schruder

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

9. Adjournment

Moved by Rod Eady

Seconded by Jeff Schruder

That this Recreation Committee Meeting be adjourned at 1:40 P.M.

Carried

Following the meeting the members of the Safety Committee carried out an inspection of the Fire Hall.