

THE CORPORATION OF THE TOWNSHIP OF HORTON

## Safety Coordinator's Meeting

June 20, 2012

There was a Meeting of the Safety Coordinator held in the Municipal Council Chamber on Wednesday June 20 2012. Present was Safety Coordinator Councillor Bob Kingsbury. Staff present was Steve Osipenko representing the Fire Department, Kathleen Rogers representing the Recreation Department, Rod Eady and Barry Dodd representing the Public Works Department and Mackie McLaren, CAO/Clerk.

1. CALL TO ORDER

Councillor 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 Coordinator or staff.

3. MINUTES OF MARCH 28, 2012

Councillor Kingsbury asked the staff to review the March 28<sup>th</sup> meeting minutes.

4. BUSINESS ARISING

- First Aid Training

Kathleen Rogers reported that safety training has been booked with Ray Caillier for Monday June 25. Attending are Christina and Kathleen from the Municipal Office and Dave, Peter and Bill from the Public Works Department and volunteer Valerie.

- Health and Safety Manual

Kathleen Rogers reported that she has updated the manual and provided copies to the safety representatives. Steve Osipenko said he was changing his inspection form to reflect the differences with the Fire Hall inspection requirements. Councillor Kingsbury asked that the draft changes be brought back to the next Meeting for review.

- Incident of fallen Concrete Slab at Public Works Garage

Councillor Kingsbury said that a concrete slab fell from above the garage door in the Public Works Garage on May 7. The rest of the slabs were inspected and on May 9 an angle iron strip of metal was added to keep any other slabs from falling in the future. He said he did not receive a copy of the incident report until May 18.

The CAO/Clerk reviewed that when he had been informed that a slab fell on May 7, he inspected where it fell from. He contacted Jp2g, an engineering and planning firm in Pembroke and left a message with Ed Schulz about the incident. Mr. Schulz called back May 9 and informed him that he was aware of the Horton Public Works Garage as he worked for the engineering firm that designed and supervised construction of the garage in the mid 1970's. He said the slab was held in by caulking. Mr. Schulz offered to carry out an inspection and recommend a solution at a cost of approx. \$1500.00. By that time the angle iron brackets had been

applied and Mr. Schulz verbally confirmed that that solution would keep further slabs from falling.

Councillor Kingsbury suggested that an inspection should still be carried out to protect our liability and requested that this suggestion be referred to the Municipal Infrastructure Committee.

#### 4. MONTHLY SAFETY MEETING REPORT

Councillor Kingsbury said he needs to be given a copy of the Monthly Safety Audit reports so he ensures that the checks are been done. Steve Osipenko reviewed the information had he learned at a recent safety training session attended by a number of Township staff. He said that monthly inspections must be carried out but you could inspection different sections of a building each month as long as the entire building or area was inspected within the year. Councillor Kingsbury stated that he and Kathleen Rogers carried out an audit at the Community Centre and Municipal Office last week.

Councillor Kingsbury asked Barry Dodd to put down more information on the inspection sheets during his monthly audit.

Kathleen Rogers said that the audit of the Community Centre indicated that a 4 foot step ladder is needed for the Community Centre to get items down that are stored at some height. A similar ladder is also required at the Municipal Office for the same reason. Councillor Kingsbury requested that this item be discussed by the Municipal Infrastructure Committee.

#### 6. OTHER BUSINESS

Kathleen Rogers reported that she learned at the recent safety training session that we need to order new Ministry of Labour Regulation booklets. She said we need a construction booklet for the Garage and an Industrial booklet for the Municipal Office. Steve said that there is now one book with both sections in the book. Councillor Kingsbury requested that we need 6 books. The CAO/Clerk was requested to order the books.

Councillor Kingsbury informed the group that there were a number of concerns identified in the Community Centre safety audit that he wished to refer to the Municipal Infrastructure Committee. They are:

- Fluorescent light covers reinstalled in the Kitchen at Community Centre
- Grill installed in bar door to ventilate the bar area from the heat from the coolers
- Hinge on handicap bathroom stall door in Men's washroom at Community Centre
- Paint storage in storage room above front entrance

And from the Municipal Office audit

- Plugs for the computer equipment in furnace room next to a copper pipe at Municipal Office

7. NEXT MEETING

Councillor Kingsbury agreed that he would call the next meeting in September. He will confirm the date when it gets closer to September.

8. CONFIRMING RESOLUTION

Moved by Rod Eady, Seconded by Steve Osipenko

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

Carried

9. ADJOURNMENT

Moved by Kathleen, Seconded by Barry Dodd that this meeting be adjourned at 1:53 p.m.

Carried

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Councillor Bob Kingsbury

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CAO/Clerk