

THE CORPORATION OF THE TOWNSHIP OF HORTON

Safety Coordinator's Meeting

OCTOBER 22, 2012

There was a Meeting of the Safety Coordinator's held in the Municipal Council Chamber on Monday, October 22, 2012. Present was Safety Coordinator Councillor Bob Kingsbury. Staff present was Steve Osipenko representing the Fire Department, Kathleen Rogers representing the Recreation Department and Office and Mackie McLaren, CAO/Clerk. Absent was Rod Eady representing the Public Works Department.

1. CALL TO ORDER

Councillor Kingsbury called the Meeting to Order at 1:05 p.m. Rod Eady is presently representing the Public Works Department since Barry Dodd no longer works for the Township. Mackie will speak to Rod about having a new safety officer volunteer for Public works.

2. DECLARATION OF PECUNIARY INTEREST

There was no declaration of pecuniary interest by the Coordinator or staff.

3. ADDITIONS TO AGENDA AND APPROVE AGENDA

There were no items to add to the agenda.

Moved by Kathleen Rogers

Seconded by Steve Osipenko

That the Safety Committee approve the agenda for the October 22, 2012 meeting.

4. MINUTES OF June 20, 2012

Chair Kingsbury and the committee reviewed the minutes of June 20th, 2012 Safety Meeting previously passed by Council.

Councillor Kingsbury noted the many safety concerns at the Community Centre. We need to have a system to identify that items of concern have been dealt with and completed.

Councillor Kingsbury requested that he be added to the agenda of the next Infrastructure Committee meeting to discuss safety items that have not been addressed.

Steve Osipenko noted that there are 2 types of safety issues

1. Needs to be identified and corrected
2. Requires a stop work order.

Steve expressed his concern over the length of time it was taking to simplify the generator process and make the changes. It is an issue that was identified more than a year ago that has still not been corrected.

5. BUSINESS ARISING

Jp2g report on concrete slab repairs in garage-

It was recommended that 3 clips be installed on each panel and on each side. Rod Eady is to be advised to go ahead with the 6 Galvanized clips and anchor bolts per panel during the winter season.

Ministry of Labour booklets –

Labor booklets have now been distributed to all appropriate departments. Councillor Kingsbury requested that an Industrial book be ordered for his use.

Safety Audit at Community Centre

- **Fluorescent light covers on kitchen lights**
Kathleen reported that Councillor Campbell put the covers on the lights.
- **Grill in bar door**
There are plans to install grills in the front sliding counter doors.
- **Hinge repair on men's handicap washroom door**
The hinge has been ordered and will be repaired by the Chair of Maintenance, Dave Bennett.
- **Paint in upper storage room**
Old cans of Paint will be discarded by Councillor Larone. He will take them to Rona.

Safety Audit at Municipal Office

- **GFI plug in furnace room for computer equipment**
This has been addressed and a plug is to be installed by Infrastructure Manager Glen Campbell.

Empty Propane tank behind Fire Hall

Steve Osipenko discussed where the tank came from. There is no propane in the tank but the odor agent added to identify a leak is still present. The lock out was bypassed so they could fill the tank with water.

Chair Kingsbury said that this should never have been done & that a Provincial Law had been broken. We need a record stating that the issue has been discussed and dealt with. CAO/Clerk Mackie McLaren was asked to arrange a meeting with fire Chief Randy Corbin to discuss this issue.

6. Monthly Safety Auditor Reports

Steve Osipenko submitted his audits for the Fire Hall he had no issues. He noted that the large pump at back of fire hall will be moved when the new pump house is constructed at the boat launch next year.

Kathleen reported that a walk around has been done at the Community Centre and the Rink. A few items were identified and recommendations were made.

- Put slip tape on the outside stairs that go down to the rink.
- Well barriers in parking lot need repainting and red reflected tape
- Soffit and fascia to be repaired on rink change room building and the Community Centre building
- Cleanup outside of buildings, parking lot and rink areas.
- Pick up and remove old rebar at end of Rink
- One fire extinguisher needs recharging.
- Hook up propane hot water tank- bathrooms; canteen and custodian need hot water for proper hygiene.
- Clean Zambonie Room, Install cabinets for proper storage.
- Proper storage of Zambonie Blades.

Steve noted that there needs to be safety training for the zambonie blades. They need a rack built for safe storage. They require 2 people two handle them at all times. Ask Public Works to weld a rack.

- Score Board donated by Eganville Arena install or declare as surplus.
- Rink Board Repair of Holes
- Netting to be installed to keep birds out

- Clean up mess from birds
- Chain link safety fencing at both ends of rink is damaged and poses a safety hazard as links are broken and protruding.

Moved by Kathleen Rogers

Seconded by Steve Osipenko

That Safety Committee recommend to Council that we purchase the 9 gauge 1 1/2" galvanized 48" chain link fencing from M&R feeds in Renfrew and have it installed by the Public Works crew.

Carried

- Emergency doors to access rink from parking lot side of rink. Steve said that the ambulance would access the rink from the Zambonie entrance at the end of the rink.
- 2013 budget install zambonie garage door at side of zambonie room for dumping of snow.

Chair Robert Kingsbury reviewed Rod Eady's audit report for Public Works. Staff needs to select a safety officer for Public Works. Chair Kingsbury will accompany them when they do their first audit.

7. Other Business

Kathleen noted in her last audit for the office that the staff had brought forth concerns regarding the poor lighting in the parking lot. It was recommended that we install 2 new flood lights.

8. Next Meeting

The next meeting will be in January 2013 to coincide with Steve's schedule.

9. Adjournment

Moved by Kathleen Rogers

Seconded by Steve Osipenko

That this Recreation Committee Meeting be adjourned at 1:57 P.M.

Carried

Chair Robert Kingsbury

CAO/Clerk