

THE CORPORATION OF THE TOWNSHIP OF HORTON
Safety Coordinators Meeting
January 9, 2014

There was a Meeting of the Safety Coordinators held in the Municipal Council Chamber on Thursday, January 9, 2014. Present was new Safety Coordinator Councillor Margaret Whyte. Staff present was Steve Osipenko representing the Fire Department and the Public Works Department and Kathleen Rogers representing the Recreation Department and Rose Curley representing the Office.

1. CALL TO ORDER

Councillor Whyte the Meeting to Order at 2:00 p.m.

2. DECLARATION OF PECUNIARY INTEREST

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

3. MINUTES OF OCTOBER 28, 2013 MEETING

The committee reviewed the minutes of the October 28, 2013, Safety meeting.

4. BUSINESS ARISING:

Slip Tape – is required in the Municipal Board room entrance where the floor slopes down. Kathleen Rogers will get this.

GFI Plug -Kathleen Rogers reported that the GFI Plug in the Township office furnace room has been installed by electrician Bruce Murdoch.

Outdoor Lighting- Kathleen Rogers noted that the lighting seemed adequate the last time she was outside at night. There is a new light mounted on the fire hall and there appears to be a new light at the front of the Township building that was never lit before. This lights up the parking lot nicely.

New Dock at Boat Launch- Kathleen Rogers reported that it was recommended at Recreation that a new dock be installed at the boat launch and the old one be repaired and moved down the river as a fishing dock so that people docking their boats will not have to worry about getting hooked by those who are fishing and refuse to move out of the way. We would have to post proper signage on the new dock that says "NO FISHING."

SAFETY MANUALS

Kathleen Rogers reported that the Health and Safety manuals have been order, received and distributed to all staff and fire personnel.

Steve Osipenko asked if two health and safety posters for the fire hall arrived with the manuals. Kathleen said they were not ordered with the manuals. Steve will go on line and order the posters he needs.

GENERATOR

Councillor Glen Campbell will train the volunteers and recreation Committee on the process to start the generator in the event of an emergency. He is working on submitting an instruction list that will be easy for anyone to follow. Kathleen Rogers will laminate and post. She will arrange for a training date with Mr. Campbell and the committee.

COMMUNITY CENTRE / RINK-

Kathleen Rogers, Recreation Program Manager did an inspection of the Rink/Change Room Building and the Community Centre.

Kathleen identified some concerns:

Kathleen noted that the change rooms required a storage cabinet for Rilla's Cleaning supplies so she purchased one and Bill Yantha has assembled it and put in the 3rd change room.

There was need for a metal storage cabinet in the Zambonie room. It was purchased and Bill Yantha assembled and put gas cans in the cabinet as is required by Health and Safety.

There is a hole in one of the rink boards and Bill Yantha has been asked to repair as soon as possible.

The canteen in the rink building requires cleanup and the trim needs to be finished around the window.

There is no hot water in the washrooms or the Zambonie Room. The janitor requires hot water to properly clean the premises.

The 4th Change room is cluttered and needs to be cleaned out and set up for a change room, benches need to be secured to the floor. Bill Yantha has been asked to do this.

The Zambonie room needs to be cleaned and organized. Bill Yantha has started this task.

The blades on the Zambonie need to be sharpened. Kathleen will arrange this.

Rink Doors at end of rink near volleyball courts need to be taken off in the spring and remounted properly and securely. Dave Bennett is aware of this and should be consulted when the repair is scheduled.

Kathleen has contacted Bruce Murdoch and asked him to install the rink electrical outlets at the community centre. Kathleen and Bruce met at the rink and Bruce will have to wait till the spring to install the outlets.

Dented corner post at rink – Kathleen noticed that on inspection that it has been repaired and has asked John Macintyre to inspect it the next time he is by the community centre.

Kathleen noted that the walkways are cleaned but icy and has asked Bill Yantha to sand more and put down more rubber mats closer to the rink.

Kathleen noted that the AED, needs to be sent to the rink for the skating season and that dispatch needs to be notified. She will have Bill Yantha put it up in the Changeroom building hallway so it is accessible to all.

Clean 3rd Changeroom and organize Jerseys.

Notes made for the Community Centre:

Front Foyer heater is inadequate.

Stairwell is cluttered as well as upper storage room, needs to be reorganized.

Fire extinguisher in upper storage room needs to be recharged.

There is a light out in the main hall which requires the scissor lift to repair. We will ask for it to be fixed while the scissor lift is here for the community centre expansion.

The door sweep on the rink side of the building needs changing.

The Community Centre needs a new coat of paint.

There are visible cracks in the wall in the community centre where the chair lift was installed there are also cracks in the wall in the upper meeting room. Dave Bennett was notified.

The ceiling in the upper meeting room still needs to be repaired after roof leakage. Room still needs to be painted.
Floor tiles are lifting in upper meeting room where water was sitting on the floor.

The Kitchen is cluttered and needs to be reorganized and the fryer needs to be removed. If we plan to reconnect the fryer then the hood for the kitchen stove will need to be changed.

The Flashlight in the kitchen needs new D batteries and Band-Aids are required for the first aid kit.

The toilet in the ladies bathroom needs to be checked as it is not flushing properly.

FIRE HALL

Steve Osipenko noted that there were no items of concern upon last inspection. The only outstanding item is still the motor on the floor for the new pump house.

Kathleen Rogers reported to Steve that Public Works Manager Janet Collins would accompany him on the next inspection and that there should always be someone from the public works department present to do the inspection with him.

It was discussed that with the Health and Safety committee being so small that they would meet in a different location for their monthly meetings so they could inspect that facility as a group. Each department head will still perform their monthly inspections. In April we will meet at the Fire Hall and inspect the PW Garage, The Fire Hall and the Office as a group.

Rose Curley has joined the Health and Safety Committee to do the monthly inspection for the Municipal Office.

Other Business

Health & Safety Incident Report

Chair Whyte reported that she reviewed an incident report where the small plow truck driven by Rod Eady slid into the ditch due to poor weather conditions. Minor damage to the truck as a mirror needed to be replaced. There were no injuries. Chair Whyte recommended that the incident report be filed with the inspection reports.

Kathleen reported that she was notified by Glen Campbell that there was an extension cord improperly wired to the panel in the generator room. Kathleen brought the matter to the attention of the Chair of the Building Expansion and the cord was removed immediately.

Chair Whyte asked that Mr. Campbell and Kathleen fill out an incident report and keep on file.

OFFICE

Rose Curley reported that the office electric wall heaters don't function very well and often it is very cold in offices and space heaters are required. It was requested that for Health and Safety issues as well as heat loss and privacy that a permanent window be installed across the front reception area. Every time the exterior door is opened the office instantly cools down. We are also recommending that a door be installed in the hallway outside the entrance of the main office and the Public Works Managers office. This will prevent the public from being able to

access the offices without permission and it will help to filter the noise that travels down the hallway disrupting everyone trying to concentrate on their work as the building is poorly insulated and the noise echoes throughout the entire office.

Moved by Kathleen Rogers
Seconded by Steve Osipenko

That the Health & Safety Committee recommends to council that they approve the installation of a permanent door outside the Public Works Managers Office in the hallway, plus install a window closure across the front reception desk, for Heat Loss Prevention, Staff Safety and Privacy in the Municipal office.

CARRIED

7. Next Safety Coordinators Meeting

The Next Safety Coordinators Meeting is set for April 7th at 9:30 am. at the Fire Hall.

8. Adjournment

Moved by Steve Osipenko,
Seconded by Kathleen Rogers

That this Safety Committee Meeting be adjourned at 3:40 P.M.

CARRIED

Chair

Secretary