

THE CORPORATION OF THE TOWNSHIP OF HORTON  
**Safety Coordinators Meeting**  
April 7, 2014

There was a Meeting of the Safety Coordinators held in the Municipal Council Chamber on Monday, April 7, 2014.

Present: Councillor Margaret Whyte, Safety Coordinator  
Steve Osipenko, Fire Department/Public Works Department  
Kathleen Rogers, Recreation Department  
Rose Curley, Municipal Office

**1. CALL TO ORDER**

Councillor Whyte called the Meeting to order at 10:15 a.m.

**2. DECLARATION OF PECUNIARY INTEREST**

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

**3. MINUTES OF January 9, 2013 MEETING**

The committee reviewed the minutes of the January 9, 2014, Safety meeting.

**4. BUSINESS ARISING:**

- Security Glass & Door – Municipal Office

At the January 2014 meeting, a recommendation was made to install a security glass and door at the front office reception area. This recommendation was referred by Council to the Infrastructure Committee. Two quotes were received for this project but no decision has been made to date. Staff will follow up with the Infrastructure Committee.

- Community Centre/Rink

- Generator switch over & Training

Kathleen Rogers reported that the generator at the community centre/rink has now been switched over and that staff have received instructions on how to operate the generator.

- Electrical Outlets at Rink

Kathleen Rogers was directed by the safety representatives to contact Bruce Murdoch to obtain a quote on installing electrical outlets at the rink. There was also discussion on the need for the hot water to be hooked up and the potential for shower hook ups. Steve Osipenko noted that a shower would be very beneficial, possibly in the Zambonie room, as it could be utilized for Emergency Preparedness.

**5. SAFETY AUDITS/INSPECTIONS**

- Public Works Garage

The representatives discussed the necessity for the Public Works Manager to appoint a Health & Safety representative from the Public Works Committee. This person would be responsible for

carrying out safety inspections at the garage. Initially, the Public Works Manager could attend these inspections with the designated person.

- Fire Hall

Steve Osipenko reported on his inspections carried out at the Fire Hall and highlighted action items that would be taken care of. There were no major issues or hazards.

- Municipal Office

Rose Curley reported on her inspections carried out at the Municipal Office and exterior parking lot. She reported that the parking lot is very uneven; the front entrance to the municipal office presents a tripping hazard; there are several areas in the municipal roof that are leaking and causing several safety hazards, such as slippery surfaces and potential mould issues.

- Community Centre/Rink/Change Room

Kathleen Rogers reported on her inspections carried out at the Community Centre, rink and change room. Most of her concerns were carried over from previous meetings and addressed under Item No. 4 – Business Arising.

Steve Osipenko noted that the rink change rooms would be better equipped if the floors were completely covered with rubber mats and not just sections of runners. This was noted during his time volunteering with children's hockey in the facility. Persons are walking on concrete floors in skates when trying to get around hockey bags and personal items on the floors.

## 6. OTHER BUSINESS

- Plow Truck Incident

Committee members reviewed an Incident Report on a recent accident between the Township snow plow and a parked unoccupied truck at the side of a road. The owner of the truck had requested that Council approve payment of the difference in costs between new parts and recycled parts. Council approved this request at their April 01, 2014 Council Meeting.

- Work Place Safety & Prevention

Kathleen Rogers reported that staff are reviewing this manual at their monthly staff meeting.

- Leaking Roof/Air Quality Check

Representatives discussed the issue of the leaking roof that was discussed when reviewing the Municipal Office inspection reports. They suggested that a heat cable would prevent further leaks once the existing roof is repaired.

### Moved by Kathleen Rogers, Seconded by Steve Osipenko

That the Health and Safety representatives recommend to Council that they authorize installation of a heat cable on the roof to prevent ice buildup. Further that Council authorizes staff to hire someone to conduct an air quality assessment at the municipal office to check for mold.

Carried.

- Employee Assistance Program

Kathleen Rogers reported that Council has recently approved implementation of an Employee Assistance Program for Municipal Staff. This will be beneficial for staff that require counselling and/or advice for different aspects of their life such as grief counselling, financial problems, etc.

**7. NEXT SAFETY COORDINATORS MEETING**

The next Safety Co-ordinators meeting will be held on Monday, June 23, 2014 at 10:00 a.m. at the Municipal Council Chambers.

**8. ADJOURNMENT**

Moved by Steve Osipenko, Seconded by Rose Curley

That the Safety Co-ordinators' meeting be adjourned at 11:10 a.m.

Carried.

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CHAIR

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SECRETARY