

JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE MEETING MINUTES

THURSDAY, NOVEMBER 7, 2019 AT 11:00 A.M.

(LUNENBURG TOWN HALL)

PRESENT: Paul Bracken, Facilities Superintendent, Public Works (Co-Chair)
 Bobby Cleveland, Facilities Attendant, Recreation (Co-Chair)
 Cali Beck, Finance Officer, Corporate Services
 Gary Mossman, Fire Hall Superintendent, Fire Department

MGMT: Kelly Cunningham, Recreation Director
 Heather McCallum, Assistant Municipal Clerk, Corporate Services

ABSENT: Trevor Lohnes, Operator, Public Works
 Taylor Rombaut, Water Resource Operator, Public Works

The Chair called the meeting to order at 11:10 a.m.

1. Agenda

The previously circulated agenda was approved by consensus, with the addition of an Incident Report review item to New Business.

2. September 5, 2019 Joint Occupational Health and Safety Committee meeting minutes

The September 5, 2019 meeting minutes were approved by consensus.

3. Unfinished Business

a. Outstanding items chart from September 5, 2019 meeting minutes

Outstanding Items Sep 5 Meeting	Update
<u>Public Works</u> ➤ Safety inspection of hoists, fall arrest gear, pallet jacks, ladders, fire extinguishers, etc.	Complete. Public Works will try not to engage a single inspection supplier next year; separate expertise is preferred.
<u>Water and Wastewater Treatment</u> ➤ H2S – In a power surge or outage that knocks out the Biofilter/fans, H2S levels rise very quickly and the WWTP becomes uninhabitable.	WWTP staff are wearing portable gas detectors on their belts; plant gas detectors are being repaired. Cell phone signal boosters have

<p>➤ H2S Training</p>	<p>also been installed in the plant to improve reception throughout.</p> <p>See item 4.b.</p>
<p><u>Recreation</u></p> <p>➤ Public safety concern re: dismantled surplus bleachers stored outside.</p>	<p>Kelly C has been unsuccessful to date in finding a community group or school to take the bleachers. The group agreed that there is a risk of injury if unauthorized members of the public try to climb them.</p> <p><u>Motion</u>: Moved and seconded that the Committee recommends that the dismantled surplus bleachers either be removed from the field or repaired to a safe condition. <u>Motion carried</u>. (Update: Staff are contacting the Town’s surplus metal purchase bidders to remove the bleachers and pay for its scrap metal value.)</p>
<p><u>General</u></p> <p>➤ “Dangerous Goods” placards need to be attached to trucks when transporting dangerous goods (PW, Water, WW). Placards are available.</p>	<p>Peter reports placards are not required for loads under a certain limit; no current routine loads fall outside the limit. A copy of the regulations will be circulated.</p>

b. Construction Safety Nova Scotia “Safety Culture” staff survey

The survey was completed by all staff. Paul will follow up with Laura Langille on the results.

4. New Business

a. Department bi-monthly safety inspections

Department JOHS reps are reminded to submit their inspection sheets to Paul.

b. Safety and Wellness Training:

- Leadership for Safety Excellence – rescheduled to December 5 & 6
- Traffic Control – PW crew has completed their one-day course, managers are taking a two-day course Dec 16-17
- Review of Safety Training Record – Construction Safety NS recommends a one-day H2S training course for WWTP operators

John and Taylor. As H2S can be present when opening a manhole or catch basin, *Peter Baker will be asked to evaluate advisability of training for selected Public Works staff.*

c. Incident Report:

Bobby and Kelly reviewed a short-term increase in CO levels at the Arena on the morning of October 13, 2019. The Arena CO alarm was sounded prior to the building re-opening for the day. Bobby was working at the time in the building when the alarm sounded, no other people in the building at the time. Arena staff and the Lunenburg and District Fire Department responded. Out of an abundance of caution, the Arena was closed on October 13 and 14, 2019 to allow staff time to investigate potential CO sources. The CO source was believed to be the ice resurfacer and/or the edger, both of which are powered by propane combustion engines. It was determined that there are no other fuel combustion engines in the building. Both pieces of equipment were immediately serviced by professional external service providers and passed emissions testing. The Ice Resurfacer is currently in good working order but is coming to the end of its useful life, as noted in the 10-year capital budget. A replacement is proposed for the 2020/21 capital budget year. The ice edger requires a new motor, which has been ordered and will be replaced once in stock. In the meantime, a surplus edger is being used which is being checked daily by staff.

In addition, a roof vent and fan were re-opened to provide more ventilation during ice resurfacing and edging operations. Two new CO detectors were also purchased and placed in the engine room and dressing room number one, where the increased CO levels were detected on October 13. Staff's handheld CO monitor was recalibrated to confirm its accuracy when used to check different areas of the building on a daily basis.

Since the morning of October 13, all readings have been well-below the "Air Quality Guidelines for Arenas in Nova Scotia" as developed by the Recreation Facility Association of NS or are reading at zero. The gas detector in the engine room has been checked by an external service professional and is in acceptable working order. Arena ventilation procedures were reviewed with staff to ensure ongoing best practices during ice resurfacing and edging.

Motion: Moved and seconded that the Committee recommend that the Arena's aging propane ice resurfacer and edger be replaced with a new electric resurfacer and edger, and that Arena ventilation be reviewed for potential repairs. Motion carried.

"Incident reports" will be added to the agenda as a standing item under New Business.

d. Next Committee meeting date - *Thursday, January 2, 2020 at 11:00 a.m. at Lunenburg Town Hall – The Committee requested that this meeting be moved to the following week, January 9.*

5. Adjournment

The meeting was adjourned at 12:13 p.m.