



**JOINT HEALTH & SAFETY MEETING MINUTES**

**Thursday, June 6<sup>th</sup>, 2024 @ 9:00 a.m.  
Firehall Boardroom**

**Present:** J. Burke                    Manager Rep.  
 B. Bouwmeester    Manager Rep.  
 K. Bouwmeester    Worker Rep.  
 A. Sokoloski        Alternate Worker Rep.  
 D. Sokoloski        Alternate Worker Rep.

**Absent:** E. Leblanc            Worker Rep.  
 J. Lamothe            Worker Rep.

**Recording Secretary:**

**Co-Chair J. Burke presided over the meeting. The meeting was called to order at 9:05 am.**

**1. Acceptance of Minutes:**

**1. D. Sokoloski – B. Bouwmeester**

**THAT:** The Joint Health & Safety Committee hereby approves the minutes of the May 9<sup>th</sup>, 2024 meeting.

**Carried**

**2. Inspections:**

May inspections were completed by the Public Works Dept.

<b>Dept.</b>	<b>Date Inspected</b>	<b># of Hazards</b>	<b>Date Repaired</b>
Fire	16-May-24	0	N/A
Admin.	12-Mar-24	1	2-May-24
	8-Apr-24	1	30-Apr-24
	16-May-24	0	N/A
Recreation	12-Mar-24	1	24-Apr-24
	10-Apr-24	1	20-Apr-24
	16-May-24	0	N/A
Library	28-Nov-23	1	30-Jan-24
	12-Dec-23	1	30-Jan-24
	10-Apr-24	2	Not yet repaired
	16-May-24	1	Not yet repaired
PWD	15-May-24	0	N/A

Library housekeeping is still outstanding. New CEO has started to clean up the area.

June inspections are to be completed by the Non-Union/Administration Dept.

July inspections are to be completed by the Recreation Dept.

August inspections are to be completed by the Public Works Dept.

**3. Other Reports:**

- 4. Outstanding Issues:** Emergency Procedures –Complex does have emergency action plan – should be included in the orientation process for new employees. Complex to look at updating the current version of the document as it from 2022. Consider having a plan for other departments as well as possible training.

**5. Any Other Business:**


- 6. Recognition Sub-Committee:** BBQ to be held on June 19, 2024. 2-3 sweaters for draw, \$10 gift cards from Freshco for all employees (get #'s from Dory). Angelle & Krystal to go shopping June 18<sup>th</sup>. Union will supply drinks again. Angelle to email prep notes/list as well as reminders before the BBQ.

**7. New Business:**

- 8. Next Meeting:** **Thursday September 5<sup>th</sup>, 2024 @ 9:00 A.M. – Fire Hall Boardroom**

- 9. Adjournment:** **2. D. Sokoloski**  
**THAT:** The Joint Health & Safety Committee is hereby adjourned. Time: 9:34 am **Carried**

  
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**J. Burke, Co-Chair**

  
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**K. Bouwmeester, Co-Chair**