



## JOINT HEALTH & SAFETY MEETING MINUTES

**Thursday, October 3, 2024 @ 9:00 a.m.  
Firehall Boardroom**

**Present:**

J. Burke	Manager Rep.
E. Bourcier	Manager Rep.
K. Bouwmeester	Worker Rep.
E. Leblanc	Worker Rep.
D. Sokoloski	Alternate Worker Rep.

**Absent:** A. Duguay Secretary

**Recording Secretary:** K. Bouwmeester

**Co-Chair J. Burke presided over the meeting. The meeting was called to order at 9:03 am.**

### 1. Acceptance of Minutes:

#### 1. E. Leblanc – E. Bourcier

**THAT:** The Joint Health & Safety Committee hereby approves the minutes of the September 5<sup>th</sup>, 2024 meeting.

**Carried**

### 2. Inspections:

September inspections were completed by the Non-Union/Administration Dept.

Dept.	Date Inspected	# of Hazards	Date Repaired
Fire	17-Sep-24	0	N/A
Admin.	14-Aug-24	1	13-Sep-24
	17-Sep-24	0	N/A
Recreation	17-Sep-24	0	N/A
Library	17-Sep-24	0	N/A
PWD	26-Sep-24	0	N/A

October inspections are to be completed by the Recreation Dept.

New Local 4705 member, Mitch Bourcier will complete inspections with Erik for October. Mitch will also need to complete both Parts 1 and 2 of the Health and Safety training. Krystal will forward contact information for Safety Training.

**3. Other Reports:** Investigation Report 02-PWD-24 – Reviewed.

**4. Outstanding Issues:** Emergency Procedures – can now be removed. Possible additional training – Expect the Unexpected and Violence & Threat Risk Assessment – Chair/CAO to look into further.

**5. Any Other Business:** Updated member listing and selected a Worker Rep.

**2. E. Bourcier – D. Sokoloski**

**THAT:** Krystal Bouwmeester be appointed as the Worker Representative with Ed Leblanc as the alternate for investigating critical & fatal accidents and to participate in all onsite testing.

**Carried**

**6. Recognition Sub-Committee:**

**7. New Business:**

**8. Next Meeting:** Thursday November 7<sup>th</sup>, 2024 @ 9:00 A.M. – Fire Hall Boardroom

**9. Adjournment:** 3. E. Leblanc

**THAT:** The Joint Health & Safety Committee is hereby adjourned. Time: 9:21 am

**Carried**

  
J. Burke, Co-Chair

  
K. Bouwmeester, Co-Chair