



JOINT HEALTH & SAFETY MEETING MINUTES

**Thursday, February 13th, 2025 @ 2:00 p.m.
Firehall Boardroom**

Present: J. Burke Manager Rep.
E. Bourcier Manager Rep.
K. Bouwmeester Worker Rep.
E. Leblanc Worker Rep.
M. Bourcier Worker Rep.
L Luopa Alternate Manager Rep. (Guest)

Recording Secretary: A. Duguay
J. Osorio Guest

Co-Chair J. Burke presided over the meeting. The meeting was called to order at 2:06 pm.

1. Acceptance of Minutes:

1. E. Bourcier – M. Bourcier
BE IT RESOLVED THAT: The Joint Health & Safety Committee hereby approves the minutes of the December 5th, 2024 meeting. **Carried**

2. Inspections: December inspections were completed by the Administration/Non-Union Dept.
January inspections were completed by the Recreation Dept.

Dept.	Date Inspected	# of Hazards	Date Repaired
Fire	10-Dec-24	0	N/A
	20-Jan-25	0	N/A
Admin.	-	-	Not completed in Dec.
	20-Jan-25	N/A	N/A
Recreation	11-Dec-24	1	Not yet repaired.
	13-Jan-25	0	N/A
Library	10-Dec-24	0	N/A
	14-Jan-25	0	N/A
PWD	10-Dec-24	1	13-Dec-24
	20-Jan-25	1	20-Jan-25

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

3. Other Reports:

Investigation 2024-PWD-03 – Reviewed. Procedures to be created and reviewed with employees.

4. Outstanding Issues:

5. Any Other Business:

2024 Accident Summary - Reviewed. No trends for concern from a Health & Safety perspective.

2024 Injury Summary – Reviewed. Discussed mental health training. Violence Threat Risk Assessment training upcoming in June.

Library: strain should have been injury diary entry. The committee did not see an investigation report for the faint but it occurred under prior management.

PWD: Town-wide work area.

2024 Injury Diary Entries – Reviewed. Minor injuries, no trends for concern from health & safety perspective. Remind Department Managers to have staff complete injury diary reports. CAO to review Accident, Incident and Injury Reporting Policy with Managers.

Reviewed Health & Safety Policy – Reviewed & endorsed.

2. E. Leblanc – M. Bourcier

BE IT RESOLVED THAT: Whereas the Corporation is responsible for conducting an annual review and approval of Policy H04-1474, the Health and Safety Policy; and

Whereas the Joint Health and Safety Committee is responsible for assisting and advising on the implementation and operation of the Health and Safety Program for the Corporation;

Now, therefore; Be It Resolved That: the Joint Health and Safety Committee endorse the annual approval of Policy H04-01474, the Health and Safety Policy, as presented. **Carried**

Reviewed Multi-Site Agreement – Reviewed. No need for changes to structure. Revised with updated appendices A, B and D only for submission to MOL after approved by Council and signed by all representatives.

3. E. Leblanc – K. Bouwmeester

BE IT RESOLVED THAT: Whereas the Joint Health and Safety Committee is responsible for reviewing the Multi-Worksite Joint Health and Safety Committee Agreement expiring on September 1, 2025 and;

Whereas the Joint Health and Safety Committee does not wish to make any changes to the agreement with the exception of updating Appendices A, B and D.

Now therefore; Be It Resolved That: the Joint Health and Safety Committee endorse the Multi-Worksite Joint Health and Safety Committee Agreement and that it be submitted to the Ministry of Labour once endorsed by Council and all representatives.

Carried

6. Recognition Sub-Committee: BBQ to be scheduled for June 11th.

7. New Business: POA Safety Door – Treasurer and CBO looking into procuring. Already budgeted.

Narcan and safe needle handling training with Public Health.

8. Next Meeting: **Thursday March 6th, 2025 @ 1:30pm – Fire Hall Boardroom**

9. Adjournment: **4. E. Leblanc**

BE IT RESOLVED THAT: The Joint Health & Safety Committee is hereby adjourned. Time: 3:09 pm

Carried



J. Burke, Co-Chair



K. Bouwmeester, Co-Chair