

CORPORATION OF THE TOWNSHIP OF McNAB/BRAESIDE
Joint Health and Safety Committee Meeting
February 28, 2018 - 1:15 p.m.

1. CALL TO ORDER AND ROLL CALL

The Township of McNab/Braeside Joint Health and Safety Committee meeting was called to order at 1:15 p.m.

Present: Lindsey Lee, CAO/Clerk
Kevin Murray, Public Works Supervisor
Dave Hartwick, Fire Chief
Karla Blemkie, Recreation Programmer
Mandy Cannon, Executive Assistant (Chair & recording secretary)

Absent: Christina Mulcahey, Cashier Receptionist

2. DISCLOSURES OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

No disclosures of pecuniary interest were declared at this time.

3. ADOPTION OF AGENDA

Moved by Karla Blemkie, seconded by Lindsey Lee, **THAT** the agenda dated February 28, 2018, be adopted as submitted and circulated.

CARRIED.

4. ADOPTION OF PREVIOUS MINUTES

Moved by Kevin Murray, seconded by Dave Hartwick, **THAT** the minutes of the January 24, 2018 Joint Health and Safety Committee meeting be adopted as submitted and circulated.

CARRIED.

5. DELEGATIONS AND PRESENTATIONS

Nil.

6. MATTERS ARISING OUT OF THE DELEGATIONS HEARD

Nil.

7. ITEMS OF BUSINESS

- Inspection Schedule

The Committee discussed the important of creating an annual inspection schedule. Mandy Cannon and Lindsey Lee will prepare a draft schedule and bring it forward to the next meeting for discussion and approval.

- Review of WSIB Inspection

Mandy Cannon discussed the information she was provided by the WSIB inspection on Thursday, February 22nd 2018. Based on the suggestions made, the Committee agreed to the following:

- Meetings will be held quarterly, with the option of holding Special Meetings, when required.
 - Draft Meeting Minutes and Inspection Reports will be circulated to the Committee Members within 21 days of the Meeting & Inspection. Any changes required are to be discussed with Lindsey Lee or Mandy Cannon prior to the next Meeting.
 - Mandy Cannon and Lindsey Lee will alternate being the Meeting Chair.
 - Refreshment Training on policies will be held at least annually as part of a lunch and learn.
 - An orientation package for new hires will be created and administered.
 - Terms of Reference will be brought forward to Council for consideration.
- Other Updates/Round Table

Lindsey Lee advised that she will look into the cost of getting a Defibrillator at the Landfill Site. She will also discuss methods of communication between the Landfill workers with the Director of Public Works.

8. NEXT MEETING

The next Joint Health and Safety Committee Meeting will be on May 23, 2018 at 8:15 a.m.

9. ADJOURNMENT

This Joint Health and Safety Committee meeting adjourned at 1:48 p.m.