

CORPORATION OF THE TOWNSHIP OF McNAB/BRAESIDE  
Joint Health and Safety Committee Meeting  
April 12, 2017 - 8:30 a.m.

**1. CALL TO ORDER AND ROLL CALL**

The Township of McNab/Braeside Joint Health and Safety Committee meeting was called to order at 8:30 a.m.

Present: Lindsey Parkes, CAO/Clerk (meeting chair)  
Kevin Murray, Public Works Department  
Ryan Frew, Director of Public Works (8:45 a.m.)  
Mandy Cannon, Clerk's Department (recording secretary)

Absent: Dave Hartwick, Fire Chief

**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 Mandy Cannon, seconded by Kevin Murray, **THAT** the agenda dated April 12, 2017, be adopted as submitted and circulated.

**CARRIED.**

**4. ADOPTION OF PREVIOUS MINUTES**

Moved by Mandy Cannon, seconded by Lindsey Parkes, **THAT** the minutes of the December 14, 2016 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**

- Updates

2017 Pocket Ontario OH&S Act & Regulations

Mr. Parkes advised that we have purchased the 2017 Pocket Ontario OH&S Act & Regulations. These books will be distributed to the building where staff will be working throughout the Township. It should be noted during inspections that the books and required posters are up to date in each building.

Sexual Harassment Prevention Training

Ms. Parkes advised that all staff must take the Sexual Harassment Prevention Training and said training will be schedule in the near future.

Traffic Control Training

Mr. Murray advised that he has access to the Traffic Control Training and indicated that the Fire Department is getting trained. He advised that he would then be interested in training the Roads Department and Summer Students as well.

Summer Students

The Committee will prepare a training package to be completed by the summer students. Ms. Parkes will look into whether students are provided a work boot allowance.

- Inspections

Regular inspections of Township buildings will take place on a monthly basis by alternating members of the Committee. Ms. Parkes and Ms. Cannon will perform the May inspections. Committee members are reminded to inspect first aid kits for missing or expired items. Township trucks will be added to the inspection schedule.

**8. NEXT MEETING**

The next Joint Health and Safety Committee Meeting will be on May 10, 2017 at 8:30 a.m.

**9. ADJOURNMENT**

This Joint Health and Safety Committee meeting adjourned at 8:55 a.m.