

CORPORATION OF THE TOWNSHIP OF McNAB/BRAESIDE
Joint Health and Safety Committee Meeting
July 19, 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: Kevin Murray, Public Works Department
Ryan Frew, Director of Public Works
Dave Hartwick, Fire Chief
Mandy Cannon, Clerk's Department (recording secretary)

Absent: Lindsey Parkes, CAO/Clerk (meeting chair)

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 Ryan Frew, seconded by Kevin Murray, **THAT** the agenda dated July 19, 2017, be adopted as submitted and circulated.

CARRIED.

4. **ADOPTION OF PREVIOUS MINUTES**

Moved by Dave Hartwick, seconded by Kevin Murray, **THAT** the minutes of the May 16, 2017 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

- Review Inspection Report

The Committee reviewed the Inspection Report and it was confirmed that Mandy Cannon will tape the sloping floor in the basement hallway and Dave Hartwick will investigate the hanging wires in the electrical room and provide feedback at the next Health and Safety Meeting. Mandy Cannon confirmed that she and Lindsey Parkes would do the next inspection prior to the next Health & Safety Committee Meeting.

- Minister of Labour – Submitting Information about PTSD Plans

Chief Hartwick advised that he has prepared a draft PTSD form for the Fire Department, he will include bring this plan forward to the next meeting for review. All Township Staff will have access to this plan once it has been finalized.

- WSIB – “Building Your Health & Safety Program”

Mandy Cannon advised that Lindsey Parkes has registered for the free training provided by WSIB “Building Your Health & Safety Program”, which will take place during the month of August 2017. Ms. Cannon will be attending this training with Ms. Parkes.

- Updates

Ryan Frew advised that commencing in August the manager/staff ratio of the Health and Safety Committee will be improper as Mr. Murray will be moving into a manager position. An additional two staff members are required on the Committee and a manager will have to step down from the Committee. Mr. Frew has volunteered to step down. Mandy Cannon will discuss this with Lindsey Parkes and the two new staff members will be in attendance at the next meeting.

8. NEXT MEETING

The next Joint Health and Safety Committee Meeting will be on August 23, 2017 at 8:30 a.m.

9. ADJOURNMENT

This Joint Health and Safety Committee meeting adjourned at 8:36 a.m.