

CORPORATION OF THE TOWNSHIP OF McNAB/BRAESIDE
Joint Health and Safety Committee Meeting
May 18, 2016 - 8:00 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 8:10 a.m.

Present: Lindsey Parkes, CAO/Clerk (meeting chair)
Dave Hartwick, Fire Chief
Kevin Nicholson, Fire Department
Kevin Murray, Public Works Department
Ryan Frew, Director of Public Works
Mandy Cannon, Clerk's Department (recording secretary)

Absent: Nil.

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 Dave Hartwick, seconded by Ryan Frew, **THAT** the agenda dated May 18, 2016, be adopted as submitted and circulated.

CARRIED.

4. ADOPTION OF PREVIOUS MINUTES

Moved by Dave Hartwick, seconded by Ryan Frew, **THAT** the minutes of the April 13, 2016 Joint Health and Safety Committee meeting be adopted as amended.

CARRIED.

5. DELEGATIONS AND PRESENTATIONS

Nil.

6. MATTERS ARISING OUT OF THE DELEGATIONS HEARD

Nil.

7. ITEMS OF BUSINESS

- Review Identified Hazards from Previous Inspections

The Joint Health and Safety Committee reviewed hazards identified during the inspection of the Municipal Office Building, the Public Works Garage and Fire Station #1. A detailed list of these hazards and the action required for each one is attached to these minutes.

- Review First Aid Kit Checklist

The Joint Health and Safety Committee reviewed the inventory as recorded for the first aid kits located in the front entrance and lunch room of the Municipal Office Building. Once the expiry date on the items have been verified, the first aid kits will be sealed. The seal on each kit will be examined as part of the monthly inspection. Ms. Parkes advised that she would look into ordering a new first aid kit for the Public Works Garage.

- Discuss Building Inspection Schedule

The Joint Health and Safety Committee scheduled a meeting for June 1, 2016 at 8:00 a.m. to inspect all buildings in the Township that were not inspected during the April 13, 2016 meeting.

- Mold Inspection

Ms. Parkes advised that a mold inspection was being conducted at the Municipal Office Building. The results will be provided to the Joint Health and Safety Committee once they are available.

- Kevin Nicolson – Resignation

Mr. Nicholson informed the Joint Health and Safety Committee that he has to resign as a Committee member at this time. Ms. Parkes will advise the Committee if this vacancy will be filled.

- WHMIS Training

The Joint Health and Safety Committee will provide WHMIS Training to all staff members at the next staff meeting.

8. **NEXT MEETING**

The Next Joint Health and Safety Committee Meeting will be on June 8, 2016 at 8:00 a.m.

9. **ADJOURNMENT**

This Joint Health and Safety Committee meeting adjourned at 9:44 a.m.