MUNICIPALITY OF MORRIS-TURNBERRY

JOINT HEALTH AND SAFETY COMMITTEE MEETING

Date – December 14, 2016  Time  8:30am  Place- Council room – 41342 Morris Road

Minutes

The Committee appointed Kelly Tiffin to chair the meeting.

1. Call to order: The meeting was called to order by Kelly Tiffin at 8:40am with all members in attendance, except Nancy Michie who was late.

In attendance:

Nancy Michie  late
Kim Johnston
Kelly Tiffin
Brian McArter
Donna Haugh

Absent:

Steve Fortier
Jeff Molenhuis

Others in attendance:

No others were in attendance

2. Minutes of the last meeting:

The Minutes from September 7, 2016 were reviewed.

Motion 3 – 2016  Moved by: Brian McArter  Seconded by: Donna Haugh

“That the minutes of the September 7, 2016 Health and Safety Committee Meeting be adopted as circulated.”

Disposition  Carried
3. **Unfinished Business:**
There was no unfinished business.

4. **Regular Reports:**
   Donna Haugh asked who to give outdated SDS’s to. The committee recommended the SDS’s from the landfill be submitted to Nicole Graf in the Public Works department to update. The Committee also wishes to have the binders remain in all locations and only the SDS’s that need replaced be taken from the binders.

   Workplace Inspections from September, October and November, 2016 were reviewed

   Nancy Michie arrived at the meeting at 8:45am

   Turnberry Works Garage – The MSDS are constantly being reviewed. The Rear Door has been working fine. The Bolt Bin has been secured.

   Morris Works Garage – The SDS are constantly being reviewed and updated. The Binder is missing from the Works Garage, the committee would like the binders left in all locations and only a list of the outdated SDS’s should be taken to have them replaced. The doors sometimes do not self latch, due to weather/temperature.

   Municipal Office – SDS are constantly being updated. The Basement will be organized in the near future. The clutter at the back door landing has been moved. The rear door was not always self- latching, this is due to weather/temperature
Municipal Landfill – SDS are constantly updated. Donna Haugh tries to go through the SDS sheets and will inform the public works if she finds any to be replaced and will send the list of outdated SDS’s to the office to be forwarded to Nicole Graf, Public Works.

Bluevale Community Hall – The windows in the Hall have been fixed. Emergency Lighting upstairs in the Bluevale Hall has been fixed. Fire Extinguishers have been checked by James Marshall
All inspection reports are sent to the Bluevale Community Committee after the monthly inspections.

January and February, 2017 Workplace Inspection dates were scheduled with tentative dates and times.

5. **New Business:**
   Nancy Michie informed the committee of an all staff health and safety meeting with North Huron to be held on January 10, 2017. There will be a presentation on Risk assessments and the Roles and Responsibilities of employers and workers with Health and Safety.

6. **Old Business:**
   No old business.

7. **Date of Next meeting** – The next meeting is tentatively booked for March 8, 2017 at 8:30am.
8. **Adjournment –**
The Health and Safety Meeting was adjourned at 8:55am.

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Kelly Tiffin, Chairperson