MUNICIPALITY OF MORRIS-TURNBERRY

JOINT HEALTH AND SAFETY COMMITTEE MEETING

Date – March 14, 2018  Time  8:30am  Place- Council room – 41342 Morris Road

Minutes

1. Call to order: The meeting was called to order by Nancy Michie at 8:55am with all members in attendance.

2. In attendance:
   Nancy Michie
   Mike Alcock
   Kelly Tiffin
   Brian McArter
   Donna Haugh
   Kim Johnston
   Steve Fortier

Others in attendance:
   No others were in attendance

3. Minutes of the last meeting:
   The Minutes from December 13, 2017 were reviewed.

Motion 1 – 2018  Moved by: Steve Fortier  Seconded by: Kelly Tiffin

“That the minutes of the December 13, 2017 Health and Safety Committee Meeting be adopted as circulated.”
Disposition  Carried
4. **Unfinished Business:**
No unfinished business.

5. **Regular Reports:**
   Workplace Inspections from December, 2017, January and February, 2018 were reviewed

   Municipal office: Clutter has been removed from the Back entrance of the Office. Fire Route/Evacuation signs will be updated.

   Bluevale Community Hall: The Bluevale Committee to be contacted to get some answers on who is looking after the operations of the Bluevale Hall. i.e. front entrance being left open, sidewalk slippery, light cover in back entrance.

   Morris Works Garage: Steve Fortier and Kim Johnston will contact Fisher glass and door in Goderich to set up a date to have all doors in the Morris Works Garage and the back door of the Municipal office to have the self latching door adjustment and weatherstripping repaired or replaced.

6. **New Business:**

   1. Employee meeting will be held to review the process for the Security alarm and the steps to take if it is set off after 5pm.

   2. Policy Update: The Committee reviewed the proposed change to the Joint Health and Safety Committee structure. The changes to the bylaw and policy will be taken to Council to be effect June, 2018.

   3. First Aid/CPR/WHIMS Training: Kim Johnston will find dates and locations for the few employees requiring the full First Aid course in
2018. Kim Johnston will also coordinate dates for the CPR refresher and WHMIS/Fire Extinguisher training to be held in May, 2018.

6. **Old Business:**
   1. Co-chair: Steve Fortier will be the co-chair for the committee and will chair the next meeting in June, 2018.
   
   2. Health and Safety Committee Training: Brian McArter and Mike Alcock will be enrolled in Part 1 and Part 2 of the Joint Health and Safety Committee Certification courses in Kitchener.

7. **Date of Next meeting** – The next meeting is tentatively booked for June 20, 2018 at 8:30am.

8. **Adjournment** –
The Health and Safety Meeting was adjourned at 9:35am.

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Nancy Michie, Chairperson