MUNICIPALITY OF MORRIS-TURNBERRY

JOINT HEALTH AND SAFETY COMMITTEE MEETING

Date – September 7, 2016  Time  9:00am  Place- Council room – 41342 Morris Road

Minutes

1. **Call to order:** The meeting was called to order by Barry Shaw at 8:50am with all members in attendance

   **In attendance:**
   
   Nancy Michie  
   Kim Johnston  
   Kelly Tiffin  
   Barry Shaw  
   Donna Haugh  
   Steve Fortier  
   Jeff Molenhuis

   **Others in attendance:**
   
   No others were in attendance

2. **Minutes of the last meeting:**
   
   The Minutes from June 22, 2016 were reviewed.

   **Motion 2 – 2016**  Moved by: Steve Fortier  Seconded by: Nancy Michie
   
   “That the minutes of the June 22, 2016 Health and Safety Committee Meeting be adopted as circulated.”

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

4. **Regular Reports:**

   Workplace Inspections from June, July and August, 2016 were reviewed

   Turnberry Works Garage – The MSDS are constantly being reviewed. The Fire Extinguishers in the Municipal Equipment need inspected. Fire Extinguishers in the equipment are not being inspected on a regular basis. A reminder will be sent to James Marshall regarding the inspection of the Fire Extinguishers in ALL municipal equipment.

   Morris Works Garage – The MSDS are constantly being reviewed and updated. The doors sometimes do not self latch, due to weather/temperature. The Fire Extinguishers in the Municipal Equipment need inspected.

   Municipal Office – MSDS are constantly being updated. Having an eye wash station was questioned for the Municipal office. The committee is satisfied that this was looked into in the past and was not a requirement. Emergency Procedures have been updated in all work locations. The Basement will be organized this summer. The rear door was not always self-latching, this is due to weather/temperature.

   Municipal Landfill – MSDS are constantly updated. Donna Haugh tries to go through the MSDS sheets and will inform the public works if she finds any to be replaced.
The air conditioner has been placed but does not keep a moderate temperature. The landfill employees use fans to help with the temperature.
Emergency Procedures have been updated in all work locations

Bluevale Community Hall – The windows in the Hall are not functional and have signs posted on them.
First Aid kit location – a label needs to be placed on the cupboard if the first aid kit is going to be kept in a cupboard.
Emergency Lighting upstairs in the Bluevale Hall needs to be fixed, either with new batteries or repaired.
All inspection reports are sent to the Bluevale Community Committee after the monthly inspections.

September and October, 2016 Workplace Inspection dates were scheduled with tentative dates and times.

The committee will look into who completes the fire extinguisher inspections for the Township of North Huron.

5. **New Business:**
   Barry Shaw submitted his resignation from the Joint Health and Safety Committee as of September 9, 2016.
The committee accepted his resignation and thanked him for the years of service on the committee.
Barry Shaw will complete the October, 2016 Workplace inspections.
Jeff Molenhuis will complete the November, 2016 Workplace inspections.
The New appointed representative from the Public Works department will join the whole Committee workplace inspection in November, 2016.
WHMIS and Fire Extinguisher training has been set for all Shared Services Public Works employees for Monday September 19, 2016 at 7:30am.
WHMIS and Fire Extinguisher training has been set for all Building, Office and Animal Control Officer on Monday September 19, 2016 at 8:30am.
James Marshall will complete the training at the Morris Turnberry Council Chambers.

First Aid and CPR will be completed with the North Huron Shared Services Public Works employees. Some dates have been discussed in October and November, 2016 to complete the training for all required staff.

The Joint Health and Safety committee approved that CPR be trained annually as per the policy. Kim Johnston will set up dates where all employees needing the training will be able to attend.

Kim Johnston will look into training for the new representative from the Public Works department.

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

7. **Date of Next meeting** – The next meeting is tentatively booked for December 16, 2016 at 9:00am.

   Jeff Molenhuis will look into what North Huron does for an annual employee meeting for Health and Safety.
8. **Adjournment –**
The Health and Safety Meeting was adjourned at 9:20am.

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Barry Shaw, Chairperson