



TOWN OF MINTO

DATE: November 30th, 2016
REPORT TO: Mayor and Council
FROM: Matthew Lubbers, Recreation Services Manager
SUBJECT: Joint Health and Safety Committee Annual Update

STRATEGIC PLAN:

Ensure all staff work toward achieving the goals and objectives found in the strategic plan in a safe manner that will not endanger themselves or others.

BACKGROUND:

The Town has a multi-site Joint Health and Safety Committee in place as per Occupational Health and Safety Act (OHSA). The main tasks of the committee are to establish an annual work plan, meet bi-monthly and conduct semi-annual inspections. The committee also reviews programs and policies regarding health and safety and provides assistance and advice to workers and supervisors when requested.

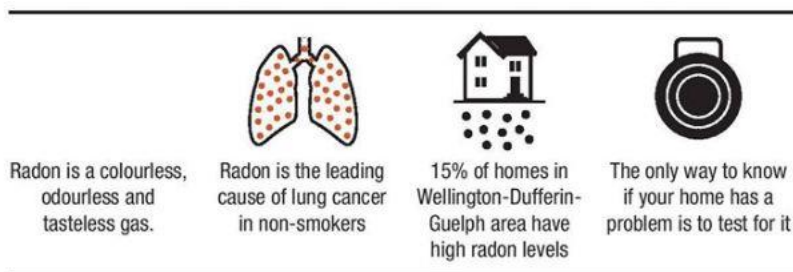
COMMENTS:

All staff employed by the Town completed an annual Health & Safety refresher test in January. This test covered our Health and Safety Policy Statement, Work Refusal Process, Workplace Violence and Harassment Policy and WHMIS. New staff are required to complete the more comprehensive training program upon hire. In addition to refresher training, first aid training for staff will take place in mid-January as certifications expire in February.

Three staff became certified members of the committee in February upon successful completion of JHSC Part II training. Spring inspections took place on April 27th and fall inspections took place in October and November.

On September 6th, Council approved updating the Town's Workplace Violence and Harassment Policy with a Workplace Anti-Violence, Harassment and Sexual Harassment Policy. All staff received Bill 132 training with respect to workplace sexual harassment. A Working at Heights training course was held at the Town Office on September 7th and 6 staff, 4 from Facilities and 2 from Public Works, were certified. Lorie Forbes will be joining the committee in 2017, replacing Matthew Lubbers.

The JHSC is monitoring Bill 11 titled Radon Awareness and Prevention Act, 2014. Once enacted, it will require employers to monitor for radon levels in workplaces.



FINANCIAL CONSIDERATIONS:

The proposed JHSC budget for 2017 is \$5,000, which is \$1,000 higher than the amount requested for 2015. There are 10 defibrillators at Town-owned buildings, some of which need replacement batteries and pads. The remaining funds will be used to implement the activities covered in the 2017 work plan, which will be set at the December meeting.

RECOMMENDATION:

THAT Council of the Town of Minto receives the November 30th, 2016 report from the Recreation Services Manager entitled Joint Health and Safety Committee Annual Update for information.

Matthew Lubbers, Recreation Services Manager