

Minutes of the Occupational Health and Safety Committee Meeting Salt Spring Island Fire Protection District

Meeting held: **September 22, 2016**
Training Room, Ganges Fire Hall

In attendance:

Committee Members: Ken Akerman (Co-chair), Trustee Howard Baker (Co-chair), Abe Hohn, Nancy Pursell
Staff Member: Corporate Administrator and Financial Officer Andrew Peat
Recording Secretary: Sarah Shugar
Regrets: Acting Chief Arjuna George, Dom Gaudet

These minutes follow the order of the agenda although the sequence may have varied.
Co-chair Akerman called the meeting to order at 5:31 p.m.

1. Approval of Agenda

The following addition to the agenda was presented for consideration:

3.8 Decontamination Chambers

By general consent, the agenda was adopted as amended.

2. Minutes

2.1 Receive and approve the minutes of the meeting held August 25, 2016

The draft minutes of the August 25, 2016 meeting were distributed prior to the meeting.

By general consent, the minutes of the August 25, 2016 meeting were accepted as presented.

3. Old Business

3.1 Extraction Washing Machine for Turn Out Gear

Trustee Baker reported at the last meeting of the Board of Trustees, approval was give to purchase one extraction washing machine. K. Akerman reported he is seeking cost estimates. The machine will wash two sets of turn out gear instead of 4 sets and the plumbing fixtures are compatible with the existing 2-inch drains.

3.2 Bullying & Harassment

There was a BC Federation of Labour workshop on Bullying & Harassment on September 10, 2016. There was discussion regarding the roll out of the training program.

By general consent, the Occupational, Health and Safety Committee agreed one representative from each group: H. Baker (Trustees), N. Pursell (POC), K. Akerman (Union), A. Peat and/or A. George (Management) would meet to discuss the Bullying & Harassment training materials and training dates. K. Akerman will send an email to schedule the meeting.

Action: CAO Peat will add the Respectful Workplace materials to Committee agendas in October and November.

Action: CAO Peat will distribute the Respectful Workplace materials to Committee members and contractors.

CAO Peat reported almost all employees have submitted the forms to acknowledge that they have received and understand the District's policy and reporting procedures regarding Respectful Workplace. Acting Chief George is canvassing staff to see who will attend the Supervisors course.

Action: CAO Peat will follow up with Acting Chief George regarding completing the signatures.

3.3 Showers at Hall No. 1

Co-chair Akerman reported there are two 100 amp electrical feeds at Hall No. 1. An instant hot water system is 50-100 amps. It has been determined that Hall No. 1 does not have the electrical capability to run an electrical on-demand water heater. One option would be to upgrade one of the electrical panels to 200 amps. Trustee Baker reported the estimate for a propane on-demand water heater is \$5,000.

By general consent, the Occupational, Health and Safety Committee agreed K. Akerman would contact contractors regarding the cost estimates for a bathroom renovation.

3.4 Concern regarding an Absorbent Agent (Absorb All)

Co-chair Akerman reported there is a supplier in Saanich, BC that supplies XSorb. The MSDS sheet states XSorb is a non-carcinogenic product. The product has been received and will be used on a trial basis.

3.5 WCB Partners Program (CAO Peat)

CAO Peat reported Acting Chief George is required to complete the BCMSA "Safety Management System" online course as part of the Certificate of Recognition (COR) Certification.

3.6 Possible Asbestos Contamination Fire Hall No. 1

Co-chair Akerman reported he contacted Northwest Environmental regarding the possible asbestos contamination in Fire Hall No. 1. He has requested Northwest Environmental to provide an estimate for limited mold testing (4-6 areas) and limited asbestos testing (4-6 areas) in Hall

No. 1. Northwest Environmental has recommended not undertaking “destructive sampling” at this time.

He also contacted Northwest Environmental and Worksafe BC regarding the asbestos floor tiles in the training room. The recommendation is to install 2 feet by 2 feet carpet tiles to cover the problem floor tiles. Worksafe BC has advised this would be an acceptable mitigating measure. The cost estimate is approximately \$5,000 for the carpet tiles and would include preparation of the area.

Motion that the Occupational, Health and Safety Committee recommend the Board of Trustees follow a Worksafe BC approved method to remediate “the asbestos floor tiles in the training room”, moved by Committee Member Pursell.

CARRIED

3.7 Employer’s duty to exercise due diligence (report Ganges Fire Hall deficiencies)

K. Akerman, H. Baker, Acting Chief George and N. Pursell conducted a hall inspection to identify deficiencies in Hall No. 1.

By general consent, the Occupational, Health and Safety Committee agreed CAO Peat would contact Worksafe BC regarding finding a consultant to conduct a safety assessment of Fire Hall No. 1 and report at the next meeting.

By general consent, the Occupational, Health and Safety Committee agreed N. Pursell would circulate the Safety Issues at Fire Hall No. 1 document to Committee Members via email.

3.8 Decontamination Chambers

CAO Peat reported Acting Chief George has submitted a grant proposal to the Salt Spring Fire Rescue Foundation for the purchase of two Decontamination Chambers.

By general consent, the Occupational, Health and Safety Committee agreed to table the item pending the decision of the Salt Spring Fire Rescue Foundation.

4. New Business

4.1 Mold in Fire Hall No. 1 - See item 3.6

5. Review of Inspection Report

Co-chair Chair Akerman reported he circulated a sign up sheet for hall inspections following the last meeting and no hall inspections were completed.

By general consent, the Occupational, Health and Safety Committee agreed A. George and K. Akerman would inspect Hall No. 1, K. Akerman and A. Hohn

would inspect Hall No. 2, H. Baker and N. Pursell would inspect Hall No. 3 prior to the next meeting.

6. Review of First Aid and Accident / Incident Investigations

Co-Chair Akerman reported N. Pursell and A. George investigated the three near miss incidents that were reported at the last meeting. The recommendations for the near miss incidents involving exposure to bodily fluids while performing CPR are: (1) situational awareness, (2) issue a gown for every member to have in their personal vehicle, (3) to wear a gown when appropriate, (4) the District should have appropriate decontamination facilities. The recommendations for the near miss involving a shovel sliding off Mini-shuttle 102 are: (1) training education regarding stowing of equipment (2) conduct a 360 check pre-trip (3) conduct a 360 check post trip (4) each truck will have a photo of each compartment as a visual check for where equipment is stowed.

There were no new incidents to report.

7. Education - none

8. Other Business - none

9. Next Meeting

The next meeting of the Occupational Health and Safety Committee is scheduled, October 27, 2016, 5:30 p.m., at the Ganges Fire Hall Meeting Room.

10. Adjournment

There being no further business, **motion** to adjourn moved by Co-chair Akerman.

The meeting adjourned at 7:50 p.m.

Ken Akerman
Committee Co-chair

Andrew Peat
Corporate Administrator