

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

Meeting held: **June 23, 2016**  
Training Room, Ganges Fire Hall

**In attendance:**

Committee Members: Ken Akerman (Chair), Trustee Howard Baker, Dom Gaudet, Colin McDougall, Nancy Purssell,

Staff Members: Acting Chief Arjuna George

Regrets: Abe Hohn

Recording Secretary: Sarah Shugar

The meeting was called to order at 5:35 p.m.

**1. Approval of Agenda**

The following item was presented for consideration:

3.7 Industrial Sewing Machine

**By general consent**, the agenda was accepted as amended.

**2. Minutes**

**2.1 Receive and approve the minutes of the meeting held May 26, 2016**

The minutes of the May 26, 2016 meeting were distributed prior to the meeting.

**By general consent**, the minutes of the May 26, 2016 meeting were accepted as presented.

**3. Old Business**

**3.1 Extraction Washing Machine for Turn Out Gear**

It was reported at the June 20, 2016 meeting, the Board referred the acquisition of an extraction washer to the Facilities and Physical Plant Committee. K. Akerman reported it is a Worksafe BC requirement to wash turn out gear annually and after fire events as stated in part 31.11(2) maintenance – procedures must be in accordance with manufacturers instructions. The current washing machine does not meet manufacturer specifications. The lowest setting on residential washing machines is two times the recommended speed and therefore does not meet the specifications. K. Akerman has recently been certified to do gear inspections. Four sets of turn out gear have been inspected; one set failed due to failure of the moisture barrier, one set failed due to a tear and 2 sets passed the inspection. K. Akerman can repair most issues although some will need to be sent away to a qualified repair service. It

was noted a minimum of 36 sets of gear would need to be sent away annually at a cost of \$160 per set.

**Motion** that the Occupational Health and Safety Committee recommend the Board approve the purchase of an extraction washing machine or to have the turn out gear sent out to be cleaned to meet Worksafe BC requirements moved by Committee Chair Akerman.

CARRIED

### 3.2 Bullying & Harassment

Acting Chief George presented the Salt Spring Fire Rescue Respectful Workplace Handbook / Policy and reported it will be circulated by email to all members.

Committee Member Pursell presented the following recommendations to Acting Chief George:

1. The employer revisits the decision announced at the June 20, 2016 SSIFPD Trustee's meeting when it was announced that a Bullying and Harassment Workshop would be offered for the Trustees, Officers, and Supervisors.

By excluding all workers in the organization from an interactive workshop, there is the prospect that the information provided is not consistent through the workforce. The opportunity to ask questions to clarify the policy and Operation Guideline in a group situation is not provided to everyone, which can lead to misunderstandings and feelings of exclusion, which is not conducive to a Respectful Workplace.

It is recommended that the proposed workshop include all employees and committee members of SSIFPD.

2. To reduce training costs, it is recommended that the workshop be lead by a member from each group: SSIFPD Board of Trustees; a representative from management; a union representative; a member of the safety committee; instead of an outside organization.

To ensure each of the representatives are prepared for the workshop presentation and discussion they should attend the Bullying and Harassment Course in Victoria, November 2, 2016. The workshop(s) be offered as soon as possible after November 2<sup>nd</sup>.

Cost for the BCFED B&H Course (if paid before Oct. 16) is \$115.00 x 4 = \$460.00 (plus wages, travel and meals).

Cost for BCFED coming to SSIFPD \$115.00 – per 20 participants = \$2300.00 (there may be up to 60 people who need to participate = approx. \$6,900.00 plus additional wages, travel and meals).

**By general consent**, the Occupational Health and Safety Committee agreed the recommendations are to be included in the minutes and there is no recommendation to the Board at this time.

### **3.3 Ergonomics**

K. Akerman reported the training officer has scheduled time during Summer 2016 for ergonomics training.

### **3.4 Showers at Hall No. 1**

There was no update regarding the showers.

**By general consent**, the Occupational Health and Safety Committee agreed "Infrared Saunas" be listed as a new action item in the Action List.

Acting Chief George will present an update regarding Infrared Saunas to the Facilities and Physical Plant Committee at their next meeting.

### **3.5 Training Topics**

The next training night is scheduled for August 2, 2016.

### **3.6 Workplace bullying and harassment reporting procedures policy**

The draft Salt Spring Island Fire / Rescue Workplace bullying and harassment reporting procedures was presented for information. It was noted the policy would be reviewed annually.

### **3.7 Industrial Sewing Machine**

K. Akerman reported an industrial sewing machine has been purchased and will be used for in house repairs when appropriate. Some repairs will still need to be sent out to a qualified repair service. The thread and two types of material have been ordered.

**By general consent**, the Occupational Health and Safety Committee agreed item "Industrial Sewing Machine" is closed.

## **4. Review of Inspection Report**

Committee Chair Akerman reported inspections for Hall No. 2 and 3 are complete and Hall No. 1 is not complete. AC George and H. Baker will complete inspection for Hall 1 prior to the next meeting.

## **5. Review of First Aid and Accident / Incident Investigations**

Acting Chief George reported the following two incidents occurred since the last meeting:

- (1) A member reached opened the sliding door reached up for something and a different appliance fell on their head. The member went to Lady Minto Hospital, was checked out by the Physician and released. It was an

equipment storage issue that has been rectified. The incident was preventable and the item has been relocated.

- (2) Engine 201 bottomed out turning around on Stewart Road and there was serious damage to the wheel chucks and the rack. This incident is the third time there has been damage to the wheel chucks. The wheel chucks were replaced and are now stored in the cabinet. A secondary concern was expressed regarding the driving. Acting Chief George talked to the members involved and it was determined that driving distraction was involved. The incident was preventable and the recommendation is do not distract the officer or the driver.

**6. New Business - none**

**7. Education**

The BC Federation of Labour 2016 Public Course Schedule was circulated for information.

**7.1 Training Update**

There was no update at this time.

**8. Other Business**

**8.1 Concern regarding Cleaning Agent**

C. McDougall presented an email from Member Nuyens regarding wearing dust masks for cleaning up glass and when using "Absorb All". There was discussion regarding whether "Absorb All" is harmful and whether there should be a Material Safety Data Sheet (MSDS).

**By general consent** the Committee agreed K. Akerman will look into (1) whether "absorb all" is the best agent to be using for clean up and (2) if there is a safer product that should be used and report to the next meeting.

**9. Next Meeting**

The next meeting of the Occupational Health and Safety Committee is scheduled, July 28, 2016, 5:30 p.m., at the Ganges Fire Hall Meeting Room.

**10. Adjournment**

There being no further business, **motion** to adjourn moved by Committee Chair Akerman.

CARRIED

The meeting adjourned at 7:17 p.m.

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Ken Akerman  
Committee Chair

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Andrew Peat  
Corporate Administrator

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