

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

Meeting held: **July 28, 2016**
Training Room, Ganges Fire Hall

In attendance:

Committee Members: Ken Akerman (Co-Chair), Trustee Howard Baker (Co-Chair), Dom Gaudet, Abe Hohn, Nancy Pursell

Staff Members: Corporate Administrator and Financial Officer Andrew Peat

The meeting was called to order at 5:38 p.m. by Co-Chair Baker.

1. Approval of Agenda

Co-Chair Akerman asked that the following be added to the agenda under New Business: WCB Partners program "Health and Safety Certificate of Recognition" (COR); discussion of possible asbestos contamination in Hall No.1; and discussion the employer's responsibility for "due diligence". Committee Member Hohn asked that there be discussion of "appropriate foot ware" when members are on duty.

By general consent, the agenda was accepted as amended.

2. Minutes

2.1 Receive and approve the minutes of the meeting held June 23, 2016

The minutes of the June 23, 2016 meeting were distributed prior to the meeting.

By general consent, the minutes of the June 23, 2016 meeting were accepted as presented.

3. Old Business

3.1 Extraction Washing Machine for Turn Out Gear

It was reported that the Facilities & Physical Plant Committee has recommended to the Board of Trustees that an extraction washing machine for turn out gear be purchased.

3.2 Bullying & Harassment

It was reported Bullying & Harassment materials will be distributed to members at the August 2, 2016 training night. CAO Peat advised that all employees will be required to sign and return the form acknowledging that they have received and understand the District's policy and reporting procedures regarding Respectful Workplace (Bullying & Harassment).

Staff members are being scheduled to attend a BC Federation of Labour workshop on Bullying & Harassment.

3.3 Ergonomics

Committee member Hohn advised that a presentation to members is planned for the August 2, 2016 Training night.

3.4 Showers at Hall No. 1

There was no update regarding the showers. Acting Chief George to provide an update on Infrared Saunas at the next meeting (the matter is to discussed by Facilities & Physical Plant Committee).

3.5 Training Topics

Bullying & Harassment and ergonomic topics are scheduled. Committee Member Hohn suggested that a joint presentation with the Health & Wellness Committee be considered as well as roll out of the "discomfort survey".

3.6 Concern regarding Cleaning Agent (absorb-all)

Co-Chair Akerman reported that absorb-all product utilized on scene of incidents and in fire halls to absorb fuel product, Qualisorb #628N is a non WHMIS controlled product and there is a risk that it may cause lung cancer. Co-Chair Akerman reported that there are alternate products available that are certified as non-carcinogenic.

Motion that it is the recommendation of the Occupational Health & Safety Committee to Acting Chief George that a non-carcinogenic product be utilized instead of Qualisorb moved by Co-Chair Akerman.

CARRIED

4. Review of Inspection Report

Co-Chair Akerman reported that Hall No. 1 Inspection was done by Acting Chief George and Co-Chair Baker on June 27, 2016.

5. Review of First Aid and Accident / Incident Investigations

Co-Chair Akerman reported that one incident occurred since the last meeting: A portable scene light fell out of a truck's side cabinet and struck a member on the leg – the equipment was not stored properly. The incident was preventable and the recommendation is that all equipment should be properly stored and members should be "situational aware" when opening vehicle storage compartments.

6. Education

There was no report.

7. Other Business

7.1 WCB Partners Program (COR)

Co-chair Akerman reported that COR recognition is awarded to employers who implement and maintain an occupational health and safety management system that exceeds regulatory requirements. COR certificates make a strong statement about an employer's commitment to workplace health and safety and WorkSafe BC provides incentive payments to COR companies through reduced WCB premiums.

By general consent, the Occupational Health and Safety Committee agreed CAO Peat would investigate the WCB Partners Program and report back at the next meeting.

7.2 Possible Asbestos Contamination Fire Hall No. 1

Co-chair Akerman reported that floor tiles in the Training Room are continuing to "lift" posing a tripping hazard and possible source of asbestos contamination. The North West Environmental Group survey report (July 18, 2008) found asbestos in the floor tile and recommended that damaged material be removed and undamaged material be "managed in place" and removed in conjunction with building renovations or demolition. Co-chair Akerman commented that the survey report did not include destructive sampling which would permit an intrusive investigation of inaccessible wall and ceiling cavities. The North West Environmental Group survey stated that locations and building materials that were not surveyed should be treated as asbestos-containing until proven otherwise. Co-chair Akerman commented that a new fire hall is still years into the future and that in the interim Hall No. 1 will require ongoing maintenance and renovations.

Motion that it is the recommendation of the Occupational Health & Safety Committee to the Board of Trustees that destructive sampling be done at Hall No. 1 to ascertain whether asbestos is present to permit an informed decision regarding future renovations / modifications, moved by Co-chair Akerman.

CARRIED

7.3 Employer's duty to exercise due diligence

By general consent, the Occupational Health & Safety Committee agreed to table this item.

7.4 Station footwear

Committee Member Hohn reported that he has observed instances where members were not wearing safety footwear while on duty.

Motion that it is the recommendation of the Occupational Health & Safety Committee to Acting Chief George that all members be reminded that standard station-wear while on duty includes safety footwear, moved by Committee Member Hohn.

CARRIED

8. Next Meeting

The next meeting of the Occupational Health and Safety Committee is scheduled, August 25, 2016, 5:30 p.m., at the Ganges Fire Hall Meeting Room.

9. Adjournment

There being no further business, **motion** to adjourn moved by Co-Chair Baker.

The meeting adjourned at 7:57 p.m.

Ken Akerman
Committee Chair

Andrew Peat
Corporate Administrator