

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

Meeting held: **August 25, 2016**
Training Room, Ganges Fire Hall

In attendance:

Committee Members: Ken Akerman (Co-chair), Trustee Howard Baker (Co-chair), Abe Hohn

Staff Member: Acting Chief Arjuna George

Recording Secretary: Sarah Shugar

Regrets: Dom Gaudet, Colin McDougall, Nancy Pursell, Corporate Administrator and Financial Officer Andrew Peat

Co-chair Akerman called the meeting to order at 5:35 p.m.

1. Approval of Agenda

By general consent, the agenda was adopted.

2. Minutes

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

The draft 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

The Facilities and Physical Plant Committee has recommended the Board purchase one extraction washing machine. The Finance and Audit Committee discussed the purchase during their 2017 budget deliberations. The Board of Trustees will consider the recommendation at their next meeting scheduled on September 19, 2016.

3.2 Bullying & Harassment

A BC Federation of Labour workshop on Bullying & Harassment is scheduled on September 10, 2016, 8:30 a.m. to 4:30 p.m. at the Fire Hall training room. K. Akerman, A. George, A. Peat, N. Pursell and two Trustees have been invited to attend the workshop. The intention is to train a group of facilitators who can then deliver the program to all members.

Acting Chief George reported Bullying & Harassment materials were distributed to members at the August 2, 2016 training night. He has received approximately 50% of the forms to acknowledge that they have received and understand the District's policy and reporting procedures regarding Respectful Workplace September 6, 2016 is the target date to have all signatures received.

3.3 Ergonomics

Ms. Reid presented a session on Ergonomics to members at the August 2, 2016 training night.

A. Hohn reported the "Discomfort Survey" was circulated to members at the training night and no surveys have been received to date. It was suggested that there are no outstanding concerns regarding ergonomics.

By general consent, the Occupational, Health and Safety Committee agreed Acting Chief George would recommend to the training officer that ergonomics training as part of an annual health and safety educational training session.

By general consent, the Occupational, Health and Safety Committee agreed the "Ergonomics" item is now closed.

3.4 Showers at Hall No. 1

Co-Chair Akerman reported the single shower serviced by a small hot water tank in Hall No. 1 is an inadequate facility.

By general consent, the Occupational, Health and Safety Committee agreed K. Akerman will look into whether the existing system in Hall No. 1 would meet the electrical needs of an on-demand water heater to supply an additional shower.

3.5 Training Topics

The last training night was August 2, 2016.

By general consent, the Occupational, Health and Safety Committee agreed the Training Topics item is closed.

3.6 Concern regarding Cleaning Agent (Absorb All)

Co-chair Akerman reported there is a supplier in Ladysmith, BC for non-silica based granular absorbent product. The product does not absorb water and therefore could not be used for antifreeze clean up.

By general consent, the Occupational, Health and Safety Committee agreed K. Akerman and Acting Chief George would discuss Absorb All product alternatives and report at the next meeting.

3.7 WCB Partners Program (CAO Peat)

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

3.8 Possible Asbestos Contamination Fire Hall No. 1

Co-chair Akerman brought forward recommendations from the No. 1 Fire Hall Survey of the Building for Asbestos Mold, and Products of Combustion from Vehicle Exhaust report received on July 18, 2008.

By general consent, the Occupational, Health and Safety Committee agreed Trustee Baker would discuss the concern regarding the tripping hazard and asbestos floor tiles in the training room, at the next Board of Trustees meeting.

The recommendation from the July 28, 2016 meeting regarding the destructive sampling be done at Hall No. 1 will be considered at the Board of Trustees meeting.

3.9 Employer's duty to exercise due diligence

Co-chair Akerman expressed concern regarding whether the District is meeting the need to exercise due diligence. There are several known hazards in Hall No. 1 that have not been addressed due to the possibility of moving to a new fire hall. There are several items that may be brought to the employer attention such as the cleaning of Personal Protective Equipment, best practices for decontamination and non-safety glass. There were recommendations in the 2008 report that have not been completed.

By general consent, the Occupational, Health and Safety Committee agreed to prioritize the known hazards in Hall No. 1.

There was discussion regarding the consider of allocation of funds in the 2017 budget to ensure Fire Hall No. 1 is a safe workplace as a follow up after the list of priorities is completed.

3.10 Infrared Saunas

By general consent, the Occupational, Health and Safety Committee agreed to change title in the action list from "Infrared Sauna's" to "Decontamination Chambers".

Trustee Baker advised he would discuss the recommendations regarding Decontamination Chambers at the next Board of Trustees meeting.

4. Review of Inspection Report

Co-chair Chair Akerman reported inspections for all three halls are due.

By general consent, the Occupational, Health and Safety Committee agreed Co-chair Akerman would circulate a sign up sheet for hall inspections.

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

Acting Chief George reported there were three near misses since the last meeting:

1. Near miss – A member was exposed to blood and vomit, bodily fluid while in the ambulance and the hospital. The near miss was preventable and the member's recommendation was to provide additional showers available for decontamination.

2. Near miss – A member was exposed to blood and vomit while performing CPR. All appropriate PPE was being used. The near miss was preventable and the member's recommendation was to wear a medical gown over PPE. The near miss was preventable.

3. Near miss – A shovel slid off the top of Mini-shuttle 102 while departing for an emergency call. The near miss was preventable.

Acting Chief George reported there was one injury since the last meeting:

Injury – A member received a back strain due to tying a knot. The injury occurred on July 24, 2016 and was reported in August. The injury was preventable.

By general consent, the Occupational, Health and Safety Committee agreed A. Hohn and K. Akerman would investigate the three near misses and one injury and report at the next meeting.

Co-chair Akerman reported follow up from the incident reported at the July meeting where a portable light fell out of a truck and struck a member on the leg. K. Akerman and N. Pursell assessed and reorganized the equipment.

6. **Education**

The Bullying & Harassment workshop is scheduled on September 10, 2016.

7. **Other Business - none**

8. **Next Meeting**

The next meeting of the Occupational Health and Safety Committee is scheduled, September 22, 2016, 5:30 p.m., at the Ganges Fire Hall Meeting Room.

9. **Adjournment**

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

The meeting adjourned at 7:55 p.m.

Ken Akerman
Committee Co-chair

Andrew Peat
Corporate Administrator

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