

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

Meeting held: **July 27, 2017**  
Meeting Room, Ganges Fire Hall

## **In attendance:**

Committee Members: Trustee Mary Lynn Hetherington (Management Rep), Abe Hohn (Employee Rep), Captain Dale Lundy (Employee Rep), CAO Andrew Peat (Management Rep), Nancy Pursell (Employee Rep), Shawn Stevens (Employee Rep)

These minutes follow the order of the agenda although the sequence may have varied.

CAO Peat called the meeting to order at 5:30 p.m.

## **1. Approval of Agenda**

The agenda was circulated prior to the meeting.

The following items were presented for consideration under New Business:  
4.2 Water Quality Hall No. 2 (Fulford)

**Motion** to accept the agenda as amended moved by Committee Member Stevens.  
CARRIED.

## **2. Minutes**

### **2.1 Receive and approve the minutes of the meeting held June 22, 2017**

The draft minutes of the meeting held June 22, 2017 were distributed prior to the meeting.

**Motion** to approve the Occupational Health and Safety Committee minutes of June 22, 2017 as circulated moved by Committee Member Hohn.  
CARRIED.

## **3. Old Business**

### **3.1. Bullying & Harassment**

Committee Member Peat reported that at their July 5, 2017 meeting the Board of Trustees affirmed the Respectful Workplace policy and adopted the Respectful Workplace Employee package.

**Motion** that the Occupational Health and Safety Committee agreed the item is closed moved by Committee Member Hohn.  
CARRIED

### **3.2. Health & Wellness of Members**

“Need Support” information package from Chief George was distributed at the meeting. (Copy attached to the original minutes.) The material listed members of the District’s peer support group, support lines, and professional counselling practitioners on Salt Spring Island. During the discussion, it was suggested that copies of relevant policies should be sent to all members and posted on the notice boards and website (AE-2302-01 Critical Incident Stress Management and AE-2301-01 Employee and Family Assistance Program).

Committee member Peat commented that members have access to counselling through their “Health Care Benefit Spending Account” (HUB Flexsave Plan). The plan stipulates that claims must be “qualified medical expenses” as determined by the Canada Revenue Agency.

Committee member Peat commented that members should have easy and confidential access to counselling services from qualified mental health professionals. He agreed to work with Chief George to determine minimum professional standards required for recommended practitioners. The finalized information package should be copied to all members and posted on notice boards and website.

Committee member Stevens commented that the Fire Service has been invited to attend the next “roundtable” meeting of local mental health professionals to ask to speak about the needs of fire fighters/first responders and ask questions about available local resources.

### **3.3 WCB Inspection Report 2016 11 16– no report**

### **3.4 Fire Hall No. 1 structural integrity (Herold Engineering proposal)**

Committee Member Peat reported that the Board of Trustees has referred the Herold Engineering proposal to the Facilities & Physical Plant Committee for consideration.

### **3.5 Committee member training requirements (BCFED Health & Safety Centre)**

Committee members Hetherington and Stevens are registered to take “OHS Committee Part 1” course in Nanaimo on October 3, 2017 - mandated training for OH&S Committee members.

### **3.6 Committee Priorities for 2017 (July 22, 2017 workshop)**

Committee member Pursell reported that a written report will be prepared summarizing priorities identified at the workshop.

**Motion** that it is the recommendation of the Occupational Health & Safety Committee that management prepare an “Emergency Preparedness and Response (EPR) Plan” for all worksites as required by WorksafeBC moved by Committee member Pursell.

CARRIED

Committee members discussed the need for designated muster points and how best to account for who is in the building and if it would be practical to have employees and visitors sign “in and out”.

**Motion** it is the recommendation of the Occupational Health & Safety Committee that management review office work station ergonomics using Canadian Centre for Occupational Health & Safety (CCOHS) standards as a reference to reduce the risk of injuries from repetitive tasks moved by Committee member Pursell.

CARRIED

In the discussion Committee member Hohn commented that no complaint or concern about work station ergonomics has been received by the Committee. Committee member Peat commented that unless a complaint is received or there is a major reconfiguration of the office area he anticipates the concern will be acknowledged and employees reminded of ways to reduce the risk of repetitive strain injuries.

It is the recommendation of the Occupational Health & Safety Committee that management replace the step ladder stored in the vehicle bay at Fire Hall No. 1. Committee member Pursell commented that the ladder is large and most tasks could be safely accomplished with a shorter ladder.

**Motion** it is the recommendation of the Occupational Health & Safety Committee to management that to reduce the risk of musculoskeletal injuries (MSI) that:

- operational procedures be changed to have fire apparatus moved out of the bay so that the vehicle transporting rope rescue gear can be moved close to the gear;
- the layout of and material storage arrangements in the Fire Hall No. 1 workshop be reviewed; and
- a safe work procedure be developed for the loading and off-loading the porta-tank from fire apparatus

moved by Committee member Hetherington.

CARRIED

Committee member Pursell undertook to review material from the BC Ambulance Service (BCAS) on confined space awareness for a future training night.

**Motion** it is the recommendation of the Occupational Health & Safety Committee to management that operational procedures be changed to have a spotter outside the building when fire apparatus is exiting Fire Hall No. 1 to control pedestrians walking in front of the bays moved by Committee member Pursell.  
CARRIED

**Motion** it is the recommendation of the Occupational Health & Safety Committee to management that decibel readings inside all apparatus be obtained to determine if hearing protection is required while riding in the vehicles when sirens are in use moved by Committee member Hohn.  
CARRIED

Committee member Pursell reported that Committee member Akerman undertook to obtain preliminary data to determine if decibel readings are within allowable limits set by WorkSafe BC.

**Motion** it is the recommendation of the Occupational Health & Safety Committee to management that operational procedures be reviewed to limit exposure of pump operators to vehicle exhaust at incidents moved by Committee member Stevens.  
CARRIED

During the discussion, members commented that at a recent structural fire the pump operator was continually exposed to vehicle exhaust and a portable electric fan was used to improve air flow around the apparatus.

### **3.7 Update regarding air-quality at Fire Hall No. 1**

Committee Member Peat reported that the Board of Trustees has referred the matter of Fire Hall No. 1 air-quality to the Facilities & Physical Plant Committee for their consideration. One estimate to install a compact HVAC system has been received and a second quotation is being solicited.

### **3.8 Decontamination Chambers**

Committee Member Peat reported that he understood the decontamination chambers are ready for use and that Operational Guidelines are expected to be finalized shortly.

**Motion** that the Occupational Health and Safety Committee agreed the item is closed moved by Committee Member Pursell.  
CARRIED

### **3.9 Update regarding obtaining Field Drug Detector**

Committee Member Peat reported that at their June 19, 2017 meeting, the Board of Trustees considered the Committee's recommendation to investigate obtaining a "field laser drug detector" for the safety of first

responders. It was the consensus that such equipment was not necessary.

**Motion** that the Occupational Health and Safety Committee agreed the item is closed moved by Committee Member Pursell.  
CARRIED

### **3.10 SSI Fire/Rescue Emergency Preparedness Report – no update**

### **3.11 Fentanyl Crisis and First Responder Risks (Vancouver Fire incident)**

Committee Member Pursell commented again that sharps container should always be used and that members should use a single dosing technique when administering Narcan.

**Motion** that the Occupational Health and Safety Committee agreed the item is closed moved by Committee Member Pursell.  
CARRIED

## **4. New Business**

### **4.1 Managers & Supervisors Education**

Information about an on-line educational opportunity “Health & Safety for Managers and Supervisors” from the Canadian Centre for Occupational Health and Safety was discussed. (Copy attached to the original minutes.) CAO Peat agreed to investigate and report back.

### **4.2 Water Quality Hall No. 2 (Fulford)**

There was discussion about whether the water supply at Fulford Fire Hall is potable. Water is a well and the question was asked whether it is routinely tested to confirm that it meets drinking water standards.

**Motion** that it is the recommendation of the Occupational Health & Safety Committee to the Board of Trustees that water at Fire Hall No. 2 be tested (coliform bacteria, E. coli and metals) to ensure that BC Ministry of Health standards are met moved by Committee Member Hohn.  
CARRIED

## **5. Review of Inspection Report – no update**

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

### **6.1 June 2017 Statistical Report**

WCB Statistical report for June 2017 was distributed to members prior to the meeting. (Copy attached to the original minutes.) Committee Member

Hohn noted that May's numbers should record 2 "Near Misses". It was the consensus of the meeting that the July 25, 2017 Near Miss Report regarding towing of Wildland trailer was not an OH&S matter but operational.

Two investigations from May 2017 are outstanding.

**7. Education - none**

**8. Other Business - none**

**9. Next Meeting**

The next meeting of the Occupational Health and Safety Committee is scheduled on August 24, 2017, 5:30 p.m. at the Ganges Fire Hall Meeting Room.

**10. Adjournment**

There being no further business, **motion** to adjourn moved by Committee Member Hohn.

The meeting adjourned at 7:08 p.m.

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Co-chair Ken Akerman  
Committee Co-chair

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Andrew Peat  
Corporate Administrator